

This is the statement of general policy and arrangements for:	
Overall and final responsibility for health and safety is that of:	
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities		
To provide adequate training to ensure employees are competent to do their work		
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health		
To implement emergency procedures - evacuation in case of fire or other significant incident.		
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances		

Health and safety law poster is displayed:		Signed Employer:	
First-aid box and accident book are located:		Date:	
Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)		Subject to review, monitoring and revision by: Layla Hinchey	

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