

Health and safety policy

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This is the statement of general policy and arrangements for: (Name of company)		
Alison Macklin and the Management Committee (Name of Employer/Senior manager)		has overall and final responsibility for health and safety
Alison Macklin (Member of staff)		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Alison Macklin	Review Regularly
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Alison Macklin	Display procedures and remind all volunteers and staff, train new staff
Engage and consult with employees on day-to-day health and safety conditions	Alison Macklin	Display procedures and remind all volunteers and staff
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Alison Macklin	Display procedures and remind all volunteers and staff
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Alison Macklin and Committee	Review twice yearly at Management Committee

Signed: * (Employer)		Date:	
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	Storeroom
First-aid box is located:	Under metal table behind till
Accident book is located:	Under metal table behind till

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>
Combined risk assessment and policy template published by the Health and Safety Executive 08/14

Risk assessment

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required.

Company name: Example

Date of risk assessment: 7/2/2019

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Slips and trips and falls	Staff, Volunteers and Customers may be injured if they trip over objects or slip on spillages. Strains fractures and bruising.	<ul style="list-style-type: none"> General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. Leaks reported promptly to manager Drip trays provided where necessary. Staff clean up all spillages immediately using suitable methods and use warning sign. No trailing cables on obstructions of aisles Suitable cleaning material provided Door mats in entrances for wet weather Good lighting in all areas 	<ul style="list-style-type: none"> Remind staff of good housekeeping procedures. Ensure suitable footwear is worn Use warning signs Ensure café floor tiles do not curl Remind staff not to leave stock unattended in aisles 			
Illness	Staff, Volunteers and customers	<ul style="list-style-type: none"> First aid training completed by many volunteers Manager advanced first aid course First aid box and burns box 	<ul style="list-style-type: none"> Ensure all volunteers know where emergency box is 			
Allergies	Staff, Volunteer and Customers	<ul style="list-style-type: none"> Allergy file with full information Volunteer training First aid knowledge 	<ul style="list-style-type: none"> Signage for customers Remind volunteers not to guess but leave to customers to decide 			
Fire – smoking, electrical, arson	If trapped staff could suffer smoke inhalation and burns	<ul style="list-style-type: none"> Fire procedure on wall and by phones Volunteers training Regular fire alarm tests 	<ul style="list-style-type: none"> Visual smoke alarm to be purchased Fire risk assessment to be redone 			
Knife Cuts	Staff and Volunteers involved in food preparation could suffer cuts from blades	<ul style="list-style-type: none"> Staff trained to use knives Sharp knife stored in sheath First aid box provided Young people not to use knives 	<ul style="list-style-type: none"> Tell staff not use knives to remove packaging 			

Cars pulling in and out of car park	Staff and members of the public	<ul style="list-style-type: none"> • White lines to keep sight lines clear • Lighting at shop entrance 	<ul style="list-style-type: none"> • Work with playground committee to make children aware of risks 			
Manual Handling Moving heavy items such as pet food, boxes of wine etc.	Staff and volunteers may suffer strains or bruising from handling heavy/bulky objects particularly to their backs.	<ul style="list-style-type: none"> • Ingredients bought in smaller package sizes • Commonly used items and heavy stock are no higher than waist height • High shelves light goods only • Mobile trolley provided and sack truck • Driver asked to move stock into storeroom 	<ul style="list-style-type: none"> • Remind staff to lift correctly and carry small amounts at once or use trolley provided • Regular checks to make sure no heavy goods are on high shelves. 			
Contact with steam, hot water and hot surfaces.	Staff and Volunteers may suffer scalding or burns injuries	<ul style="list-style-type: none"> • Staff trained in risks of released steam from coffee machine. • Induction hob provided which goes cool to touch when not in use • Water mixer taps provided • Gloves provided where necessary. • Access to cold running water and burns first aid kit 	<ul style="list-style-type: none"> • Display "hot water" signs and "hot surface signs" • Ensure all staff who use coffee machines are reminded of good practice. 			
Food handling	Frequent hand washing can cause skin damage Skin Allergies in relation to food	<ul style="list-style-type: none"> • Where possible staff to use tools to handle foods • Food grade gloves provided • Access to hand washing facilities 	<ul style="list-style-type: none"> • Staff reminded to dry hands as well as wash • Provide handcream? • Remind staff if allergic reaction to inform management 			
Contact with bleach and other cleaning materials or chemicals	Can cause damage to skin, irritation or eye damage if splashed. Vapor may cause breathing problems	<ul style="list-style-type: none"> • Dishwasher to be used as much as possible • Ecover cleaning materials to be used • Containers clearly marked • Long handled mops and gloves to be provided • No cleaning material to be stored in unmarked containers 	<ul style="list-style-type: none"> • Staff reminded to dry hands as well as wash • Provide handcream? • Remind staff if allergic reaction to inform management • Keep COSHH info to hand on cleaning materials 			
Violence and Threatening behaviour	Staff and Volunteers may suffer assaults, threats and abuse from members of the public	<ul style="list-style-type: none"> • Staff trained not to resist a robbery • Always two staff on duty • Staff to provide polite service and not to confront customers • Staff to report incidents to management committee • Staff to follow complaints procedure • Volunteer to ask for support from manager where necessary 	<ul style="list-style-type: none"> • Contact local police for advice on what else could be done, i.e. safe procedure for opening/closing • Manager to talk to staff about coping with disputes e.g. shop lifting and age restricted sales. 			

Working at height, changing lighting bulb etc.	Staff risk serious injury (e.g. fractures) from a fall at any height	<ul style="list-style-type: none"> Suitable steps and step stool provided for changing, bulbs and retrieving items from shelves Step ladder only to be used by maintenance crew and never by person on their own 	<ul style="list-style-type: none"> Staff and volunteer reminded not to stand on chairs 			
Deliveries	Staff or members of the public could be injured by being struck by a vehicle	<ul style="list-style-type: none"> Most deliveries are at start of day 	<ul style="list-style-type: none"> Monitor to make sure deliveries are at best time for the shop 			
Electrical	Faulty electrical appliances could cause shocks or burns or fatalities	<ul style="list-style-type: none"> Staff know where the fuse box is and how to safely turn electricity off in emergency Clear access to fuse box Qualified electrician to carry out repairs and maintenance. 	<ul style="list-style-type: none"> Remind staff re fuse box and emergency procedures for power cuts Staff to be trained to spot defective plugs and manager to do visual check of all plugs and sockets every three months. PAT testing to be carried out annually 			
Cold temperatures	Staff may suffer discomfort whilst restocking freezers	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Gloves to be made available 			
Machinery ham slicer	Staff and volunteers	<ul style="list-style-type: none"> Staff training in cleaning, assembly and use of machine Pat tested Use guard on machine Operating instructions accessible To be kept unplugged when not in use 	<ul style="list-style-type: none"> Remind staff to isolate machinery before cleaning 			
Workplace temperature	Staff may suffer ill health when they overheat in hot working conditions	<ul style="list-style-type: none"> Fans and extractors provided to control air temperature Staff encouraged to take break where necessary in cooler area Staff encouraged to drink plenty of water whilst on shift 	<ul style="list-style-type: none"> None 			

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)