

# Health and Safety Policy Statement

Health and Safety at Work etc., Act 1974

This is the Health and Safety Policy statement of .....

.....

## Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision of employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed

.....  
(Employer)

Date: .....

Review date: .....

## Responsibilities

1. Overall and final responsibility for health and safety is that of:

.....  
(Employer)

2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

.....  
(Manager/Deputy)

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name	Responsibility
..... (Head Groundsman)	
.....	Workshop
.....	Training
.....	Electrical Equipment Checks
.....	Garden/Outside Areas
.....	.....
.....	.....

4. All employees have to:
- co-operate with supervisors and managers on health and safety matters;
  - not interfere with anything provided to safeguard their health and safety;
  - take reasonable care of their own health and safety;
  - report all health and safety concerns to an appropriate person (as detailed in this policy)

### **Health and safety risks arising from our work activities**

Risk Assessments will be undertaken by:

.....and  
(*manager/deputy*)

.....  
(*employee*)

The findings of the risk assessments will be reported to:

.....  
(*employee representative*)

.....

.....

Action required to remove/control risks will be approved by

.....  
(*employer/manager*)

.....  
(*manager*)

will be responsible for ensuring the required action is implemented.

.....  
(*employee representative*)

will check that the implemented actions have removed/reduced risks.

Assessments will be reviewed every

..... months

or when the work activity changes, whichever is soonest.

### **Consultation with employees**

Employee representatives are:

.....  
.....

## Safe Plant and Equipment

.....  
will be responsible for identifying all equipment/plant needing maintenance.

.....  
will be responsible for ensuring effective maintenance contracts and procedures are set up.

Any problems found with plant/equipment should be reported to:

.....  
(*manager/supervisor*)

.....  
will check that new plant and equipment meets health and safety standards BEFORE it is purchased (see '*Buying new machinery – a short guide to the law and some information on what to do for anyone buying new work machinery*')

## Maintenance Records

Maintenance records will be kept by:

.....  
(*Manager*)

All gas appliances will be serviced annually by a Corgi approved engineer. (Gas cooker/gas fire(s)/gas boiler).

Portable Electrical Equipment will be visually inspected every ..... Months. Records will be kept in the maintenance file. (*see 'Maintaining portable electrical equipment in hotels and tourist accommodation': table on page 7*).

The electrical mains installation will be inspected by a competent electrical engineer every ..... years. (*see 'Electrical safety and you'*).

Electrical Plant will be inspected/maintained every ..... months OR as required.

## **Hazardous Substances**

COSHH Assessments -see '*COSHH –a brief guide for employers*'

Legionnaires' Disease -see '*Legionnaires' disease –a guide for employers*'

**Leptospirosis**: There are two types of leptospirosis that can affect workers in the UK:

Weil's disease which is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats.

The Hardjo form of leptospirosis which is transmitted to humans from cattle.

Both start with a flu-like illness with a persistent and severe headache.

Dermatitis –see '*Preventing dermatitis at work: advice for employers*'

Latex Sensitisation –see '*Latex and you*'

## **Manual Handling**

Training Records –lifting equipment

See '*Getting to Grips with Manual Handling –a short guide for employers*'

## **Aggression and Violence to staff**

See '*Violence at work –a guide for employers*'

## **Work-related stress**

See '*Work-related stress –a short guide*'

### **Risk Assessment**

#### **Lone Working**

##### **Mowing**

Plan of mowing activities: Produce a plan of the grass areas of the site indicating which areas are to be mowed with which particular machine: e.g. steep slopes must be strimmed (I.E. Ride-on mowers must not be used). Fixed blade hand mowers must not be used on slopes – danger of slipping under blade guard if grass damp (steel toe-caps may be ineffective).

##### **Workplace transport**

Indicate on plans areas where tractors/ATVs/Buggies may not be used (steep slopes).

##### **Water features**

Warn visitors that water features are on site.

Post warnings.- preferably pictograms.

Maintain shallow if possible (fill in deeper water features to make shallow).

If deep, provide rescue equipment and post warnings: Deep Water. No Swimming.

Place dye in water to discourage swimming (warning notices).

## Appendix One: Order Form for HSE leaflets

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.....  
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To: HSE Books  
PO Box 1999  
Sudbury  
Suffolk CO10 2WA      Tel: 01787 881165(Fax: 01787 313995)

Dear Sir/Madam,

Please supply one copy of each of the following free leaflets:

INDG324	Stating your business –guidance on preparing a health and safety policy
INDG271	Buying New Machinery
INDG237	Maintaining portable electrical appliances in hotels and tourist accommodation
INDG231	Electrical Safety and You
INDG339	Thorough examination and testing of Lifts
INDG136(rev1)	COSHH –a brief guide to the regulations
IAC27(rev2)	Legionnaires’ disease –a guide for employers
INDG233	Preventing dermatitis at work
INDG320	Latex and You
INDG143(rev1)	Getting to Grips with Manual Handling
INDG69(rev)	Violence at Work –a guide for employers
INDG281(rev1)	Work-related stress
INDG63(L)	Passive Smoking at Work

Thanking you in anticipation,

Yours faithfully

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