



Health and safety policy statement

1. This policy will say how Sawyer Engineering Services Ltd. will manage its health and safety responsibilities.
2. We will manage health and safety by:
 - 2.1 Controlling the health and safety risks at work.
 - 2.2 Involving employees on health and safety issues that affect them.
 - 2.3 Making sure that where employees work, and any equipment they use, is safe.
 - 2.4 Making sure that dangerous substances are stored and used safely.
 - 2.5 Making sure employees, especially new employees, have relevant information and training on health and safety.
 - 2.6 Making sure employees can do their jobs, and are properly trained.
 - 2.7 Trying to stop accidents and work-related health problems.
 - 2.8 Regularly checking that working conditions are safe and healthy.
 - 2.9 Regularly reviewing this policy and making changes if necessary.

Signed on behalf of Sawyer Engineering Services Ltd.:

Ben Sawyer Date 01/01/2023

Review Date: 01/01/2024

Notes

By law (under the Health and Safety at Work etc. Act 1974) if you have 5 or more employees, you must have a written health and safety policy, make it available for the staff to look at and to review it regularly.

You must also make sure that you have appropriate insurance cover including Employer's Liability Insurance (if you have any paid employees) and Public Liability Insurance.

Responsibility for health and safety

3. Overall responsibility for health and safety belongs to Sawyer Engineering Services Ltd.
4. Daily responsibility for managing this policy is given to Ben Sawyer.
5. Responsibility:
 - e.g.1) Emergency Evacuation – in case of fire or other emergency, your premises may need to be evacuated. A fire risk assessment should be undertaken and someone should implement emergency procedures, preferably suitably trained. Who will undertake this?
Ben Sawyer
 - e.g.2) H&S induction – all new staff members should receive training and information about applying this policy. Who will undertake this?
Ben Sawyer
 - e.g.3) H&S risk assessment – risk assessments will need to be recorded and whoever undertakes them, should ideally be trained. Who will carry out the risk assessments?
Ben Sawyer

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e.g.4) Employee representative – Very small organisations may consult employees directly. Alternatively, the employers might consult a health and safety representative, chosen by the employees or selected by a trade union.

e.g.5) First Aider – as a minimum, organisations must have a suitably stocked first-aid box, information for staff about the first-aid arrangements and an appointed person to take charge of these arrangements. Who is your first-aider?

Ben Sawyer

e.g.6) Accident recording, investigating and reporting – If your organisation has more than 10 employees, you must keep an accident book by law. Keeping records will help identify patterns of accidents and injuries. Who will record accidents?

Ben Sawyer

6. Employees are responsible for:

6.1 Co-operating with people who are responsible for health and safety.

6.2 Using safety equipment when it is necessary.

6.3 Taking care of their own health and safety.

6.4 Reporting health and safety concerns to the right person as written in this policy.

Notes

Item 3 – The name of the employer must be included here.

Item 4 – If the employer is not involved in the day-to-day running of the organisation, the role can be delegated to a senior manager. Responsibility still ultimately lies with the employer.

Item 5 – Health and safety functions can be delegated to different people, but you must make sure they are properly trained to carry out the role. Responsibilities should be set out clearly and known across the organisation.

Item 6 – employees should be aware of their responsibilities too.

Controlling the health and safety risks at work

7. Ben Sawyer will do regular health and safety risk assessments.

8. The results of the risk assessment will be kept by Ben Sawyer and will be included with this policy.

9. Ben Sawyer should agree any action needed to manage the risks that have been found.

10 Ben Sawyer will carry out the agreed action points.

11. Ben Sawyer will check that the actions taken have reduced the risks.

12. Assessments will be carried out every 12 months or when there is a change to the way we work.

Notes

To check that your health and safety policy is working you need to do regular risk assessments

You should keep a record of your findings and take action to reduce or remove the risks you have identified.

An example template follows. There is also a template on the Health and Safety Executive website at www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc



Risk Assessments

A risk assessment is, as the Health and Safety Executive (HSE) describe: "a careful examination of what, in your work, could cause harm to people.... the aim is to make sure that no one gets hurt or becomes ill".

A risk assessment will be carried out prior to all work and must be completed and signed before any work can commence.

Involving employees

13. The employee health and safety representative is Ben Sawyer
14. Employees will be involved in health and safety through Martin Langford
15. Any decisions made at Management Committee/Board meetings concerning health and safety will always be recorded and made available to staff.

Notes

Employers must consult employees about health and safety. This can be done through union representatives or an elected health and safety representative.

Consultation can happen by having a regular item on the staff meeting agenda, or through a health and safety working group.

Making sure that the workplace and equipment are safe

16. Ben Sawyer will be responsible for making sure that there is a maintenance procedure for the workplace and any equipment being used.
17. Ben Sawyer will be responsible for checking to see if any equipment being used for work, or parts of the workplace, need maintenance.
18. Ben Sawyer will be responsible for making sure that all the necessary maintenance is done.
19. Any problems with work equipment or the workplace should be reported to Ben Sawyer
20. Before buying any equipment or changing where people work, Ben Sawyer will check that health and safety standards are met.

Notes

You should identify any equipment that needs maintenance and make sure maintenance is done.

When buying second hand equipment you should check that it is safe, e.g. public address systems, vehicles.

If you are hiring a venue, make sure it is appropriate for what you want to do and that the venue owners know what you will be using it for.



Using and storing dangerous substances

21. Ben Sawyer will check if any substances being used at work need COSHH (Control of Substances Hazardous to Health) assessment.
22. Ben Sawyer will do the COSHH assessments.
23. Ben Sawyer will make sure that any action points from the COSHH assessments are implemented.
24. Ben Sawyer will make sure all employees are told about the COSHH assessments.
25. Ben Sawyer will check how to use new substances safely before they are bought.
26. COSHH assessments will be reviewed every [e.g. 6 months, 12months], or when there is a change to the way we work.

Notes

Under the Control of Substances Hazardous to Health (COSHH) Regulations 1994, if hazardous substances are used at the workplace, the employer must assess the risks to health.

This refers to any substance that can be dangerous for people's health.

This could be things you are using, e.g. bleach, paints, as well as things like fumes or dust or gas that are produced when you work.

Your assessment should consider the possible ill-effects that you should then do something about, perhaps by warning people, using hazard signs, training users, using protective equipment, improving ventilation and using safer alternatives.

Examples of COSHH risk assessments can be found on the Health and Safety Executive website at www.hse.gov.uk/coshh/riskassess/ including for an office.

Health and safety information and support

27. The Health and Safety Law poster is displayed on the entry/exit door.
28. The current employers' liability insurance certificate is displayed on the wall at the entry/exit.
29. Health and safety advice is available from Martin Langford.
30. People using any equipment for the first time will be supervised by Ben Sawyer
31. Ben Sawyer is responsible for making sure that employees working away from the workplace are given relevant health and safety information.

Notes

You are required to display a poster, or hand out a leaflet, that tells employees about health and safety (available from the Health and Safety Executive website at www.hse.gov.uk/pubns/books/lawposter.htm).

You are also required to display a copy of the current certificate from your insurance company showing that you have employers' liability insurance, or make it available electronically and tell all employees where it can be viewed.

Employees and workers should be able to get good health and safety advice either from inside or outside the organisation.

If you are working with young workers or trainees then you need to do a special risk assessment for them because they may not have enough experience.

If any staff members are pregnant you must carry out a risk assessment to identify any risk to their health or to that of their child. If there is a risk you must remove it or make alternative arrangements.



If your employees are sent by you to another workplace, you need to make sure that it is a safe place to send them.

Training and induction

32. General health and safety induction training will be provided for all employees by Ben Sawyer.

33. Health and safety training for the particular job will be provided by Ben Sawyer.

34. Jobs that need special health and safety training are manual handling.

35. Training and induction records are kept by Ben Sawyer.

36. Any training that is needed will be arranged by Ben Sawyer.

Notes

All employees should be given a health and safety induction when they start work covering such things as first aid and fire safety.

You should record all health and safety training to show you are doing it.

Accidents and work related health problems

37. The first aid box is kept in the workshop & van.

38. The appointed person/first aider is Ben Sawyer.

39. All accidents and work-related health problems should be recorded in the accident book by Ben Sawyer.

40. Ben Sawyer is responsible for reporting accidents and diseases to the Health and Safety Executive.

Notes

Under the Health and Safety (First Aid) Regulations 1981, all employers have a duty to provide first aid facilities and equipment that is adequate and appropriate for their organisation.

You should have a first aid box, clearly visible, accessible and fully maintained. All workplaces should have at least one appointed person to organise a first aid response such as phoning for an ambulance. No-one should carry out first aid unless they are trained to do so.

Although there is no statutory requirement to have trained first aiders, the Health and Safety Executive provides guidance on the recommended number, based on the number of employees and the nature of work. For example, if the risks are low (e.g. in an office environment), one first aider may deal with up to 50 employees.

Recording all accidents, even small ones, and near misses can show up if there is a health and safety problem in a particular area.

The accident book should be kept for at least 3 years after the last entry.



Checking work conditions are safe and healthy

41. To make sure that we are working safely and that this health and safety policy is being followed we will: carry out inspections, investigate accidents and near misses, collect reports and communicate with employees.

42. Ben Sawyer is responsible for investigating accidents at work.

43. Ben Sawyer is responsible for investigating work-related causes of absence.

44. Ben Sawyer is responsible for acting on the results of the investigation to stop the same problem happening again.

Notes

Investigating accidents is a good way to make sure they do not happen again.

Investigating absence, especially if several people are away with the same problem, could help to find a cause of illness in your organisation.

Fire and evacuation

45. Ben Sawyer is responsible for making sure that the fire risk assessment is done and any action points are carried out.

46. Escape routes are checked by Ben Sawyer every 2 months.

47. Fire extinguishers are maintained and checked by FM Fire Protection every 12 months.

48. Alarms are tested by Ben Sawyer every month.

49. Emergency evacuation will be tested every months, 6 months.

50. The evacuation procedure is: If the alarm sounds

- Evacuate the building immediately by the nearest exit
- Ensure any visitors leave the building
- Do not put yourself at risk
- Assemble in front of the building
- Do not re-enter the building for any reason until the Fire Officer or fire brigade confirm that it is safe to do so.

If you discover a fire

- Raise the alarm
- Evacuate the building immediately as above.

Notes

A fire risk assessment is the same as any other risk assessment.

Escape routes, fire extinguishers and alarms should be checked by qualified people such as your local fire brigade.

Make sure you check escape routes and practice emergency evacuation regularly.

Some other areas of risk to consider

Further information

Health and Safety Executive - www.hse.gov.uk

Basic health and safety from the Health and Safety Executive - www.hse.gov.uk/simple-health-safety/index.htm