


Health and safety policy

Emma Gittus, Project Manager & Kareem Dayes, Director of RUSS
(Members of Steering Group)

have 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	Kareem Dayes, Director	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information to ensure employees and members are competent to do their work	Kareem Dayes, Director	Provide staff and members with relevant information and guidelines arising from the risk assessment
Maintain safe and healthy working conditions	Kareem Dayes, Director	Provide staff and members with relevant information and guidelines arising from the risk assessment

Signed: * (Employer)		Date:	22.4.15
----------------------	---	-------	---------

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)	N/A for home based working
First-aid box is located:	N/A for home based working
Accident book is located:	N/A for home based working

Risk assessment

Company name: Rural Urban Synthesis Society

Date of risk assessment: 11/04/2015

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	Staff, members and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out	Individuals to assess on a regular basis and report any concerns to XX	All staff and members	Once office accommodation is found, this will be in place via a briefing from the person responsible for implementing Health and Safety	

Display screen equipment	Staff risk posture problems and pain, discomfort or injuries, if the workstation isn't set up correctly Headaches or sore eyes can also occur, e.g. if the lighting is poor or regular breaks not taken	Laptop users carry out own DSE assessment using HSE DSE assessment guidelines http://www.hse.gov.uk/pubns/indg36.pdf Covering work station layout to ensure good posture, lighting to avoid glare, noise and temperature levels controlled for personal comfort Reassessment to be carried out at any change to work feature, eg equipment, furniture or the work environment such as lighting. Individuals to assess on a case-by-case basis and report any concerns to XX	Individuals to assess on a regular basis and report any concerns to XX If any actions arise from assessments, make changes as soon as possible	All staff and members	There are no staff members, each consultant is responsible for their own work station and display screen.	
Manual handling of personal office equipment	Staff risk back pain and injuries if handling heavy/bulky items incorrectly	Individuals to assess on a case-by-case basis and report any concerns to XX	Remind staff that they should not try to lift objects that look or appear too heavy or bulky to handle.	All staff and members	There are no staff members, each consultant is responsible for their own work station and manual handling arrangements.	

Lone working	Staff could suffer injury or ill health while out of the office, e.g. when visiting stakeholders etc or while working alone in their home office environment	Individuals provide contact information to management	Paid staff to report any injury or illness to XX Management to assess next action on an individual basis	All staff and members	There are no staff members, each consultant is responsible for their own work and approach to lone working	
--------------	--	---	---	-----------------------	--	--

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)

For information specific to your industry please go to <http://www.hse.gov.uk>.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>

.
Combined risk assessment and policy template published by the Health and Safety Executive 08/14