# **Health and safety policy**

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| This is the statement of general policy and arrangements for: | | **Havinit Clothing** | |
| **Philip Needham** | | **has overall and final responsibility for health and safety** | |
| **Philip Needham** | | **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 | Philip | | Ensure all the floor areas are free of boxes and trip hazards |
| Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work | Philip | | Instruct all staff at the start to ensure there are no breeches of h and s rules |
| Engage and consult with employees on day-to-day health and safety conditions | Philip | | Speak with each member of staff at the start of their shift on any h and s concerns and make sure they are upheld |
| 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](https://www.gov.uk/workplace-fire-safety-your-responsibilities%20) | Philip | | Clearly mark the Emergency exits and ensure all staff know of them. |
| Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances | Philip | | Train staff on the use of any machinery inside the stall, eg air compressor |

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| Signed: \* (Employer) | Philip Needham | Date: | 10/04/2024 |

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.

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| Health and safety law poster is displayed at (location) | Inside the Stall |
| First-aid box is located: | Caravan |
| Accident book is located: | Caravan |

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>

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# **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. You may find our example risk assessments a useful guide (**<http://www.hse.gov.uk/risk/casestudies>**). Simply choose the example closest to your business.**

### Company name: **Havinit Clothing Date of risk assessment**: 10/04/24

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| **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 and visitors may be injured if they trip over objects or slip on spillages. | General good housekeeping is carried out.  All areas well lit.  No trailing leads or cables.  Staff keep work areas clear, eg no boxes  left in walkways, deliveries stored immediately. | Better housekeeping in staff kitchen  needed, eg on spills.  . | All staff, supervisor to monitor  Manager | From now on | xx/xx/xx |

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| Potential fire outbreaks due to electrical faults, overheating appliances, or flammable materials. | Employees and visitors could suffer burns, smoke inhalation, or other injuries in the event of a fire. | Regular checks on electrical equipment. Fire extinguishers placed strategically. | Ensure all staff understand fire safety procedures | Supervisor to monitor,  Manager | From now on | xx/xx/xx |

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](http://www.hse.gov.uk/).](#_Hlk110917549%091,4557,4611,0,,%13%20HYPERLINK%20%22http://www.hse.gov.)

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

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