**Example Format and Elements for a Health & Safety Policy or Statement That Might Be Used for an iLAND Centre**

This document provides an example of a format that could be used for a detailed Health & Safety policy that would be relevant for countries with strong health and safety legislation or regulations, particularly to protect employees and others working at the centre at any time. The Contents section on page 2 indicates a full range of areas that might need to be covered by an enterprise running an iLAND Centre project, for which each section would need to be completed describing the issue, responsibility and approach to managing the relevant issue. The statement on page 3 provides an example of an overview that sets out the approach an organisation might take to Health & Safety issues. In many locations such a statement may be sufficient, without a detailed policy document.

It is for each project to decide the relevance of such a document or policy statement according to their local conditions, and to take responsibility for that decision and following it through in how the project is managed. For any project with strong Health & Safety legislation or regulation it is recommended that you find relevant local advice to help you in this area. Any project using this document should consider it carefully and edit it according to their particular situation and according to *how they actually manage these issues*.

IPEN holds no responsibility for how this document is used by any project or individual.

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| **1.0** | **Organisation details** |
| Organisation name: |  |
| Address: |  |
| Website: |  |
| Nature of business: |  |
| Areas of operation |  |
| Primary contact: |  | Email: |  |
| Role: |  | Telephone: |  |

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| **2.0** | **Policy contents** | **Page** |
| **3.0** | **Policy statement** |  |
| **4.0** | **Roles and responsibilities**  | 5.1 | Management structure |  |
| 5.2 | Project directors |  |
| 5.3 | Site management |  |
| 5.4 | Health and safety advisor |  |
| 5.5 | Supervisors |  |
| 5.6 | Staff |  |
| 5.7 | Contractors |  |
| **5.0** | **Arrangements** | 6.1 | Legal compliance |  |
| 6.2 | Consultation |  |
| 6.3 | Documentation  |  |
| 6.4 | Risk assessment |  |
| 6.5 | Site rules |  |
| 6.6 | Accident and incident |  |
| 6.7 | First aid |  |
| 6.8 | Training |  |
| 6.9 | Welfare |  |
| 6.10 | Supervision and monitoring |  |
| 6.11 | Internal audit |  |
| 6.12 | Work equipment - maintenance and inspection |  |
| 6.13 | Workplace  |  |
| 6.14 | PPE |  |
| 6.15 | Driving and vehicles |  |
| 6.16 | Contractor selection and management |  |
| 6.17 | Fire and emergency |  |
| 6.18 | Occupational health |  |
| 6.19 | Lone working |  |
| 6.20 | Permit to work |  |
| **6.0** | **Policy on site specific risks** | 7.1 | Asbestos |  |
| 7.2 | Work at height |  |
| 7.3 | Manual handling |  |
| 7.4 | Hazardous substances |  |
| 7.5 | Electrical installation and electrical equipment |  |
| 7.6 | Other |  |
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| **Health & Safety Policy statement** |
| The Project regards the health, safety and welfare of its employees and those who may be affected by its activities as being of prime importance. The following statement recognises our obligations under **[INSERT: any relevant national health & safety law or similar regulation],** including all relevant regulations and approved codes of practice additional to the **[INSERT: Act/Regulation]**. Our statement of general policy is to:* Accept its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all other affected by their activities;
* Promote a positive health and safety culture within the organisation, in particular by the Directors consulting with employees and sub-contractors on health and safety decisions;
* Expect the full co-operation and support of employees to ensure that this policy is fully implemented.
* Ensure that the Project is kept abreast of its legal duties and is up-to-date with any developments of health and safety legislation, by retaining the services of a competent health and safety advisor;
* Monitor the implementation of this policy and to ensure that adequate resources are provided, including appointing competent external advisors;
* Complete regular audits to ensure the effectiveness of this policy and the arrangements that it puts into place;
* Ensure that this policy is brought to the attention of all employees at induction, is prominently displayed at our premises and is made available to staff who are not based at our premises;
* Provide and maintain safe and healthy working conditions, so far is reasonably practicable and taking account of any statutory requirements;
* Provide information, instruction, training and supervision to enable employees to perform their work safely, including drawing this policy to their attention at induction;
* Provide and maintain a working environment that is safe and without risk to health.
* Provide appropriate facilities for welfare;
* Undertake risk assessments and where necessary, method statements of our activities and implement the identified control measures;
* Ensure that all documentation produced by the Project is in plain [Language], is fit-for-purpose and is made available to anyone who may need to refer to it;
* Ensure that all vehicles and work equipment are suitable for purpose and properly maintained;
* Minimise the use of hazardous or dangerous substances and where their use cannot be eliminated, implement suitable controls;
* Make available all necessary safety devices and protective equipment and supervise their use;
* Take reasonable steps to assess the competence of any contractor we engage and to ensure that information is exchanged on matters relevant to health and safety;
* Be prepared for emergencies such as fire and medical emergencies and investigate all incidents of injury or ill-health;
* Review this policy by the agreed date for review, or sooner if there are good reasons to.
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| **Signed:** |  | **Role:** |  |
| **Date:** |  | **Agreed date for review:** |  |