

# Step 4 - Health and safety policy *(Risk Assessment Form – A4)*

<b>This is the statement of general policy and arrangements for:</b>		(Name of company)
		<b>has overall and final responsibility for health and safety</b>
<i>(Name of Employer/Senior manager)</i>		
		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>
<i>(Member of staff)</i>		
<b>Responsibility of: Name/Title</b>	<b>Statement of general policy</b>	<b>Action/Arrangements (What are you going to do?)</b>
	Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	
	Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	
	Engage and consult with employees on day-to-day health and safety conditions	
	Implement emergency procedures – evacuation in case of fire or other significant incident.	
	Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	

<b>Signed:</b> * (Employer/Business Owner)		<b>Date:</b>	
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<b>Indicate location where Health and safety law poster is displayed. If not displayed, indicate where it should be.</b>	<indicate here>
<b>Indicate if First-aid box is present. If yes where, if no, indicate where it should be.</b>	<indicate here>
<b>Indicate if Accident book is present. If yes where, if no, indicate where it should be.</b>	<indicate here>