

Your Health & Safety handbook: what should you include?





Health & Safety handbook template

Health & Safety handbooks are an important tool to make sure everyone at your business (and your business itself) can stay safe. They're useful for a number of things, including:



They provide clear, documented communication - so neither employers or employees can act without claiming to know what the other is accountable for.



They enhance Health & Safety engagement. Having a written, tangible thing that your employees can read helps strengthen a safety culture in your business.



They provide a written point of reference. So, if employers or employees stray from what's documented, there's cause for questions to be raised.

1. Table of contents

Break down what the document will include by item, title and page number, like this:

Item	Title	Page number
1	Amendment record	5
2	Introduction	6
3	Health and Safety policy statement	8
4	Environmental statement	9

2. Amendment record

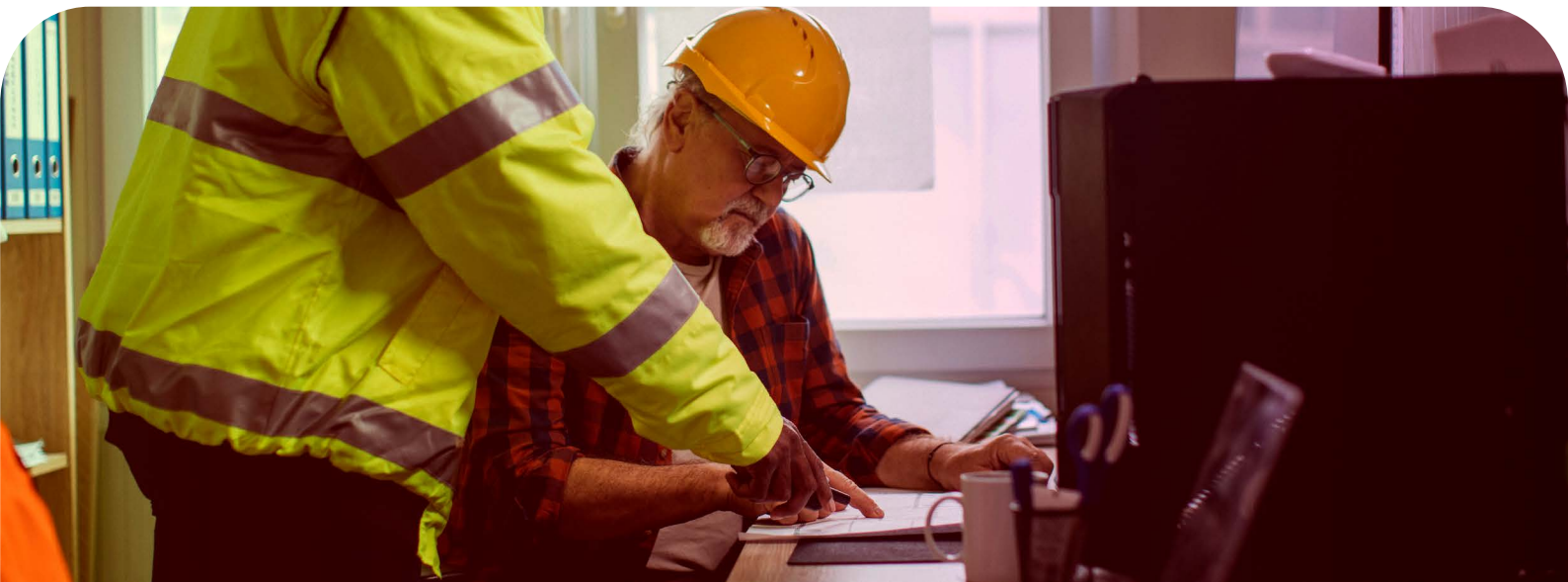
If you make any changes to your Health & Safety handbook after the date of its inception, make note of this in the 'Amendment record' section. Details required:

	Version	Date	Author	Version comment
	Start with 1.0 for your original version, and then systematically go up to 2.0, 3.0, 4.0, etc	This is the date changes were made to your handbook.	This is the person who made the changes to your handbook.	This is where you reference what changes have been made.
Example	1.0	17.02.2017	Jane Doe	Document published.
Example	2.0	04.12.2017	Joe Bloggs	Review of waste disposal and work equipment

3. Introduction

Here's a few examples of things to cover in your introduction:

- The legislation you're complying with (The Health and Safety at Work etc. Act 1974)
- Company name
- The aim of the policy
- Your commitment to keeping it up to date and monitoring it
- Expectation of employees to comply with the policy and management by law





4. Statements

There are three statements (depending on applicability) to implement:



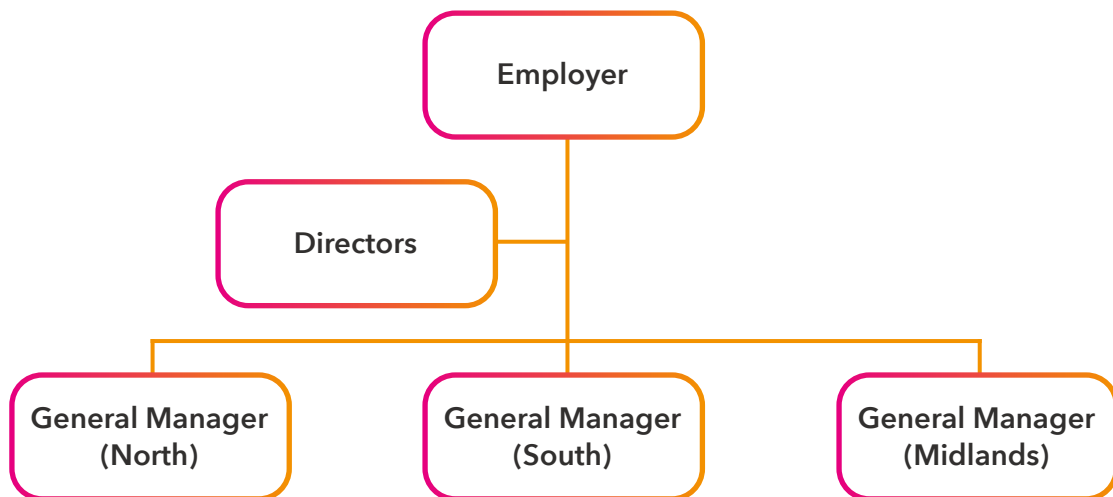
Health & Safety policy statement: the importance of Health & Safety in ensuring the health, safety and welfare of all individuals working for your business, and your role and responsibility in making sure your policies and processes are maintained and adhered to by all.

Environmental statement: acknowledgement of the environmental impact of any of your activities, and how you plan to reduce any negative impacts. Policies might include to: dispose of waste safely and legally; work with environmentally responsible suppliers; and minimise the use of energy, water and natural resources – to name just a few.

Food safety statement: outline both your and employees' responsibilities for the effective management of food safety. An example of an employer responsibility might be to provide adequate resources to ensure that proper provision can be made for food safety. And an example of an employee responsibility could be to not interfere with or misuse anything provided.

5. Safety management structure

Using a business who has offices based throughout the UK, here's an example of a safety management structure:



This is an important part of your Health & Safety handbook, as it informs everyone of where issues need to be escalated to, and who holds responsibility over residing areas.

6. Employer and employee responsibilities

In this area, you should cover off things like: management responsibilities; employee responsibilities; employee obligations; requirements under the Management of Health and Safety at Work Regulations; sub-contractor and self-employed personnel responsibilities; information relating to the provision of Health & Safety law; and joint consultation.

If you need a hand filling in any of the blanks, get in touch with our industry-leading Health & Safety experts.

7. Individual policies

Next up are your individual policies. A few examples of what these may be include:

- Access and egress
- Accident reporting
- Alcohol and drugs misuse
- Confined spaces
- Emergency plan
- Fire aid in the workplace
- Work at height
- Gas safety
- Legionella
- Display Screen Equipment (DSE)
- Lone working
- Risk Assessments
- Control of Substances Hazardous to Health (COSHH).

Remember, this list is by no means exhaustive. For a full list of what needs to be included, speak to one of our Health & Safety experts on **0345 844 1111**.

Each policy falls under its own item, and should include a breakdown of things like: a description of what it is, why it's important and who it effects; associated hazards; and employee responsibilities.

8. Receipt of Health & Safety

The final section of your handbook is where employees are required to acknowledge that they've received, read and understood the contents of the document. In addition, their signature also acts as their agreement to comply with the rules set out in your handbook.

You should request the following details.



With our online management platform - Atlas - this can all be done electronically.

Get on the right page with Citation

We hear you - Health & Safety handbooks can be tough nuts to crack. That's why we're here to take the stress away by producing a tailored, detailed handbook just for you.

Want to know what else we can do for your business?
Get in touch today on **0345 844 1111** or just email hello@citation.co.uk.