

## **Health and Safety Policy Statement Guidance Note**

This document aims to give you guidance when writing a County Health and Safety Policy. If you require more detailed guidance please contact the National Health Safety and Environmental Co-ordinator.

Specific requirements regarding a policy statement will be found in section 2 (3) of the Health and safety at Work Act 1974.

Health and Safety law imposes duties on employers in respect of their employees (section 2) and people not in their employment who may be affected by their undertakings ( section 3.) This includes volunteers, contractors and members of the public.

It is St John Ambulance National policy that our statutory duties with regard to health and safety shall apply equally to both paid employees and volunteers. This will be detailed in all our policies and procedure documents.

Overall responsibility for health and safety within each County rests at the highest level. This will normally be the County Commander, however all individuals at every level (paid and volunteer) must accept their degree of responsibility.

### **The Policy Statement**

The health and safety policy is the foundation on which to develop health and safety procedures and practices. It should state commitment to both employees and volunteers

It should demonstrate the County's intention to provide a safe and healthy environment and a commitment to continuous improvement.

There should be a commitment to regularly review the policy and make any changes necessary in the light of changed circumstance or legislation. It is recommended that the policy is reviewed annually at a management meeting, and even if there is no change necessary the document should be re-dated and the issue number amended. The County's top manager, usually the Commander, should sign the policy.

An example of a policy statement is provided in the health and safety manual.