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Welcome to H&S Documents on the Harwood Portal!

This introduction aims to provide a brief overview of health and safety policies, their significance, effectiveness, and the legal responsibilities that businesses of all sizes have in implementing them.

Within the UK, all businesses are legally required to have a health and safety policy if you have five or more employees.

This is mandated under the Health and Safety at Work Act 1974. The health and safety policy outlines how the employer manages health and safety within their workplace, including identifying and controlling risks, providing necessary information, training, and supervision to employees, and establishing procedures for dealing with accidents or emergencies.

Even if a business has fewer than five employees, it is still important to ensure the health and safety of employees and others who may be affected by the business's activities. While there may not be a legal requirement to have a formal written policy in these cases, it is still good practice for all businesses, regardless of size, to have clear health and safety procedures in place.

Health and safety policies are fundamental documents that outline the procedures, guidelines, and responsibilities for ensuring the well-being of everyone involved in our business operations.

These policies are essential for identifying and managing workplace hazards, preventing accidents and injuries, and promoting a culture of safety among our workforce.
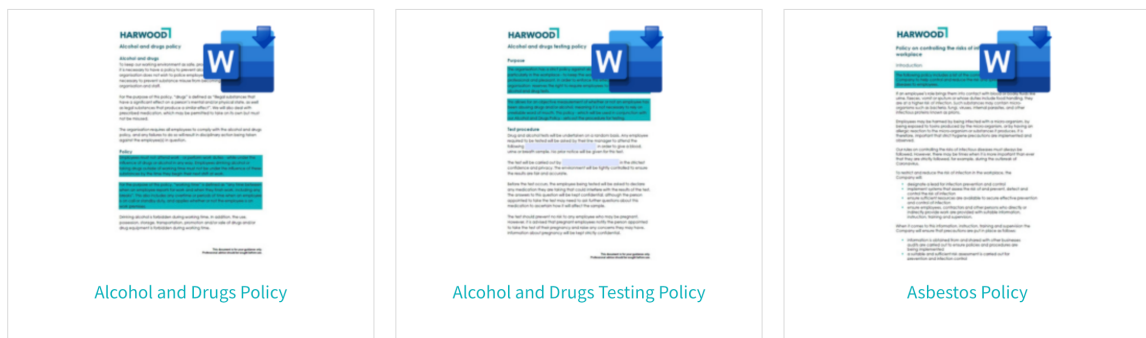
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Where to find the H&S Documents

The H&S Documents are located under the 'H&S Documents' tab on the Harwood Portal and include templates of all of the most common Health and Safety Policy documents you might need.

The best place to start would be the **Health and Safety Policy** as an overarching document which can then be supplemented with additional policies to meet your business needs.

In any business, it's beneficial for everyone to contribute to health and safety policies. **However, it's essential to designate a 'competent person' to ensure these policies remain relevant and up to date.** This individual should possess the necessary skills, knowledge, and experience to identify hazards within the business and implement effective controls to safeguard workers and others from harm.

Once you're happy that you have all the policies you need, the Harwood Portal also offers additional tools such as Audit Tools, and Fire Risk Assessment checklists.

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How to use the Health and Safety documents

Click on the policy document on the H&S Documents tab to download a policy

Hazard & Risk Assessment Policy

Health and Safety Policy

Incident Investigation Policy
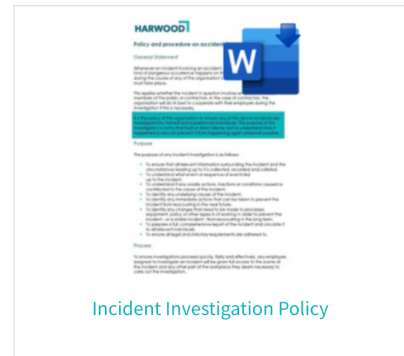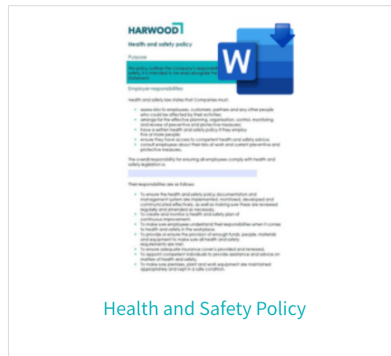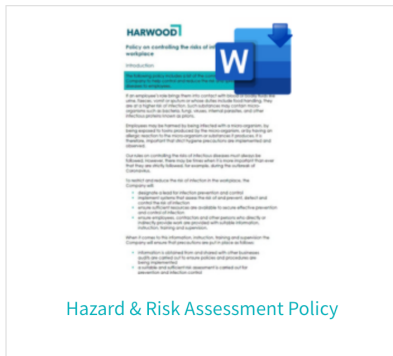
Our policy documents are available as Word documents allowing you to customise them to match to your branding and ensure consistency with your company's other documentation.

Examples shown from various policies

Space has been left so you can edit the documents

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Responsibility

is responsible for the implementation of this policy

Signed

Date

Review Date (recommend 3 years)

Here is where the your designated 'competent person' needs to sign and date the policy

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Type in employer or employee's names directly

> **How we implement the policy**
>
> All supervisors must set an appropriate standard of behaviour; lead by example and ensure that those they manage adhere to the policy and promote our aims and objectives regarding equal opportunities. Supervisors will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice.
>
> The   has particular responsibility for implementing and monitoring the Equality and diversity policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

You can print these and write them by hand or names and titles can be edited directly in Microsoft Word.

Use text boxes to keep track

> [*Optional - PLEASE SELECT THE CHECK BOXES IF THEY APPLY*]
>
> **Testing** ☐
>
> In order to objectively prove whether or not an employee has been working under the influence of alcohol and/or drugs, employees may be required to submit to testing.

Tick the sections of the policy that apply to your business. By deliberately leaving sections unticked within the document, you demonstrate to auditors a meticulous consideration of policy relevance to your business operations.

For any further advice or support about using the policy documents or checklists, please email our team at HealthandSafety@harwoodhrsolutions.co.uk