**Health and Safety Statement**

NAME OF ORGANISATION

Companies House Registration no.

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| --- | --- |
| **Last updated** | **DATE**  |

**Definitions**

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| **Company** | NAME OF ORGANISATION |
| **Employee** | someone who works under an employment contract. |
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**Considerations:**

The Health & Safety at Work Act 1974 places a duty on employers to ensure the health, safety and welfare of employees and others who may be affected by the actions of your organisation. The Health & Safety Executive requires any business with more than five employees to have a written policy. In [employment law](https://www.gov.uk/employment-status), a person’s employment status helps determine their rights.

This NAME OF ORGANISATIONHealth & Safety statement and associated policy have been developed on the basis that, whilst the company does not have the requisite number of employees to require a formal written policy, it is useful to do so as part of a commitment to best practice*.* A copy of the H&S policy is at Annex A.

NAME OF ORGANISATION has no business premises at present and thus in-person activities and events are covered by the health and safety of the hosting organisation.

NAME OF ORGANISATION **Health & Safety Statement:**

NAME OF ORGANISATIONaims to protect all persons, including employees, volunteers, contractors and members of the public, from any potential injury and damage to health, which might arise from work related activities.

The Company will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees and provide such information, training and supervision as they may need for this purpose.

The Company recognises the benefit of high standards of health and safety in the fishing and seafood sector and will give a high level of commitment to health and safety and comply with all statutory requirements.

NAME OF ORGANISATION **Health & Safety Policy Annex A**

**Purpose of policy**

1. NAME OF ORGANISATION(the employer) takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities. This policy is intended to help NAME OF ORGANISATIONachieve this by clarifying who is responsible for health and safety matters and what their responsibilities are.
2. This is a statement of policy only and does not form part of the employees’ contract of employment. NAME OF ORGANISATIONmay amend this policy at any time at its absolute discretion. NAME OF ORGANISATIONwill review the policy at regular intervals to ensure that it is achieving its aims effectively.

Who is responsible for workplace health and safety?

1. Achieving a healthy and safe workplace is a collective task shared between the Employer and staff. This policy, and the rules contained in it, apply to all staff of the Employer, irrespective of seniority, tenure, and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, homeworkers, fixed-term staff and volunteers. Specific responsibilities of staff are set out in the sections “Responsibilities of all staff” below.

Employer responsibilities

1. The Employer is responsible for:
	1. Taking reasonable steps to safeguard the health and safety of staff and others affected by the Employer’s business activities.
	2. Identifying health and safety risks and finding ways to manage or overcome them.
	3. Providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency.
	4. Providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. NAME OF ORGANISATIONwill give staff an opportunity to ask questions and advise who best to contact if unsure how to safely carry out their work.
	5. Ensuring health and safety representatives receive appropriate training to carry out their functions effectively.
	6. Providing appropriate health and safety inductions and safety training.
	7. Promoting effective communication and consultation between the Employer and staff concerning health and safety matters.
	8. If an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organisation of business operations and steps to be taken to minimise the risk of infection.
	9. Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff.
2. Overall responsibility for health and safety lies with the Board of Directors of the Employer and the Chief Executive Officer, as Health and Safety Officer, has day-to-day responsibility for health and safety matters.
3. Any concerns about health and safety matters should be communicated to the Health and Safety Officer.

Responsibilities of staff (*General staff responsibility*)

1. Staff must:
	1. Take reasonable care of their own health and safety and that of any others who may be affected by their acts or omissions.
	2. Co-operate with the Health and Safety Officer and the Employer to enable compliance with health and safety duties and requirements.
	3. Comply with any health and safety instructions and rules, including instructions on the safe use of equipment.
	4. Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions.
	5. Report health and safety concerns to the Health and Safety Officer promptly, including and potential risks, hazards or malfunctioning of equipment, however minor or trivial they may seem.
	6. Co-operate in the Employer’s investigation of any incident or accident that has led to injury or which, in the Employer’s opinions, could have led to injury.

*Staff responsibilities relating to equipment*

1. Staff must:
	1. Use equipment as directed following instructions given by representatives of management or contained in any written operating manual or instructions for use, and adhering to any relevant training.
	2. Report any fault with, damage to, or concern about any equipment (including health and safety equipment) or its use to the Health and Safety Officer, who is responsible for safety.

*Staff responsibilities relating to accidents and first aid*

1. Staff must:
	1. Promptly report any accident at work involving personal injury, however trivial, to the Health and Safety Officer so that details can be recorded in the Accident Book. They must also cooperate with any associated investigation.
	2. Familiarise themselves with first aid facilities and trained first aiders, details of which are available from the Health and Safety Officer.
	3. The Health and Safety Officer is responsible for investigating any injuries or work-related illnesses, preparing and keep accident records, and for submitting reports under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR), where required

*Staff responsibilities relating to national health alerts, including the Coronavirus (Covid-19) pandemic*

1. If an epidemic or pandemic alert is issued, staff must comply and co-operate with all instructions, arrangements and advice issued by the Employer as to the organisation of business operations and steps to be taken by staff to minimise the risk of infection. Questions should be referred to the Health and Safety Officer.

**Display screen equipment (DSE)**

1. The Employer is obliged to ensure that:
	1. Risks to health and safety from DES use (such as musculoskeletal disorders, visual fatigue and mental stress) are controlled.
	2. Staff are aware of the potential risks to their health and safety from DSE use and the actions they can take to reduce risks.

*Employer responsibilities*

1. The Employer will:
	1. Ensure DSE Assessments are carried out on each workstation and include the display screen, equipment, furniture and working environment.
	2. Where health and safety issues have been highlighted in the DSE assessment, ensure that appropriate remedial action is taken to reduce identified risks.
	3. Maintain records of all DES Assessments and risk assessments.
	4. Encourage the early reporting by staff of symptoms which may be related to visual display and ensure that an incident or accident report is completed.
	5. In circumstances where an injury or ill health associated with DSE is identified, ensure that an incident or accident report is completed.
	6. Plan the activities of users of DSE so that short, frequent breaks are taken to prevent intensive periods of on-screen activity.

*Staff responsibilities*

1. Staff will:
	1. Cooperate with the completion of the workstation DES assessment and all measures / training given to promote safe working practice.
	2. Use equipment in the intended manner.
	3. Adopt any advice given by the Employer to prevent intensive periods of on-screen activity.
	4. Use any corrective glasses prescribed specifically for working with DSe.
	5. Inform their line manager immediately if they experience any problems or ill-health which affect their ability to work with DSE.

*Workstation assessments*

1. Workstation assessments must be carried out on each workstation. Responsibility for ensuring workstation assessments are carried out lies with the Health and Safety Officer.
2. As a first step, staff must complete a DSE self-assessment.
3. DSE self-assessments should be carried out on:
	1. New staff at induction.
	2. Laptop users.
	3. Homeworkers
4. Staff should review their self-assessment annually, or when there are significant changes to their workstation.

*Breaks*

1. Staff are encouraged and will be expected to take opportunities for breaks in their work routine to prevent the onset of fatigue. See guidance for more information or speak with the Health and Safety Officer.

*Eye-tests do we need to mention eye tests at all?*

1. Staff are entitled to eye-tests by a registered practitioner (Optician or Doctor) on the following occasions:
	1. When they first become a user of DSE.
	2. When requested by staff.
	3. At regular intervals thereafter on the recommendation of the practitioner (usually every 2-years).
	4. When staff experience visual differences attributed to display screen use.

20. For more information, please contact the Health and Safety Officer.

*Eye testing procedure*

21. You are responsible for arranging your own appointment with your practitioner.

**Non-compliance with health and safety rules**

1. Any breach of health and safety rules or failure to comply with this policy will be taken seriously and is may to result in disciplinary action against the offender, in accordance with the Employer’s disciplinary policy, up to and including immediate dismissal.

**Policy ends>**