

A documented health and safety policy is required under section 2(3) of the Health & Safety at Work Act 1974 (HASAWA). It is a plan, unique to your business, detailing how you are going to manage health & safety (and environment) issues. The policy is the cornerstone of all health & safety management models, as envisaged under Regulation 5 of the Management of Health & Safety at Work Regulations 1999, requiring arrangements for effective planning, organisation, control, monitoring and review of necessary preventative and protective measures.

The policy is a vehicle for communicating health and safety information to the workforce. It also ensures that management take the lead in appraising their work systems and exposures, and set health and safety objectives and strategies outlining the organisation and arrangements through which they intend to fulfil their obligations. It is no co-incidence that QBE consider those organisations already fulfilling their responsibilities via a 'live and working policy' in the spirit intended to be 'best practise'.



## Minimum standards

1. A bespoke health and safety policy is in place, specifying how the organisation intends to fulfil its obligations under HASAWA 1974. The policy should incorporate:-
  - A written statement of general policy
  - The organisation for health & safety i.e. who does what and who is responsible
  - Arrangements for health & safety i.e. practical procedures such as training, maintenance and housekeeping.
2. The policy recognises the management of health and safety on an equal footing with other management spheres of operation such as sales and production
3. The policy identifies the chief executive as having prime responsibility for health safety and welfare. His or her signature indicates commitment at the highest level
4. The policy aims for a standard of practise at least as high as that required by law and sets improvement goals e.g. reduction in accident frequency and lost days
5. The lines of health and safety responsibility are documented and up to date, preferably including an organisational chart
6. The arrangements (i.e. the systems, procedures and standards needed to put the policy into effect) outline how health & safety will be achieved within the organisation, cross referenced with other internal systems, procedures and standards
7. The policy, and any revisions of it, is brought to the attention of all employees in an appropriate format.



## Best practice

✓	The written statement of policy (mission statement) commits the organisation to continual improvement and best industry practise beyond the remit of legal requirements, incorporating reference to legal liability considerations.
✓	Individuals' responsibilities are set out in the arrangements section with improvement targets set similar to those for e.g. production and quality. Responsibilities and targets cross reference with job descriptions and the job appraisal process.

## Further information

For more information please visit: [www.QBEurope.com/rs](http://www.QBEurope.com/rs) or email us on [RS@uk.qbe.com](mailto:RS@uk.qbe.com)

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## Legal requirements

Regulation 12 of the Construction (Design and Management) Regulations 2015 requires a principal contractor to prepare a construction phase health and safety plan during the pre-construction phase and before the construction site is set up. Throughout the project the plan must be updated, reviewed, revised and refined to ensure construction work can be carried out as far as is reasonably practicable without risk to health and safety of persons who carry out the work or may be affected by the work. The above Regulations requires the plan to be written and tailored to the particular project. It suggests the plan should be clear, focused and easy for contractors to understand and emphasise key points without giving large amounts of detailed generic risk assessments.

Monitoring arrangements to ensure the plan is being followed should be agreed with the project client.

## Guidance and useful information

- Plan, Do, Check, Act, An Introduction for Managing Health and Safety, HSE INDG275 - [www.hse.gov.uk/pubns/indg275.pdf](http://www.hse.gov.uk/pubns/indg275.pdf)
- Managing for Health & Safety HSG65 2013 - [www.hse.gov.uk/pubns/priced/hsg65.pdf](http://www.hse.gov.uk/pubns/priced/hsg65.pdf)
- The Construction (Design and Management) Regulations 2015 [www.hse.gov.uk/construction/cdm/2015/index.htm](http://www.hse.gov.uk/construction/cdm/2015/index.htm)

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