

## Health & Safety Policy

If you employ over five (5) people the *Health and Safety at Work etc. Act 1974* requires Companies to have a written Health and Safety Policy which must include:

- **Statement of Intent** - a summary of the Policy and includes provision for signature by the Responsible Person (e.g. the Managing Director).
- **Organisational Details** - gives information relating to the Hierarchy of the Company and defines Responsibilities and Duties for key staff (such as Supervisors, Management etc.).
- **Arrangements** - specific arrangements that the Company has in place to deal with criteria such as Fire, First-Aid, Welfare, Accident Reporting, COSHH, Manual Handling, Work Equipment (WE), etc.

TGF are able to create bespoke Policies for Clients. These are initially created in a *Draft* format to allow for formal consultation over the contents and to ensure that they accurately reflect the Company operations.

TGF also offers a service to review existing Policies to ensure they reflect the operations of Client Companies within the complexities of the Health and Safety legal framework.

Please visit our Website to find out more about the **Health and Safety Services** we offer.

You may contact us as follows:



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