

HEALTH AND SAFETY POLICY

CDM 2015 — MANAGEMENT

The written policy HSWA s.2(3) requires of every employer with five or more employees — statement, organisation, arrangements

KD-POL-001 Rev A0

HSWA 1974 s.2(3): an employer with five or more employees must prepare, and revise as often as appropriate, a written statement of their general policy on health and safety, the ORGANISATION and ARRANGEMENTS for carrying it out — and bring it to the notice of all employees. Below five employees the writing is not compulsory, but every principal contractor and SSIP assessor will still ask for it, and the thinking has to be done either way. Keep it honest and specific: a policy describing a business you do not run protects nobody and reads that way in five minutes.

1 THE BUSINESS

BUSINESS NAME

COMPANY / REGISTRATION NO.

REGISTERED / TRADING ADDRESS

EMPLOYEES (NUMBER)

WHAT THE BUSINESS DOES

POLICY DATE

2 STATEMENT OF GENERAL POLICY

It is the policy of the business named above to provide and maintain, so far as is reasonably practicable, safe and healthy working conditions, equipment and systems of work for all our employees, and to provide the information, training and supervision they need. We accept our responsibility for the health and safety of other people who may be affected by our work. We will assess the risks of our work and control them, consult our employees on matters affecting their health and safety, maintain our plant and equipment, prevent accidents and cases of work-related ill health, and review and revise this policy as often as the business changes. Overall and final responsibility for health and safety in this business rests with the person signing below.

SIGNED — PRINTED NAME

POSITION

SIGNATURE

DATE

REVIEW BY

3 ORGANISATION — WHO DOES WHAT

Name real people. "The management team" cannot be prosecuted, praised or phoned; a name can be asked whether they knew the duty was theirs.

RESPONSIBILITY

NAME

POSITION

4 ARRANGEMENTS — HOW THE POLICY IS CARRIED OUT

RISK ASSESSMENT AND SAFE SYSTEMS OF WORK

TRAINING AND COMPETENCE

PLANT, EQUIPMENT AND PPE

HEALTH HAZARDS

ACCIDENTS, FIRST AID AND EMERGENCIES

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continued

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KD-POL-001 Rev A0

CONSULTATION AND REVIEW

5 BROUGHT TO THE NOTICE OF THE WORKFORCE

The s.2(3) duty ends with the policy read, not written. Record how each person was given it; a signature list or a recorded briefing both serve.

NAME	HOW RECEIVED (COPY / BRIEFING)	DATE	SIGNATURE

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-31	first-issue	First issue.	— not yet approved —
D1	2026-08-31	material	Actions the internal H&S director review — competent health and safety assistance (MHSWR 1999 reg 7) added to the organisation prompts and arrangements.	— not yet approved —
A0	2026-08-31	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.