



## Documentation Services

**“Most Business activities involve completing paperwork in order to protect your employees, to meet a legal duty, whilst ensuring that your Business Risks are well managed. Whether documentation is a legal requirement or used to enable a higher level of Risk Management, Allied Safety Services can assist.”**

### Health & Safety Policy

If you employ five or more people in the workplace, you have a legal duty to prepare a Health & Safety Policy. This document is a statement of how your organisation intends to manage its Health and Safety, and who is responsible.

#### The Health & Safety Policy Covers:-

- Your Statement of Intent.
- Your Duties and Responsibilities.
- Your Organisational arrangements.

### Health & Safety Procedures

Your Health and Safety Policy demonstrates your Organisation's overall 'Aim'; in order to achieve this aim, Allied Safety Services can develop a system of Procedures to match your Business activities. This is often referred to as a Health and Safety Management System in totality. Allied Safety Services has a wealth of experience in developing Health & Safety Policies and Procedures in a broad sector of Industry and Commerce, tailored to reflect the Management Structure and specifically the activities of your organisation. Our service offer enables us to form a strategic partnership with our clients to adapt, review and update their existing Policy and Procedures if required.

#### Typically your Business activities may include: -

- Site set up/security.
- Plant & Equipment.
- Traffic Management.
- Fire risk management.
- First Aid arrangements.
- Control of chemicals.
- Working at height
- Welfare facilities.

### Risk Assessments

Our Occupational Health & Safety team can advise you on the key areas of your Business that require hazard identification, risk assessment, and the controls essential to manage your activities safely. Or if you prefer, we can train your staff to do them for you.

Results of risk assessment will also help us identify your occupational health surveillance requirements.



### Safe Systems of work

Safe systems of work are developed to properly manage a wide range of activities within your business. These systems are normally written instructions on who best to ensure the process is completed safely. Task or job analysis of your business activities will reveal what safe systems of work are required.

Examples of where safe systems of work may apply: -

- Confined spaces
- Deep excavations
- Work at height
- Hot Works
- Heavy Plant
- Traffic Management