

Health & Safety Policy Statement

Part 1: Statement of intent

This is the Health and Safety policy statement of Treacle. We are dedicated to protecting the health and safety of employees and others who may be affected by our work.

We are all individually committed to adhering to all relevant health and safety legislation.

Part 2: Responsibilities for health and safety

1. Overall and final responsibility for health and safety: [Helen O'Connell](#)
2. Day-to-day responsibility for ensuring this policy is put into practice: [Helen O'Connell](#)
3. Everyone who works with us should:
 - a) co-operate with managers and each other on health and safety matters;
 - b) take reasonable care of their own health and safety;
 - c) report all health and safety concerns to an appropriate person (as detailed above).

Part 3: Considerations for health and safety

Risk assessment – ensuring that [risks are assessed](#) and any action to mitigate/avoid risks is carried out. A risk could be anything from your working conditions (even if you work from home) to travelling to an external location on behalf of Treacle;

Equipment – refers to any [H&SW equipment](#);

Consultation – we encourage open two-way communication with regard to all HS&W considerations.

Part 4: Recording and Reporting

Any serious incidents must be reported to the above-named person. **If in doubt, report it anyway.**

Depending on your role and the nature of any incident, you may have reporting obligations to other authorities, such as to the HSE under [RIDDOR](#).

Useful Links:

[HSE: H&SW getting started toolkit](#)

[HSE: H&SW made simple](#)

[HSE: H&SW policy](#)

[HSE: H&SW toolbox](#)

RISK ASSESSMENT MATRIX

The threat any risk poses is a combination of the probability (likelihood) of it happening and the impact if it did. This matrix can be used as a very simple tool to assess a risk.

		Probability – a risk will materialise		
		Low	Medium	High
Impact – if it did	Low	Very Low	Low	Medium
	Medium	Low	Medium	High
	High	Medium	High	Very High

RISK ASSESSMENT TEMPLATE

Details about risk:	Person carrying out review		Date Review carried out	
	Appointment		Date of next review	

Questions to ask yourself:

What existing risk controls are in place?	
Are existing controls effective and adequate?	

Are relevant policies in place and up-to-date?	
Does everyone who needs to, know about them and are these applied consistently?	
Has any necessary training been carried out and is it up-to-date?	
Is any necessary equipment available and serviceable?	
Are any repairs, maintenance or new equipment needed?	
Is any signage needed and in place?	

Assessing the risk:

What is the probability of the risk happening?	
How much of an impact would it have, if it did happen?	
What is the risk rating?	Low/Medium/High

Any action required:

Action required	Who is responsible	Deadline to complete

Helen O'Connell
 Founder and Health & Safety Lead
 Treacle.me

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