

## **RESPONSIBILITIES**

### **Directors**

Directors will have overall responsibility for the implementation of the Company Health and Safety Policy and will be responsible for ensuring that adequate resources are provided to enable the policy to be implemented, Directors shall also:

- Ensure that an adequate written statement of General Policy on health, safety and welfare matters is produced, monitored and revised as appropriate and that the safety policy is brought to the attention of all employees.
- Establish a suitable organisation with adequate resources encompassing the required level of expertise, with clearly defined duties which shall plan, implement and monitor the Health and Safety Procedures within the Company.
- Ensure that all members of line management are fully aware of their duties with regards to the health, safety and welfare of Company employees and others that may be affected by Company Operations.
- Monitor safety standards and review any trends regarding the cost of accidents/injury at work, damage or loss of equipment and promote actions to prevent recurrence.
- Encourage and motivate the management team by stimulating interest in health and safety matters and by setting a personal example.
- Ensure that satisfactory arrangements are made for the provision of professional support to provide the necessary level of advice, or assistance, on health, safety, welfare and fire matters.
- Liaise with the Company Safety Adviser on health and safety matters and meet on a regular basis to review safety performance and discuss the development, implementation and review of the Health and Safety Policy.
- Arrange for funds and facilities to meet the requirements of the safety policy.

In their absence, or in the absence of other responsible persons, the responsibility for carrying out these duties will be taken on by the person so designated on the Deputising Order.

### **Directors**

All Directors are responsible, within their sphere of jurisdiction, for the implementation of the Company Health, Safety & Environmental Policy.

Directors duties include the following:

- Providing resources to enable the policy to be implemented.
- Ensuring responsibilities for health, safety and welfare are assigned, accepted and implemented at all levels.
- Providing adequate training and monitoring resources to ensure safe systems of work are correctly adhered to, and to implement the requirements of new legislation.

### **Managers & Supervisors**

Shall be familiar with the Company policy and ensure that the policy is effectively implemented in all functions under his/her control.

- Monitor compliance with the Health and Safety Policy and procedures as part of everyday duties.

- Shall ensure that all work necessary to maintain safety and good health is carried out promptly.
- Shall ensure that the workforce under his/her control are kept informed of risk controls and furthermore that they are competent to carry out their work and are fully aware of all hazards.
- Shall ensure that staff required to use machinery are trained in its use and are not permitted to carry out any repairs unless authorised to do so.
- Shall ensure that all employees in his/her charge know the location of first aid facilities and what to do in the case of an emergency.
- Shall ensure that firefighting equipment is subjected to routine maintenance.
- Shall ensure that statutory notices are prominently displayed.
- Shall ensure that persons in his/her charge have sufficient experience and have received adequate information, instruction and training in order for them to carry out their work in a safe and proper manner.
- Shall ensure that adequate supervision is available, particularly where young or inexperienced workers are concerned.
- Shall ensure that all defects in the workplace/site are promptly reported.
- Shall ensure that suitable personal protective equipment is available and is worn where deemed necessary.
- Ensure that First Aid Kits are kept adequately stocked and arrange for them to be replenished as and when required.
- Shall set a personal example by wearing appropriate protective clothing when required.

### **Employees**

Each and every individual employee carries a personal responsibility under the Health and Safety at Work Act. Duties are imposed on all employees to take reasonable care for their own health and safety at work, to avoid placing others at risk and to co-operate in the steps which their employer must take to comply with the Act and to refrain from interfering or misusing anything provided in the interests of health and safety, and :-

- Shall make themselves familiar with and conform to the safety policy.
- Shall observe all safety rules and carry out their work in the manner in which they have been instructed and trained to do so.
- Shall wear appropriate safety equipment and use appropriate safety devices, ensuring that it is in good condition and report to their immediate supervisor any known defects.
- Shall report to their immediate supervisor any observed accidents and damage to property or equipment irrespective of whether persons are injured.
- Shall report to the person in charge of the accident book, all accidents to themselves whilst at work and sign the book stating that the entry made is correct.
- Shall report any hazards or unsafe conditions to their immediate supervisor.
- Shall keep the workplace in a safe and tidy manner.
- Shall refrain from any horseplay and misuse of facilities.
- If the safety aspect of a job which they have been asked to carry out gives cause for concern, or, if they feel that they do not possess the necessary skills or experience to carry out the work in a safe manner, then they must inform their immediate supervisor.

### **Health and Safety Adviser**

The Health and Safety Adviser will act as the competent person to assist the Management of the Company in carrying out their duties as required by the relevant statutory provisions (Management of Health and Safety at Work Regulations), and whose main duties are to:

- Advise on the formulation, production, monitoring and review of the Company Safety Policy.
- Liaise with the Directors and members of the Management to ensure implementation and monitoring of Health and Safety Procedures.
- Carry out regular safety inspections of workplaces and provide a written report to the Directors or the senior member of the Management who is responsible for the safety of the workplace.
- Inform the Management of Health and Safety legislation and make recommendations for the implementation of such legislation.
- Investigate and record information on all accidents, dangerous occurrences and enforcement notices. Provide a written report to the Directors and relevant member of the Management who is responsible for workplace safety with regards to any Reportable Accident or Dangerous Occurrence.
- Assist the management in any dealings with the Health and Safety Executive and or other enforcing authorities.
- Assist in the compilation of Risk Assessments, Method Statements and SSoW's where required
- Advise on the production of a safety training programme and assist in its implementation.
- Shall be available for advice/consultation, on all matters relating to health, safety and welfare at work.

### **Contractors**

All Contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure that their own Company Policy is available on site while work is carried out.

All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site/premises.

When requested to do so Contractors must provide Risk Assessments and or Method Statements for the work which they are to carry out.

All plant or equipment brought onto site by Contractors must be safe and in good working condition, fitted with the necessary guards and safety devices and with any necessary certificates available for checking.

No power tools or equipment of greater voltage than 110 volts may be brought onto site, cordless equipment should be used whenever possible.

Any injury sustained or damage caused by Contractors employees must be reported to the Supervisor

This company has engaged a Safety Adviser, who as part of his duties carries out site safety inspections/audits and reports on Health and Safety matters. Contractors informed of any hazards or defects noted during these inspections will be expected to take immediate remedial action.

Any material or substance that is brought on site or any operation that is carried out and which is considered to be hazardous to health, must be accompanied with the relevant COSHH Assessment.

All such assessments must be given to the Supervisor prior to any operation taking place.

Contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste material, etc. is cleared as work proceeds.

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## Health & Safety Responsibilities



### **Delegating Responsibility**

Any person delegating responsibility for health, safety or welfare must ensure that:

- the recipient is competent to assume it
- clear instructions are given regarding the nature and extent of the responsibility
- adequate facilities exist (including status) for executing it
- the responsibility is properly discharged, and
- all legal requirements are adhered to.

Any person who finds that the delegated responsibility cannot be fully complied with must report this immediately to the delegator.

### **Deputising Order**

ARS Director  
Site Manager/ Supervisor  
Group Services Director

If any of the above are absent or unavailable, then the person named immediately below them will deputise upwards