



## Company Responsibilities

- 1 Overall and final responsibility for health and safety is that D Spencer.
- 2 Day to day responsibility for ensuring this policy is put into place is delegated to L Nicholls
- 3 To ensure health and safety standards are maintained /improved, the following people have responsibility in the following areas:
  - L Nicholls – Office area and storage area.
  - M Smith – Site management
  - M Smith – all of the above and Company vehicles.
- 4 All employees are expected to:
  - Co operate with supervisors and managers on matters relating to health and safety.
  - Not interfere with anything provided to safeguard their health and safety.
  - Take reasonable care of their own health and safety and;
  - Report all health and safety to an appropriate person as detailed in this policy.

## Health and safety risks arising from our activities

Risk assessment will be undertaken by: L Nicholls.

The findings of risk assessments will be reported to M Smith.

Action required to control or remove risks will be approved by D Spencer.

D Spencer will be ultimately responsible for ensuring that the implemented actions have removed/reduced the risks.

Assessments will be reviewed every week, or when the work activity changes, whichever is soonest.

## Consultation with Employees.

L Nicholls will be responsible for identifying office equipment needing maintenance.

L Nicholls will be responsible for ensuring effective maintenance procedures are drawn up.

L Nicholls will be responsible for that all identified maintenance is fully implemented.

Any problems found with equipment must be reported immediately to L Nicholls

L Nicholls will check that all new equipment meets health and safety standards before it is purchased or issued to employees.

## Safe handling and use of Substances.

Sub Contractors will be responsible for all substances which need a COSHH assessment LIS use no hazardous substances within the office environment.

L Nicholls will be responsible for undertaking relevant COSHH assessments.

L Nicholls will be responsible for ensuring that all actions identified in the assessments are implemented.

L Nicholls will check that all contractors have produced COSHH sheets for any new substances can be used safely before they are purchased.

Assessments will be reviewed every 3 months, or when the work activity changes, whichever is soonest.

## Information, Instruction and Supervision.

The Health and Safety law poster is displayed on the main Health and Safety Bulletin Board, in the main Office.

Health and Safety advice is available from S Furneaux/G Wakefield and relevant information is displayed on the Bulletin board.

Supervision of young workers/trainees will be arranged/undertaken and monitored by L Nicholls/M smith

M Smith is responsible for ensuring that our sub contractors working at locations under the control of other employers are given relevant or site specific information.

### Competency for tasks and training.

Induction training for all employees will be provided by M Smith.

Job specific training will be provided by M Smith

Specific jobs requiring special training are:

Training records are kept at the main office and maintained by L Nicholls

Training will be arranged, monitored by L Nicholls through appraisal and regular meetings/toolbox talks etc.

### Accidents, first aid and work related ill-health.

Health surveillance may be required for employees doing the following jobs:

DSE

Health surveillance will be arranged with L Nicholls through the appraisal process and informal discussions with staff as and when the need arises.

Health surveillance records will be kept by L Nicholls at the main Office.

First aid boxes are kept in the main office and in each company vehicle.

The appointed first aider is A Walker at the office, on site this responsibility will fall to the main contractor who will be identified by: M Smith and operatives must make themselves familiar with site procedures and whom they must report any injury to.

All accidents and cases of work related ill-health are to be recorded in the accident book. The book is kept in the main office. If employees are on site the accident must be recorded in the relevant site accident book.

L Nicholls is responsible for reporting accidents, diseases and dangerous occurrences to the appropriate enforcing authority.

### Monitoring.

To check our working conditions, and ensure our safe working practices are being followed we will:

Carry out random spot checks on site.

Monitor our accident book and sickness records to ensure there are no recurrent issues or un investigated accidents.

Investigate any lost time accidents immediately.

Encourage employees to report any concerns or near misses.

L Nicholls is responsible for investigating any accidents or near misses.

M Smith is responsible for investigating work related causes of sickness absence.

D Spencer is responsible for acting on investigation findings to prevent a recurrence.

### Emergency procedures – fire and evacuation

D Spencer is responsible for ensuring the fire risk assessment is undertaken, implemented and reviewed regularly.

Escape routes are check every day by L Nicholls and M Smith

Fire extinguishers are maintained and checked by: Chubb under a service level agreement with Clark Weightman – the landlord

The fire alarm is checked periodically by Chubb.

Emergency evacuation is tested every month.

