

## **Kevin Broughton - Managing Director**

The **Managing Director's** health and safety responsibilities are to ensure that:

1. He understands the company's health and safety policy, his role and all decisions that reflect the health and safety intentions; as articulated in the health and safety policy statement.
2. The policy is effectively implemented, monitored, developed and communicated to all staff and that necessary alterations are made to the policy to reflect changes in legislation or company development.
3. Suitable and sufficient funds, people and equipment are made available to meet the health and safety requirements of the policy.
4. The appropriate insurance cover is provided and maintained.
5. He takes responsibility for ensuring that the workforce are kept informed of relevant health and safety risk management issues within the company.
6. Procedures are put in place, where applicable, to ensure that health and safety activities are co-ordinated between all contractors working on the same site.
7. Procedures are put in place to ensure that all accidents and incidents are correctly reported and recorded and that action is taken to prevent a recurrence of the accident or incident.
8. Procedures are put in place to ensure that all equipment is in good condition, adequately maintained and guarded, is suitable for the purpose for which it is used and has any required certificates of inspection or examination and all plant is operated only by trained and experienced personnel.
9. Procedures are put in place to ensure that any hazardous substances are stored and handled in accordance with established rules and procedures as published in the manufacturer's material safety data sheet.
10. Procedures are put in place to ensure that written instructions are provided to establish safe working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed.
11. They actively lead the implementation of the health and safety policy.
12. Adequate welfare facilities are provided and maintained in a satisfactory condition.
13. Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
14. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns.
15. Where necessary, health and safety rules are developed and followed by all.
16. Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision for new and young persons (under the age of 18 years).
17. All accidents, ill health, near miss incidents and issues concerning safety raised by anyone at work are investigated, recorded and reported to establish effective controls and to ensure that these are implemented and communicated to staff.
18. Safety training requirements are identified for all members of staff under their control to ensure that employees are competent to undertake their work in a safe manner.
19. Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
20. They set a good personal example by using the appropriate protective equipment whilst on site.

## **Sub-Contractors**

The **Sub-Contractors'** health and safety responsibilities are to ensure that they:

1. Provide copies of their Health and Safety Policy and any other documentation appertaining to health and safety that may be requested by the Company;
2. Comply with all the requirements of this Company's Health and Safety Policy;
3. Undertake work in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public;
4. Ensure that all plant or equipment brought on to site is safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking;
5. Ensure that any injury sustained or damage caused by their employees is reported immediately to this Company's site representative;
6. Follow this Company's site safety rules and comply with any safety instructions given by this Company's site representative;
7. Ensure that any materials or substances brought on site which have health, fire or explosion risks are used and stored in accordance with Regulations and current recommendations and that information is provided to any other person who may be affected on site. Assessment of risk associated with any substance or process hazardous to health that will be used on the site must be presented to this Company's site representative before work commences;
8. Ensure that workplaces are kept tidy and all debris, waste materials, etc are cleared as work proceeds;
9. Provide written instructions through risk assessment and safe systems of work, to establish safe working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls;
10. Attend safety meetings as requested; these meetings shall be the principal point for the transfer of information.

### **The Health and Safety People Limited**

**The Health and Safety People Limited** have been retained as the Company's Safety Advisers and shall:

1. Ensure that the Health and Safety Policy and documentation, as prepared by them, is reviewed and updated as required;
2. Provide a telephone advisory service relating to all aspects of health and safety at work;
3. Carry out site safety inspections, as requested by the Company;
4. Provide written reports and assessments for the Company subsequent to the inspections;
5. By arrangement, provide an accident investigation service and liaise with the enforcing authority;
6. If requested, assess all method statements prepared by the Company;
7. If requested, attend meetings regarding health and safety, on behalf of the Company;
8. If requested, provide health and safety training to both management and staff;
9. Ensure that The Health and Safety People's staff act to reduce imminent danger wherever that may be seen in any area of the Company's responsibilities.