

Elliot Nash Limited Organisational Roles and Responsibilities (SHE 2)

The Managing Director has overall responsibility for the management of health and safety.

The Managing Director will:

- Recognise his responsibilities to maintain, so far as reasonably practicable, the highest standards with regard to the health, safety and welfare of all Elliot Nash Limited employees.
- Ensure that an adequate budget and resources are allocated to enable the effective implementation of all legislative requirements and that arrangements exist for the effective management of health and safety.
- Ensure that the procedure standards for the promotion of health, safety and welfare are implemented by all Managers throughout the company.
- Recognise His responsibility to provide a safe and healthy working environment for all employees and visitors to the employer's premises.
- Provide the resources to facilitate and maintain the training of selected employees in accordance with the Health and Safety (First Aid) Regulations 1981 and the Management of Health and Safety at Work Regulations 1999 with regular refresher information, instruction and training to maintain the required standard.
- Provide information, instruction and training to ensure that all employees understand the fire precautions and the action to be taken in the event of fire in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- Ensure as far as is reasonable, that Contractors working for or on behalf of the Employer meet the minimum legislative standards as set out in the Safety Policy.
- Ensure that all new technology, plant, tools and equipment are safe to use, all articles and substances are managed in a responsible manner to minimise the risk of ill health, and provide any safety protection necessary to control that risk.
- To promote the health and safety culture within the Company and ensure the effective implementation of the Policy to ensure that responsibility is properly assigned and maintained at all subsequent employee levels.

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SHE 2		July 11	July 12	Yes/BMP

Director Cont

- Identify and arrange any information, instruction and training as is necessary to achieve an improving safety standard, and to maintain awareness amongst all levels of management and employees of their respective obligations and responsibilities under the Health and Safety at Work etc Act 1974.
- Take appropriate disciplinary action as is necessary against any employee not carrying out their delegated responsibilities and duties under statutory legislation and/or the Employers Safety Policy.

External Health and Safety Consultancy

PFHSC is responsible for:

- Providing Leadership and Strategic Management of Health and Safety and facilitating the adoption of procedures and best practice standards.
- Ensuring that an appropriate Responsible Person is nominated to apply the health and safety policy and procedures.
- Chairing the Health and Safety Committee.
- Confirming to the MD that Elliot Nash Limited Health and Safety Policy is being implemented.
- Providing regular updates to the Management on Health and Safety matters.
- Advising the Company directors on the requirement to ensure that sufficient resources are available to provide any health and safety equipment, personal protective equipment, and training related to health and safety matters.
- Developing policies and procedures for health and safety within the company in order to comply with current legislation and recognised codes of practice.
- Maintaining through the Management function, a safe working environment.
- Reviewing the Health and Safety Policy Manual at regular intervals and implementing any amendments as necessary.

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Office Appointed Person

The Office Appointed Person is responsible for:

- Taking responsibility for safety throughout the office in the absence of the Company Director.
- Managing as delegated by the Company Director the day to day office health and safety matters.
- Ensuring that all staff have access to a copy of the current Health and Safety Policy and supporting arrangement documentation.
- Liaising with Managers to ensure the application of the Policy.
- Insisting that all employees discharge their individual safety responsibilities.
- Providing advice as required.
- Maintaining an Accident Report Procedure and ensuring that all serious accidents and near misses, which are reported to them by staff, are fully investigated and reported where appropriate to the Enforcing Authority.
- Setting a personal example.
- Ensuring as far as is reasonable, that Contractors working for the company meet the minimum legislative standards as set out in the Safety Policy.
- Ensuring that all new technology and equipment are safe to use, all articles and substances are managed in a responsible manner to minimise the risk of ill health, and provide any safety protection necessary to control that risk.
- Promoting the health and safety culture within the Company and ensure the effective implementation of the Policy to ensure that responsibility is properly assigned and maintained at all subsequent employee levels.
- Identifying and arranging any information, instruction and training as is necessary to achieve an improving safety standard, and to maintain awareness amongst all levels of management and employees of their respective obligations and responsibilities under the Health and Safety at Work etc Act 1974.
- Taking appropriate disciplinary action as is necessary against any employee not carrying out their delegated responsibilities and duties under statutory legislation and/or the Employers Safety Policy.
- Providing written reports as required to the Companies External Health and Safety Consultancy as necessary summarising the accident record, recommended changes to the Policy if appropriate and commenting on any other Health and Safety issues

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Appointed First Aiders

The Company Appointed First Aiders are responsible for:

- Taking charge when someone is injured or ill, including calling an ambulance if required.
- Regularly checking and maintaining the first aid box and restocking as applicable.
- Ensuring that the requirement for re-certification of their qualifications is brought to their manager's attention in good time.

Fire Marshals

The Company Appointed Fire Marshals are responsible for:

- Ensuring that a trained Fire Marshal is available to cover their sector during absence etc.
- During a real emergency liaise with the Senior Fire Officer immediately on the arrival of the Fire Brigade.
- Ensuring that all people in their sector, leave the building in an orderly manner and by the nearest available safe escape route.
- Assisting persons who may be unfamiliar with the premises or who may need special assistance when vacating the premises.
- Once at the Assembly Point, checking their Personnel lists and reporting
- any person who is not accounted for to the Senior Fire Officer from the Fire Brigade.
- In addition, report any useful information about the workplace e.g.: Source or type of fire, to the Fire Brigade.
- Ensure that before any people re-enter the building, personnel wait until the Senior Fire Brigade Officer-in-charge, gives all buildings the "All clear".

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Company Employees

All employees will:

- Ensure they read and understand the contents of the Health and Safety Policy, a copy of which is available to all employees, and accept safety as an essential part of their work.
- Be aware of and undertake the duty of care imposed upon them to have due regard for the safety of themselves and others affected by their actions, under the Health and Safety at Work etc. Act 1974.
- Keep all tools, plant, equipment and protective clothing issued for personal use in good condition and utilise it in conjunction with other safety controls in accordance with the information, instruction and training provided.
- Immediately report all accidents/incidents involving danger or defective plant, tools, articles or equipment to a manager or the Responsible Person, where necessary in writing on the appropriate forms and co-operate with any accident/incident investigation.
- Develop a personal concern for safety, be diligent in an accident prevention, fire prevention and hazard spotting and set an example to new workers in the adopted safe systems of working practices.
- Have regard for hygiene and personal cleanliness to protect their own and others health and well being.
- Suggest ways of eliminating hazards and improving health and safety by reporting concerns and suggestions to their manager or safety committee safety representative.

Company Safety Committee

Consultation with staff takes place primarily through the Health & Safety Committee, which is chaired by the PFHSC External Health and Safety Consultancy and meets every 6 months.

The specific functions of the Health and Safety Committee are to:

- Provide a focus for health and safety issues affecting staff and for making recommendations for improvement where necessary.
- Instigate the development and implementation of measures necessary to ensure the health and safety at work of staff, contractors and visitors.
- Review any unsafe and unhealthy conditions revealed by accident and notifiable disease statistics, consider recommendations for corrective action and ensure that appropriate action is taken as required.
- Review the results of periodic safety inspections and audits including making recommendations to the appropriate manager. The Committee will undertake a rolling programme of checks following safety inspections and audits.
- Consider reports and factual information by Inspectorates, external auditors and make recommendations to the appropriate managers for implementation.

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- Assisting where appropriate in the development of safety policies, safety rules and safe systems of work, policies and procedures.
- Addressing issues where Health & Safety risks require additional resources and advise management accordingly.

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