

ORGANISATION AND RESPONSIBILITIES

Introduction

Organisational Structure

Management Responsibilities

- Introduction
- Key Responsibilities
- Health and Safety Key Responsibilities List

Individual Responsibilities and Monitoring

- Organising
- Monitoring
- Individual Health and Safety Key Responsibility Booklets
- Monitoring Procedure
- Responsibility Monitoring Record Sheets

List of all Individual Health and Safety Key Responsibility Booklets Issued

INTRODUCTION

Legal provisions require that we, as the employer, identify the duties and responsibilities for employees who have a specific role in managing health and safety in our workplace.

Those involved in the management of Signposts Marc Ltd have their duties and responsibilities clearly defined. This is to ensure the Health and Safety General Policy is properly taken into account when designing and implementing systems and procedures.

Management also have a responsibility and duty to ensure that:

- Our employees are aware of and understand the Health and Safety General Policy.
- Our employees are aware of and understand the health and safety rules relating to their work.
- Our employees are adequately instructed, trained and supervised.
- Our employees are made aware of the hazards and risks associated with their work activities.
- Our employees are provided with safe products, substances and equipment, safe methods of work and an environment which is safe and healthy to work in.

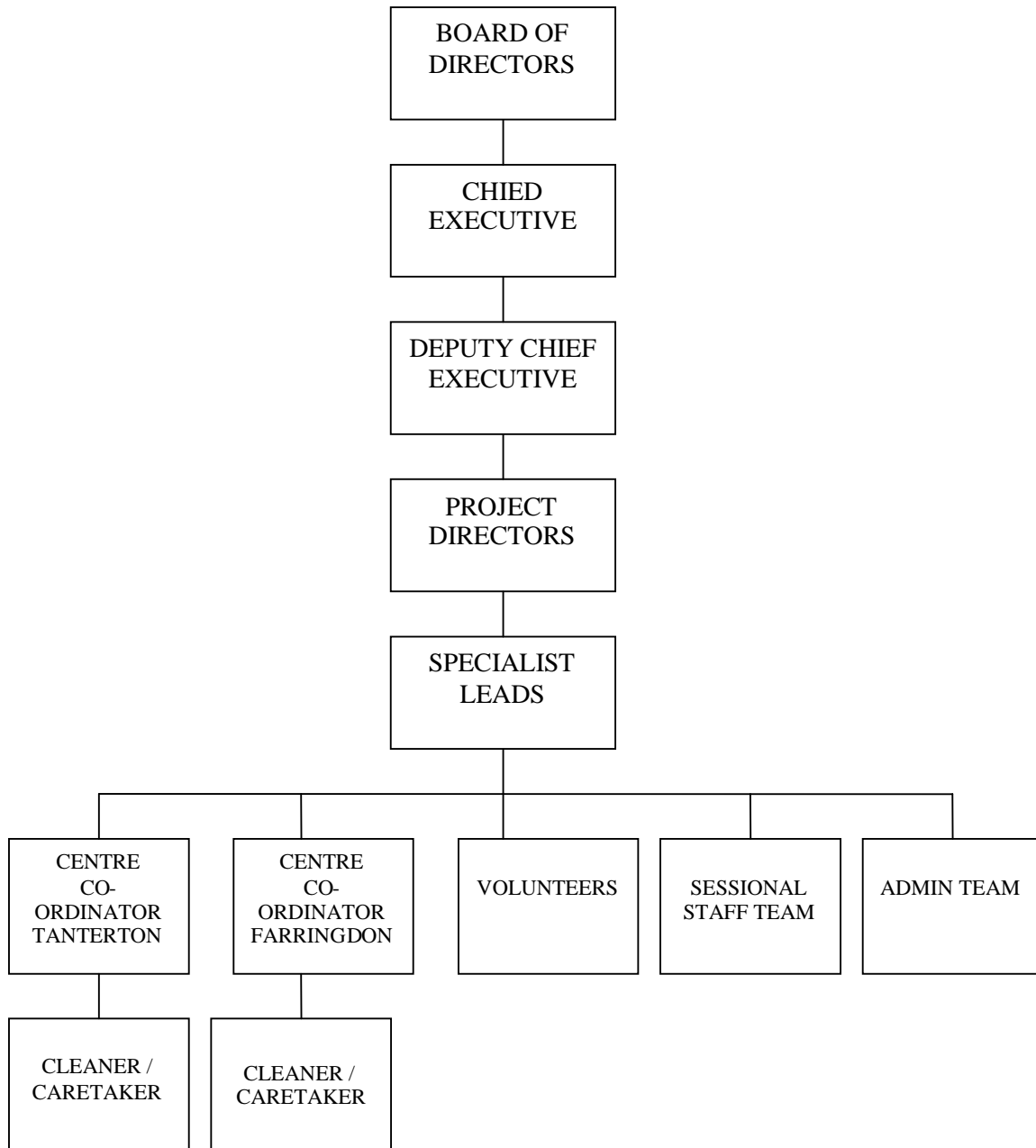
The above duties and responsibilities are implemented through the use of the documentation outlined within this manual and through management carrying out periodic monitoring of the areas within their control.

We recognise that Peninsula Business Services Limited act in a consultancy capacity only but they do assist us with the provision of documentation, advice and training to help us comply with health and safety legislation. However, we retain ownership of and remain responsible for the management of health and safety in our workplace and the protection of our employees and others who may be affected by our acts or omissions.

ORGANISATIONAL STRUCTURE

The organisational structure diagram outlines the chain of command in respect of health and safety management. It also shows who has responsibility for the implementation of the Health and Safety General Policy and who is accountable for areas of responsibility.

SIGNPOSTS MARC LTD



MANAGEMENT RESPONSIBILITIES

Introduction

Alongside each of the positions given in the organisational structure for the implementation of the Health and Safety Policy, individual management responsibilities are allocated. These are deemed the most important responsibilities to be undertaken by Managers, for which they are held accountable and are issued with an individual Health and Safety Key Responsibility Booklet. These are outlined below.

They are to monitor the satisfactory accomplishment of the key responsibilities and to do this it is necessary to state how these can be achieved.

Key Responsibilities

To ensure we fulfil the objectives outlined in the General Policy, the organisational structure indicates all who have key responsibilities for health and safety and are held accountable for what happens in their areas of control.

Health and Safety Key Responsibilities List

The **Board's** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

RESPONSIBILITIES

ACHIEVED BY

I need to maintain an organisation that meets all the statutory requirements contained in the various pieces of health and safety legislation. I will ensure the organisation's Health and Safety Policy is developed and brought to the attention of all of the employees.

This will be achieved by regular meetings and discussions with the relevant Managers as required. The Health and Safety Policy will be communicated to all employees, either individually or on a group basis.

I must ensure that any Health and Safety Policy developments are brought to the attention of the employees.

This will be achieved through effective participation with fellow Managers and communicating pertinent findings to employees, under my control, either individually or on a group basis.

I must encourage a positive health and safety culture within the organisation, to reduce the risk of injury or ill health to employees.

This will be achieved by regular meetings and discussions with the relevant Managers as required. I will provide the necessary supervision, information, instruction and training for the tasks undertaken by employees. Contractors and visitors to our premises will also be included, as necessary.

I must ensure that all Managers within the organisation carry out regular monitoring of health and safety matters.

This will be achieved by all Managers completing the Responsibility Monitoring Record Sheets and Action Logs in their respective Responsibility Booklets.

I will ensure that there are regular documentation checks to ensure that all tasks are carried out in a safe manner. This will be carried out at least annually.

This will be achieved by the use of a health and safety monitoring programme, risk assessment, health and safety documentation and an annual review.

I must ensure that adequate funding is available to deal with health and safety issues that affect the organisation, its employees and others who might be affected.

This will be achieved by providing, so far as is reasonably practicable, sufficient financial resources to meet our statutory obligations.

Health and Safety Key Responsibilities List

The **Chief Executive's** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

RESPONSIBILITIES

ACHIEVED BY

I will ensure that I keep abreast of any legislative changes and that I am familiar with legislation applicable to this organisation.

This will be achieved by keeping up to date with any legislative changes or industry specific requirements using the assistance of Peninsula Business Services Ltd. I will utilise other professional bodies and equipment suppliers, as necessary, to assist in this regard.

I must ensure that coordinated arrangements are in place to deal with fire and other emergency situations.

This will be achieved by implementing a procedure that will enable a safe evacuation of the premises to take place, when required. I will also ensure that there are adequate arrangements in place to deal with fire related emergencies. I will ensure that these arrangements are properly documented.

I will ensure that there is adequate provision of First Aiders (or) 'Appointed Persons' and first aid equipment.

This will be achieved by ensuring that there are a sufficient number of first aid trained personnel and first aid kits.

I must ensure the organisation has effective arrangements to deal with health and safety issues, hazards and emergencies that may arise as a result of our undertaking. I need to ensure that regular monitoring of health and safety performance is carried out.

This will be achieved by regular meetings and discussions with relevant Managers as required. I will ensure regular workplace inspections are undertaken and the required Safety Records completed. (As a minimum this will be undertaken annually).

I must ensure that all Managers within the organisation carry out regular monitoring of health and safety matters.

This will be achieved by all Managers completing the Responsibility Monitoring Record Sheets and Action Logs in their respective Responsibility Booklets.

I must ensure that the organisation has sufficient Employers' and Public Liability Insurance cover for the extent of the business undertaking.

This will be achieved by obtaining the necessary valid cover and ensuring that a copy of the Employers' Liability Insurance Certificate is prominently displayed.

I will ensure that all employees receive adequate training to enable them to carry out their work tasks. This will include suitable and sufficient training at induction.

This will be achieved by carrying out training needs analysis to establish areas that present a risk to health and safety; this will include an induction training package. Records of all training given will be maintained.

I will ensure that up to date records of employee training are maintained.

This will be achieved by ensuring that all training is recorded and reviewed.

Health and Safety Key Responsibilities List

The **Chief Executive's** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

RESPONSIBILITIES

ACHIEVED BY

I will ensure that adequate control measures are in place to deal with issues relating to transport within the organisation.

This will be achieved by undertaking a risk assessment relating to transport issues with the implementation of suitable control measures.

I will ensure that all accidents and incidents are thoroughly investigated and necessary documentation is completed. This will include accident investigation and may include reporting to the appropriate authorities.

This will be achieved by following the accident investigation procedure. I will report, as required, any necessary notifications under statutory reporting requirements.

I will be actively involved in communicating safety information to all staff under my control.

Safety information will be delivered by a combination of formal group training, group meetings, individual training or other suitable means. Such meetings will be minuted or recorded.

Health and Safety Key Responsibilities List

The **Project Directors'** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

RESPONSIBILITIES

ACHIEVED BY

I will ensure that any electrical installations and any electrical equipment used within my undertaking are suitable in terms of design, installation and maintenance. I will also ensure that I meet the requirements regarding testing of electrical systems or equipment.

This will be achieved by identifying all the electrical equipment and installations within my control. If required, I will also appoint the services of a competent person to assist me with my duty.

I must ensure that all employees under my control are made aware of the fire and emergency procedures.

This will be achieved by ensuring that an effective employee training programme is established and maintained.

I will ensure that there is adequate first aid provision within areas under my control.

This will be achieved by ensuring there is a sufficient number of trained personnel and adequate facilities to deal with incidents.

I will ensure that any hazardous substances present within our undertaking are controlled within recognised safety standards and are securely stored.

This will be achieved by appointing a competent person to deal with hazardous substance related issues. This will include the provision of adequate time, financial resources and controlled storage facilities.

I will ensure that all accidents and incidents are thoroughly investigated and necessary documentation is completed. This will include accident investigation and may include reporting to the appropriate authorities.

This will be achieved by following the accident investigation procedure. I will report, as required, any necessary notifications under statutory reporting requirements.

I will ensure that any specific duty placed upon me to deliver any section of the Policy is actioned. I will also ensure that adequate training, information and supervision are provided so as to deliver these duties effectively.

This will be achieved by following the Safety Policy details and completion of the monitoring sheets in the Responsibilities Booklets.

I will ensure that documented risk assessments are completed, to cover all work activities. I will ensure that control measures arising from such assessments are being actioned and that records of such actions are completed in respect of the assessments.

This will be achieved by the carrying out of risk assessments, as required, and acting upon the findings by providing employees with adequate information about the significant findings of the assessments. Monitoring the implementation of control measures will take place. Reviews of the risk assessments will be carried out on an annual basis or when there are changes that might have a significant effect on those carrying out work activities.

Health and Safety Key Responsibilities List

The **Specialist Leads'** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

RESPONSIBILITIES

ACHIEVED BY

I will ensure that any electrical installations and any electrical equipment used within my undertaking are suitable in terms of design, installation and maintenance. I will also ensure that I meet the requirements regarding testing of electrical systems or equipment.

This will be achieved by identifying all the electrical equipment and installations within my control. If required, I will also appoint the services of a competent person to assist me with my duty.

I must ensure that all employees under my control are made aware of the fire and emergency procedures.

This will be achieved by ensuring that an effective employee training programme is established and maintained.

I will ensure that there is adequate first aid provision within areas under my control.

This will be achieved by ensuring there is a sufficient number of trained personnel and adequate facilities to deal with incidents.

I will ensure that any hazardous substances present within our undertaking are controlled within recognised safety standards and are securely stored.

This will be achieved by appointing a competent person to deal with hazardous substance related issues. This will include the provision of adequate time, financial resources and controlled storage facilities.

I will ensure that all accidents and incidents are thoroughly investigated and necessary documentation is completed. This will include accident investigation and may include reporting to the appropriate authorities.

This will be achieved by following the accident investigation procedure. I will report, as required, any necessary notifications under statutory reporting requirements.

I will ensure that any specific duty placed upon me to deliver any section of the Policy is actioned. I will also ensure that adequate training, information and supervision are provided so as to deliver these duties effectively.

This will be achieved by following the Safety Policy details and completion of the monitoring sheets in the Responsibilities Booklets.

Health and Safety Key Responsibilities List

The **Specialist Leads'** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

RESPONSIBILITIES

I will ensure that documented risk assessments are completed, to cover all work activities. I will ensure that control measures arising from such assessments are being actioned and that records of such actions are completed in respect of the assessments.

ACHIEVED BY

This will be achieved by the carrying out of risk assessments, as required, and acting upon the findings by providing employees with adequate information about the significant findings of the assessments. Monitoring the implementation of control measures will take place. Reviews of the risk assessments will be carried out on an annual basis or when there are changes that might have a significant effect on those carrying out work activities.

The above key health and safety responsibilities have been identified, together with the way they are to be put into effect using appropriate techniques, e.g. records, checklists or assessment documentation. Health and safety responsibilities are further defined in a range of specific Individual Health and Safety Key Responsibility Booklets which contain a record sheet of the various aspects requiring inspection at stated intervals e.g. daily, weekly, monthly or annually.

INDIVIDUAL RESPONSIBILITIES AND MONITORING

Organising

As previously mentioned, organisations which achieve high standards of health and safety are structured and operated to put the Health and Safety Policies into effective practice.

To attain this level at Signposts Marc Ltd we have to maintain a positive culture which secures involvement and participation at all levels.

Visible and active leadership of management is necessary to ensure a positive approach which is supportive of the health and safety of our employees and others that may be affected by our actions. This will also ensure participation, commitment and involvement to achieve effective risk control.

In the previous section, key management health and safety responsibilities have been identified to ensure the full implementation of the Policy.

Monitoring

To ensure the involvement of management, record sheets have been provided for each member of the management team with key health and safety responsibilities. A Health and Safety Key Responsibilities Booklet will be issued to everyone who has a specific role in managing health and safety within our organisation.

The record sheets reflect the specific responsibilities of each person and when they are to be carried out.

The record sheets provide information as to whether the effective delivery of our health and safety systems and procedures is being undertaken, along with other checklists which are actioned in the Safety Records. This ensures we monitor fully our responsibilities outlined in the Health and Safety General Policy.

To be effective, these record sheets must be completed at specified intervals and any actions arising from them must be documented and completed. Additional individual record sheets, along with blank copies for additional requirements, are to be found in the health and safety stationery pack.

All record sheets are to be reviewed by the person with overall responsibility for health and safety in Signposts Marc Ltd.

Individual Health and Safety Key Responsibility Booklets

A full list of all the Individual Health and Safety Key Responsibility Booklets that have been issued is shown at the end of this section.

Monitoring Procedure

The Responsibility Monitoring Record Sheets are designed to reflect the responsibilities of individual positions within our organisation.

A Responsibility Monitoring Record Sheet must be completed periodically by the responsible person identified on the sheet.

Each section contains a topic that must be reported on.

Sometimes the information required will result in a visual inspection. These are usually a part of the daily management of health and safety in the workplace but may require that a specific visual inspection be carried out at the time of the report.

Sometimes the information may be contained in one of the documents supplied by Peninsula as part of the Health and Safety Management System **Safety Records (SR)** and **Risk Assessments Manual (RAM)**. In these cases the object is not to carry out the function being checked e.g., fire drill, but rather to report upon whether or not the drill has been carried out and recorded in the fire procedures section of the **Safety Records (SR)**.

In some cases records of maintenance activity e.g. machinery, equipment etc. may be kept in a different file. It is important that the person carrying out the audit is familiar with the location of all records and has access to them.

Where a Responsibility Monitoring Record Sheet item does not produce a satisfactory response, e.g. the item concerned is not being carried out or the appropriate record is not being maintained, then an entry in the Action Log must be made that states what the item is, what the shortfall is and what action must be taken.

Responsibility Monitoring Record Sheet

Position: Board

These checks are to be carried out as required

Responsibility Monitoring Activities	Compliant YES / NO	Documented YES / NO	Action Required Refer to Action Log (form AL) within the key responsibility booklet
Do you provide the necessary support to enable management and employees to implement all aspects of the Policy and Procedures?			
Are all staff members familiar with the Health and Safety Policy and Procedures? (SR)			
Do you communicate any health and safety developments to the staff affected by them?			
Are monitoring record sheets being regularly completed by your Line Managers / Supervisors as per the Responsibilities Books with other records kept as required?			
Are adequate finances provided for health and safety related matters?			

SR = Records maintained in the Safety Records; RAM = Risk Assessments Manual

Monitored and recorded by: _____

Signed: _____ Date: _____

Responsibility Monitoring Record Sheet

Position: Chief Executive

These checks are to be carried out as required

Responsibility Monitoring Activities	Compliant YES / NO	Documented YES / NO	Action Required Refer to Action Log (form AL) within the key responsibility booklet
Are you keeping the organisation up to date with any changes to health and safety legislation?			
Are provisions for dealing with fire and other emergencies being effectively maintained, monitored and recorded? (SR)			
Has a Fire Risk Assessment been completed and reviewed within the last 12 months? (RAM)			
Are the arrangements for dealing with fire emergencies being effectively monitored? (SR)			
Is there adequate provision of trained First Aiders and / or 'Appointed Persons'? (SR)			
Is a current copy of the Employers' Liability Insurance Certificate displayed in a prominent position?			
Is sufficient training provided to enable employees to carry out their duties in a safe and healthy manner? (SR)			
Are suitable employee training records maintained? (SR)			
Are transport issues within your organisation adequately managed?			

Signposts Marc Ltd

Responsibility Monitoring Record Sheet

Position: Chief Executive

These checks are to be carried out as required

Responsibility Monitoring Activities	Compliant YES / NO	Documented YES / NO	Action Required Refer to Action Log (form AL) within the key responsibility booklet
Are all accidents to employees and others reported in the Accident Book, with the record removed, as required under Data Protection legislation?			
Are effective means provided, e.g. safety meetings, for communicating health and safety matters?			
Are suitable records kept regarding examination, testing and maintenance of equipment? (SR)			
Have risk assessments been completed for all work activities?			

SR = Records maintained in the Safety Records; RAM = Risk Assessments Manual

Monitored and recorded by: _____

Signed: _____ Date: _____

Responsibility Monitoring Record Sheet

Position: Project Directors

These checks are to be carried out as required

Responsibility Monitoring Activities	Compliant YES / NO	Documented YES / NO	Action Required Refer to Action Log (form AL) within the key responsibility booklet
Are electrical installations within your control subject to periodic inspection and testing with records maintained? (SR)			
Is all portable electrical equipment subject to a regime of periodic testing by a competent person with records maintained at the site? (SR)			
Has a fire management plan been devised and brought to the attention of all employees? (SR)			
Is there adequate provision of first aid equipment within the areas of your control? (SR)			
Are all hazardous substances within the area of your control identified and assessed in the appropriate manner? (RAM)			
Are COSHH assessments readily available?			
Are all accidents and incidents investigated promptly? (SR)			
Are staff members made aware of any changes to health and safety procedures, as required?			

Signposts Marc Ltd

Responsibility Monitoring Record Sheet

Position: Project Directors

These checks are to be carried out as required

Responsibility Monitoring Activities	Compliant YES / NO	Documented YES / NO	Action Required Refer to Action Log (form AL) within the key responsibility booklet
Are suitable and sufficient risk assessments carried out for all the activities under your control, as required? (RAM)			

SR = Records maintained in the Safety Records; RAM = Risk Assessments Manual

Monitored and recorded by: _____

Signed: _____ Date: _____

Signposts Marc Ltd

Responsibility Monitoring Record Sheet

Position: Specialist Leads

These checks are to be carried out as required

Responsibility Monitoring Activities	Compliant YES / NO	Documented YES / NO	Action Required Refer to Action Log (form AL) within the key responsibility booklet
Are electrical installations within your control subject to periodic inspection and testing with records maintained? (SR)			
Is all portable electrical equipment subject to a regime of periodic testing by a competent person with records maintained at the site? (SR)			
Has a fire management plan been devised and brought to the attention of all employees? (SR)			
Is there adequate provision of first aid equipment within the areas of your control? (SR)			
Are all hazardous substances within the area of your control identified and assessed in the appropriate manner? (RAM)			
Are COSHH assessments readily available?			
Are all accidents and incidents investigated promptly? (SR)			
Are staff members made aware of any changes to health and safety procedures, as required?			

Signposts Marc Ltd

Responsibility Monitoring Record Sheet

Position: Specialist Leads

These checks are to be carried out as required

Responsibility Monitoring Activities	Compliant YES / NO	Documented YES / NO	Action Required Refer to Action Log (form AL) within the key responsibility booklet
Are suitable and sufficient risk assessments carried out for all the activities under your control, as required? (RAM)			

SR = Records maintained in the Safety Records; RAM = Risk Assessments Manual

Monitored and recorded by: _____

Signed: _____ Date: _____

LIST OF ALL INDIVIDUAL HEALTH AND SAFETY KEY RESPONSIBILITY BOOKLETS ISSUED

POSITION

Board

Chief Executive

Project Directors

Specialist Leads