

Shield Service Group Plc

Responsibilities for Health and Safety

Malcolm Rose, Managing Director

The Managing Director's Health and Safety responsibilities are to ensure that:

1. 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.
2. Suitable and sufficient funds, people and equipment are made available to meet the health and safety requirements of the policy.
3. The appropriate insurance cover is provided and maintained.
4. 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.
5. All levels of management and employees understand their responsibilities for health and safety placed upon them by this policy.
6. An effective training programme is established to ensure that all levels of employees are trained and competent to carry out their duties.
7. The board recognises its role in providing health and safety leadership in the company and to engage the active participation of workers in improving health and safety through continuous improvement.
8. Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards.
9. Procedures are put in place to ensure that adequate welfare facilities are provided for employees.
10. Health and safety objectives are set and their achievement is measured and reported in the annual report.
11. Where necessary, health and safety rules are developed.

Lisa Hill, Operations Director/Environmental and Health and Safety Manager

The Health and Safety responsibilities at the Operational Director's level of management are to ensure that:

1. She understands the company's Health and Safety policy and understands her responsibilities.
2. She actively leads the implementation of the health and safety policy.
3. Adequate welfare facilities are provided and maintained in a satisfactory condition.
4. She communicates and consults with staff on issues of health and safety and encourages staff to report hazards and raise health and safety concerns.
5. Written instructions are provided through risk assessment and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
6. All health and safety site rules are followed by all.
7. All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination.
8. Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision for new employees and young persons (under the age of 18 years).
9. Safety training requirements are identified for all members of staff under her control to ensure that those members of staff are competent to undertake their work in a safe manner.
10. She sets a good personal example by using the appropriate protective equipment whilst on site.
11. The policy is effectively administered and monitored, and that necessary alterations are made to the policy to reflect changes in legislation or company development.
12. Management are advised of relevant changes in health and safety legislation, codes of practice and recognised industry standards.
13. All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority.
14. All accidents, incidents, ill health, dangerous occurrences and other issues concerning safety raised by anyone at work are recorded and investigated such that effective controls can be implemented to help prevent recurrence.
15. Contact is co-ordinated with external organisations, such as the emergency services.
16. Regular meetings are held at which issues of health and safety can be discussed, objectives and plans reviewed and actions for continual improvement developed.
17. Health and safety assessment requirements are identified and advised to management.
18. Regular health and safety site inspections/audits are carried out to ensure that all staff and working conditions are in compliance with all mandatory legislation and site rules.
19. Her line manager is informed of any change to her state of health, either temporary or permanent, which might affect her working ability or her suitability to carry out any particular task or tasks.

Regional / Area Managers

The Health and Safety responsibilities at the Regional and Area Managers' level of management are to ensure that:

1. They understand the company's health and safety policy and understand their responsibilities.
2. They actively lead the implementation of the health and safety policy.
3. Adequate welfare facilities are provided and maintained in a satisfactory condition.
4. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns.
5. Written instructions are provided through risk assessment and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
6. All health and safety site rules are followed by all.
7. All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination.
8. Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision for new employees and young persons (under the age of 18 years).
9. All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority.
10. All accidents, incidents, ill health, dangerous occurrences and other issues concerning safety raised by anyone at work are recorded and investigated such that effective controls can be implemented to help prevent recurrence.
11. Safety training requirements are identified for all members of staff under their control to ensure that those members of staff are competent to undertake their work in a safe manner.
12. They set a good personal example by using the appropriate protective equipment whilst on site.
13. Their line manager is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

Office Managers, Site Supervisors

The Health and Safety responsibilities at the Office Managers' and Site Supervisors' level of management are to ensure that:

1. They understand the company's Health and Safety policy and understand their responsibilities.
2. They actively lead the implementation of the health and safety policy.
3. Adequate welfare facilities are provided and maintained in a satisfactory condition.
4. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns.
5. Written instructions are provided through risk assessment and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
6. Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
7. All health and safety site rules are followed by all.
8. All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination.
9. Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision for new employees and young persons (under the age of 18 years).
10. Safety training requirements are identified for all members of staff under their control to ensure that those members of staff are competent to undertake their work in a safe manner.
11. Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
12. They set a good personal example by using the appropriate protective equipment whilst on site.
13. Their line manager is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

Office Staff, Operatives

The Health and Safety responsibilities of the Office Staff and Operatives are to ensure that they:

1. Understand the company's health and safety policy, understand their responsibilities and comply with the requirements.
2. Use the correct tools and equipment for the task.
3. Use the personal protective equipment provided.
4. Only use tools which are in good condition.
5. Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards.
6. Take reasonable care not to endanger themselves or other persons through their actions or omissions at work.
7. Avoid improvisation.
8. Warn new employees of known hazards.
9. Refrain from horseplay and follow all health and safety site rules.
10. Do not misuse or abuse anything provided under a statutory requirement in the interests of health and safety.
11. Co-operate with the company on all aspects of health, safety and welfare.
12. Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation.
13. Report all accidents and incidents so that action can be taken to prevent a recurrence.
14. Inform their line manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

Sub-Contractors

The Sub-Contractors' Health and Safety responsibilities are to:

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.

Fire Marshal

The Fire Marshal's Health and Safety responsibilities is to ensure that:

1. In the event of a fire, all personnel are evacuated efficiently and safely from buildings and sent to an area of safety.
2. She familiarises herself with her allocated area, and is aware of the needs of the people in that area, e.g. contractors, visitors and disabled persons.
3. She is familiar with all the escape routes from the building.
4. Fire exit routes remain clear at all times.
5. She maintains the fire diary for her particular area.
6. She carries out routine inspections of the fire fighting equipment to ensure that it is serviceable, i.e. not damaged or discharged.
7. She is the point of contact for the emergency services.

First Aiders

The First Aiders' Health and Safety responsibilities are to ensure that:

1. They have undertaken a Health and Safety Executive approved training course in administering first aid at work and hold a current first aid at work certificate.
2. The first aid materials, equipment and facilities provided by the company are made available to staff at all relevant times. This will include ensuring that first aid equipment, suitably marked and easily accessible, is available in all places where working conditions require it.
3. First aid containers are kept easily accessible and placed, if possible, near to hand-washing facilities. First aid containers should protect first aid items from dust and damp and should only be stocked to the prescribed standard.
4. First aid boxes are inspected frequently and replenished as soon as possible after use and where items have expired.
5. All accidents and incidents are recorded in the company accident book.

The Health and Safety People Ltd

The Health and Safety People Ltd 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 Ltd's staff act to reduce imminent danger wherever that may be seen in any area of the company's responsibilities.