

MANAGEMENT RESPONSIBILITIES
MR JODY HODGSON – COMPANY SECRETARY
and SALES DIRECTOR

RESPONSIBLE WITHIN FIRMAN (HAROLD WOOD) LIMITED FOR ENSURING THAT:

HEALTH AND SAFETY POLICY

- **Review the Health and Safety Policy at least annually.**
- **Keep the Safety Organisation chart up to date.**
- **Keep individuals safety responsibilities up to date.**
- **Individuals carry out their monitoring duties.**
- **Regularly review the Safety Manual and amend as necessary.**

COMPETENCE AND TRAINING

- **Only recruit new employees if they can carry out their duties safely.**
- **Give new employees induction training relating to general health and safety matters (e.g. the Safety Manual, Fire, First Aid etc)**

COMMUNICATION AND CONSULTATION

- **Advise employees of any matters significantly affecting their health and safety at work.**
- **Encourage employees to raise matters themselves about health and safety at work with any member of Management.**
- **Treat seriously, matters raised by employees and quickly attend to them.**

WORKPLACE

- **Keep the offices safe and free from risks to health and safety.**
- **Maintain safe access and egress to and from the offices.**
- **Maintain appropriate precautions in the offices with respect to fire, for detecting fires, raising the alarm, fire fighting, evacuation and assembly.**

MANAGEMENT RESPONSIBILITIES

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- **Ensure toilets and any other welfare facilities are maintained in a safe, clean and hygienic condition.**

PERSONAL PROTECTIVE EQUIPMENT

- **Provide all the necessary personal protective equipment.**

RISK ASSESSMENTS

- **Carry out, or have carried out, Risk assessments on the all the hazardous processes.**
- **Put control measures in place to ensure risks are minimised.**
- **Review risk assessments whenever there is reason to suspect they are no longer valid or at least annually whichever is the sooner.**
- **Bring details of reviews and any changes to the attention of employees.**

HEALTH SCREENING

- **Where appropriate, ensure health screening of employees is carried out at the required frequency.**

ACCIDENTS AND ILL HEALTH

- **Thoroughly investigate all accidents, cases of work related ill health and near misses – the prime aim being to prevent a recurrence.**
- **Comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.**

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