

MANAGEMENT RESPONSIBILITIES

MR MARK LEDDRA – MANAGING DIRECTOR

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

COMPETENCE AND TRAINING

- **Ensure site employees, through, instruction, information, training and experience are competent to carry out their duties safely.**
- **Co-operate in the selection process for new site employees to ensure that they can carry out their duties safely.**
- **Co-operate in induction for new site employees relating to general health and safety matters (e.g. the Safety Manual, Fire, First Aid etc)**

COMMUNICATION AND CONSULTATION

- **Advise site employees of any matters significantly affecting their health and safety at work.**
- **Encourage site employees to raise matters themselves about health and safety at work.**
- **Treat seriously and attended to quickly any matters raised by site employees.**

WORKPLACE

- **Keep sites safe and free from risks to health and safety.**
- **Maintain safe access and egress to and from the sites.**
- **Maintain appropriate precautions on sites with respect to fire, for detecting fires, raising the alarm, fire fighting, evacuation and assembly.**
- **Ensure quarterly site monitoring is carried out.**

WELFARE

- **There will be adequate welfare facilities for site employees, including toilets, washing and drying facilities.**
- **These will be maintained in a clean and hygienic condition.**

TOOLS AND EQUIPMENT

- **All tools and equipment used on site will be maintained in good condition and safe to use.**

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RISK ASSESSMENTS

- **Risk assessments will be carried out on the all the hazardous site processes.**
- **Appropriate control measures are in place to ensure site risks are minimised.**
- **Site bases risk assessments will be reviewed, whenever there is reason to suspect they are no longer valid or at least annually whichever is the sooner.**
- **Details of reviews and any changes will be brought to the attention of site employees.**

ACCIDENTS AND ILL HEALTH

- **All site accidents, cases of work related ill health and near misses will recorded in an accident book on site and reported centrally to the office at Harold Wood.**
- **All site accidents, cases of work related ill health and near misses will be thoroughly investigated – the prime aim being to prevent a recurrence.**
- **The requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations will be complied with for all site accidents.**

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