

# **MANAGEMENT RESPONSIBILITIES**

## **MR JOHN HODGSON – PRINCIPAL DIRECTOR**

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

### **HEALTH AND SAFETY POLICY**

- **The Health and Safety Policy exists and is brought to the attention of all employees.**
- **An organisation is in place to effectively discharge the policy.**
- **Individuals are aware of their responsibilities and duties for health and safety at work.**
- **Arrangements are in place to enable individuals to carry out their responsibilities and duties.**
- **The Health and Safety Policy is regularly reviewed and amended as necessary.**
- **Changes to the Health and Safety Policy are brought to the attention of employees.**
- **Adequate resources are available to ensure the Health and Safety Policy can be implemented.**
- **Formal monitoring takes place to ensure that the Policy, Organisation and Arrangements are operating effectively.**

### **COMPETENCE AND TRAINING**

- **Employees, through, instruction, information, training and experience are competent to carry out their duties safely.**
- **The selection process for new employees will be such to ensure that they can carry out their duties safely.**
- **New employees will receive induction training relating to general health and safety matters (e.g. the Safety Manual, Fire, First Aid etc)**

### **COMMUNICATION AND CONSULTATION**

- **Employees will be advised of any matters affecting their health and safety at work.**
- **Employees can raise matters themselves about health and safety at work with any member of Management.**
- **Matters raised by employees will be treated seriously and attended to quickly.**

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### **WORKPLACE**

- **The workplace will be safe and free from risks to health and safety.**
- **There will be safe access and egress to and from the workplace.**
- **The workplace will be maintained in a safe condition.**
- **There will be adequate toilets and any other welfare facilities which will be maintained in a safe, clean and hygienic condition.**
- **There will be appropriate precautions with respect to fire, for detecting fires, raising the alarm, fire fighting, evacuation and assembly.**

### **WELFARE**

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

### **TOOLS AND EQUIPMENT**

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

### **RISK ASSESSMENTS**

- **Risk assessments will be carried out on the all the hazardous processes.**
- **Appropriate control measures are in place to ensure risks are minimised.**
- **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 employees.**

### **ACCIDENTS AND ILL HEALTH**

- **All 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.**

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**INSURANCE**

- **There will be adequate insurance provision to meet statutory requirements and the Company's liabilities.**

**END**