



2. Responsibilities

- 2.1. Overall responsibility for health and safety is that of
 - 2.1.1. The Managing Director*

- 2.2. Day to day responsibility for ensuring this policy is put into place is that of
 - 2.2.1. The Managing Director*

- 2.3. To ensure health and safety standard are maintained/improved the following people have responsibility in the following areas
 - 2.3.1. Provision of appropriate training
 - 2.3.1.1. The Managing Director.*
 - 2.3.2. Provision of health and safety reviews
 - 2.3.2.1. The Managing Director.*
 - 2.3.3. Collection and collation of Risk Assessment records
 - 2.3.3.1. Service supervisor.*
 - 2.3.4. Communication of Health and safety issues with the responsible person
 - 2.3.4.1. Service supervisor.*

*As identified on the General Statement of Policy

- 2.4. All employees have to
 - 2.4.1. Co-operate with supervisors and managers on health and safety matters.
 - 2.4.2. Not interfere with anything provided to safeguard their (or others) health and safety.
 - 2.4.3. Take reasonable care of their own health and safety
 - 2.4.4. Report all health and safety concerns to the appropriate person.
 - 2.4.5. Follow all procedures pertaining to health and safety matters



- 2.5. Responsibilities with respect to health and safety risks.
 - 2.5.1. Risk assessments will be undertaken for and by
 - 2.5.1.1. Office and Store environments by the Service Supervisor.
 - 2.5.1.2. Site and Field environments by the Senior Engineer attending.
 - 2.5.2. Risk assessments will be reported to
 - 2.5.2.1. The Service Supervisor (always)
 - 2.5.2.2. The client (where appropriate)
 - 2.5.3. Action required to remove/control risks will be approved by
 - 2.5.3.1. Office and Store environments by the Service Supervisor
 - 2.5.3.2. Site and Field environments by the Senior Engineer attending
 - 2.5.4. It is the responsibility of the assessor to ensure that action required to remove/control risks is implemented.
 - 2.5.5. Standardised assessments will be reviewed every 6 months by
 - 2.5.5.1. The Service Supervisor.
 - 2.5.5.2. or when any changes to standard working practices are made.
 - 2.5.6. Non standardised assessments will be original documents.

3. Consultation and communication.

- 3.1. All employees are required to communicate health and safety issues through their line manager to the responsible person. (see 2.1.1)
- 3.2. The responsible person will communicate directly with all employees on health and safety issues.