

A W INSTALLATIONS LTD
MANAGING DIRECTOR

Health and Safety Responsibilities and Monitoring

Contents

Introduction

 Responsibilities

 Monitoring

 Action Log

Health and Safety Responsibilities

Monitoring Procedure

Responsibility Monitoring Record Sheet

Action Log

Introduction

As an employee within A W Installations Ltd I have general duties and responsibilities, which are outlined in the Employee Safety Handbook.

As the *Managing Director* I have a specific role and function, which includes responsibilities for the health and safety of employees in my area of control.

Responsibilities

To enable me to carry out my duties, the main responsibilities that have been allocated to me have been identified in my Health and Safety Responsibilities List.

The items noted in the 'responsibilities' column tells me what those duties are.

The items noted in the 'achieved by' column tells me how to go about achieving those responsibilities.

Monitoring

To enable me to effectively control the hazards and risks to employees in my department, a number of health and safety checks have been identified for me to carry out. The monitoring procedure is to be followed and the safety checks carried out which are identified in my Responsibility Monitoring Record Sheet.

To be effective, these record sheets must be completed at required intervals, to be determined by Senior Management.

When the Responsibility Monitoring Record Sheet is completed I may need to make entries in the Action Log at the rear of my folder.

Blank copies of my Responsibility Monitoring Record Sheet and Action Log are available from management.

All completed Responsibility Monitoring Record Sheets and Action Logs are reviewed by the most senior member of staff with overall responsibility for health and safety in A W Installations Ltd.

Action Log

When entries in the 'Actions Arising From Findings' section of the Responsibility Monitoring Record Sheet are not satisfactory then corrective action needs to be taken.

This is accomplished by first identifying the items in Action Log, secondly by stating what action needs to be taken and thirdly by providing additional comments such as the level of priority given to the action e.g. 'very urgent'.

Health and Safety Responsibilities List

The **Managing Director's** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

RESPONSIBILITIES

I need to maintain an organisation that meets all the statutory requirements contained in the various pieces of health and safety legislation. I will ensure that the organisation Health and Safety Policy is developed and brought to the attention of all the employees.

I must encourage a positive health and safety culture within the organisation, so as to reduce the risk of injury or ill health to employees within the organisation.

I must ensure that the organisation has sufficient Employer's Liability Insurance cover and Public Liability Insurance cover for the extent of the business undertaking.

I must ensure that adequate funding is available to deal with health and safety issues that affect the organisation, its employees and others who might be affected.

I will ensure that there is an effective method of delivering the requirement to complete risk assessments, for the various work activities. I will ensure that the actions arising from such assessments are being delivered and all the necessary documentation is being completed.

I will ensure that I keep abreast of the legislative changes and ensure that I am familiar with any regulations that are applicable to this organisation.

ACHIEVED BY

This will be achieved by regular meetings and discussions with the relevant Senior Managers as required. The Health and Safety Policy will be communicated to all employees either individually or on a group basis.

This will be achieved by regular meetings and discussions with the relevant Senior Managers as required. I will provide the necessary information, instruction and training for the tasks undertaken by our employees. (Contractors and visitors to our premises will also be included as necessary).

A copy of the Employer's Liability Insurance Certificate will be suitably displayed.

I will provide, as far as is reasonably practicable, sufficient financial resources to meet our statutory obligations.

I will ensure that there are regular documentation checks to ensure that any delegated health and safety tasks are being delivered in an effective manner. This will be carried out at least annually.

I will ensure with the help of Peninsula Business Services Limited that I am kept up to date with any legislative changes or industry specific requirements. I will as necessary utilise other professional bodies and equipment suppliers to assist in this regard.

Monitoring Procedure

The Responsibility Monitoring Record Sheets are designed to reflect the responsibilities of individual positions within our organisation.

A Responsibility Monitoring Record Sheet must be completed for every period noted at the top of the sheet e.g. monthly, quarterly etc.

Each section contains a topic that must be reported on.

Sometimes the information required will result in a visual inspection. These are usually a part of the daily management of health and safety in the workplace but may require that a specific visual inspection be carried out at the time of the report.

Sometimes the information may be contained in one of the documents supplied by Peninsula as part of the Health and Safety Management System **Safety Records (SR)** and **Risk Assessments Manual (RAM)**. In these cases the object is not to carry out the function being checked e.g., fire drill, but rather to report upon whether or not the drill has been carried out and recorded in the fire procedures section of the **Safety Records (SR)**.

In some cases records of maintenance activity e.g. machinery, equipment, etc may be kept in a different file. It is important that the person carrying out the audit is familiar with the location of all records and has access to them.

Where a Responsibility Monitoring Record Sheet item does not produce a satisfactory response, e.g. the item concerned is not being carried out or the appropriate record is not being maintained, then an entry in the Action Log must be made that states what the item is, what the shortfall is and what action must be taken.

Responsibility Monitoring Record Sheet

Position: Managing Director

Responsibility Monitoring Activities	Compliant YES / NO	Documented YES / NO	Action Required Refer to Action Log (form AL) within the key responsibility booklet
Are effective means provided for communicating health and safety matters? (SR)			
Are provisions for dealing with fire and other emergencies being effectively maintained and monitored? (SR)			
Are all accidents investigated and reviewed, with any trends identified? (SR)			
Are you reviewing the risk assessment programme as required? (RAM)			
Is the necessary information and instruction being provided to employees? (SR)			
Are adequate finances provided for health and safety related matters? (SR)			
Is the Employers' Liability Insurance up to date?			
Have you ensured the organisations facilities are registered with the relevant Enforcement Authority? Form OSR 1 (Local Authority) or F9 (Health and Safety Executive). (SR)			
Are adequate control measures in place to protect contractors and visitors from risks to health and safety? (SR)			

A W Installations Ltd

Responsibility Monitoring Record Sheet

Position: Managing Director

Responsibility Monitoring Activities	Compliant YES / NO	Documented YES / NO	Action Required Refer to Action Log (form AL) within the key responsibility booklet
Are contractor's activities effectively controlled? (SR)			
Are sufficient trained first aid personnel available? (SR)			

SR = Records maintained in the Safety Records; RAM = Risk Assessments Manual

Monitored and recorded by: _____

Signed: _____ Date: _____

ACTION LOG

Form AL

ACTION NO.	DATE OF ENTRY	ACTION IDENTIFIED	PARTIES RESPONSIBLE	ACTION COMPLETED		REVIEW DATE	COMPLETION DATE
				YES	NO		

A W INSTALLATIONS LTD
WAREHOUSE MANAGER

Health and Safety Responsibilities and Monitoring

Contents

Introduction

 Responsibilities

 Monitoring

 Action Log

Health and Safety Responsibilities

Monitoring Procedure

Responsibility Monitoring Record Sheet

Action Log

Introduction

As an employee within A W Installations Ltd I have general duties and responsibilities, which are outlined in the Employee Safety Handbook.

As the *Warehouse Manager* I have a specific role and function, which includes responsibilities for the health and safety of employees in my area of control.

Responsibilities

To enable me to carry out my duties, the main responsibilities that have been allocated to me have been identified in my Health and Safety Responsibilities List.

The items noted in the 'responsibilities' column tells me what those duties are.

The items noted in the 'achieved by' column tells me how to go about achieving those responsibilities.

Monitoring

To enable me to effectively control the hazards and risks to employees in my department, a number of health and safety checks have been identified for me to carry out. The monitoring procedure is to be followed and the safety checks carried out which are identified in my Responsibility Monitoring Record Sheet.

To be effective, these record sheets must be completed at required intervals, to be determined by Senior Management.

When the Responsibility Monitoring Record Sheet is completed I may need to make entries in the Action Log at the rear of my folder.

Blank copies of my Responsibility Monitoring Record Sheet and Action Log are available from management.

All completed Responsibility Monitoring Record Sheets and Action Logs are reviewed by the most senior member of staff with overall responsibility for health and safety in A W Installations Ltd.

Action Log

When entries in the 'Actions Arising From Findings' section of the Responsibility Monitoring Record Sheet are not satisfactory then corrective action needs to be taken.

This is accomplished by first identifying the items in Action Log, secondly by stating what action needs to be taken and thirdly by providing additional comments such as the level of priority given to the action e.g. 'very urgent'.

Health and Safety Responsibilities List

The **Warehouse Manager's** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

RESPONSIBILITIES

I must ensure that all staff members under my control are made aware of the fire and emergency procedures for all the facilities under my control.

I will be actively involved in communicating safety information to all staff under my control.

I will ensure that all accidents and incidents are thoroughly investigated and the necessary documentation is completed. This may include reporting to the appropriate authorities.

I will ensure that any personal protective equipment provided affords necessary, suitable and sufficient protection, is correctly CE marked and is issued with the necessary information, instruction and training for its correct use and storage.

I will ensure that any Policy arrangements that are likely to affect contractors and visitors are effectively communicated.

I will ensure that all work equipment in use by my employees is statutorily inspected / tested as required.

I will ensure that all employees under my control are appropriately trained.

ACHIEVED BY

This will be achieved by ensuring an effective staff induction procedure. I will continually review the procedures and ensure the relevant records are completed and kept up to date.

Safety information will be delivered by a combination of formal group training, group meetings, individual training or other suitable means.

This will be achieved by following the accident investigation procedure contained within the Safety Records section. I will report as required any necessary notifications under the statutory reporting legislation.

This will be achieved by using the documentation in the Safety Records section of the health and safety system.

I will ensure that any contractor / visitor control procedures are brought to their attention during their introduction / induction to the premises. I will ensure, through the use of documentation as necessary, that contractors are monitored whilst working on site.

This will be achieved by ensuring that all statutory inspections are undertaken and the necessary documentation kept for reference.

This will be achieved by staff appraisals and regular discussions with fellow Managers and employees concerned.

Monitoring Procedure

The Responsibility Monitoring Record Sheets are designed to reflect the responsibilities of individual positions within our organisation.

A Responsibility Monitoring Record Sheet must be completed for every period noted at the top of the sheet e.g. monthly, quarterly etc.

Each section contains a topic that must be reported on.

Sometimes the information required will result in a visual inspection. These are usually a part of the daily management of health and safety in the workplace but may require that a specific visual inspection be carried out at the time of the report.

Sometimes the information may be contained in one of the documents supplied by Peninsula as part of the Health and Safety Management System **Safety Records (SR)** and **Risk Assessments Manual (RAM)**. In these cases the object is not to carry out the function being checked e.g., fire drill, but rather to report upon whether or not the drill has been carried out and recorded in the fire procedures section of the **Safety Records (SR)**.

In some cases records of maintenance activity e.g. machinery, equipment, etc may be kept in a different file. It is important that the person carrying out the audit is familiar with the location of all records and has access to them.

Where a Responsibility Monitoring Record Sheet item does not produce a satisfactory response, e.g. the item concerned is not being carried out or the appropriate record is not being maintained, then an entry in the Action Log must be made that states what the item is, what the shortfall is and what action must be taken.

Responsibility Monitoring Record Sheet

Position: Warehouse Manager

Responsibility Monitoring Activities	Compliant YES / NO	Documented YES / NO	Action Required Refer to Action Log (form AL) within the key responsibility booklet
Are adequate supplies of personal protective equipment and protective clothing available to employees? (SR)			
Do you provide the necessary support to enable management and employees to implement all aspects of the policy and procedures? (SR)			
Are you regularly reviewing first aid equipment provisions? (SR)			
Are weekly, visual inspections undertaken to ensure that fire appliances are located in their correct position?			
Is a daily, visual inspection undertaken to ensure any added security e.g. padlocks, bolts etc are removed from fire exits whenever there are persons on the premises?			
Is a weekly, visual inspection undertaken to ensure that all fire doors close properly so as to seal the area affording the 30 minute protection they are designed to give?			
Are practice emergency evacuations carried out every 6 months? (SR)			
Is the condition of fire exits within the production and storage areas checked and inspected daily? (SR)			

Responsibility Monitoring Record Sheet

Position: Warehouse Manager

Responsibility Monitoring Activities	Compliant YES / NO	Documented YES / NO	Action Required Refer to Action Log (form AL) within the key responsibility booklet
Are new and existing employees familiar with the provisions for first aid, as required? (SR)			
Are all identified hazards appropriately resolved?			
Is the Incident Contact Centre notified of any accident, as required? (SR)			
Are your insurers notified of accidents as required? (SR)			
Have new employees under your control been given instruction on emergency procedures, safe systems of work, welfare facilities, use of protective clothing and equipment, organisation and department rules, communication channels, information sources etc, as required? (SR)			
Are additional training requirements undertaken for existing staff, as required? (SR)			
Is effective consultation maintained with employees in areas under your control, as required?			

SR = Records maintained in the Safety Records; RAM = Risk Assessments Manual

Monitored and recorded by: _____

Signed: _____ Date: _____

ACTION LOG

Form AL

ACTION NO.	DATE OF ENTRY	ACTION IDENTIFIED	PARTIES RESPONSIBLE	ACTION COMPLETED		REVIEW DATE	COMPLETION DATE
				YES	NO		

A W INSTALLATIONS LTD
OFFICE MANAGER

Health and Safety Responsibilities and Monitoring

Contents

Introduction

 Responsibilities

 Monitoring

 Action Log

Health and Safety Responsibilities

Monitoring Procedure

Responsibility Monitoring Record Sheet

Action Log

Introduction

As an employee within A W Installations Ltd I have general duties and responsibilities, which are outlined in the Employee Safety Handbook.

As the *Office Manager* I have a specific role and function, which includes responsibilities for the health and safety of employees in my area of control.

Responsibilities

To enable me to carry out my duties, the main responsibilities that have been allocated to me have been identified in my Health and Safety Responsibilities List.

The items noted in the 'responsibilities' column tells me what those duties are.

The items noted in the 'achieved by' column tells me how to go about achieving those responsibilities.

Monitoring

To enable me to effectively control the hazards and risks to employees in my department, a number of health and safety checks have been identified for me to carry out. The monitoring procedure is to be followed and the safety checks carried out which are identified in my Responsibility Monitoring Record Sheet.

To be effective, these record sheets must be completed at required intervals, to be determined by Senior Management.

When the Responsibility Monitoring Record Sheet is completed I may need to make entries in the Action Log at the rear of my folder.

Blank copies of my Responsibility Monitoring Record Sheet and Action Log are available from management.

All completed Responsibility Monitoring Record Sheets and Action Logs are reviewed by the most senior member of staff with overall responsibility for health and safety in A W Installations Ltd.

Action Log

When entries in the 'Actions Arising From Findings' section of the Responsibility Monitoring Record Sheet are not satisfactory then corrective action needs to be taken.

This is accomplished by first identifying the items in Action Log, secondly by stating what action needs to be taken and thirdly by providing additional comments such as the level of priority given to the action e.g. 'very urgent'.

Health and Safety Responsibilities List

The **Office Manager's** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

RESPONSIBILITIES

I must ensure that all staff members under my control are made aware of the fire and emergency procedures for all the facilities under my control.

I will be actively involved in communicating safety information to all staff under my control.

I will ensure that all accidents and incidents are thoroughly investigated and the necessary documentation is completed. This may include reporting to the appropriate authorities.

I will ensure that any personal protective equipment provided affords necessary, suitable and sufficient protection, is correctly CE marked and is issued with the necessary information, instruction and training for its correct use and storage.

I will ensure that any Policy arrangements that are likely to affect contractors and visitors are effectively communicated.

I will ensure that all employees under my control are appropriately trained.

ACHIEVED BY

This will be achieved by ensuring an effective staff induction procedure. I will continually review the procedures and ensure the relevant records are completed and kept up to date.

Safety information will be delivered by a combination of formal group training, group meetings, individual training or other suitable means.

This will be achieved by following the accident investigation procedure contained within the Safety Records section. I will report as required any necessary notifications under the statutory reporting legislation.

This will be achieved by using the documentation in the Safety Records section of the health and safety system.

I will ensure that any contractor / visitor control procedures are brought to their attention during their introduction / induction to the premises. I will ensure, through the use of documentation as necessary, that contractors are monitored whilst working on site.

This will be achieved by staff appraisals and regular discussions with fellow Managers and employees concerned.

Monitoring Procedure

The Responsibility Monitoring Record Sheets are designed to reflect the responsibilities of individual positions within our organisation.

A Responsibility Monitoring Record Sheet must be completed for every period noted at the top of the sheet e.g. monthly, quarterly etc.

Each section contains a topic that must be reported on.

Sometimes the information required will result in a visual inspection. These are usually a part of the daily management of health and safety in the workplace but may require that a specific visual inspection be carried out at the time of the report.

Sometimes the information may be contained in one of the documents supplied by Peninsula as part of the Health and Safety Management System **Safety Records (SR)** and **Risk Assessments Manual (RAM)**. In these cases the object is not to carry out the function being checked e.g., fire drill, but rather to report upon whether or not the drill has been carried out and recorded in the fire procedures section of the **Safety Records (SR)**.

In some cases records of maintenance activity e.g. machinery, equipment, etc may be kept in a different file. It is important that the person carrying out the audit is familiar with the location of all records and has access to them.

Where a Responsibility Monitoring Record Sheet item does not produce a satisfactory response, e.g. the item concerned is not being carried out or the appropriate record is not being maintained, then an entry in the Action Log must be made that states what the item is, what the shortfall is and what action must be taken.

Responsibility Monitoring Record Sheet

Position: Office Manager

Responsibility Monitoring Activities	Compliant YES / NO	Documented YES / NO	Action Required Refer to Action Log (form AL) within the key responsibility booklet
Are adequate supplies of personal protective equipment and protective clothing available to employees? (SR)			
Do you provide the necessary support to enable management and employees to implement all aspects of the policy and procedures? (SR)			
Are you regularly reviewing first aid equipment provisions? (SR)			
Are weekly, visual inspections undertaken to ensure that fire appliances are located in their correct position?			
Is a daily, visual inspection undertaken to ensure any added security e.g. padlocks, bolts etc are removed from fire exits whenever there are persons on the premises?			
Is a weekly, visual inspection undertaken to ensure that all fire doors close properly so as to seal the area affording the 30 minute protection they are designed to give?			
Are practice emergency evacuations carried out every 6 months? (SR)			
Is the condition of fire exits within the production and storage areas checked and inspected daily? (SR)			

Responsibility Monitoring Record Sheet

Position: Office Manager

Responsibility Monitoring Activities	Compliant YES / NO	Documented YES / NO	Action Required Refer to Action Log (form AL) within the key responsibility booklet
Are new and existing employees familiar with the provisions for first aid, as required? (SR)			
Are all identified hazards appropriately resolved?			
Is the Incident Contact Centre notified of any accident, as required? (SR)			
Are your insurers notified of accidents as required? (SR)			
Have new employees under your control been given instruction on emergency procedures, safe systems of work, welfare facilities, use of protective clothing and equipment, organisation and department rules, communication channels, information sources etc, as required? (SR)			
Are additional training requirements undertaken for existing staff, as required? (SR)			
Is effective consultation maintained with employees in areas under your control, as required?			

SR = Records maintained in the Safety Records; RAM = Risk Assessments Manual

Monitored and recorded by: _____

Signed: _____ Date: _____

ACTION LOG

Form AL

ACTION NO.	DATE OF ENTRY	ACTION IDENTIFIED	PARTIES RESPONSIBLE	ACTION COMPLETED		REVIEW DATE	COMPLETION DATE
				YES	NO		

--	--	--	--	--	--	--	--