

HEALTH & SAFETY NOTICE



HSN-03 ISSUE 03 JANUARY 2004

HEALTH & SAFETY RESPONSIBILITIES OF INDIVIDUAL POST HOLDERS

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HEALTH & SAFETY RESPONSIBILITIES OF INDIVIDUAL POST HOLDERS

INTRODUCTION

1. This Health & Safety Notice must be read and understood by all employees of Vacman Cleaning Ltd.
2. Individual Post Holders have certain specific responsibilities in order to ensure the successful implementation of the Vacman Health & Safety Policy.

MANAGING DIRECTOR

3. The Managing Director is ultimately responsible for all health and safety matters. He is also responsible for ensuring that Company practices and policies for the health, safety and welfare of all employees, clients and visitors are consistent with statutory and legal requirements. He must ensure that an effective policy for health and safety exists and is implemented, maintained and regularly reviewed and updated. He will chair the Health, Safety, Welfare and Environment Committee or will nominate a substitute to act in his absence. He must ensure that any health and safety appointments and delegated responsibilities are made in writing and acceptance confirmed. Any such appointments must be regularly monitored and reviewed.

In particular he will have specific responsibility to:

- 3.1 ensure that appropriate priority is made from revenue and capital allocations to meet the needs of health and safety
- 3.2 monitor and review the work and activities of anyone appointed to health & safety roles
- 3.3 monitor and review the health and safety aspects of the work and activities of all departments within the company.

AREA SUPERVISORS

4. Area Supervisors or their nominees will be responsible as appropriate for:
 - 4.1 ensuring that the health and safety within their area of responsibility complies with the Company's Health & Safety Policy (HSN-01) and all statutory requirements,
 - 4.2 producing and revising local Health & Safety Policy's. This must include an organisational chart showing the responsibilities for health and safety of members of the department. Such a policy will be in all respects complementary to HSN-01 and rules laid down for health and safety in the Company Health and Safety Manual,
 - 4.3 ensuring that the Health & Safety Policy is given to each member of staff and brought to the attention of visitors,
 - 4.4 ensuring that safe methods of working are employed in all work-areas and for each programme of work,
 - 4.5 producing a the Vacman health and safety annual report,
 - 4.6 ensuring that any work involving the use of substances hazardous to health is assessed and reviewed at least annually or whenever any changes to a work programme are planned and that the requirements of the COSHH Regulations are implemented for all such work,
 - 4.7 to approve, in advance, all proposals for the acquisition and use of new equipment and the introduction of new or revised processes or methods of work,
 - 4.8 ensuring that a health & safety inspection of all work areas within their control is carried out at least annually,
 - 4.9 ensuring that such health & safety training for staff as may be necessary is identified and carried out,
 - 4.10 recording all health & safety training carried out and maintaining such records as are appropriate to meet the recording requirements of safety legislation,
 - 4.11 notifying the Safety Officer of any accident or incident in accordance with HSN-11,
 - 4.12 notifying any defect in the buildings or structures, fabric or services likely to create a hazard to persons,
 - 4.13 keeping an up-to-date version of the Health & Safety Manual for reference purposes.
 - 4.14 reviewing the safety provision and health surveillance for staff,
 - 4.15 reviewing the health and safety at work training for staff as prescribed under the Health & Safety at Work Act 1974 and other associated legislation,
 - 4.16 maintaining a list of disabled employees and to ensure that the necessary steps are taken to ensure their safety in the event of a fire or other emergency.

THE COMPANY SECRETARY

5. The Company Secretary or their nominee will be responsible for advising on matters concerning insurance and liability.

SITE SUPERVISORS

6. Site Supervisors or their nominee will be responsible for the safety at individual company buildings under their control. They will also be required:
 - 6.1 to arrange for an inspection of the external fabric of buildings every two years,
 - 6.2 To ensure that the Buildings Regulations and other appropriate regulations are observed when structural alterations are planned and executed,
 - 6.3 to ensure the safe working of contractors and sub-contractors engaged on works for the company,
 - 6.4 to advise the appropriate senior members of the Company when and where contractors and sub-contractors will be working on Vacman premises,
 - 6.5 to ensure that any work necessary to safeguard the health and safety of staff, and others is given priority,
 - 6.6 to advise all levels of staff on the feasibility of installing new equipment or the undertaking of changes to structures, services or processes and to arrange for the inspection of all such installations or modifications,
 - 6.7 to maintain all lifts, boilers, pressure systems and general services in a safe and working condition,
 - 6.8 to ensure offices and work areas have adequate heating, lighting and ventilation conditions in accordance with statutory requirements and other guidelines,
 - 6.9 to keep and maintain test and inspection records as required,
 - 6.10 to maintain vehicles and transport in a safe and roadworthy condition,
 - 6.11 to maintain external lights, footpaths, steps, and the general environment in a safe condition,
 - 6.12 to take such steps in adverse weather conditions to ensure that all paths and walkways are in a safe condition,
 - 6.13 to oversee the arrangements made to control traffic and to ensure access for emergency vehicles,
 - 6.14 to arrange for the testing of fire alarms, fire extinguishers and other such safety equipment,
 - 6.15 to ensure the overall cleanliness and hygiene within company premises,
 - 6.16 to make such arrangements as may be necessary for the removal of rubbish and other debris and to ensure that escape routes are free from any obstruction at all times,
 - 8.18 to make such arrangements as may be necessary to undertake environmental

auditing and monitoring.

SAFETY ADVISER

9. The Safety Adviser is responsible for advising on all safety matters at all levels and reports to the Managing Director. The Safety Adviser has the right to attend any meetings held on health and safety matters. The Safety Adviser can draw on the advice of any of the specialist staff in appropriate areas and obtain such advice as may be necessary from consultant bodies outside the company.
10. In emergencies or such situations considered to be an infringement of statutory requirements, the Safety Adviser may issue an improvement or prohibition notice on any activity likely to constitute a danger to health and safety until an investigation by an appropriate senior member of staff has taken place.
11. In particular the Safety Adviser will be responsible for:
 - 11.1 ensuring that inspections and audits are undertaken, on a regular basis, in all areas and to ensure that they present a safe and healthy environment for the pursuance of the company's function as a service business,
 - 11.2 making recommendations to the Health, Safety Welfare and Environment Committee for the improvement of conditions of work,
 - 11.3 receiving reports on all accidents, untoward incidents and dangerous occurrences and to investigate all such reports as may be appropriate,
 - 11.4 taking any necessary action to avert an accident or damage to persons or property,
 - 11.5 advising on the training of staff on all matters concerned with health and safety at work,
 - 11.6 reviewing and updating on a regular basis all Health & Safety Notices and presenting any amendments to the Health, Safety Welfare and Environment Committee for subsequent approval,
 - 11.7 ensuring the inspection and appraisal of all fire fighting equipment in conjunction with the Managing Director or his nominee,
 - 11.9 carrying out all other duties as may be necessary to promote health and safety within the requirements of the Health & Safety at Work etc. Act 1974 and other associated legislation,
 - 11.10 maintaining a written record of complaints and actions taken,
 - 11.11 produce an annual health safety report that will be submitted to the first meeting of the Health, Safety Welfare and Environment Committee held in September of each year,
 - 11.12 arranging unannounced emergency evacuations of buildings used by the company and reporting accordingly to the Health, Safety Welfare and Environment Committee.

Approved by:

Vacman Cleaning Ltd
Health & Safety System Manual



(Managing Director)

Date: ...14...../.01...../.2004.....

APPENDIX 1 – Organisational Chart of Safety Responsibilities

