

Lothian Operational Standard

LB-HS-100 Roles and Responsibilities

This Standard details the minimum requirements for ensuring compliance with health and safety legislation and implementation of the Lothian H&S Policy Statement.

1. INTRODUCTION

Health and safety responsibilities are defined in law and the basis for health and safety within the United Kingdom is primarily The Health and Safety at Work etc. Act 1974 which place duties on employers and employees for the protection of health, safety and welfare.

2. POLICY STATEMENT

Lothian is committed to ensuring that responsibilities for H&S issues are appropriately allocated and that those that have been nominated with specific roles and responsibilities are fully aware and competent to fulfil them.

3. SUMMARY OF REQUIREMENTS

General Duties of Employers

Employers have general duties towards their employees to protect their health safety and welfare whilst they are at work.

Specifically, employers must:

- Provide and maintain a workplace that is safe and without risk to health
- Ensure plant and machinery are safe and that safe systems of work are developed and followed
- Ensure articles and substances are moved, stored and used safely
- Provide adequate welfare facilities
- Give information, instruction, training and supervision as necessary for health and safety

General Duties of Employees

Employees also have legal duties too and must:

- Take reasonable care of their own health and safety and that of others who might be affected by what they do or do not do
- Co-operate with their employer on health and safety matters
- Correctly use work items provided including PPE in accordance with training or instructions
- Not interfere or misuse anything which is provided for their health and safety

4. WHAT NEEDS TO BE DONE

Managing Director and Nominated Managers

- 4.1 Within the Lothian group of businesses, the Managing Director shall be designated as the Safety Accountable Senior Manager, or in the case of fire legislation the “Responsible Person”, for the purposes of coordinating health and safety issues.
- 4.2 The Safety Accountable Senior Manager (or Responsible Person) may delegate some of the many duties to a nominated manager or managers in order to ensure requirements of the legislation are satisfied and compliance achieved. The allocation of responsibilities should be communicated to relevant persons and documented however; ultimate responsibility will still rest with the Managing Director.

Allocation of Personal H&S Responsibilities

- 4.3 Responsibilities for health and safety matters must be clearly allocated to line management and must be documented.
- 4.4 Job descriptions shall inform all employees that they must adhere to all current H&S legislation and Company procedures
- 4.5 In addition, specific H&S duties and responsibilities may be allocated as appropriate to the topic or risk and as indicated in Section 5 of each specific H&S Standard.

Responsibilities are allocated to line management as follows:

Managing Director

In addition to fulfilling the general duties of employers and ensuring compliance with all legal duties with regards to Health and Safety matters, the Managing Director has overall responsibility for the effective and efficient management of health, safety and welfare within the business and must: -

- 4.6 Demonstrate visible leadership and commitment to H&S including setting a personal example, attending Strategic H&S Committees and communicating the importance of H&S considerations in business decisions.
- 4.7 Plan a strategy for health and safety, set targets for continuous improvement and regularly monitor H&S performance.
- 4.8 Ensure an effective H&S management system and processes are developed, maintained, communicated and implemented within the business.
- 4.9 Ensure there are effective systems in place to identify, assess and control them.
- 4.10 Ensure H&S arrangements are adequately resourced and appropriately delegated and that competent health and safety advice and assistance is available.

- 4.11 Ensure those with accountability for health and safety or allocated with health and safety duties are competent and have received an appropriate level of training and other resources are made available to enable duties to be discharged.
- 4.12 Ensure there are adequate processes for effective communication and consultation with employees on matters relating to health safety and welfare issues and that employees' concerns are appropriately escalated.
- 4.13 Review health and safety arrangements regularly and be aware of significant risks faced by the organisation including working arrangements, which have significant implications on health and safety.
- 4.14 Ensure periodic audits are carried out and review the arrangements for health and safety regularly to inform and drive continuous improvement.
- 4.15 Ensure good health and safety performance is celebrated.

Directors and Senior Management

The management of health and safety, and the protection of the environment, are integral to the success of our business. Lothian requires its directors and senior managers to ensure the arrangements for controlling risks are effectively and consistently implemented within the areas for which they are responsible.

Directors and Senior Managers are responsible for the day-to-day implementation of the Managing Director's responsibilities outlined above and must also:

- 4.16 Demonstrate visible leadership and commitment in relation to health and safety matters, take the lead in communicating H&S issues and attend Strategic H&S Committees.
- 4.17 Ensure adequate allocation of resources to meet provisions with regard to health, safety and environment issues.
- 4.18 Participate in the planning, organising, control, monitoring and reviewing of H&S standards.
- 4.19 Ensure that risks arising from all work activities, within their scope of responsibility, are effectively identified, evaluated and controlled.
- 4.20 Ensure there are adequate processes for both communicating and consulting with employees on matters relating to health safety and welfare issues and that employees' concerns are appropriately escalated.
- 4.21 Ensure working arrangements, which have significant implications on health and safety, are brought to the attention of the Senior Management Team and Managing Director.

4.22 Ensure weaknesses and shortcomings identified from risk assessment, inspection, monitoring and audit are addressed in a timely manner.

Managers at All levels

Lothian requires managers at all levels to ensure implementation of the arrangements for managing health and safety matters and ensuring that a safe workplace is maintained.

Managers at all levels, within their area of responsibility must:

4.23 Organise their department, workplace, or otherwise defined area of responsibility, such that work activities are carried out in the safest way possible.

4.24 Ensure responsibilities for health and safety matters are appropriately allocated, understood and that duties are discharged.

4.25 Have an awareness of the risks within their area of responsibility in relation to the employees, contractors and visitors they are responsible for and where there are significant risks arising from the work activity ensure a suitable and sufficient risk assessment is carried out and documented and that the risks and precautions are communicated to all those affected.

4.26 Ensure that any measures provided to eliminate or control risk are implemented at all times.

4.27 Ensure adherence to all relevant health and safety standards, guidance and instruction as appropriate to the risks and the work activities being undertaken.

4.28 Retain any documentation required to demonstrate compliance with provisions of H&S legislation, company standards and guidance.

4.29 Ensure employees are issued with personal protective equipment as appropriate to the risk and ensure they use and maintain it in accordance with the policy and standards.

4.30 Communicate and consult with employees in relation to health, safety and welfare issues.

4.31 Provide adequate training, information, instruction and supervision, as appropriate to the risk, which will ensure work activities are carried out safely and without risk to health.

4.32 Ensure the plant and equipment provided is suitable and fit for purpose, operated correctly and is subject to inspection and maintenance in accordance with the manufacturer's instructions and in line with Company policy and standards.

4.33 Prevent or control exposure to substances that may damage health and ensure appropriate health surveillance is provided.

4.34 Ensure that where specific statutory testing and inspection is required this is carried out at the correct frequency and any remedial actions addressed.

- 4.35 Ensure there are arrangements in place to deal with emergencies, including fire and first aid and that the arrangements are communicated to employees.
- 4.36 Provide adequate first aid provision and ensure all injuries, incidents and near misses are correctly reported, investigated and action taken to prevent recurrence and records retained in accordance with Lothian H&S Standards.
- 4.37 Ensure, so far as reasonably practicable, that the workplace, access and egress to it, plant, equipment and substances that are used by people at work who are not in your employment, are safe and free from risks to health and safety and sufficient information has been given in relation to site specific hazards to enable them to work safely and without risk.
- 4.38 Liaise with the H&S Manager on matters of health and safety and assist them in identifying and fulfilling the roles and responsibilities with regard to health and safety.

All Employees

Employees have a legal duty to ensure compliance with health and safety and environmental legislation. Lothian requires each employee to exercise personal responsibility for their own health & safety and to cooperate with managers fulfilling their responsibilities in relation to health, safety and environmental issues.

Employees must:

- 4.39 Work safely and efficiently, considering at all times the health and safety of themselves, their fellow workers and members of the public.
- 4.40 Follow all company safety policies, standards, procedures, guidance or any instructions provided to them.
- 4.41 Co-operate with their manager and other employees on health and safety matters and not misuse or interfere with anything provided for their health, safety or welfare.
- 4.42 Report injuries, incidents and significant near misses to their line manager immediately.
- 4.43 Report significant hazards i.e. dangerous acts or conditions that have the potential to lead to an injury or incident, immediately to their line manager.
- 4.44 Report ill health, medical conditions or other circumstances which might affect their ability to work safely and without risk and attend health surveillance.

H&S Manager

Under regulation 7, of the 'Management of Health and Safety at Work Regulations 1999', a competent person has been appointed to assist senior management in the effective

planning, organisation, control, monitoring, review and auditing of relevant health and safety provisions.

As a minimum the H&S Manager will:

- 4.45 Maintain an awareness of forthcoming legislation and identify H&S requirements which impact on work activities and report to the Directors on any matters which require their input in ensuring the effective health and safety of employees, visitors and others.
- 4.46 Develop and review local policies, procedures and risk assessments, in line with Lothian H&S Standards to ensure health and safety risks are identified and adequately controlled.
- 4.47 Provide competent specialist advice and support to directors, managers and employees to enable them to identify and fulfil their roles and responsibilities with regard to health and safety.
- 4.48 Assist managers in assessing competency and identifying training needs of employees and contribute to, coordinate or deliver training as necessary.
- 4.49 Actively support and encourage consultation with employees and managers, participating in meetings as necessary.
- 4.50 Provide a point of contact for liaison with regulators, legislators and ensure that the company systems for health and safety are communicated effectively internally and externally to all relevant persons.
- 4.51 Assist in the development of a local strategy for the management of health and safety, providing guidance and help with setting targets for health and safety activities within the company.
- 4.52 Develop and implement effective systems for workplace inspection and monitoring H&S performance against targets which will demonstrate control of risk.
- 4.53 Develop and implement systems to ensure injuries, incidents and near misses are reported and investigated in order to determine root cause and identify improvements.
- 4.54 Assist HR department in developing and maintaining a health surveillance strategy to ensure occupational health and welfare of the company is promoted and actively managed where required.
- 4.55 Implement systems to periodically audit the company's health and safety arrangements, and track progress of audits and other safety actions to ensure they are addressed within agreed timescales or otherwise escalated to Senior Management.

Safety/Employee Representatives

Safety/Employee Representatives have no legal obligations other than his/her duties as an employee. However, appointees are expected to:

- 4.56 Support managers in the development, implementation and monitoring of new and revised company policies and standards and systems to ensure the health and safety at work of the employees.
- 4.57 Attend safety committee meetings and make appropriate representations in accordance with their rights under The Safety Representatives and Safety Committees Regulations or The Health and Safety (Consultation with Employees) Regulations.

5. WHO SHOULD DO IT

5.1 Managing Director:

- Directors with accountability for safety within the Company must ensure that the requirements of this standard are fulfilled.
- Ensure responsibility is appropriately allocated for the management of health and safety issues and necessary resources are made available to enable duties under H&S legislation to be fully discharged.

6. MEASURE

6.1 The requirements of this standard will be monitored by Lothian H&S to ensure effective implementation. Evidence of effective management will include:

- Responsibilities appropriately allocated and documented
- H&S responsibilities included in employee contracts
- Employee awareness of their specific responsibilities

7. AUDIT

7.1 Compliance with the requirements of this H&S Standard will be audited periodically in accordance with the Lothian H&S Audit Programme.

8. REVIEW

8.1 This H&S Standard will be reviewed every 2 years or in accordance with or in accordance with Lothian Policy following significant changes in the matter to which it relates.

9. RESOURCES

- Directing Safely training course
- IOSH Managing Safely training course
- Supervising Safely training course
- Lothian H&S Policy Statement