

## Rekan Health and Safety Policy

### Part 2 – Roles & Responsibilities

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## SECTION 1: INTRODUCTION

### 1.1 Use of this document

This document is intended to outline the management commitment, arrangement and procedures for managing health and safety within Rekan Limited. It is arranged across 3 documents:

Part 1 – Policy Statement

Part 2 – Roles & Responsibilities

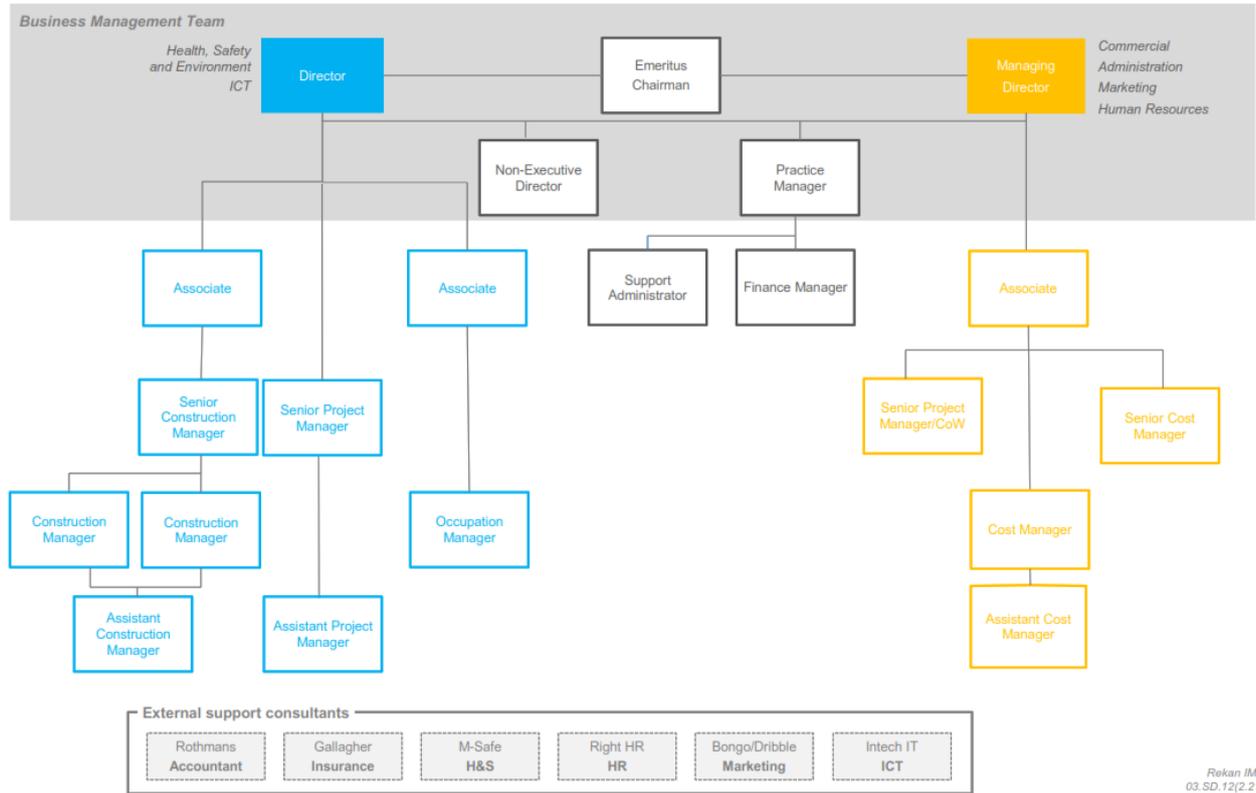
Part 3 – Procedure & Arrangements

These are designed to achieve the Plan, Do, Check, Act approach to managing health and safety within an organisation by identifying what needs managing and distributing this through the management chain. Procedures and arrangements are then set out to achieve the planned requirements.

**SECTION 2: ORGANISATION STRUCTURE**

**2.1 Company structure**

**Rekan**  
 Company Health & Safety Structure



Rekan IMS  
 03.SD.12(2.21)

## SECTION 3: ROLES & RESPONSIBILITIES

### 3.1 Managing Director

The Managing Directors primary role is to ensure that the management team is effective in its task of setting and implementing the organisations direction and strategy in relation to the management of health and safety. This will predominately relate to ensuring that sufficient resources are allocated and the Line Managers are able to lead on health and safety management.

### 3.2 Directors

The Directors will be responsible for the planned implementation of effective health and safety standards according to agreed objectives and for ensuring that health and safety standards are taken into account in planning and organising work generally.

Their key role and responsibilities will be to ensure that:

- They visibly encourage health and safety management.
- The health and safety policy is reviewed as prescribed and updated.
- Health and safety is a prime consideration during all organisational planning.
- They report to the Board on resources required and ensure suitable distribution to the relevant teams.
- They regularly review health and safety management and direct the implementation of corrective actions.
- There is access to competent health and safety advice.
- There is a means for employees to consult on health and safety.
- They consider the “general principles of prevention” as detailed in the Management of Health and Safety at Work 1999 Regulations when making decisions on how to control hazards.
- They review all accident/incident investigation reports and ensure that action is taken based on the findings of the same and is sufficiently proportionate to minimise a reoccurrence.
- They review the health and safety inspections/reports and make recommendations directly to all line managers and employees in matters concerning health and safety.
- Arrangements are in place to ensure risk assessments are undertaken that reflect the organisations activities and undertakings.

### 3.3 Line Managers and Support

Line managers, supervisors and all other personnel within the business holding positions of responsibility over others, collectively known as the management team will ensure that:

- They visibly encourage health and safety management.
- They are familiar with the company policy applicable to their role and direct others to ensure the standards are observed.
- Any risks to the health, safety and welfare of staff under their supervision or any other persons affected by their department’s work are identified, assessed and controlled.
- All staff under their control are made aware of the health and safety policy and associated documents and instructed in the implementation of the same.
- They review safety procedures and where necessary, recommend suitable changes.
- They encourage staff to identify any hazards and report them.
- They assess and arrange for instruction and where necessary training of employees under their control.
- They arrange for corrective actions arising from internal or external monitoring of health and safety to be addressed where within their area of control.

- Relevant statutory notices, instruction and warning information is displayed in their work area.
- Safe access and egress to workplaces is maintained.
- The workplace is maintained in a tidy condition and that regular clean-up periods are arranged for.
- The handling and storage of all equipment and materials is safe.
- First aid provision is maintained in areas under their control.
- Accidents or incidents are reported and recorded.
- All persons working under their control receive an induction.

### Support

Those acting in a support role will assist the Directors, or other Line Managers in the pursuit if the requirements above.

### 3.4 Purchasing and Procurement

Those undertaking any form of purchasing or procurement as part of their role should ensure:

- Contract awards are not made on price alone but on the basis that where relevant the work will be supervised and adequate resources are allocated to the management of health and safety.
- Appointments of contracts and sub-contractors will be based on the individual and or organisation being able to demonstrate they have the suitable the skills, knowledge and experience for the role or service they are providing.
- To communicate the health and safety policy to those they are making appointments with.
- All equipment and materials purchased are to the standards required by the policy and that they meet the minimum requirements laid down in law to eliminate or reduce risks.
- All suppliers are asked to provide information on any hazards associated with their undertakings or items supplied that demonstrates, so far as is reasonably practicable, that they or persons who may be affected are not exposed to risks to their health or safety .
- Third parties providing services, personnel, equipment, materials or similar must include for all necessary measures to control the hazards their employees or others who may be affected are exposed to. Where they make exclusions, clear information is to be provided on the nature of these exclusions and additional resources including costs that will need to be allocated to control the hazards.

### 3.5 Designers

Those undertaking any design work associated with construction must ensure they are aware of and understand the requirements of the Construction (Design & Management) Regulations 2015 in so far as it relates to their role in undertaken design work including, layouts, specifications, materials buying or similar.

Duties including but may not be limited to:

General duties under CDM 2015: <http://www.legislation.gov.uk/uksi/2015/51/regulation/8/made>  
Duties of designers: <http://www.legislation.gov.uk/uksi/2015/51/regulation/9/made>

These can be summarised as:

- A designer must not work on a project unless they have the skills, knowledge and experience necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

- When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during, construction; and the maintenance and use of a building once it is built.
- Provide information to other members of the project team to help them fulfil their duties.

Further guidance is available at: <http://www.hse.gov.uk/pubns/priced/l153.pdf>

### 3.6 Employees

Employees working for or on behalf of the organisation (including sub contractors) will be expected to comply with the duties placed upon them by the Health and Safety at Work Act 1974 and associated Regulations in particular the Construction (Design & Management) Regulations 2015 and Management of Health and Safety at Work Regulations 1999.

This will include:

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and
- As regards any duty or requirement imposed on the organisation or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.
- Use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided in accordance both with any training in the use of the equipment concerned and the instructions respecting that use.
- Informing a line manager or any other employee of the organisation with specific responsibility for the health and safety of fellow employees:
  - of any work situation which they would reasonably consider represented a serious and immediate danger to health and safety; and
  - of any matter which they would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety.

In pursuit of the above this will generally require:

- That you do not carry out any tasks, which you feel you do not have the skills, knowledge or experience, or one, which involves unreasonably high risks.
- If you have not been instructed how to carry out a task safely stop and report to your line manager for instruction.
- You take care of your own safety, health and welfare and that of any other person who may be affected by your acts or omissions while at work.
- You to be aware that you have a duty prescribed by law to use all safety equipment and protective equipment prescribed and provided.
- You To comply with safe systems of work, procedures and controls as detailed in the risk assessments and associated procedures.
- You report to your line manager without delay any defect in the plant, equipment place of work or system of work which might endanger safety, health or welfare of which you become aware.
- You intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or equipment for securing the safety, health and welfare of persons arising out of work activities.
- Use correct tools and equipment for the job and keep tools in good condition.

- Keep your work area tidy and free from hazards. Where they are present and could affect others your prevent access to the work area.
- Keep your work area tidy and dispose of waste in the correct manner using the facilities provided.
- Respect welfare facilities provided and keep them in good order.

**Consultation:** You are encouraged to make suggestions and raise concerns. Indeed this document is in itself an invitation to consultation. Read it and if you have anything to contribute then please advise your line manager.

### 3.7 Health and safety advisor

The organisation engages the services of an external competent advisor to assist in provision of health and safety advice. All approaches to the same should be made via the Directors or as instructed by the same. In general, their role when instructed will be to:

- Assisting the management team undertaking their duties as requested.
- Promoting health and safety awareness.
- Where requested undertaking inspections/tours to report on health and safety performance.
- Undertaking accident/incident investigations when requested.
- Advising on and updating policy.
- Attendance at health and safety management review meetings/committees to advise on compliance and action required.

## SECTION 4: CONSULTATION

### 4.1 Consultation

Information concerning safety matters, including the results of risk assessments, which may affect any or all staff, is communicated to them at induction and through training specific to their role and activities they undertake.

Rekan Limited will aim to operate a '*Don't Walk By*' policy. Employees are to communicate any health and safety concerns associated with the workplace, work activities or equipment to their line manager. Where possible the line manager will rectify the problem and inform the wider management team of the problem and the action taken. Where further assistance is required in order to rectify the problem, the issue will be raised and discussed at health and safety review meetings. Further advice from the health and safety advisor will be sought where necessary.

### 4.2 Health and safety review meetings

Rekan Limited will undertake health and safety review meetings at suitable intervals through a yearly cycle. The mission statement of the meeting is:

- Continual improvement to meet or exceed legislative requirements and protection of the health, safety and welfare of all employees and contractors.
- To ensure objectives are met and be a responsive organisation, to make contact and provide forum for feedback and delivery.
- To continually review and investigate accident and incident reports and make improvements.