

# Organisation and Responsibilities Policy

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## Introduction

Organisations need to define the responsibilities and relationships which promote a positive health and safety culture, and secure the implementation and continued development of the health and safety policy. Structures and processes are needed which;

- establish and maintain management control within an organisation
- promote cooperation between individuals, safety representatives and groups so that health and safety becomes a collaborative effort
- ensure the communication of necessary information throughout the organisation
- secure the competence of employees

Safety management - the person with overall and final responsibility for Health and Safety throughout the company is the Managing Director Michael Barrett

The person responsible for the day-to-day overseeing, implementing and monitoring the policy is the health and safety representative Michael Barrett who will be responsible for deputising for the MD in his absence.

Consultation – the management of A Bright Solution Ltd. sees the communication between employees at all levels as an essential part of effective health and safety management. Consultation will be facilitated by holding annual health and safety meetings where the health and safety management system will be discussed, reviewed and updated.

The purpose of these health and safety meetings is to provide a forum in which information may be conveyed and employee's questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

Communication - the management of A Bright Solution Ltd. will endeavour to communicate to employees their commitment to health and safety and to ensure that employees are familiar with the contents of the company health and safety policy document. Other sources of communication include safety memos, notices and safety alerts, and especially by the example set by senior management.

Cooperation and care – If we are to build and maintain a healthy and safe working environment cooperation between employees at all levels is essential. All employees are expected to cooperate with the health and safety director and other company managers and to accept their roles and responsibilities and duties under this policy. Disciplinary action may be taken against any employee who violates health and safety rules or who fails to perform their duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

Safety training – is regarded as indispensable in establishing and maintaining an effective health and safety culture. It is essential that every employee is trained to perform their job effectively and safely.

We believe that if a job is not done safely then it is not done effectively.

All employees will be trained in safe working practices and procedures prior to being allocated any

new role or task. Training will include advice on the implementation of risk assessments, the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

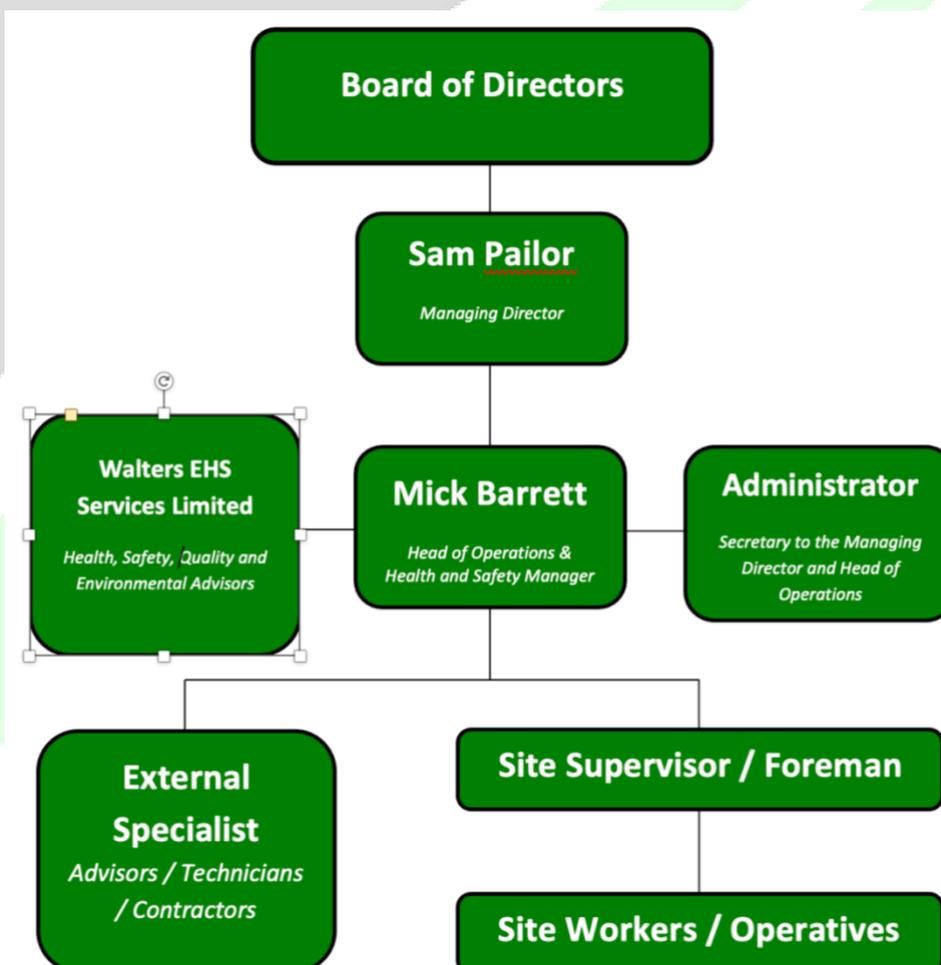
## ORGANISATION STRUCTURE

The organisational structure shown below clearly identifies the responsibilities for health and safety in A Bright Solution Ltd. which are further described in the statements of responsibility that follow.

A Bright Solution Ltd. is fully aware that health and safety is the responsibility of line management and accordingly, all levels of management and Directorship are held accountable for health and safety performance.

Mr. Michael Barrett - Managing Director has responsibility for health and safety issues and shall ensure that the health and safety plan sets out goals and objectives, which shall be cascaded down to senior management, supervisors and employees.

Violations of EH&S rules and procedures are addressed in the same manner as other company rules and procedures; by progressive discipline up to and including dismissal.



## **SAFETY RESPONSIBILITIES AND DUTIES**

### **MANAGING DIRECTOR'S RESPONSIBILITIES**

The Managing Directors will ultimately be responsible for health and safety throughout the company. Other managers and supervisors will be responsible for the organisation of safety in their respective areas. The Managing Director's particular responsibilities are to;

1. prepare, review and maintain the company health and safety policy statement and liaise with managers and supervisors to ensure that it is brought to the notice of all employees and personnel who are employed by the company to carry out work in its behalf
2. know the appropriate statutory requirements affecting the company's operations
3. ensure that the system for risk assessment of work being undertaken is in place and that the relevant personnel are trained to carry out such assessments
4. ensure that relevant competent persons are nominated to assist in meeting the requirements of statutory provisions
5. ensure that resources are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage and that health and safety factors are considered in the selection of workers
6. insist that sound working practices are observed as laid down by approved codes of practice and British Standards, that work is planned and carried out in accordance with the statutory provisions and that appropriate safety equipment is used
7. ensure that appropriate training is given to all staff/ employees as necessary
8. ensure that there is liaison on health and safety matters between the company and others workers
9. instigate liaison with external accident prevention organisations and encourage the distribution of safety literature throughout the company
10. institute procedures for reporting, investigating, costing of injury, damage and loss and promote analysis of investigations to discover trends and eliminate hazards
11. arrange for regular meetings between management and staff to discuss company accident prevention, performance and possible improvements
12. set a personal example when visiting all areas of the company departments by your conduct and by wearing the appropriate protective clothing

### **SAFETY REPRESENTATIVES RESPONSIBILITIES**

The safety representative will be the person having the day-to-day responsibility for health and safety throughout the company. Whilst others will be responsible for the organisation of safety on their respective sites his particular responsibilities are to:-

1. prepare, review and maintain the company health and safety policy statement and to ensure that it is brought to the notice of all employees/Workers and personnel who are employed by A Bright Solution Ltd. to carry out work on their behalf
2. know the appropriate statutory requirements affecting A Bright Solution Ltd. operations
3. ensure that the system for risk assessment of work being undertaken is in place
4. ensure that competence is maintained at a sufficient standard to assist in meeting the requirements of statutory provisions
5. ensure that proper welfare facilities, safe working methods and equipment are used to avoid injury, damage and wastage and that health and safety factors are considered in the selection of any sub-contractors

6. insist that sound working practices are observed as laid down by approved codes of practice and British Standards, that work is carried out in accordance with statutory provisions and that appropriate safety equipment is employed
7. assist in informing management of available training programmes and keeping records of these
8. ensure that there is liaison on health and safety matters between A Bright Solution Ltd. and others working on site
9. instigate liaison with external accident prevention organisations and encourage the distribution of safety literature throughout A Bright Solution Ltd.
10. institute procedures for reporting, investigation, costing of injury, damage and loss and promote analysis of investigations to discover trends and eliminate hazards
11. arrange for regular meeting between management and staff to discuss company accident prevention, performance and possible improvements
12. set a personal example when visiting sites by your conduct and by wearing appropriate protective clothing

## **Health & Safety MANAGER**

The responsibilities of contracts managers are to;

1. read and understand the company policy on health and safety and ensure that it is brought to the attention of workers and others, i.e. sub-contractors under their control
2. ensure that all work is carried out on site in accordance with the requirements of the company health and safety policy statement
3. know the construction and other relevant regulations applicable to the work on which the workers are engaged and insist that such regulations are observed
4. ensure that employees/ workers and contractors are fully conversant with A Bright Solution Ltd.'s safety policy, codes of practice and/ or safe systems of work,
5. not to allow workers to take unnecessary risks
6. ensure that adequate for risk assessment of work being undertaken is in place and that relevant personnel are competent to carry out such assessments
7. where appropriate, provide written instructions to establish a safe working method, outlining potential hazards and indicating precautions to be observed
8. ensure that new employees/ workers, particularly apprentices and young people, are shown the correct method of working and all safety precautions
9. ensure that young persons (under 18 years) do not drive any item of plant or operate any type of tool or equipment except under direct supervision
10. command workers, by action or initiative, to eliminate hazards,
11. carry out safety induction on site before work commences
12. not to allow "horseplay" or dangerous practical jokes and reprimand those who persistently fail to consider their own safety or that of others around them
13. report immediately any defects in plant or equipment to the directors for action
14. set a personal example by wearing protective clothing and by carrying out their own work in a safe manner
15. look for and suggest ways of eliminating hazards, bring to the notice of the directors any improvements or additions to the company policy
16. ensure that all plant used on site is maintained in good condition, tested and certified before going into use on site
17. ensure that all necessary PPE (personal protective equipment) is available and used by workers and others on site
18. ensure that adequate records of health and safety are produced and stored

## **SUPERVISORS RESPONSIBILITIES**

The responsibilities and duties of Supervisors;

1. read and understand the company health and safety policy
2. ensure policy is brought to the attention of operatives
3. know the relevant regulations applicable to the work carried out
4. not to allow operatives to take unnecessary risks
5. report all accidents to the manager and/ or their senior manager immediately
6. look for and suggest ways of eliminating hazards
7. inform the managers of any medication or treatment which could affect your capacity for work
8. either be the holder of a supervisor safety certificate, or a certificate suitable to enable you to carry out the work you are required to do, or have sufficient experience
9. liaise with the manager for each job to ascertain any special requirements of the particular contract and any additional health and safety requirements. You will ensure that the workers under your control are made fully aware of all such requirements before work commences
10. responsible for ensuring that the relevant items and quantity of required equipment is provided to the workplace for the commencement of each order/job/project and to liaise with the manager or operations manager as the work progresses with your day to day requirements for the provision of equipment, transport and any other requirements relevant to that job before proceeding with the work. You will also liaise with the customers when required.
11. ensure that all work is carried out in accordance with the requirements of A Bright Solution Ltd.'s company policy statement and all industrial statutory provisions.
12. ensure that all new employees, and particularly young people (under 18 years), are shown the correct method of working and all safety precautions
13. command all workers under your supervision by action or initiative to eliminate hazards and not to allow "horseplay" or practical jokes and to reprimand those who persistently fail to consider their own safety or the safety of others around them.
14. set a personal example by your conduct and by wearing all necessary protective clothing and equipment and carrying out your work in a safe manner and instruct all members of your gang to wear all necessary protective clothing and equipment. Please remember that you and your subordinates are representing the 'company' whilst on site and are expected to behave in an appropriate manner at all times
15. inspect all plant and equipment to ensure that it is safe to operate and report any defects to the manager immediately
16. ensure you have all necessary equipment; including safety equipment needed to carry out your work safely
17. ensure any relevant signs are erected around the workplace at the appropriate time
18. report to the manager before leaving site and hand over.
19. carry out any other reasonable duties as and when required

## **SURVEYORS RESPONSIBILITIES**

The responsibilities of workers are to;

1. read and understand the company health and safety policy statement
2. use the correct tools and equipment for the job
3. carry out all work on site in accordance with the requirements of the company health and safety policy statement

4. report any injury, however minor, whether to themselves or others, to the supervisor/line manager and ensure that it has been recorded and make a record into the company's accident book
5. wear safety footwear and use, where required, protective clothing and safety equipment, i.e. safety helmets, goggles etc. and carry out their own work in a safe manner
6. inform the company safety officer of any medication which could affect their capacity for work or treatment following an accident or illness
7. keep tools and equipment in good condition
8. report any defects to plant or equipment directly to the supervisor/manager
9. work in a safe manner at all times and not take any unnecessary risks that could endanger themselves or others
10. if possible, remove site hazards themselves, e.g. remove or report broken glass sticking out of products, tie unsecured ladders etc.
11. not to use plant or equipment to do work for which it is not intended, or for which they are not trained or experienced to use
12. warn other site operatives, particularly new operatives and young persons, of particular hazards on site
13. report any incidents involving persons abusing welfare facilities to the supervisor or manager,
14. not to play dangerous or practical jokes or engage in "horseplay" on site
15. suggest safer working methods

## **SAFETY ADVISOR'S RESPONSIBILITIES ROLE AND FUNCTION**

Legislation establishes a duty on every employer to ensure, through their organisation and arrangements, the effective management of health and safety at work. In addition to internal company safety management, where two or more employers share a workplace, Regulation 9 of the Management of Health and Safety at Work Regulations 1999, requires co-operation and co-ordination of health and safety. Also, under the Construction (Design and Management) Regulations, 2015, this co-ordinating role is carried out by the Principal Contractor, who is therefore likely to need a wide range of expertise in health and safety advice.

### **RESPONSIBILITIES**

1. provide support for the control of risk, including information and advice
2. contribute to the drafting and communication of the organisation's health and safety policy and associated documentation
3. evaluate, develop, promote and support the establishment and maintenance of health and safety systems
4. assess requirements for risk control
5. design and implement risk control, promote and support the acquisition of resources and implement the plan for risk control measures
6. promote and support the continuing development of a culture of health and safety awareness
7. promote and support compliance with and improvement on legislative requirements, including health and safety auditing and target setting
8. identify organisational health and safety training and development needs, including the health and safety competence of individuals
9. prepare and present demonstrations, information and provide advice to support training related health and safety
10. evaluate achievements against health and safety objectives
11. contribute to the training and development of teams, individuals and self to enhance performance

12. contribute to the implementation of changes in service and systems
13. create, maintain and enhance effective working relationships and exchange information to solve problems and aid decision making
14. contribute to and keep pace with advances in health, safety and welfare
15. when the company is acting as the principal contractor the safety advisor may provide advice concerning the preparation of a construction phase plan, the preparation of applicable site rules and appropriate measures for ensuring co-operation between employees

## **FIRE WARDENS**

1. On hearing the fire alarm, checking that the section of the premises allocated to them for this purpose is fully evacuated of all persons (visitors and staff).
2. Making sure toilets, rest rooms and team rooms, etc. are checked.
3. Proceeding to the assembly point, closing fire doors en route and liaising with other fire wardens to ensure the building is completely evacuated.
4. On arrival at the assembly areas:-
  - Ensuring that persons from their areas of responsibility are accounted for.
  - Checking that the premises are fully evacuated and that all persons are accounted for.
  - Preventing persons from re-entering the building until informed that it is safe to do so by the senior person present.
  - Notifying the fire brigade of missing persons and the location of and type of fire
  - Assisting in moving persons to another assembly area should it become necessary.
5. Monitoring daily updates of staff attendance sheets.
6. Carrying out basic safety checks at the start and close of business, and reporting defects

## **FIRST AIDERS**

1. Assist in the treatment of any persons who become ill or suffer injury
2. Arrange for an ambulance to be called where necessary
3. Perform checks on first aid kits to ensure that the contents are sufficient and not out of date

## **HEALTH AND SAFETY AT WORK ETC. ACT 1974**

The Health and Safety at Work etc Act 1974 , also referred to as HSWA, HSW Act or HASAWA, is the primary piece of legislation covering occupational health and safety in Great Britain. The Health and Safety Executive with local authorities (and other enforcing authorities) is responsible for enforcing the Act and a number of other Acts and Statutory Instruments relevant to the working environment.

Under the Act, the Secretary of State is empowered to make Regulation for a number of purposes which are listed in a Schedule to the Act. The Health and Safety Commission which is now in being, may approve and issue Codes of Practice and although failure to observe such a code would not in itself be illegal, it may be referred to in criminal proceedings to show that the failure to comply with the code or any provision of it, constitutes a contravention of any particular requirement or prohibition of the Act. **NOTE:-** Existing Acts, Orders and Regulations remain in force until such time as they may be modified or repealed, and existing Codes of Practice which may be considered as suitable for the purpose, will need to be formally 'approved' by the Commission before they can be used in the manner described.

**ENFORCEMENT:-** Enforcement of the Act is now the responsibility of the Health and Safety Executive appointed by the Commission, with the proviso that responsibility may be transferred in certain cases to local authorities, e.g., fire precautions. Enforcement Officers will operate along the lines of the Factory Inspectors but will be armed with **considerably more power.**

If an Inspector is of the opinion that a person is contravening a statutory provision or is likely to repeat a contravention, he may serve on that person an **'Improvement Notice'**, requiring specified remedial action to be taken within a specified time. If the Inspector considers that the contravention involves a risk of serious injury, he may serve on that person a **'Prohibition Notice'**, having immediate effect if considered necessary, directing that the specified activities must not be carried on until the specific matters have been remedied.

If an Improvement Notice or Prohibition Notice is not complied with, persons responsible are liable to imprisonment for up to six months. Either of these Notices may (but need not), include directions as to the measures to be taken, except where a Notice has immediate effect it may be withdrawn by the Inspector before the date specified, or on the other hand, the period specified may be extended. An Inspector may seize any plant, article or substance he finds on any premises, if he considers it to be a cause of imminent danger.

An Inspector may give to persons employed (or their representatives), factual information obtained by him relating to the premises and anything done there and inform them of any action he is taking in connection with the premises.

A person found guilty of an offence under the Act, is liable to a fine of up to £20,000.00 (for each offence) and on conviction or indictment for certain offences, up to two years imprisonment, or a fine, or both. Continuation of an offence for which a person has been convicted, constitutes a further offence and that person is liable to a fine of up to £100 for each day the contravention continues.

Non-compliance with certain specified parts of the Act or relevant statutory provisions can give rise to prosecution in a higher court as an indictable offence. In this case, conviction may lead to an unlimited fine. The Director, Manager, Secretary or other Senior Officers of a body corporate committing an offence, may also be guilty of the offence. When an offence committed by one person is due to the acts or defaults of another, then that other person is guilty of the offence and may be charged and convicted.

An Appeal may be made to an Industrial Tribunal within the period specified in the Notice. The Tribunal may either cancel or affirm the Notice, or modify it as it thinks fit. An Appeal will automatically suspend an Improvement Notice until an Appeal is disposed of or withdrawn. A Prohibition Notice may be suspended on Appeal, but then only if the Tribunal directs it.

It is now imperative that the Safety Officer/Consultant be advised immediately if an Enforcement Officer visits any premises and that prompt action is taken to deal effectively with any faults or defects noted by him. If an **'Improvement Notice'** is issued the matter referred to must be corrected within the period specified in the Notice or an Appeal **\*must be logged**. If a Prohibition Notice is issued, the activities specified in the Notice must cease as directed irrespective of its effects on other activities.

***THE SAFETY DIRECTOR AND COMPANY SAFETY ADVISOR MUST BE INFORMED OF ANY COMPLAINTS MADE BY AN ENFORCEMENT OFFICER AND IN THE EVENT OF A PROHIBITION NOTICE BEING ISSUED.***

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## **ORGANISATION STRUCTURE**

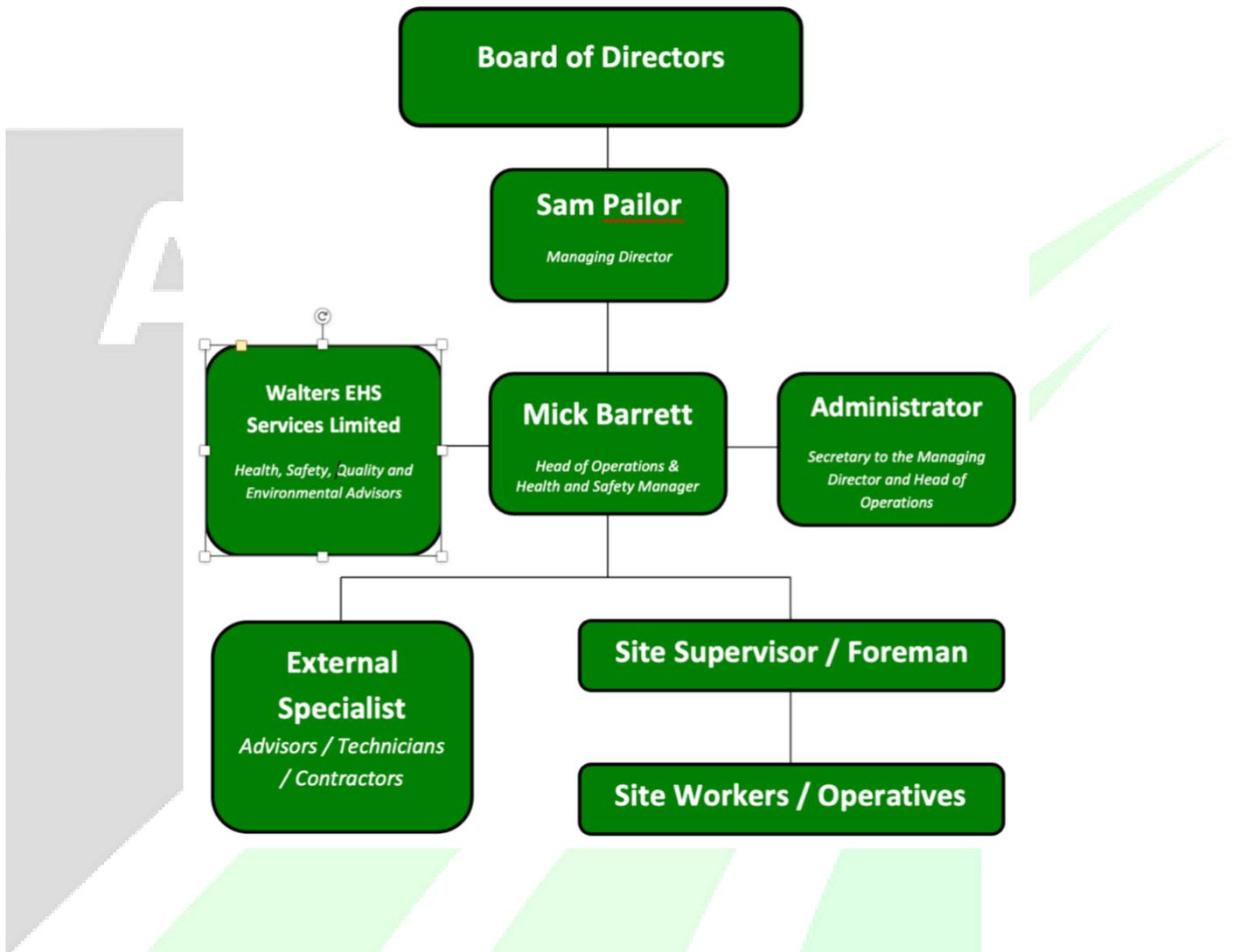
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## SAFETY RESPONSIBILITIES AND DUTIES

### MANAGING DIRECTOR'S RESPONSIBILITIES

The Managing Directors will ultimately be responsible for health and safety throughout the company. Other managers and supervisors will be responsible for the organisation of safety in their respective areas. The Managing Director's particular responsibilities are to;

13. prepare, review and maintain the company health and safety policy statement and liaise with managers and supervisors to ensure that it is brought to the notice of all employees and personnel who are employed by the company to carry out work in its behalf
14. know the appropriate statutory requirements affecting the company's operations
15. ensure that the system for risk assessment of work being undertaken is in place and that the relevant personnel are trained to carry out such assessments

16. ensure that relevant competent persons are nominated to assist in meeting the requirements of statutory provisions
17. ensure that resources are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage and that health and safety factors are considered in the selection of workers
18. insist that sound working practices are observed as laid down by approved codes of practice and British Standards, that work is planned and carried out in accordance with the statutory provisions and that appropriate safety equipment is used
19. ensure that appropriate training is given to all staff/ employees as necessary
20. ensure that there is liaison on health and safety matters between the company and others workers
21. instigate liaison with external accident prevention organisations and encourage the distribution of safety literature throughout the company
22. institute procedures for reporting, investigating, costing of injury, damage and loss and promote analysis of investigations to discover trends and eliminate hazards
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## **Health & Safety MANAGER**

The responsibilities of contracts managers are to;

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20. ensure that all work is carried out on site in accordance with the requirements of the company health and safety policy statement
21. know the construction and other relevant regulations applicable to the work on which the workers are engaged and insist that such regulations are observed
22. ensure that employees/ workers and contractors are fully conversant with A Bright Solution Ltd.'s safety policy, codes of practice and/ or safe systems of work,
23. not to allow workers to take unnecessary risks
24. ensure that adequate for risk assessment of work being undertaken is in place and that relevant personnel are competent to carry out such assessments
25. where appropriate, provide written instructions to establish a safe working method, outlining potential hazards and indicating precautions to be observed
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34. ensure that all plant used on site is maintained in good condition, tested and certified before going into use on site
35. ensure that all necessary PPE (personal protective equipment) is available and used by workers and others on site
36. ensure that adequate records of health and safety are produced and stored

## **SUPERVISORS RESPONSIBILITIES**

The responsibilities and duties of Supervisors;

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22. know the relevant regulations applicable to the work carried out
23. not to allow operatives to take unnecessary risks
24. report all accidents to the manager and/ or their senior manager immediately
25. look for and suggest ways of eliminating hazards
26. inform the managers of any medication or treatment which could affect your capacity for work
27. either be the holder of a supervisor safety certificate, or a certificate suitable to enable you to carry out the work you are required to do, or have sufficient experience
28. liaise with the manager for each job to ascertain any special requirements of the particular contract and any additional health and safety requirements. You will ensure that the workers under your control are made fully aware of all such requirements before work commences

29. responsible for ensuring that the relevant items and quantity of required equipment is provided to the workplace for the commencement of each order/job/project and to liaise with the manager or operations manager as the work progresses with your day to day requirements for the provision of equipment, transport and any other requirements relevant to that job before proceeding with the work. You will also liaise with the customers when required.
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34. inspect all plant and equipment to ensure that it is safe to operate and report any defects to the manager immediately
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## **SURVEYORS RESPONSIBILITIES**

The responsibilities of workers are to;

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## **SAFETY ADVISOR’S RESPONSIBILITIES ROLE AND FUNCTION**

Legislation establishes a duty on every employer to ensure, through their organisation and arrangements, the effective management of health and safety at work. In addition to internal company safety management, where two or more employers share a workplace, Regulation 9 of the Management of Health and Safety at Work Regulations 1999, requires co-operation and co-ordination of health and safety. Also, under the Construction (Design and Management) Regulations, 2015, this co-ordinating role is carried out by the Principal Contractor, who is therefore likely to need a wide range of expertise in health and safety advice.

### **RESPONSIBILITIES**

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18. evaluate, develop, promote and support the establishment and maintenance of health and safety systems
19. assess requirements for risk control
20. design and implement risk control, promote and support the acquisition of resources and implement the plan for risk control measures
21. promote and support the continuing development of a culture of health and safety awareness
22. promote and support compliance with and improvement on legislative requirements, including health and safety auditing and target setting
23. identify organisational health and safety training and development needs, including the health and safety competence of individuals
24. prepare and present demonstrations, information and provide advice to support training related health and safety
25. evaluate achievements against health and safety objectives
26. contribute to the training and development of teams, individuals and self to enhance performance
27. contribute to the implementation of changes in service and systems
28. create, maintain and enhance effective working relationships and exchange information to solve problems and aid decision making
29. contribute to and keep pace with advances in health, safety and welfare
30. when the company is acting as the principal contractor the safety advisor may provide advice concerning the preparation of a construction phase plan, the preparation of applicable site rules and appropriate measures for ensuring co-operation between employees

### **FIRE WARDENS**

7. On hearing the fire alarm, checking that the section of the premises allocated to them for this purpose is fully evacuated of all persons (visitors and staff).
8. Making sure toilets, rest rooms and team rooms, etc. are checked.
9. Proceeding to the assembly point, closing fire doors en route and liaising with other fire wardens to ensure the building is completely evacuated.
10. On arrival at the assembly areas:-
  - Ensuring that persons from their areas of responsibility are accounted for.
  - Checking that the premises are fully evacuated and that all persons are accounted for.

- Preventing persons from re-entering the building until informed that it is safe to do so by the senior person present.
  - Notifying the fire brigade of missing persons and the location of and type of fire
  - Assisting in moving persons to another assembly area should it become necessary.
11. Monitoring daily updates of staff attendance sheets.
  12. Carrying out basic safety checks at the start and close of business, and reporting defects

## FIRST AIDERS

4. Assist in the treatment of any persons who become ill or suffer injury
5. Arrange for an ambulance to be called where necessary
6. Perform checks on first aid kits to ensure that the contents are sufficient and not out of date

## HEALTH AND SAFETY AT WORK ETC. ACT 1974

The Health and Safety at Work etc Act 1974 , also referred to as HSWA, HSW Act or HASAWA, is the primary piece of legislation covering occupational health and safety in Great Britain. The Health and Safety Executive with local authorities (and other enforcing authorities) is responsible for enforcing the Act and a number of other Acts and Statutory Instruments relevant to the working environment.

Under the Act, the Secretary of State is empowered to make Regulation for a number of purposes which are listed in a Schedule to the Act. The Health and Safety Commission which is now in being, may approve and issue Codes of Practice and although failure to observe such a code would not in itself be illegal, it may be referred to in criminal proceedings to show that the failure to comply with the code or any provision of it, constitutes a contravention of any particular requirement or prohibition of the Act. **NOTE:-** Existing Acts, Orders and Regulations remain in force until such time as they may be modified or repealed, and existing Codes of Practice which may be considered as suitable for the purpose, will need to be formally 'approved' by the Commission before they can be used in the manner described.

**ENFORCEMENT:-** Enforcement of the Act is now the responsibility of the Health and Safety Executive appointed by the Commission, with the proviso that responsibility may be transferred in certain cases to local authorities, e.g., fire precautions. Enforcement Officers will operate along the lines of the Factory Inspectors but will be armed with **considerably more power.**

If an Inspector is of the opinion that a person is contravening a statutory provision or is likely to repeat a contravention, he may serve on that person an **Improvement Notice**, requiring specified remedial action to be taken within a specified time. If the Inspector considers that the contravention involves a risk of serious injury, he may serve on that person a **Prohibition Notice**, having immediate effect if considered necessary, directing that the specified activities must not be carried on until the specific matters have been remedied.

If an Improvement Notice or Prohibition Notice is not complied with, persons responsible are liable to imprisonment for up to six months. Either of these Notices may (but need not), include directions as to the measures to be taken, except where a Notice has immediate effect it may be withdrawn by the Inspector before the date specified, or on the other hand, the period specified may be extended. An Inspector may seize any plant, article or substance he finds on any premises, if he considers it to be a cause of imminent danger.

An Inspector may give to persons employed (or their representatives), factual information obtained by him relating to the premises and anything done there and inform them of any action he is taking in connection with the premises.

A person found guilty of an offence under the Act, is liable to a fine of up to £20,000.00 (for each offence) and on conviction or indictment for certain offences, up to two years imprisonment, or a fine, or both. Continuation of an offence for which a person has been convicted, constitutes a further offence and that person is liable to a fine of up to £100 for each day the contravention continues.

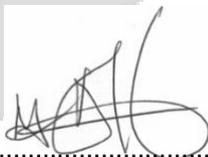
Non-compliance with certain specified parts of the Act or relevant statutory provisions can give rise to prosecution in a higher court as an indictable offence. In this case, conviction may lead to an unlimited fine. The Director, Manager, Secretary or other Senior Officers of a body corporate committing an offence, may also be guilty of the offence. When an offence committed by one person is due to the acts or defaults of another, then that other person is guilty of the offence and may be charged and convicted.

An Appeal may be made to an Industrial Tribunal within the period specified in the Notice. The Tribunal may either cancel or affirm the Notice, or modify it as it thinks fit. An Appeal will automatically suspend an Improvement Notice until an Appeal is disposed of or withdrawn. A Prohibition Notice may be suspended on Appeal, but then only if the Tribunal directs it.

It is now imperative that the Safety Officer/Consultant be advised immediately if an Enforcement Officer visits any premises and that prompt action is taken to deal effectively with any faults or defects noted by him. If an **'Improvement Notice'** is issued the matter referred to must be corrected within the period specified in the Notice or an Appeal **\*must be logged**. If a Prohibition Notice is issued, the activities specified in the Notice must cease as directed irrespective of it's effects on other activities.

**THE SAFETY DIRECTOR AND COMPANY SAFETY ADVISOR MUST BE INFORMED OF ANY COMPLAINTS MADE BY AN ENFORCEMENT OFFICER AND IN THE EVENT OF A PROHIBITION NOTICE BEING ISSUED.**

Signed.....  
Mick Barrett  
Director  
8th August 2025



Signed.....  
Sam Pailor  
Director  
8th August 2025

