



# Colleague Responsibilities

## Introduction

The Chief Executive recognises that he / she holds the ultimate responsibility for all matters relating to the Society's legal obligation to protect the health, safety and welfare of its colleagues and others who may be affected by its business activities.

The full Society Health and Safety Arrangements Policy can be found on Colleague Connect. The following outlines the duties required of all Colleagues in respect of Health & Safety.

## All colleagues are required to:

- Take account of the safety features associated with their work and the site and comply with all relevant instructions and risk assessment requirements.
- Take care for the health & safety of themselves, other colleagues and customers whilst carrying out their work.
- Carry out manual handling manoeuvres within the guidelines set by the business.
- Ensure all safety devices and machine guards are correctly used at all times and refrain from interfering with anything provided for the protection and safety of persons at work.
- Follow safe working methods and use any equipment, tools and machinery in accordance with instructions, including any equipment provided to avoid manual handling.
- Refrain from using equipment, tools and machinery (including vehicles) unless trained and appropriate authorisation has been given. In particular, refrain from cleaning dangerous machinery unless trained, authorised and 18 years of age or over.
- Use protective clothing and equipment supplied.
- Report all accidents as soon as possible (including incidents which do not result in injury) and any verbal or physical abuse incidents.
- Remain vigilant and report safety hazards without delay.
- Wherever possible remain at the site of and immediately arrange the removal of spillages and debris from the sales area (and elsewhere) which may cause persons to slip.
- Co-operate as required with management, supervisors and others in order that the Society's legal obligations and procedures for safety may be fulfilled.
- Report to their manager or supervisor immediately any medical condition, including pregnancy, or association with an infection, which may affect their ability to work safely.

Where a colleague of the Society is found to be in breach of their health & safety responsibilities in a manner that may or has the potential to endanger themselves or others due to their actions, they may face disciplinary action, which could result in instant dismissal.



# Deputy, Department & Line Managers & Supervisors

## Introduction

In addition to general Colleague duties, all those who deputise for site managers or who carry out a supervisory role over colleagues, departments or general activities, will carry out the responsibilities assigned to their immediate manager in his / her absence.

### They will ensure that they:

- Advise their immediate manager regarding any matter that requires attention within their supervisory role in health & safety.

### They will also be responsible for:

- Ensuring persons under their control:
  - Work safely and in accordance with the contents of this policy document.
  - Are kept informed, trained (with reference to the appropriate manual or literature) and supervised as necessary to achieve safe working conditions.
  - Are encouraged to report hazards and potential safety problems immediately.
  - Are familiar with safety requirements, any safety signs displayed and other information issued.
  - Understand that all machinery may only be used and cleaned by trained and authorised persons and that all machine guards must be fully used, correctly fitted and kept in good order.
  - Know the location of first aid boxes and the names of any authorised first aid colleagues.
  - Are familiar with site emergency and evacuation procedures.
  - Have available and use the protective clothing and equipment required for their work.
  - Understand that all accidents (however minor) must be reported and recorded, including incidents of verbal or physical abuse.
  - Are aware that all near misses, faulty equipment and defects must be reported and recorded.
  - Keep their area clean and tidy and place goods, stock, equipment etc. so that it may be safely retrieved and accessed.



## Site Managers & Other Managers

Site managers and other managers, and those deputising and taking charge of premises, are responsible for the day-to-day implementation of policy and procedures within their sites, assisted by deputy and duty managers, as well as department and line managers, and supervisors.

In particular, Site Managers will provide annual assurance to their line managers that Health & Safety Procedures are effectively implemented. The site manager will also ensure that they liaise regularly with all colleagues and nominated trade union safety representatives. The site manager will carry out, assist with, authorise and periodically review risk assessments for work-related activities.

They will also be responsible for carrying out a formal Health & Safety Audit at pre agreed intervals and take action to resolve any areas that require improvement and inform their line manager / Health & Safety Team where items cannot be resolved or require expenditure.

### **They will ensure that they:**

- Keep themselves informed and familiar with all relevant arrangements for health & safety at work, which are contained in this policy document or otherwise communicated.
- Ensure that, in their absence, persons left in charge are able to assume the necessary responsibilities required.
- Advise their line manager or other senior management, immediately if necessary, of any matter beyond their authority or control or which cannot be dealt with effectively at site level.
- Keep this policy document up to date, and available for use at all times.
- Adequately train, instruct and supervise all colleagues under their control and inform the district or area manager of any inadequacies in relation to these aspects of health & safety.
- Arrange training, instruction and supervision applicable to the:
  - Maintenance of good health & safety practices and procedures.
  - Prevention, reporting and investigation of accidents.
  - Identification and reporting of hazards.
  - Use of dangerous tools, machinery and equipment.
  - Use of access equipment (access to heights).
  - Techniques of manual handling, including the handling and use of roll containers or any other work equipment used.
  - Emergency procedure, including evacuation.

### **They will also be responsible for:**

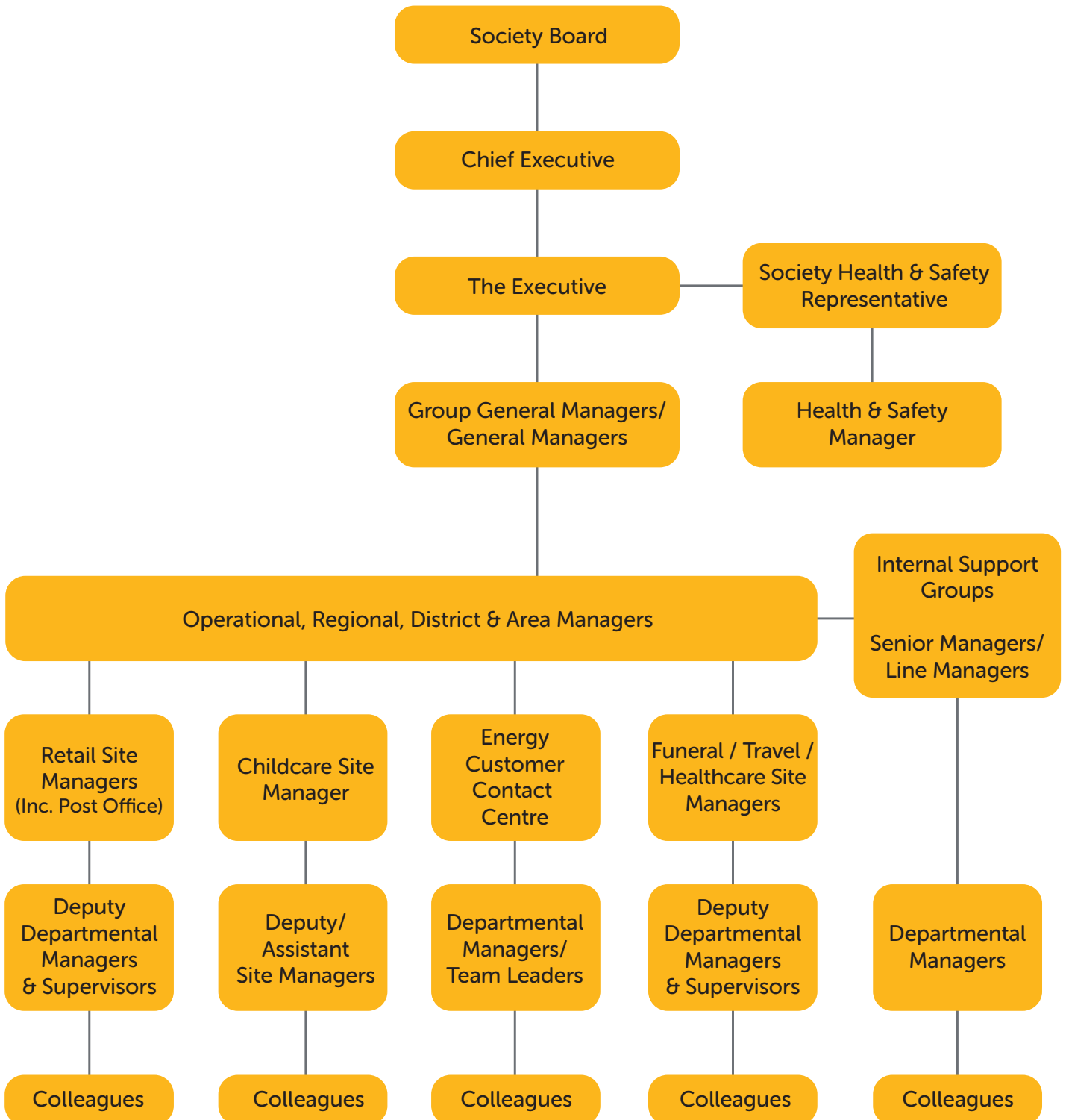
- Maintenance of fire safety, conducting weekly fire alarm tests and periodic fire drills, and recording details as necessary.
- Ensuring that all colleagues complete their annual Fire Safety training refresher
- Carrying out an annual review of the site's fire risk assessment in accordance with businesses policy and recording their findings.
- Reporting inadequacies in relation to fire precautions and means of escape from the building; ensuring fire-fighting equipment is in good working order and is inspected and dated annually via the arrangements put in place by the Health & Safety Team.
- Ensuring fire exits are kept unlocked and available whilst the premises are in use.



## Site Managers & Other Managers

- Conducting daily checks and other health & safety checks in an efficient and professional manner and recording and reporting the results.
- Investigating and dealing with the causes of accidents and, where required, requesting the assistance of the Health & Safety Team to make further investigations. Reporting and recording all accidents on the Society Accident / Incident Report form on C365.
- Reporting all near misses and, where possible, eliminating the cause of the near miss.
- Making adequate provision for assessing the level of risk regarding personal safety at work issues and including them where necessary as an area on the site risk assessment.
- Keeping first aid facilities and provisions in good condition and adequately stocked; ensuring that any lack of trained first aiders against the assessed requirement is brought to the attention of the line manager, who will inform the groups Learning & Development Manager.
- Maintaining good housekeeping and standards of cleanliness.
- Ensuring that any protective clothing and equipment is properly used and well maintained.
- Ensuring that any hazardous substances are safely handled, stored and used and those colleagues receive adequate training on their use.
- Maintaining awareness among colleagues of the need to follow safety procedures and liaise as necessary with the Health & Safety Team and any workplace representatives.
- Conducting regular checks upon the activities of all concessions and contractors operating on the site to ensure the maintenance of health & safety standards and reporting any deficiency in connection with health and safety. Also, informing all visitors and contractors of the safety procedures, such as accident reporting and emergency procedures
- Reporting immediately to PSG / Health & Safety Team any matter that may pose a significant or imminent risk to any colleague or the public (this includes fire risk, bomb scares, attempted robbery, and personal safety at work incidents). Also, reporting to Health & Safety any involvement by local authorities, the HSE, Fire Authority, or Solicitors, in connection with health & safety matters. Any correspondence received from any of the above authorities must be sent to Co-operative House, for the attention of the Secretary & Head of Governance.
- Seeking immediate advice from PSG regarding any colleague who reports or is known to be pregnant or nursing or is affected by any medical condition or infection, which may affect their or others' health & safety at work.

# Society Health and Safety Structure



Note: Society Policy Statement and Policies and Procedures can be found on Colleague Connect