

Tina Keeble is the designated person responsible for Health and Safety at Valiant, however, everyone in the company has responsibilities in relation to health and safety, as set out in the policy. We have first aiders, fire wardens and a designated mental health first aider. Valiant places the Health and Safety of its people as a top priority.

Valiant has a legal duty to protect the health and safety of its employees and others. We take this responsibility seriously and have made health and safety a management priority. We expect our employees at all levels to take care to avoid injury to themselves and others and to co-operate with the implementation of the organisation's health and safety arrangements.

The organisation has adopted a health and safety policy which contains details of these responsibilities and arrangements. All employees are required to be proactive and familiarise themselves with the health and safety policy. Acceptance of, and adherence, to the organisation's health and safety policy forms part of the contract of employment.

**Valiant will:**

- administer and interpret the effective implementation of the organisation's health and safety policy
- cause the organisation's health and safety policy to be translated into effective action at all levels
- make available adequate resources and financial provision for putting the health and safety policy into effect
- ensure that the health and safety policy is signed by senior management.

**HEALTH AND SAFETY ARRANGEMENTS**

The Managing Director (Tina Keeble) will ensure the effective application of health and safety within the organisation, and will:

- ensure that they have a solid understanding of the application of the Health and Safety at Work, etc Act 1974 and other legislation relevant to the organisation's business
- review the organisation's health and safety performance regularly
- ensure that management systems provide effective monitoring and reporting procedures
- be kept informed about significant health and safety failures and of the outcome of the investigations into their causes
- ensure that implications in respect of health and safety are addressed in all business decisions
- ensure that risk management systems for health and safety are in place and effective
- discipline any member of staff failing to comply with the requirements of the organisation's health and safety policy
- liaise with the person(s) appointed for health and safety over the full range of their individual responsibilities
- ensure that staff are fully involved in health and safety
- ensure that managers and staff are given adequate training in health and safety matters to competently discharge their responsibilities.



## **EMPLOYER RESPONSIBILITIES**

Tina Keeble, and Valiant as an employer has responsibility for ensuring compliance with Health and Safety legislation. They will ensure that:

- our Health and Safety policy documentation and Health and Safety Management System are implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is created and progress monitored
- staff understand the allocated responsibilities for health and safety defined in this policy
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health and safety assistance and advice
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- they communicate and consult with staff on health and safety issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner
- the monitoring activities required by this system are undertaken
- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger
- adequate training, information, instruction and supervision is provided to ensure that work is conducted safely
- health and safety objectives are set and their achievement is measured and reported in the annual report.

## **MANAGEMENT RESPONSIBILITIES**

Managers will ensure that in their areas of control:

- they actively lead the implementation of our Health and Safety Policy and Health and Safety Management System
- they supervise their staff to ensure that they work safely, providing increased supervision for new and young workers
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed covering all processes and activities where a risk to health and safety exists. The significant findings of these assessments are brought to the attention of staff, contractors, visitors and members of the public who may be affected
- adequate resources are allocated to implement the safety policy and meet all safety requirements
- the health and safety plan of continuous improvement is progressed and scheduled actions are completed on time and validated
- accidents, ill health and ‘near miss’ incidents at work are investigated, recorded and reported
- they communicate and consult with staff on health and safety issues
- they encourage staff to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further



effective controls implemented and communicated to staff

- welfare facilities are provided and maintained in a satisfactory state
- premises, plant and work equipment are maintained in a safe condition
- statutory examinations are planned, completed and recorded
- any safety issues that cannot be dealt with are referred to a senior manager for action
- health and safety rules are followed by all
- the monitoring and checking activities required by this system are completed.