

# Quick Start Guide (Responsible Persons)

## Introduction

This must be read in conjunction with the [H&S Policy](#), [H&S Arrangements](#), [Safe Working Procedures](#) in particular [Property Management](#) and [H&S Handbook](#), to meet your statutory obligations and duty of care to employees and others. This guide sets out the requirements expected of the Responsible Persons to manage H&S and ensure compliance with relevant legislation. This is a comprehensive list however it does not list all duties or responsibilities of a Responsible Person and reference must be made to above documentation.

Description	Requirement	Guidance (Safe Working Procedures)	Training
<b>Section A – General Management Responsibility Property Compliance</b>			
As the appointed 'Responsible Person', you may choose to delegate some of your duties, but you can not delegate your accountability.	When delegating responsibility, you are to ensure the person to whom you delegate the responsibility to understand their duties; that they are competent to carry them out and are given sufficient time and resources to do them.	Arrangements for Managing H&S, SWP Training	
SWP Property Compliance	Read & understand the Council's SWP for Property Management.	SWP Property Management	
Ensure the Property, Associated Plant and Equipment is safe so far as is reasonably practicable.	Identify all plant and equipment in your property(s).	SWP Property Compliance, Gas, Electricity, Legionella, Lifts, Work Equipment, Lifting Equipment	Responsible Person e-learning
	Identify the type and frequency of maintenance, testing and statutory inspection.		
	Ensure the maintenance, testing and statutory inspection are carried out within timescales.		
	Where maintenance, testing and statutory inspection have identified remedial actions, ensure action plans are in place and actions assigned and being progressed.		
Fire Risk Assessment	Ensure the property has a ' <i>Suitable and Sufficient</i> ' Risk Fire Assessment carried out by a ' <i>Competent Person</i> ' and reviewed annually and the results communicated to staff.	SWP Property Management	Fire Risk Assessment  MHS
	Ensure the Fire Risk Assessment has an action plan and actions are assigned and progressed.		
Ensure records are kept up to date	Records of all maintenance and inspections, tests must be kept on Information Exchange.	SWP Property Management	
	Keep local records in logbooks for local checks e.g. weekly fire alarm test and forward to Information Exchange at the prescribed intervals for example quarterly.		
<b>Section B – Significant Compliance Risk Topics Requiring Management</b>			
Asbestos	Ensure your property has an up to date Asbestos survey in place and the Regulation 4 Management Inspections are carried out. Ensure a Refurbishment and Demolition Survey is carried out for any Refurbishment and Demolition work.	SWP Property Management, Asbestos	Responsible Person e-learning
Legionella	Ensure the Property has an up-to-date Legionella Risk Assessment and Site Action Plan.	SWP Property Management, Legionella	MHS
	Ensure the checks identified in the Site Action Plan are being carried out for example monthly water quality checks and weekly flushing of shower heads.		Responsible Person e-

Electricity	Ensure periodic fixed installation wiring checks are carried out and remedial actions are captured in an action plan, assigned and progressed.	SWP Property Management, Electricity	learning MHS
Gas	Ensure all gas appliances e.g. boilers, heating systems, cookers are maintained and tested as per the SWPs and manufacturers specification.	SWP Property Management, Gas	
Fire	Ensure all systems associated with Fire Safety are inspected, maintained as per the SWP for example Fire Alarm, Emergency Lighting, Fire Doors, Smoke Detectors, Fire Extinguishers.	SWP Property Management, Fire	
Lifts	Ensure all lifts and lifting equipment undergoes statutory inspection at the prescribed intervals for example 6 monthly for lifting people, annually for lifting goods.	SWP Property Management, Lifts & Lifting Equipment & Lift Trappings, Work Equipment	
	Ensure lifts are maintained as per the written scheme of examination.		
Glazing, Slip/Trips and Workplace Transport	Ensure a Glazing, Slip/Trips and Workplace Transport Risk Assessment has been carried out. At risk glazing made safe within the identified 'Critical Areas'.	SWP Property Management, Workplace Health, Safety and Welfare.	
Monitor Compliance	Monitor and review compliance by reviewing the Allianz Database for Statutory Inspections and Information Exchange for all other requirements.	Arrangements for Managing Health and Safety	MHS
Incident Reporting, Investigation and escalation	Carry out investigations and ensure high risk occurrences are escalated / All incidents are reported and investigated	SWP Prevention of Workplace Harassment & Violence / SWP Incident List / SWP Asbestos / Incident List	AI
<b>Section C – Contractors, Service Providers and Building Works</b>			
Competency	Where contractors and service providers are appointed, ensure their competency.	SWP Property Management, Control of Contractors and Service suppliers	MHS CDM
Managing Contractors	Ensure effective management of service providers and contractors' activities.		
	Ensure suitable plans and effective performance monitoring are in place for the control of contractors.	SWP Control of contractors and service providers	
Building Works	Ensure SWP Control of Contractors and Service Providers is followed.	SWP Control of Contractors	
	Ensure appropriate appointments are made under CDM. Ensure health and safety considerations are made, for example risk information shared and a managed fire strategy in place.		
Accident/Incident	Ensure the SWP Accident Incident and Investigation procedure is followed and a Contractor Incident Notification completed and submitted.	SWP Accident, Incident and Investigation, Control of Contractors and Service Providers.	AI MHS CDM
<b>Section D – Training Responsibility</b>			
Managing Health & Safety	Attend	SWP Training / Arrangements / Policy	
E-Learning	Complete	SWP Training / Arrangements / Policy	

Training Key SM = Senior Manager 1.5 hour briefing; MHS = 1day or ½ day Managing H&S; CDM = Construction, Design and Management; E = Responsible Person e-learning (8 modules); AI = Accident Investigation. CAW = Cultural Awareness Course); RA = Risk Assessment  
For more information on Courses visit <http://southamptonld.hrdirect.co.uk/intranetscc/> or contact learning and development on 02380917770 option1