**Operating Business Directors & Heads of Department Responsibility Chart**

The Directors & Heads of Department Responsibility Chart must be completed by the Managing Director following consultation with their Senior Management Team.

All Staff should be made aware of this Chart and instructed to ensure that as well as meeting their Department and line management responsibilities they also provide, their full support to the individuals detailed in this document. Copies must be displayed on site and office notice boards.

**Legend**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Director/Head of Department**  | **Abbreviation**  |  | **Director/Head of Department**  | **Abbreviation**  |
| Managing Director - (Insert name) | MD | Sales Director -  | Sales |
| Construction Director –  | CD | Head of Customer Care -  | CC |
| Commercial Director –  | Com | Senior Management Team (all of the Above) | SMT |
| Technical Director –  | Tech | Group Health Safety & Environment Advisor - | GHS&EA |
| Land Director –  | LD | Spare (Delete if not required) |  |

Note: if role title different (i.e. HOD) then please change.

|  |  |  |
| --- | --- | --- |
|  |  | **Supporting Personnel** |
| **Policy Requirement** | **Plan** | **Do** | **Check** | **Act** |
| 1. Op’s Business H & S Policy and Environmental Policy Display
 | MD | PA to MD | GHS&EA | MD |
| 1. Directors Responsibility Chart
 | MD | SMT | GHS&EA | MD |
| 1. Produce/upkeep of H & S Action Plan
 | MD/ SMT | SMT/GHS&EA | GHS&EA | MD |
| 1. Operating Business Training Records
 | SMT | Department Secretaries  | GHS&EA/SMT | SMT |
| 1. Young persons Risk Assessments
 | SMT | SMT | GHS&EA | SMT |
| 1. Client duty holder function
 | MD | Tech/ Com/ CD | SMT | SMT |
| 1. Pre-site acquisition information
 | Tech/ CD | LD/ Tech | SMT | SMT |
| 1. Hazard identification during 7 above.
 | Tech | SMT | SMT/ GHS&EA | SMT |
| 1. Production of the Clients Brief
 | Tech | Tech | GHS&EA/ SMT | SMT |
| 1. Notifying the HSE (F10)
 | Tech/ CD | Tech/ CD | GHS&EA | CD/ Tech |
| 1. Principal Designer duty holder function
 | Tech | Tech  | SMT | SMT |
| 1. Site Hazard & Risk Register
 | Tech/ CD | Tech/ CD | GHS&EA | CD/ Contract Managers |
| 1. Temporary Works Register
 | Tech | Tech | GHS&EA | Tech/ Contract Managers |
| 1. Appointment of Designers/ Engineers
 | Tech | Tech | SMT | SMT |
| 1. Pre-construction information distribution
 | Tech | Tech | SMT | Tech |
| 1. Transfer of Design Information
 | Tech | Tech | SMT | Tech |
| 1. Designers/ Engineers performance
 | Tech | Tech | SMT | SMT |
| 1. Consortium Agreements
 | Com/ CD | Com/ CD | SMT | Com/ CD |
| 1. Producing the Construction Phase Plan
 | CD | CD | GHS&EA | CD |
| 1. Principal Contractor duty holder function
 | CD | CD | GHS&EA | CD/ GHS&EA |
| 1. Sign-off Construction Phase Plan
 | CD | CD | CD/ GHS&EA | CD |
| 1. Producing the Project Environmental Plan (and associated documents)
 | Tech | Tech | Tech/ GHS&EA | GHS&EA |
| 1. Sign-off the Project Environmental Plan
 | Tech | Tech/ CD/ GHS&EA | GHS&EA | CD/ GHS&EA |
| 1. Welfare Assessment & Arrangements
 | Com/ CD/ CM | CM/ Site Managers | GHS&EA | CD/ GHS&EA |
| 1. Traffic Management Assessment & Arrangements
 | Com/ CD/ CM | CM/ Site Managers | GHS&EA | CD/ GHS&EA |
| 1. Working at Height Assessment & Arrangements
 | Com/ CD/ CM | CM/ Site Managers  | GHS&EA | CD/GHS&EA |
| 1. Site Security and Public Protection Assessment & Arrangements
 | Com/ CD/ CM | CM/ Site Managers | GHS&EA | CD/ GHS&EA |
| 1. Appointment of Contractors
 | CD | Com | SMT | Com/ SMT |
| 1. Supply Chain pre-start meetings:
 |  |  |  |  |
| * Sub-Contractors
 | Com/ CD | Com/ CD | SMT/ GHS&EA | Com/ CD |
| * Self-Empoloyed
 | Com/ CD | Com/ CD | SMT/ GHS&EA | Com/ CD |
| * Labour-Only
 | Com/ CD | Com/ CD | SMT | Com/ CD |
| 1. Site inductions
 | CD | Site Managers | GHS&EA/ Contract Managers | Site Managers |
| 1. Contractors performance
 | CD | CD/ Contract Managers | CD/ GHS&EA | CD/ Contract Managers/ Site Managers |
| 1. Plant purchase/hire
 | Com/ CD | Com/ CD | SMT | Com |
| 1. Plant servicing & maintenance
 | Com/ CD | Com/ CD | GHS&EA/ Construction secretary  | Com/ CD |
| 1. Telehandler Driver Health Screening
 | CD | CD/ Construction Secretaries | GHS&EA | Construction secretaries |
| 1. Production/Sign-off of H & S Files
 | CD | CD/ Contract Managers | GHS&EA | Contracts Managers |
| 1. Bi-Monthly H&S Working Group
 | CD | CD | GHS&EA | CD/ GHS&EA/ Contract Managers |
| 1. Customer Care H & S Performance
 | CC | CC | GHS&EA | CC Operatives |
| 1. Sales Area H & S Performance
 | Sales | Sales/ Sales Managers | GHS&EA | Sales/ Sales Managers |
| 1. Office H & S Review
 | MD/ GHS&EA | MD’s PA/ GHS&EA | GHS&EA | MD’s PA |
| 1. Annual/Half Year Performance
 | CD | MD | GHS&EA | MD/ CD/ GHS&EA |
| 1. Safety Committee Meetings
 | MD | MD/ MDs PA | GHS&EA | MD/ MD’PA/ GHS&EA |

**Sign off section**: I confirm that I have been made aware of my Director/ Head of Department responsibilities as set out in the above sections

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Director/Head of Department**  | **Sign and date** |  | **Director/Head of Department**  | **Sign and date** |
| Managing Director - (Insert name) |  | Sales Director -  |  |
| Construction Director –  |  | Head of Customer Care -  |  |
| Commercial Director –  |  | GHS&EA -  |  |
| Technical Director –  |  | Spare (delete if required) |  |
| Land Director –  |  | Spare (delete if required) |  |

To be completed where change of personnel

|  |  |
| --- | --- |
| **Director/Head of Department**  | **Sign and date** |
| Role – (insert name) |  |
|  |  |
|  |  |
|  |  |
|  |  |