

## Roles and Responsibilities Guidance Note

### **Roles and Responsibilities**

It is important that the roles and responsibilities of everyone in the organisation are detailed in a document as an addendum to the safety policy.

An example of what such a document might look like is included in the health and safety manual policy section.

Where you need to write specific responsibilities for someone in your County it is important to be sure where he/she fits in the organisation and therefore where their responsibilities start and end. You must not make them responsible for something over which they have no authority.

Remember that health and safety is a line management responsibility and all must play a part. Employees and members also have duties under the regulations and these are detailed in the policy document.

### **County Health and Safety Officer**

Each County must appoint someone to administer the health and safety systems. This need not be a full time job, but whoever is appointed must have sufficient time available to carry out the functions. The appointed person may be paid staff or volunteer, and should have sufficient skills for the job, as a minimum an IOSH managing safely certificate. It is important that the County Health and Safety Officer is not seen as the person "responsible" for health and safety in the County. This responsibility cannot be devolved from top management.

The County Health and Safety Officers job is to provide help and guidance to the management chain and to administer the County health and safety systems.