1. **Operational management responsibility for Health and Safety is held by:**

|  |  |
| --- | --- |
| Title | Name |
| Chief Executive |  |
| Director |  |
| General Manager |  |
| Service Manager (if applicable) |  |

**Base / location management responsibility for Health and Safety is held by:**

|  |  |  |
| --- | --- | --- |
| Title | Name | Phone Number |
| Manager |  |  |
| Deputy |  |  |

All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever an employee, supervisor or manager notices a health and safety problem, which they are not able to correct, they must immediately tell the appropriate person named above.

1. **Health & Safety Contacts**

There are a number of specialist advisors who can assist the Health and Safety Management Manual holder with specific problems. Place contact details beside the titles that are applicable to your area.

|  |  |  |
| --- | --- | --- |
| **Title** | **Name** | **Telephone / E-Mail** |
| Health & Safety Service |  |  |
| Occupational Health Service |  |  |
| Moving & Handling Service |  |  |
| H&S Violence Reduction Service |  |  |
| Fire Safety |  |  |
| Estates Contact |  |  |
| Infection Prevention & Control Nurse |  |  |
| Clinical Risk |  |  |
| Staff Representatives |  |  |
| Local H&S Committee Members |  |  |
| Local Face Fit Tester |  |  |
| Responsible Person for Skin Health |  |  |
| M&H Competency Assessor |  |  |
| Named First Aider |  |  |