

List of duty holders

Duty	Name
Overall responsibility for health and safety	Paul Jones
Co-ordinate/implement health and safety arrangements	Paul Jones
Competent person to provide health and safety advice	Paul Jones
Undertake fire drill, fire inspections, fire arrangements	Paul Jones
Responsible for fire safety	All Employees
Fire marshal	Paul Jones
First aider	All Employees
Identify/implement training programme	Paul Jones
Vehicle inspections	Paul Jones
Vehicle routine maintenance	Drivers of Vehicles/ Ryan Parsons
Company insurances	Paul Jones
Supervisor	Jamie Swan
Workplace inspections	Paul Jones
Risk Assessments	All Electricians and Trainees/ Management
Tool Box Talks	Site Senior Electrician/ Manager