

## Appendix A: Statement of Responsibilities

This is the statement of the responsibilities and general policy and arrangements for:		Executives	The Chartered Institute of Legal
The Chair of the Group CILEX Board		has overall and final responsibility for health and safety	
Tony Bunce – Director of Business Transformation		has day-to-day responsibility for ensuring this policy is put into practice	
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Tony Bunce – Director of Business Transformation	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change)	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Tony Bunce – Director of Business Transformation	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover working remotely.	
Engage and consult with employees on day-to-day health and safety conditions	Tony Bunce – Director of Business Transformation; Stephen Phelan, Facilities Manager, All staff	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.	
Implement emergency procedures – evacuation in case of fire or another significant incident.	Stephen Phelan Facilities Manager	<p>The collaborative spaces providers are required to provide to CILEX’s Health &amp; Safety Advisor a copy of their Emergency Action Plan which should cover the arrangements they have in place to deal with potential emergency situations that may take place at their premises, as well as essential safety and security information. This plan should also include the following information:</p> <ul style="list-style-type: none"> <li>✓ security essentials;</li> <li>✓ health and safety essentials;</li> <li>✓ fire incident and evacuation;</li> <li>✓ use of fire extinguishers;</li> <li>✓ first aid policy;</li> <li>✓ accident and incident procedure;</li> <li>✓ safety maintenance checklist;</li> <li>✓ fire risk assessment;</li> <li>✓ fire safety management structure;</li> <li>✓ personal emergency evacuation plan (PEEP);</li> <li>✓ other information that could be required from time to time.</li> </ul>	

		When working from home, all staff should be aware of the best practices detailed in the Fire Safety Policy and Procedure.
Review the Policy and Procedure on a regular basis	Sharon Cooper Corporate Compliance Manager	Diarise annually to review the Policy & Procedure and building HSE Risk Assessments.
Lead on Health and Safety matters for CILEX Law School apprenticeships	Karen Taylor Head of Programmes	Review all Health, Safety and Safeguarding questionnaires when apprentices are recruited. Maintain apprenticeship health and safety arrangements under ongoing review