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Cardiff and Vale
University Health Board

UHB 576 - H&S Site Responsible Manager Procedure

Reference Number: UHB 576 Version Number: 1	Date of Next Review: 13.09.2027 Previous UHB Reference Number: N/A
IMS-01-06-CAV: H&S Site Responsible Manager Procedure	
Purpose The purpose of this standard is to provide a framework for establishing and communicating Responsible Manager Duties for sites owned or leased by CAVUHB or where CAVUHB staff operate from.	
Audience This procedure is aimed at all managers responsible for any operations on CAVUHB owned or leased sites and those acting as or working for tenants. Operational Health and Safety Group The Operational Health and Safety Group should approve the Site Responsible Manager procedure and commit to its full implementation. Procedure Review The Procedure will be reviewed within three years of implementation or as the Health Board changes and/or when legislation, codes of practice and official guidance dictate, by the Head of Health and Safety. Line Managers Line managers must ensure that they understand the requirements of the Site Responsible Manager procedure. All line managers should demonstrate the importance of this document by ensuring that their own behaviours actively promote and serve as a role model for the desired health and safety values and principles. All employees All employees must ensure that they understand the requirements of the Site Responsible Manager procedure and contribute as necessary.	
Supporting Documents IMS-01-01-CAV: Health and Safety Policy. Other References:	

Equality and Health Impact Assessment	An Equality and Health Impact Assessment (EHIA) has been completed for the Health and Safety Policy and confirmed there is no adverse impact
Approved by	Operational Health and Safety Group
Group with authority to approve procedures written to explain how this policy will be implemented	Operational Health and Safety Group
Accountable Executive or Clinical Board Director	Executive Director of People and Culture
<p><u>Disclaimer</u></p> <p>If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the <u>Governance Directorate.</u></p>	

Summary of reviews/amendments			
Version Number	Date Review Approved	Date Published	Summary of Amendments
1	13.09.2024	27.02.2026	New document to support the Health and Safety Policy and fulfil the UHB statutory obligations under the Management of Health and Safety at Work Regulations 1999

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1. Introduction

Cardiff and Vale University Health Board has increasingly moved to a functional organisation with a management structure exclusive to that function. In order to leverage the whole infrastructure many of these functions co-exist on many sites. These arrangements have evolved over many years and have been impacted by changes to the organisational structure. Many of these changes have not considered the detailed responsibilities relating to a function's presence on a particular site and how these are to be managed.

In some cases, these responsibilities may not have been considered fully, potentially leaving uncertainty as to who has overall responsibility for a particular site.

This could result in new tenants starting on a site, incorrectly assuming that there is already a designated responsible person who assumes responsibilities for some or all of their activities. This can lead to omissions that impact overall Health and Safety and Fire Safety performance.

2. Scope

The target audience for this document is all managers responsible for any operations on CAVUHB owned or leased sites and those acting as or working for tenants.

3. Aim

The aims of this document are to:

- Outline the requirements for a Site Responsible Manager
- Provides guidance for the selection of a Site Responsible Manager
- Identify suitable additional training requirements

4. Objectives

- To implement a robust site escalation structure for all organisational installations
- To protect patients and people other than those at work against risks to their fire safety arising out of work activities
- To minimise the risk of ambiguity in the event of regulatory intervention
- To establish a culture of co-operation, communication, competency and control for Health, Safety and Fire Safety across the organisational estate

5. Health and Safety Responsibilities

All managers have legal responsibilities for the health and safety of those impacted by their operations. All sites must have the capability to recognise and manage these responsibilities for all operations that take place.

These responsibilities must be clearly assigned with the Responsible Manager taking overall responsibility for health and safety. Where tenants carry out some of these operations, the Responsible Manager must ensure that a robust health and safety management system is in place with suitable monitoring of effectiveness.

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6. Site Engagement

This procedure provides the opportunity for groups based on the site to interact and ensure that their needs are understood.

Some groups are transient, and all tenants have reporting lines off site. It is important therefore to ensure that there is consistency and focus on key health and safety matters as they apply to the site; to engage all on site when changes are being considered and to have effective means of communication for all on site when these changes are implemented.

7. Suitability of site infrastructure facilities and amenities

The infrastructure, facilities and amenities are used by all of those working on the site. As such, they should be appropriate for the demands upon them.

This is particularly true where there are vulnerable employees present.

8. Issue ownership and resolution

Issues with the infrastructure and facilities are normally dealt with by representatives of the Site Responsible Manager. For smaller or more complex sites this resource may not be available and where the tenancy agreement is silent, the individual with the issue is responsible for leading its resolution.

9. Definitions

Term	Definition
Site:	Any location owned or leased by CAVUHB
Operations:	Any activity on site that has (or may have) health and safety implications - this includes storing equipment, goods and materials on site. This does not include the use of a desk and basic office and welfare facilities
Site Responsible Manager:	The person with overall responsibility for health and safety on the site.
Operating tenant:	Any manager responsible for operations on site where this manager does not have a direct line reporting relationship with the site responsible person.
Business tenant:	Any employee (or representative of a group of employees) permanently based on the site, but who does not carry out or is not responsible for operations and does not have a direct line relationship with the site responsible person. A permanently based employee is one who does not have to sign in as a visitor and is provided with some facilities.

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Shared site services:	<p>Those services on site that all parties take advantage of, the key elements being:</p> <ul style="list-style-type: none"> • Provision and maintenance of shared infrastructure (e.g. utilities, buildings, welfare facilities, lifts, evacuation chairs, heating or hot water boilers, power generators, etc) • Site security • Chairing and arranging operational Health and Safety or Fire Safety related meetings • Health and Safety communications affecting all on site • Management of, changes to, shared facilities and infrastructure • Setting and enforcing site rules • Site emergency plans and associated equipment • Site induction processes • Pedestrian and traffic management • Housekeeping standards • Notification to the Health and Safety department of any potential site RIDDOR-reportable incidents • Managing relationships with neighbours • Ensuring that processes are in place to manage key risks from all site operations to site employees, visitors and neighbours • Assist with hosting visits by representatives of regulatory Health, Safety and Fire authorities
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10. Site Responsible Persons

10.1 Selecting the Site Responsible Person

All sites must have a formally appointed Responsible Manager and must have ensured that the central register reflects the current arrangements. If there are any changes, the holders of the central register must be notified by the outgoing Responsible Person.

In most cases the choice of Responsible Manager will be straight forward; typically, the most senior person on site with direct responsibility for most, if not all, operations. The role should be at a high enough level to make decisions and delegate as appropriate.

Where (usually for smaller sites) it is less clear, the following hierarchy may assist in reaching a conclusion:

- Resident senior operations manager
- Non-resident senior operations manager
- Other non-resident manager
- Where there is a dispute, the senior managers off-site must discuss and agree the appointment of the Site Responsible Person

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Where demarcation is easily defined, then it is permissible for there to be more than one Responsible manager however, where this is the case there must be a formal arrangement between the parties.

- Responsible Managers should be assigned by job role and must have a basic understanding of the operations on their sites
- Responsible Managers will be nominated leads at each site so as to provide a focus for each site, outside of the management accountability structure that will provide staff with an identified senior person to whom concerns can be raised
- There should be arrangements in place for each site to support the site nominated lead function
- Where a Responsible Manager is based off-site, they may delegate some of the day to day responsibilities to their on-site staff but they should attend the site frequently enough to ensure they have the knowledge to maintain the main Responsible Manager duty
- A register of Responsible Managers should be maintained

10.2 The Responsible Manager:

- Is responsible for the boundary of the site and all activities within it
- May make or be requested to make available some part or parts of the site for use by other functions

They must ensure that;

- Operating/business tenants have processes in place to safely manage any new or existing hazards
- Any operations carried out do not pose unacceptable additional risk to the tenants.

Responsibility	Description
Provision of services:	<p>As part of the responsibilities for running the site, the Responsible Person provides:</p> <ul style="list-style-type: none"> • Infrastructure • Facilities and amenities for those working there. <p>Where tenants are also present on the site, many of these services are shared with the tenant relying on the Site Responsible Manager for this provision; but also, in some cases, with the tenant contributing e.g. first aid provision, emergency response, etc.</p>
Relationship with tenants:	<p>The primary responsibility for the relationship lies with the Site Responsible Manager. He sets the rules for the tenant to establish a presence on site.</p> <p>The primary responsibilities are:</p> <ul style="list-style-type: none"> • Setting up and maintaining tenancy agreements/Service Level Agreement's • Monitoring compliance

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	<ul style="list-style-type: none"> • Periodically reviewing currency and validity • Clear definition of budgetary responsibility for tenant impacts.
Regulatory Compliance:	As part of ensuring legal compliance, will work with relevant departments such as; Health, Safety and Fire, and Emergency Planning departments to ensure regulatory means are met to at least a statutory level.

10.3 Responsible Manager Appointment

The appointment as Responsible Manager should be recorded in the Responsible Manager's job description, with summary detail of the tenant operations included. This ensures that the line manager of the Responsible Manager clearly understands the;

- Demands on his subordinate
- Requirement to provide adequate resources
- Impact on training needs

The Responsible Manager must have a basic understanding of the operations conducted by any tenants, have an awareness of the applicable legislation and standards and the principles by which safe operation can be demonstrated. This may be achieved through attendance of the internal Managing Safely Course and Emergency Preparedness, Resilience and Response Bronze Operational Course.

Where a tenant changes or enhances the operations on site, this must be reviewed with regard to any impact on Responsible Manager competence requirements.