



HEALTH, SAFETY, ENVIRONMENT AND QUALITY POLICY STATEMENT

Mane Contract Services Ltd is dedicated to operating an Integrated Management System (IMS) to meet the requirements of BS EN ISO 9001:2015, BS EN ISO 14001:2015, BS EN ISO 45001:2018 and PAS 99:2012 in order to demonstrate our commitment to Health, Safety, Environment and Quality to all our stakeholders.

To facilitate continual improvement, measurable objectives and targets shall be set at relevant functions and levels of the organisation.

The defined organisation structure, specified responsibilities and the provision of adequate resources, shall allow for the effective implementation of this Policy and the IMS throughout the organisation.

We are committed to:

- Identifying, assessing and controlling HSEQ risks arising from our activities, products and services
- Providing safe and healthy working conditions for the prevention of work-related injury and ill health
- Compliance with identified legal and other requirements, including customer requirements, industry standards and best practice, in order to minimise risk and to prevent pollution to the environment and injury and ill health to persons
- Eliminating hazards in our working environment
- Encouraging consultation and participation of workers and their representatives
- Providing all necessary resources to ensure we comply with health, safety, environmental, quality and all other legal and other requirements
- Ensuring personnel acting for, or on behalf of the company, are competent to fulfil their duties to all relevant standards
- Ensuring full co-operation and support from our employees in contributing to the effective implementation of the IMS
- Co-operation and co-ordination with relevant stakeholders, including clients, contractors and enforcing authorities etc
- Evaluating compliance with identified legal and other requirements through pro-active and re-active monitoring and measuring activities
- Effective analysis of data arising from monitoring and measuring activities to ensure customer satisfaction and conformity with identified requirements and to measure performance and the effectiveness of the IMS.

Responsibilities

Our Executive Chairman, Luigi Pacelli, has overall responsibility for health, safety, environment and quality. Day to day responsibilities for ensuring this policy is implemented lie with our HR & Compliance Manager, Emma Sullivan.

To ensure health and safety standards are maintained the following people have responsibility in the following areas:

First aid – Cecilia Englishby, Donna Murphy
Mental Health First aid – Emma Sullivan, Donna Murphy
Fire warden – Gita Gajjar, Cecilia Englishby
Site inspection – Emma Sullivan

All employees should co-operate with supervisors and managers on health and safety, environmental and quality matters, taking reasonable care of their own health and safety and the working environment; and report all health and safety, environmental and quality concerns to an appropriate person.

Practical Arrangements

Risk Assessment

- We will complete relevant risk and workstation assessments and take action to reduce risk/impact.
- We will review risk assessments at least annually and when working habits or conditions change.

Training

- We will induct all staff and provide appropriate training on health and safety, environmental and quality procedures.
- We will provide personal protective equipment where needed.

Wellbeing

- We will implement an employee wellbeing programme giving employees access to services to support their mental and physical health.
- We will appoint a qualified mental health first aider and provide mental health awareness for our management team.

Driving

- We will ensure that all cars on the Company fleet are roadworthy and all drivers are competent to drive.
- We will provide guidance on Driving & Vehicles for all employees who undertake business travel in our Employee Manual.

Consultation

- We will consult with staff on matters of health and safety, environmental and quality through our employee forum and in other ways.
- We will act upon concerns escalated and ensure that we implement improvements without delay.

Evacuation

- We will make sure that all staff and visitors are aware of the emergency evacuation process.
- We will ensure that all escape routes are well signed and kept clear at all times.
- Evacuation plans are tested from time to time and updated if necessary.

Contractor Liaison

The Company shall share information on risk(s) with other organisations, such that a co-ordinated approach to implementing risk control measures can be achieved.

The Company shall ensure that arrangements include:

- informing other employers of any risks to their employees from work to be carried out by The Company and any necessary controls to be introduced;
- make method statements / work package plans / task briefings available to affected parties, where identified;

- co-operate with other employers working in the same area regarding the implementation of control measures for the adequate overall control of risk;
- providing access to: premises, worksites and employees for the purpose of inspections and audit(s) by employers who may be affected by The Company operational activities.

Employee Competence and Training

The company shall ensure that all new employees are made aware of the Company's commitment to HSEQ as part of their general induction training.

All new employees will be assessed for competency skills and training prior to employment and where applicable will be recorded on the competency and skill matrix.

All training needs will be identified through regular work appraisals. The company is committed to using industry approved training providers.

The company will ensure that this policy is communicated and available to all relevant stakeholders as appropriate.

This policy and the IMS shall be reviewed for effectiveness and suitability at least annually as part of the management review process.

This statement represents my commitment on behalf of the company.

Signed



Position

Executive Chairman

Date: 1 September 2020