



## 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.
- Encouraging safe behaviours and re-educating unsafe behaviours

### 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, Emma Sullivan

Mental Health First aid – Emma Sullivan, Stephen Roberts, Dragana Tomic

Fire warden – Gail Dumbarton, 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.

#### **Safe Plant & Equipment**

All office equipment is routinely PAT tested and visual inspections are conducted upon the quarterly office inspection.

Plant is provided, inspected and managed by the client on site.

#### **Hazardous Substances**

Hazardous substances are limited within our working environment and appropriate controls put in place to assess the significance of the hazard, review safety data sheet advice, implement training, supervision and relevant PPE or other equipment. A COSHH index and assessment is maintained and communicated to relevant parties.

#### **Information, Instruction and Supervision**

The organisation communicates on health and safety matters with its workforce, using a number of methods. All employees are given a full induction on joining and this includes information on the office safety and welfare arrangements. Employees are briefed in regards to any safety issues and changes in procedures or arrangements. Any safety concerns can be addressed with the Compliance Manager or the HR department at any time, and our Employee Representatives act as a point of escalation for any safety matters to be discussed and consulted on at our monthly Employee Forum meetings.

All job descriptions define the hierarchy for management, supervision, subordinates and deputising.

#### **Accidents and Work Related Ill Health**

Where an accident, incident, close call or near-miss occurs on site we request the co-operation of our client in providing us details so that we can monitor safety issues. We will consult and communicate any relevant information and warnings to our workforce, and put in place additional control measures where appropriate.

Any concerns that arise over safety or competence of the workforce will be immediately addressed, to prevent or reduce accidents, incidents and ill-health.

#### **Asbestos**

Our head office location has been surveyed for asbestos and relevant documentation retained that there is no risk.

Mane requests all clients provide the relevant asbestos survey and site risk assessment to evidence control measures implemented to deal with sites where asbestos risk is present. Where a risk of asbestos exists Mane will provide workers who have the relevant training in asbestos awareness. All certificates of training and competence are verified and retained on the workers file.

#### **Welfare Facilities**

The organisation provides welfare facilities for its workforce, and these are inspected frequently to ensure that arrangements are adequate and in good condition. Arrangements include hygienic toilet facilities, comfortable area for rest and relaxation, and clean drinking water & other refreshments.

#### **Construction (Design and Management) Regulations 2015**

In relation to the Construction (Design and Management) Regulations 2015, Mane discharges its duties under the regulations by checking the competence of all contractors supplied, providing training and supplying relevant safety information to our contractors, ensuring our client provides adequate welfare facilities and undertaking monitoring activities, such as site inspections.

**Signed**



**Position**

CEO

Date: 1 September 2022