

# **MANILVA CONTRACTS LTD**

**HEALTH & SAFETY and ENVIRONMENTAL MANUAL**

**ORGANISATION AND ARRANGEMENTS**

**182 Rowan Road. London. SW16 5HX.**

Prepared by

*GROVE SERVICES (UK) LIMITED. Lombard Business Park. 8 Lombard Road. London. SW19 3TZ.*

With contribution with the Directors and Management of "Manilva Contracts Ltd."

## **STATEMENT OF SAFETY POLICY**

The Directors of **MANILVA CONTRACTS LTD** are conscious of their general statutory obligations to ensure, so far as reasonably practicable the Health, Safety and Welfare at Work of all their employees and sub-contractors and others who may be affected by their work.

- (a) To place their safety, health and welfare in the highest category of management responsibility.
- (b) To take all reasonable measures to prevent personal injury or illness through compliance with relevant statutory instruments and related Guidance Notes issued by the Health and Safety Executive.
- (c) To promote safety consciousness among all employees through on going operator and safety training.
- (d) To co-operate and communicate with employees, by means of memos, meetings, induction and tool box training, to achieve the objectives of the safety policy. In this connection, it is stressed that it is the duty of each employee, while at work to take reasonable care of his own health and safety and for that of others who may be affected by his acts or omissions, and to co-operate with the Company to enable them to comply with the regulations.
- (e) To provide for the effective allocation of resources (financial and other), including planning organisation, control, monitoring and review of the preventive and protective measures arranged for safe working in the Company.
- (f) To provide regular availability to the Directors and their qualified safety advisor to consult with the staff to discuss and recognise any problems of health and safety.
- (g) To carry out regular review of the safety policy with input from staff, Directors and Safety Consultant. This shall be at least once per year, but more frequently if the need arises.
- (h) To request the co-operation of all employees in the organisation to effectively support the management and their respective colleagues – at whatever level - to maintain the course of actions of this stated policy.

In order to minimise personal injury and safeguard the health and employees and other persons, the Company aims to promote and maintain a high standard of safety by providing safe places of work, safe systems of working and by proper maintenance of all plant and equipment. To achieve this we require the co-operation and assistance from all employees of all and any status within the organisation. We also require the co-operation and assistance of all and any sub-contractor

Dated: .....

Signed: .....

Director

Date for review – minimum twelve months.

## STATEMENT OF ENVIRONMENTAL POLICY

It is the policy of **MANILVA CONTRACTS LTD** to develop, operate and maintain its operations in an environmentally considerate manner. To comply with this policy, the Company will aim to meet the following objectives: -

- a) Whenever reasonably practicable, identify and eliminate the threat of any contamination to the environment.
- b) Whenever possible, control and minimise the use of energy, materials and water.
- c) As far as economically viable to re-cycle, all materials, packages and other waste.
- d) Make firm realistic commitment to enhance the environment for employees, clients and the public alike.
- e) Where the risk of pollution cannot be eliminated, to monitor and tightly control the risk of such an occurrence.

### Implementation.

All employees need to understand the actions required to make this policy work. To this end, the Company will: -

- 1) Train and advise all employees of the need to ensure that good environmental practice is considered, observed and maintained.
- 2) Before each work activity assessing the environmental features to ensure, where possible, manage and control the impact of the work
- 3) Ensure that all employees are encouraged to reduce, re-use and recycle materials with the objective of keeping waste to a minimum.
- 4) Liaise with clients, local authorities, residents and others to ensure that social impact and disturbance are minimised.
- 5) Encourage quiet working processes when working outside normal hours to place measures to prevent and control pollution incidents.
- 6) Review and revise this policy as necessary and at regular intervals.
- 7) Recognise its responsibilities on site or at any of its place of work.
- 8) Carry out work in accordance with relevant statutory provisions in compliance with the "Environmental Protection Act".
- 9) Implement a good neighbour policy.
- 10) Take measures to control potential noise pollution.
- 11) Not discharge to atmosphere ozone depleting gases such as Halon and CFC's
- 12) Remove waste is fully documented in accordance with legislation by registered carriers to licensed tips.
- 13) Protect as appropriate wild life, habitats, flora and fauna, trees, archaeological and heritage remains.
- 14) Remove archaeological and heritage remains by appropriate and competent organisations.
- 15) Seek to conserve the use of energy, water and paper and promote the use of re-cycled materials at the workplaces and office location.
- 16) Where applicable, become participating members of considerate contractor schemes.
- 17) Arrange environmental assistance and auditing through its specialist advisers, who will bring to the notice of the management any deficiencies observed and to provide guidance, information and training.
- 18) Investigate and report environmental incidents.
- 19) Take preventive measures and actions to minimise the risk of re-occurrence.

In order to minimise environmental impacts and safeguard the environment, employees and other persons, the Company aims to promote and maintain a high standard of environmental control by providing safe systems of working and by proper maintenance of all plant and equipment. To achieve this we require the co-operation and assistance from all employees within the organisation. We also require the co-operation and assistance of all sub-contractors.

Dated: .....

Signed: .....

Date for review – minimum twelve months.

<b>Revision Table.</b>			
<b>Rev No</b>	<b>Date of Revision</b>	<b>Revision</b>	<b>By whom</b>
1	6 <sup>th</sup> September 2013	Update to August 2013 from July 2012.	JNM
1	6 <sup>th</sup> September 2013.	Section 1.0 Part 1 organisation, item 1.0 Policy and purpose, item 1.5 update regulation date to 2012	JNM
1	6 <sup>th</sup> September 2013.	Section 2.0 Organisation, page 3 of 5, item 2.2.4 f) update of qualification.	JNM
1	6 <sup>th</sup> September 2013.	Part 2 Arrangements Section 4.0 Personal Protective Equipment add date 1992.	JNM
1	6 <sup>th</sup> September 2013.	Part 2 Arrangements Section 4.0 Personal Protective Equipment, heading Other Regulations, removal reference to Control of Asbestos Regulations now update to reflect 2012 edition. Part 2 Arrangements Section 4.0 Personal Protective Equipment, heading Other Regulations, removal reference to Construction (Head Protection) Regulations now revoked.	JNM
1	6 <sup>th</sup> September 2013.	Part 2 Arrangements Section 8.0 Reporting of Incidents, Diseases & Dangerous Occurrences Regulations, page 2 of 3, heading over three day injury, updated to over seven day injury.	JNM
1	6 <sup>th</sup> September 2013.	Part 2 Arrangements Section 16.0 Control of Asbestos Regulations, change of dates to reflect legislation change.	JNM
1	6 <sup>th</sup> September 2013.	Part 2 Arrangements Section 19.0 Health Surveillance. Removal of reference to asbestos	JNM
1	7 <sup>th</sup> October 2013	Section 0.2 Supporting Codes, Standards, Publication and Specifications page 1 of 2. Update of RIDDOR	JNM
2	7 <sup>th</sup> October 2013.	Part 2 Arrangements Section 8.0 Reporting of Incidents, Diseases & Dangerous Occurrences Regulations 1995 updated to reflect changes for 2013.	JNM
3	7 <sup>th</sup> April 2015.	Part 2 Arrangements Section 17.0 withdraw 'Construction (Design and Management) Regulations 2007' updated by "Construction (Design and Management) Regulations 2015'.	JNM

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**DESCRIPTION**

**ACT OF PARLIAMENT**

Health and Safety at Work Etc. Act 1974  
Environment Act 1995  
Environmental Protection Act 1990  
Water Resources Act 1991  
Clean Air Act 1993  
Control of Pollution Act 1974

**ORDERS**

Regulatory Reform (Fire Safety) Order 2005

**REGULATIONS**

The Health and Safety (First Aid at Work) Regulations 1981  
Electricity at Work Regulations 1989  
Manual Handling Operations Regulations 1992  
Workplace (Health, Safety and Welfare) Regulations 1992  
Personal Protective Equipment at Work Regulations 2002  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995  
Special waste Regulations 1996  
Health Safety (Safety Signs and Signals) Regulations 1996  
Health and Safety (Consultation with Employees) Regulations 1996  
Confined Spaces Regulations 1997  
Control of Lead at Work Regulations 2002  
Provision and Use of Work Equipment Regulations 1998  
Lifting Operations and Lifting Equipment Regulations 1998.  
Chemical (Hazard Information and Packaging for Supply) Regulations 2009  
Management of Health and Safety at Work Regulations 1999 & Amendments  
Control of Substances Hazardous to Health (Amendment) Regulations 2004  
Pressure Systems, Safety Regulations 2000  
Control of Noise at Work Regulations 2005  
Health and Safety (Consultation with Employees) Regulations 1996  
Construction (Design and Management) Regulations 2015  
Waste Management Licensing Regulations 1994.  
Work at Height Regulations 2005  
Control of Vibrations at Work Regulations 2005.

**CODE OF PRACTICE**

ACOP                      Control of Substances Hazardous to Health 2004  
ACOP                      The Control of Asbestos at Work Regulations 2002  
ACOP                      Management of Health and Safety at Work Regulations



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**GUIDANCE NOTES**

CIS10	Tower Scaffolds
CIS49	General Access Scaffolds and Ladders
CHIS5	Small scale use of LPG in cylinders
EH40	Occupational Exposure limits -
EH44	Dust. General Principals of protection (Rev) 1997
HSG33	Health and Safety in Roof Work (now of publication).
HS (G) 47	Avoiding danger from underground services 2000
HS (G) 51	The storage of flammable liquids in containers 1998
HS (G) 53	Selection, use and maintenance of RPE a Practical Guide for Users 2004
HS (G) 54	Maintenance, Examination and Testing of Local Exhaust Ventilation 1998
HS (G) 65	Successful health and safety management 1997
HS (G) 115	Manual Handling: Solutions you can handle 1994
HS (G) 183	Five Steps to risk assessment studies 1998
HS (G) 189/2	Working with Asbestos Cement
HS (G) 193	COSHH Essentials – Easy steps to control chemicals.

**BRITISH STANDARD**

BS EN 149:2001	Respiratory protection devices. Filtering half masks to protect against particles.
BS 4275: 1997	Guide to implementing effective respiratory protective device programme.
BS EN 529	Respiratory devices recommendations for selection, use care & maintenance – guidance document.

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**1.1. Introduction**

This manual is designed to guide staff and employees of **MANILVA CONTRACTS LTD** into the requirements of Health & Safety Environmental Legislation.

The Health Safety and Welfare of all employees of **MANILVA CONTRACTS LTD** is of paramount importance to the Company and its Directors in all aspects of the Company's work.

The Health & Safety and Environmental Systems described in this manual are based on the requirements of various legislations, Acts and associated relevant statutory provisions.

The manual does not replace the various Regulations, Codes of Practice, Guidance Notes and advice issued by the Health and Safety Executive or the Environmental Agency, but sets out the essential requirements in a form understood by the Company. The documentation on which this manual is based is listed in Section 02.

**1.2. Statement of Authority**

The Contracts Manager and Administration Officer have the total and unqualified support of the Directors in ensuring that the procedures described in this Manual are adhered to and that the Manual is regularly revised.

The Directors are directly responsible to ensure that all systems detailed in this Manual continue to be effective.

**1.3. Health & Safety and Environmental Manual**

- (a) To provide a safe place to work for its employees and visitors to the Company's premises, and sites.
- (b) To minimise the risk of injury or other hazards to employees by regular inspections and audits of the work procedures.
- (c) To investigate all accidents or dangerous occurrences and update the working procedures to take account of any findings relating to such events.
- (d) To ensure that all persons working on the Company's premises or Sites do so in accordance with the general procedures set out in this Manual. This includes all employees and those of sub-contractors.
- (e) To minimise the impact on the environment of the work activities and objectives.

Compliance with this Health and Safety Manual involves every aspect of this Company's business and the working of its employees. It describes how the policy is put into effect and gives guidance to all employees.

**1.4. Scope and Purpose**

The Management system described in the Health & Safety and Environmental Manual is designed to meet the requirements of the highest levels of safety and environmental controls as would be expected from previous records.

The manual has been prepared to define and clarify the Health & Safety and Environmental policies of **MANILVA CONTRACTS LTD**. It is not intended that the information contained should release individual supervisors from the responsibility to refer to other publications or documents as necessary to carry out their Health and Safety and Environmental duties.

The Manual explains the means developed to ensure that the Company meets its obligations under the various regulations.

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**1.5. Control of Instructions and Consultation**

All instructions issued in connection with this manual originate from the Directors in accordance with the

**Management of Health and Safety at Work Regulations 1999**

**Control of Asbestos Regulations 2012,**

**The Health and Safety (Consultation with Employees) Regulations 1996,**

All health and safety matters are freely discussed with the work force as a whole. The discussions will cover aspects of access and egress, methods of work, risk assessments and methods to prevent or control exposure to hazardous materials.

**1.6. Management Objectives**

- (a) To ensure a safe and best practical means (BPM) environmental undertaking for all employees, visitors and contractors working on the Company's premises and sites.
- (b) To keep records of the safe working arrangements, which indicate where changes have been, made through necessity, or for general improvement.
- (c) To minimise the risk of injury or exposure to hazards, whether physical or chemical.
- (d) To minimise the cost of waste or loss of production due to mishandling of equipment, materials or other accidents.

**1.7. Object of the Health & Safety and Environmental Management System**

To familiarise and instruct all Company personnel in the Health & Safety and Environmental concept as operated by the Company and to demonstrate that the systems are mandatory.

Clearly to define, the Health & Safety and Environmental responsibilities of employees.

To demonstrate, to the Enforcing Authorities, the Company's commitment to Health & Safety and Environmental Management.

To instruct contractors, and sub-contractors supplying services to the Company, to use and comply with the Health & Safety and Environmental procedures operated by the Company.

**1.8. Health & Safety and Environmental Standards**

The standard of the Company's Health & Safety and Environmental record is dependent upon the actions and risks taken by its employees in any sphere of the work. It is, therefore, necessary that there is a full awareness of the requirements at all levels. This will be provided by in-house training for all employees and will be included in the induction training of new employees.

**1.9. Health & Safety and Environmental Procedures**

These form the second tier documentation of the Health & Safety and Environmental Management System. They are the basis of the different day-to-day activities and disciplines carried out in the work of the Company.

**1.10. Safe Working Procedures**

These form the third tier documentation. They are Risk Assessments and Safe Working Instructions (method statements) relating to the work and its hazards. Such safe working procedures will be issued as necessary for specific tasks and will be recorded and kept in the Safe working Procedures Manual / site log / safety plan documentation as required.

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**1.11. Distribution and Issue of Control Manuals**

The Directors as shown on the distribution list issue copies of the Health & Safety and Environmental Manual. These are given in the Health & Safety and Environmental Manual. As necessary, copies are updated and it is the requirement that superseded issues is destroyed by the copyholder.

Each copy of the Manual may be allocated a unique copy number and the Directors maintain a distribution master list if required.

**1.12. Control, Review and Updating of Manuals**

The nominated Director maintains a master copy of the Health & Safety and Environmental Manual for verifying the proper state of the Health & Safety and Environmental objectives. The manuals are under his control. Strict compliance to the requirements of the Manual is enforceable and compliance or non-compliances are documented.

Failure to comply can lead to legal proceedings by the Enforcement Authority should such this lead to accident, injury or dangerous occurrence. Failure to comply may lead to internal disciplinary action.

**1.13 Definitions**

The Company refers to **MANILVA CONTRACTS LTD**, which is also defined as The Employer.

The Employee refers to employees of **MANILVA CONTRACTS LTD** and the Employees of any contractor or sub-contractor employed by the Company no matter what the extent of that employment.

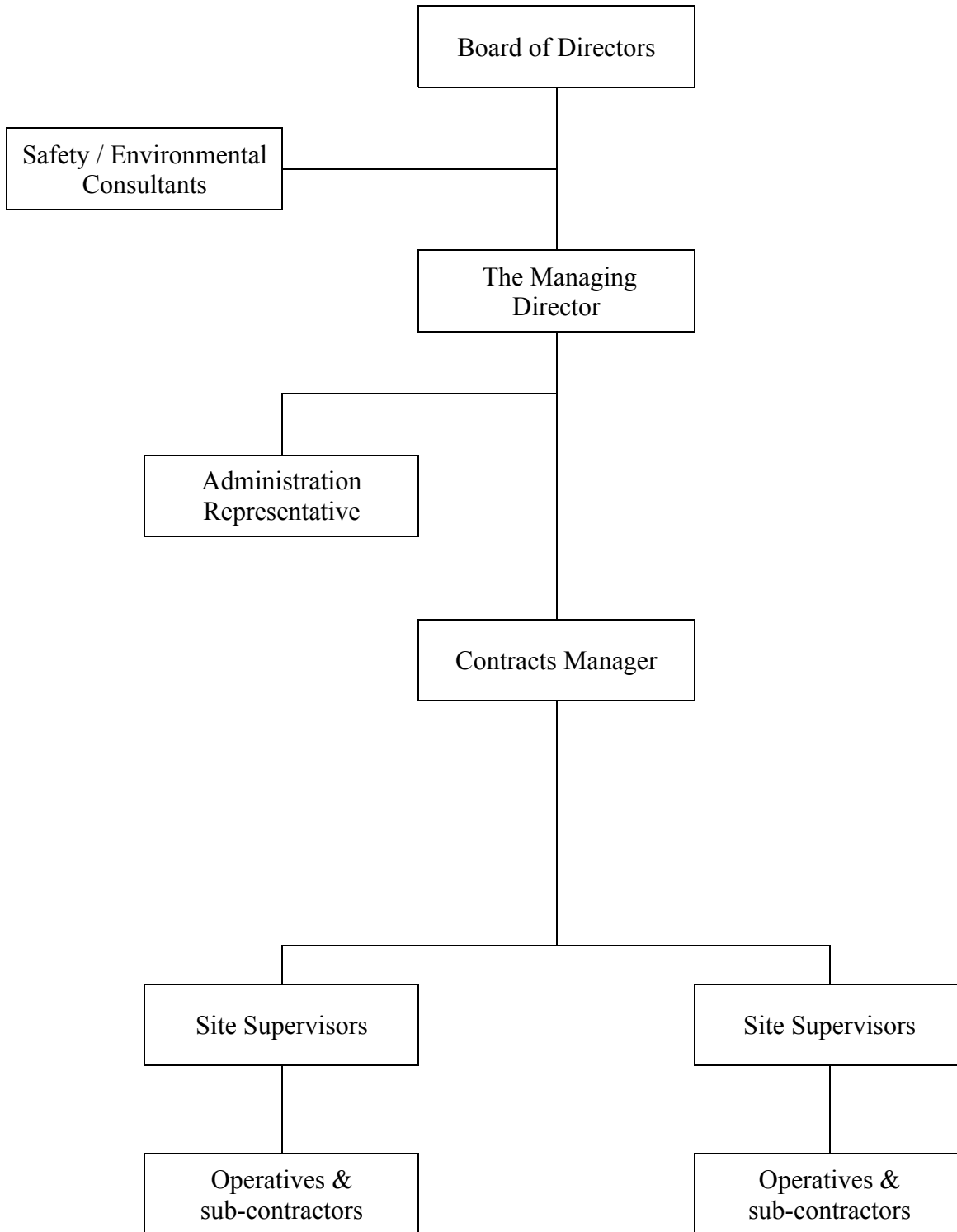
Since everyone within the Company is concerned with the health & safety and Environmental effects of others and themselves, it follows that everyone is concerned with the Health & Safety and Environmental Manual.

Health & Safety and Environmental Management System is the integration of all the disciplines and techniques necessary to ensure the correct levels of health, safety, welfare and environmental issues within the Company.

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**2.1. Organisation Plan**



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**2.2. Responsibility and Authority**

**2.2.1. General**

The Health and Safety at Work Act 1974, the Environmental Protection Act 1990 and the Management of Health and Safety at Work Regulations 1999 impose general duties on the employer and employees as follows: -

**Duties of Employer**

The Health and Safety at Work Act 1974 requires the Company to provide, as far as is practicable, safe places of work, safe systems of work, safe access to and egress from work, safe plant and machinery, welfare facilities (where applicable), adequate and appropriate training and supervision to ensure the safety of its employees.

The Employer will designate competent personnel to take charge of health and safety activities or will use competent outside services to assist.

The Management of Health and Safety at Work Regulations 1999 require the Employer to carry out assessments of the risks to health and safety of employees and others, and that those assessments will be documented.

**Duties of Employees**

The Health and Safety at Work Act 1974 places the following responsibilities on employees whilst at work: -

- (a) To take care of their own health and safety and that of other people.
- (b) To co-operate with their Employer to observe health and safety law, regulations, codes of practice, guidance and risk assessments.
- (c) To co-operate with their Employer to work with minimum risk to health and safety, in accordance with risk assessments and/or safe working procedures prepared by the Employer.

**2.2.2. The Responsible Person – Managing Director.**

- (a) The safety and absence of risk to all employees when at work and to other persons on any of the Company's premises or sites.
- (b) Compliance with the duties laid down under the Health and Safety at Work Act 1974 and the Environmental Protection Act 1990, and relevant statutory provisions - Regulations and Approved Codes of Practice.
- (c) Providing instruction and training for all employees relative to the Company's activities.
- (d) Encouraging safe practices and systems of work and periodically checking compliance with the Health & Safety and Environmental Manual.
- (e) The appointment of competent persons to carry out risk assessments and to provide their documentation – considering safety and environmental risks and hazards.
- (f) Reprimanding any member of staff for failing to discharge his / her responsibilities satisfactorily.
- (g) Arranging for funds and facilities to meet the needs of the policy.
- (h) Issuing and when necessary, updating the Health & Safety and Environmental Manual.

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**2.2.3. Contracts Manager**

The Contracts Manager is responsible to the Managing Director: -

- To implement the safety of the Regulations, Codes of Practice and other relevant legislation.
- To ensure that facilities and resources are available for carrying out assessments, to provide the planning and organisation of protective and preventive measures against risk.
- To carry out or cause to be carried out audits and site inspections with senior staff and advise when and where necessary to improve methods of work in compliance with the Regulations.
- To investigate accidents and dangerous occurrences, and recommend means of preventing reoccurrence.
- To advise and assist with specialist and safety training of Company personnel.
- To liaise with Safety / Environmental Consultant to advise management and supervisory staff of changes in legislation and methods of practice.
- To set a good example.

**2.2.4 Health, Safety and Environmental Consultant**

The Health, Safety and Environmental Consultant is appointed to: -

- Advise the Board of Directors or the Managing Director or others employed on the Regulations Codes of Practice and other relevant legislation.
- Carry out independent risk assessments, manual handling assessments, general COSHH Assessments, inspections, audits on sites as and when instructed.
- Provide any specialist and safety training of Company personnel.
- Provide a regular updating service in connection with the Regulations, Codes of Practice and other relevant legislation relating to the work of the Company.
- Assist with the review of the safety management system.
- Complete unplanned and ad-hoc site safety inspections at the workplace.

Being Mr J Manion, CMIOSH, FRSPH, MIIRSM RSP, MIHPE, RMaPS, SpDipEM or suitably experienced and qualified deputy

**2.2.5. Site Supervisors.**

Site supervisors are responsible to senior staff and management to: -

- Be aware of the requirements of the Health & Safety and Environmental Manual and regulations applying to the work. If in doubt to seek and ask advice.
- Use safe work methods based on documented risk assessments.
- Use safety equipment and clothing provided as required by the risk assessments.
- Use only approved methods of work and not compromise or take short cuts. These lead to unnecessary risk.
- Warn other people, visitors and especially new starters, of known hazards and the procedures to be used.
- Remember that there is a legal obligation to observe all regulations, which apply to the work and the Health and Safety at Work etc Act and Environmental Protection Act, and thereby safeguard employees and others.

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**2.2.6. Operatives and Sub-Contractors**

All Operatives and Sub-contractors (where we contract works) to the Company are responsible to: -

- a) Ensure, so far as is reasonably practicable, that any work carried out in or on any premises or site, under the control of the Company, does not constitute a health, safety or environmental risk to employees or to others.
- b) Agree safe working procedures with management before proceeding with any operation, which is likely to place anyone at risk.
- c) Comply with safe working procedures issued in writing by the company as method statement or risk assessment.
- d) Comply with all safety instructions issued by management.
- e) Ensure that all work is in accordance with this Health & Safety and Environmental Manual by complying fully with statutory acts and regulations at all times.
- f) Sub-contractors shall provide the Company with their own Health & Safety and Environmental Manual if available. If this is not acceptable then sub-contractors shall comply with the requirements of this Health & Safety and Environmental Manual.

**2.3. Site/Department Layouts**

Plans for the site operated by **MANILVA CONTRACTS LTD** are provided, which show the locations of:

- Emergency Exits
- Emergency Exit routes
- Emergency Assembly Points
- First Aid
- Fire Extinguishers
- Main Services Isolation
- Flammable Materials Stores
- Hazardous Product Stores

**2.4. Inspection, Audit, and Review**

**2.4.1. Audits and Inspections**

Personnel, independent of those having direct responsibility for the work performed, will be assigned to carry out audits of the system and procedures. Such audits will examine arrangements as set out in the procedures and working instruction documents to determine areas of non-compliance, weakness or means of improvement.

**2.4.2. Management Review**

- (a) Policy and Purpose

Review of the Safety Systems an ongoing task. By means of monitoring and internal audits, changes may be made to the system at any time.

In addition, the Company considers that a formal review of the system, involving senior personnel, should be conducted annually or more often if considered necessary. This to re-assess the organisational structure, resources, procedures, protective and preventive measures used to implement safety management, and the performance of the system.



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Furthermore, as and when legislation alters, changes or is revised and is brought to our attention by routine updates from the health and safety service providers, we will discuss, amend or alter the manual as required.

(b) Responsibilities

The Managing Director is responsible for convening a meeting, and ensuring that an agenda is prepared and those minutes are taken. He ensures that action is taken by the appropriate department, to carry out any improvements

(c) Procedure for Carrying Out Review

The Managing Director is responsible for arranging, with the Safety / Environmental Consultant, regular updates of the Health & Safety and Environmental Manual taking due account of all shortcomings or that improvements to the system are included.

Also to ensure that in any review all new legislation is taken into account for updating of the Health & Safety and Environmental Manual and management system.

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<b>3.0 SAFETY MANAGEMENT SYSTEM</b>	<b>Section</b>	<b>: 3.0</b>
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**3.1. Policy**

The Company is aware of the need for a workable documented Safety System and has set out the necessary procedures and instructions, which are explained in this manual. Steps are taken to implement and continually to review the system to ensure that work within the Company is carried out in compliance with all relevant regulations.

**3.2. Responsibility**

The responsibility for the effective implementation of the System is shared by the whole management and staff of the Company. Formal audits and inspections are conducted to ensure the continued adherence to the system.

**3.3. Safety System Provisions**

To ensure the continued effectiveness of the system, and to meet the specified requirements, the following provisions have been made: -

**3.3.1. Safety and Environmental Policy Manual**

This describes the organisation and planning of the system for managing health and safety within the Company. It includes specific instructions for updating the various aspects and general arrangements for health & safety and environmental issues.

**3.3.2. Safety Procedures**

This is a series of stand-alone documents, which deal with procedures for compliance with specific aspects of health & safety and environmental issues. These procedures form Part 2 of this Health & Safety and Environmental Manual.

**3.3.3. Risk Assessments**

Risk assessments are prepared on a standard format to serve as a basis for job/site specific assessments to be made by the Contracts Manager or Site Supervisor.

**3.3.4. Safe Working Procedures and method statements.**

These are prepared following risk assessment and may be site specific or of general application. They include safe working instructions, permits to work where applicable, audit, inspection, and testing during the work to ensure compliance with the Company policy and procedures.

**3.3.5. Standards and Publications**

Regulations, Approved Codes of Practice and British Standards relevant to the work will be held at a central point in the Company. In case of doubt, these shall be consulted to confirm any point within the documentation.

**3.4. Construction Phase Plans**

Where applicable Construction Phase Plans are to be prepared by the Company, they are to comply with the requirements of the Construction (Design and Management) Regulations 2015.

**3.5. Health and Safety File**

The Company will assemble information relative to each operational site as necessary to comply with the requirements of the Construction (Design and Management) Regulations 2015.

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<b>4.0 CONTRACT REVIEW</b>	<b>Section</b>	<b>: 4.0</b>
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**4.1. Policy**

It is the Company's policy to review all enquiries at the tender stage and clearly to define and document the safety requirements from that stage until the contract is placed. Allowance is made on all tenders for the necessary resources including time to be allocated to the work.

**4.2. Responsibilities and Records**

The Contract Manager is responsible for ensuring that the order and contractual requirements are clearly defined and met. He/she is also responsible for keeping records from the enquiry stage onwards.

Such records shall document the procedures within the contract that refer to health and safety and its co-ordination between the Company as the "Host Undertaking" or Principal Contractor and other contractors, sub-contractors and their employees.

**4.3. Method of Work / Construction Health and Safety Plan**

Upon receipt, the enquiry is carefully studied by the relevant officer, who will assess the requirements of the work and set out the contractual and safety requirements in accordance within his health and safety manual.

This will refer to the safety file and safety plan provided and allowance will be made in the tender to develop the information contained into the project safety plan.

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<b>5.0 DOCUMENT CONTROL</b>	<b>Section</b>	<b>: 5.0</b>
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**5.1. Policy**

The Company acknowledges that to ensure that the Management System is regularly updated, and to keep up with changes in regulations and Codes of Practice, it is necessary to provide a means to distribute and control documentation.

**5.2. Updating of the Policy Manual and Procedures Manuals**

Each authorised holder of the Policy and Procedures Manual will be issued with any revision or modification to the documents in his / her possession.

It shall be the receiver's responsibility to replace the relevant pages and to remove those, which are superseded from the document in his/her possession.

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<b>6.0 PURCHASING AND SUB-CONTRACTING</b>	<b>Section</b>	<b>: 6.0</b>
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**6.1 Policy**

It is Company policy to apply strict control in providing comprehensive details of the order requirements for products provided from external sources, and to ensure that contractors and sub-contractors achieve the required safety standards.

All new suppliers and sub-contractors will be subject to evaluation checks relevant to their safety record and performance. These will be undertaken by the Contracts Manager and / or the Safety Consultant.

**6.2. Responsibilities**

It is the responsibility of those officers responsible for purchasing equipment, services or labour contracts to ensure that the supplier provides the necessary information to allow assessment, co-ordination of protective and preventative measures.

Where any equipment is hired for use by **MANILVA CONTRACTS LTD**, it shall be inspected before use for any inspection, maintenance, and service records. If records are not available, the hiring company is to be challenged before accepting the hire or the equipment is to be rejected.

**6.3. Assessment of Contractors and Sub-Contractors**

The Company acknowledges the need to ensure that contractors and sub-contractors who may provide services to the Company will comply with the Health & Safety and Environmental Manual as set out by the Company. This requires that products supplied for use on Company sites or with Company equipment, shall meet the requirements as set down in this documentation.

The Contractor or sub-contractor shall provide his own safe working procedures to allow coordination with those of the Company.

The Contractor or sub-contractor shall confirm to the Company that he is aware of the requirements of health and safety. He shall signify in writing that he will co-operate and comply with the procedures of this policy document and its associated procedures wherever they apply to his own work.

The Contractor will have to provide information on their competence with respect to health and safety.

**6.4. Implementation of the Purchasing Policy**

In addition to the requirements as set out in standing instructions the additional requirement to ensure, that products (especially chemical based) are assessed and included within an Approved List shall be incorporated within the overall policy.

A list of approved sub-contractors is maintained based on experience of their previous performance. This is reviewed and updated regularly. All new entries to this approved list are vetted by senior personnel of the Company or by its adviser to establish the levels of competence and standards of compliance with health and safety legislation.

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<b>7.0 OPERATIONAL CONTROL</b>	<b>Section</b>	<b>: 7.0</b>
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**7.1. Policy**

It is Company policy to carry out the work required in a systematic and controlled way by providing a plan and stage-by-stage guidance to contractors, sub-contractors and employees so that the safety of their work is monitored and controlled at all times. This guidance and monitoring is carried out by the senior personnel on each site and by the Company management. Independent auditing is carried out by the Company's specialist adviser. In all cases, this will include the necessary aspects of safe working and handling of materials that fall under the various relevant regulations.

**7.2. Responsibility**

The relevant Site Manager and Foremen are responsible for ensuring that adequate safety instructions are available, provided to the general staff and are followed throughout the various aspects of the work.

**7.3. Method**

Safety control is maintained by the issue of general and specific safety procedures as required for the work to be done, machinery to be used and / or materials to be handled.

**7.4. Control**

The various aspects of the work are monitored by the Contracts Manager and Site Supervisor, and the procedures and protective measures used are regularly examined and endorsed, where specific inspections are carried out these will be documented.

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<b>8.0 INSPECTION AND TESTING</b>	<b>Section</b>	<b>: 8.0</b>
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**8.1. Policy**

It is Company policy to ensure that all equipment is maintained in a safe working condition and has minimal impact on the environment. In addition, that it is inspected and tested on a regular basis in accordance with the relevant regulations. This applies to items such as local exhaust ventilation, electrical equipment, hoists, plant and equipment etc.

**8.2. Responsibility**

Responsibility to ensure that the required regulatory inspection and testing is carried out rests with the relevant officer and Contracts Manager. The responsibility extends to ensuring that only equipment suitable for the duty will be employed.

**8.3. Faulty Equipment and Non-Compliance**

In the first instance, all faults on equipment or non-compliance with correct usage shall be reported for corrective action. Such corrective actions shall be against a time scale with positive report action taken and recorded when completed. Where such fault or incorrect usage may lead to risk then the use of that equipment shall cease forthwith.

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<b>9.0 SAFETY RECORDS</b>	<b>Section</b>	<b>: 9.0</b>
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**9.1. Policy**

It is the policy of the Company to maintain records to substantiate the control of safety operations, testing and inspection.

**9.2. Responsibility**

It is the responsibility of all departments to maintain records relevant to the safe working procedures established by the Company and as required by the Regulations.

**9.3. Audit**

To support the day to day monitoring and control of the management system and procedures, the Company will carry out regular audits throughout the operating areas. These may be in-house or with the assistance of an independent organisation specialising in safety matters.

**9.4. Review**

The Company carries out an annual review of the Management System to indicate what improvements may be necessary and to update the system in accordance with newly issued regulations.



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<b>10.0 TRAINING</b>	<b>Section</b>	<b>: 10.0</b>
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**10.1. Policy**

It is Company policy to ensure that all personnel have the appropriate experience and training. To this end, training Programmes are to be devised and maintained by management.

**10.2. Responsibility**

The Contracts Manager is responsible for co-ordination of the Safety Training Programme. He ensures that personnel are fully qualified to carry out their tasks and are aware of relevant procedures before assuming full responsibility to work unsupervised.

**10.3. Duration of Training Programme**

The duration of the Training Programme is dependent on the complexity of the job and the capability of the employee to learn. Consequently, managers are to monitor the employee's progress thoroughly.

A short induction programme will be required for every new employee at **MANILVA CONTRACTS LTD**. This is intended to establish the basic rules of health & safety and environmental issues.

Visitors to site (s) will be advised of the basic rules of site safety and the need for compliance.

**10.4. Training Programmes Review and Procedure**

The Training Programmes are to be regularly reviewed to take into consideration the changes, regulations and Codes of Practice and are discussed at the Annual Management Review of the Safety System.

The training programme will record any training given to all individuals. Whether such training was given / received before employment with **MANILVA CONTRACTS LTD** or otherwise.

These records will assist in the further development of skills health and safety training programmes for future needs and requirements. It is not intended to limit refresher training or disadvantage any persons or individuals who have received training previously.

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## HEALTH AND SAFETY MANUAL and ENVIRONMENTAL MANUAL PART 2 ARRANGEMENTS

<b>Management of Health &amp; Safety at Work Regulations 1999</b>	<b>Section</b>	<b>: 1.0</b>
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It is the policy of the organisation to adopt the Management of Health and Safety at Work Regulations 1999 (The Management Regulations). Regulation 3 requires that suitable and sufficient assessment be made of: -

- The risks to the health and safety of all employees whilst they are at work.
- The risks to health and safety of all persons arising from company's operations.
- The identification of the measures required to comply with the relevant statutory conditions.
- The assessment shall consider others who may be affected by the activity etc.

The Risk Assessments will be documented and revised if there is significant change in the risk. These Risk Assessments will be reviewed at least annually.

### **Interpretation of Risks.**

Hazard: A situation likely to cause injury or damage to persons or property.

Hazard Material: A material likely to cause injury or damage to persons or property.

Risk: The probability that the hazard (hazardous material) will cause injury or damage to persons or property.

### **Risk Assessments**

Risk assessments will take account of the requirements of Regulation 4 and the associated schedule 1 of the regulations. These refer to the "Principles of Prevention" to be applied as set out below

- a) Avoidance of risks;
- b) Evaluation of the risks, which cannot be avoided;
- c) Combating risks at source.
- d) Adapting the work to the individual, especially as regards to the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health.
- e) Adapting to technical progress.
- f) Replacement of the dangerous by the non-dangerous or the less dangerous.
- g) Development of a coherent over
- h) All prevention policy which covers technology; organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- i) Giving collective protective measures priority over individual protective measures and
- j) Giving appropriate instructions to employees

Risk assessments will be issued to operatives on each project as part of the induction process. Each operative will be required to read and understand the control of the risk assessment. He / she will be required to sign to that effect. A pro-forma risk assessment form is included here for information.

### **Direction.**

The Managing Director or Senior Contracts Manager will cause risk assessments to be completed. These are to be completed in-house or otherwise dependant on skills required completing them.

### **Health and Safety Arrangements**

The Company has prepared written documentation to include: -

Planning, Organisation, Control, Monitoring, Review of protective and preventative measures, as set out in the Health and Safety Manual.

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### Health Surveillance

Where indicated by risk assessment, the Company will provide health surveillance appropriate to health and safety risks identified by that assessment.

Where such health surveillance is indicated, the Company will require potential new employees to provide evidence to show that their surveillance has been in operation before the employment. ALTERNATIVELY, an initial health surveillance assessment will be required before confirmation of the position.

### Health and Safety Assistance

The Company will train supervisors to a suitable level of competence in health and safety. Such "Competent Persons" shall then be appointed to assist the Managing Director in the management of health and safety in the workplace.

The Company will also appoint a qualified safety consultant, to be available to the Managing Directors and the competent person will be available for advice and assistance as required.

The Company will arrange, for regular formal and informal consultation with its employees consultation on matters of health and safety. These will include Toolbox Talks, which will be recorded in the relevant site log. Formal meetings will be held as required, to discuss matters of health and safety. These will be in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. Such formal meetings will be recorded in the Health and Safety meetings file.

### Procedures for Serious and Imminent Danger

The Company will establish procedures for serious and imminent danger. These may include bomb threats to the building, site or area, potential collapse of structures or working platforms, release of hazardous substances and fire.

These procedures will as far as reasonably practicable be provided to the site.

Normally, the site supervisor will take charge in any situation of serious or imminent danger, but each individual or operative will be made aware of his responsibilities in these situations.

Where employees have been exposed to such situations, they will be provided with information on the hazards and any steps to be taken for self-protection.

The procedures will provide for work to stop and employees to go to places of safety for role call. A return to work will be prevented until the serious or imminent danger is past.

### Contacts with External Services

The emergency procedures set out above will include advice on the local emergency services.

The procedures will require site supervisor to make initial contact and advise the presence in the area.

The procedures will be site specific and include the methods of contact in emergency whether this is direct or via the site supervisor or other employers in shared workplace areas.

### Information for Employees

Employees will be provided with comprehensible and relevant information on the following and will be required to confirm in writing that they have understood that information.

- Risks identified by the assessment
- Protective and preventative measures
- Emergency procedures
- The identities of appointed competent persons
- Risks in workplaces where other employers are also present.

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<b>Management of Health &amp; Safety at Work Regulations 1999</b>	<b>Section</b>	<b>: 1.0</b>
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### **Co-operation and Co-ordination**

Where other employers share the workplace the Company will: -

- Co-operate with others to enable them to comply with statutory obligations.
- Co-ordinate the safety measures required.
- Inform other employers of the risks created in the course of the Company's work. In addition the Company will provide comprehensive information on the work and procedures for the other employers.

### **The Company as Host Employer**

Where the Company employs other employers as sub-contract or to provide a service, it will ensure that the employer / employees from the outside undertaking who are working on behalf of the Company are provided with comprehensible information on: -

- Risk to employees health and safety arising out of the work of the Company (host) employer.
- Measures taken by the Company, and, the protective and preventative measures taken by the Company as if they were its own employees.

### **Capabilities and Training**

The Company will -

- Take account of the capabilities of employees as regards to health and safety,
- Provide health and safety training to employees, on their recruitment - on exposure to new or increased risks, e.g., transfer to different work, new work equipment, technology, or systems of work

### **Employees Duties**

The Company will advise employees by training information and consultation that they are required to use machinery, equipment, dangerous substances, transport safety devices etc in accordance with the training and instructions given by the Company.

Employees should also co-operate with the Company and report any shortcomings in the health and safety arrangements.

### **Temporary Workers**

Before any new temporary employee shall commence employment, the Company will: -

- Check the qualifications and skills required to carry out the work safely.
- Provide information on the qualification and skills required to do the work safely.
- Require the temporary employee to confirm that he/she has read and understood the staff safety handbook and the relative risk assessments.

### **New or Expectant Mothers**

When the Company employs new or expectant mothers, it will: -

- Carry out specific risk assessment, which takes account of the work to be carried out, substances use and hours of work.
- If it is not possible to avoid such risks and alternative suitable work cannot be found, then it may be necessary to suspend the employee from work. (Subject to the provisions of Employment Rights Act 1996)
- The Company will require a medical certificate which confirms the fact so that the necessary changes can be to work patterns or duties.

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**Protection of Young Persons**

Where the Company employs young persons, it will: -

- Carry out a specific risk assessment,
- Where control measures taken against risk leave a residual significant risk, the young person will not be permitted to do the work.

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<b>Workplace (Health, Safety and Welfare) Regulations 1992</b>	<b>Section</b>	<b>: 2.0</b>
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### **Welfare Facilities**

It is the policy of the company to provide or arrange adequate and appropriate welfare facilities for employees while they are at work in the Company premises.

Where a workplace is in a building, the building shall have a stability and solidity appropriate to the nature of the use of the workplace.

A workplace shall be insulated adequately thermally where it is necessary, having regard to the type of work carried out and the physical activity of the persons carrying out the work; and excessive effects of sunlight on temperature shall be avoided.

These welfare facilities will include such and where necessary take account of disabled and potentially disabled users

- Washing,
- Toilet,
- Rest and changing facilities - to include facilities to protect smokers from non-smokers, and
- Somewhere clean to eat and drink during breaks.

### **Drinking Water**

The Company will provide or arrange a supply of drinking water that is

- Is free from contamination and is preferably from the public water supply - bottled water dispensers are acceptable as a secondary supply;
- Is easily accessible by all employees;
- There are adequate supplies taking into consideration the temperature of the working environment and types of work activity;
- Cups or a drinking fountain are provided;
- Taps and containers are labelled clearly and correctly as drinking water.

### **Facilities for Changing and Storing Clothing**

The work carried out requires Company employees to change into and wear protective clothing to carry out their work whether on site or at the Company premises. The Company will provide or arrange to provide adequate changing rooms for the number of people expected to use them. These will: -

- Be readily accessible from the work area;
- Contain, or lead directly to, clothing storage and washing facilities;
- Provide seating;
- Provide a means for hanging clothes - a hook or peg may be sufficient;
- Ensure the privacy of the user.
- These will take into account of disabled and potentially disabled users
- As far as reasonably practicable prevent employees' own clothing being exposed to work-soiled clothing or getting dirty or wet.
- Provide separate storage for clean and contaminated clothing which:
- Allow wet clothing to be hung up to dry out during the course of the day;
- Be well ventilated.

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### **Arrangements for meal breaks**

The Company will provide or arrange to provide a suitable seating area for workers to use during breaks, including adequate seating with backs for the number of persons at work likely to use them at any one time.

This will be remote from the immediate work area; kept clean and located where food will not be contaminated. There will be washing facilities nearby, together with a means of heating food or water for hot drinks. The Company will insist on good **hygiene standards**.

### **Provision for those who smoke.**

The Company does operate a No Smoking policy on its premises.

### **Disabled Persons.**

Where necessary, those parts of the workplace (including in particular doors, passageways, stairs, showers, washbasins, lavatories and workstations) used or occupied directly by disabled persons at work shall be organised to take account of such persons".

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<b>Manual Handling Operations Regulations 1992</b>	<b>Section</b>	<b>: 3.0</b>
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### **Policy**

It is the policy of the Company, as far as reasonably practicable, to avoid the necessity for employees to carry out hazardous manual handling of heavy or awkward loads.

The Company will assess the risks of injury from any hazardous handling that cannot be avoided.

The Company will as far as reasonably practicable reduce the risk of injury from hazardous manual handling, as far as reasonably practicable/

### **Employees**

Employees will be required to follow safe systems or work laid down following risk assessment and to make proper use of equipment provided because of risk assessment.

They should inform the management if any hazardous handling activities are identified and for which risk assessment is not available.

Employees shall avoid manual handling wherever possible and should use mechanical assistance when it is available.

### **Risk Assessment**

The Director or contracts manager will instruct or otherwise risk assessments to be completed. These will be completed in-house or otherwise dependant on skills required completing them.

Risk assessments will be prepared as far as reasonable and practicable on a generic basis for routine operations. However, special circumstances will be taken into account where these may apply e.g. partial disability, male or female employees, and pregnant or nursing mothers.

Risk assessments will generally be made in house but outside advice will be taken if necessary.

The aim of these assessments will be to reduce the risk to "as low as reasonably practicable". All those employees who may be affected by the need to carry out manual handling will be advised of the results of any risk assessments made. They will be required to read, understand and sign to that effect.

### **Mechanical Aids**

Where risks of manual handling cannot be reduced or eliminated reasonably, mechanical aids will be provided. These will be assessed under the Provision and Use of Work Equipment Regulations 1998 PUWER and / or Lifting Operations and Lifting Equipment Regulations 1998 LOLER.

### **Training**

Where manual handling cannot be avoided, training will be provided to include -

- How to recognise potentially harmful manual handling
- Use of appropriate safe methods of work
- Use of mechanical aids
- Good handling techniques.



<b>Personal Protective Equipment Regulations 1992 &amp; 2002</b>	<b>Section</b>	<b>: 4.0</b>
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	<b>Authority</b>	<b>: S Falzon</b>

**Policy**

It is the policy of the Company, that Personal Protective Equipment, PPE, (including clothing affording protection against the weather), will be provided where necessary to protect any employee against risks to health and safety.

Where such PPE is provided as indicated by risk assessment, the Company will require the individuals to wear it correctly at all times.

**Provision and use of PPE**

The Company will provide PPE to be used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

PPE can be easily compromised, e.g. by not being worn properly, it should always be considered as the last resort and used only where other precautions cannot adequately reduce the risk of injury.

Where PPE is the only effective means of controlling the risks of injury or ill health, then the Company will ensure that it is available for use, free of charge, and that the employee is aware that it shall be used.

PPE to be used will be chosen following risk assessment of the work activity in accordance with the Management Regulations.

**Assessment of suitable PPE**

The Director or contracts manager will instruct or otherwise risk assessments to be completed. These will be completed in- house or otherwise, dependant on skills required completing them.

The following factors will be considered when assessing the suitability of PPE:

- Is it appropriate for the risks involved and the conditions at the place where exposure to the risk may occur?
- Does it prevent or adequately control the risks involved without increasing the overall level of risk?
- Can it be adjusted to fit the wearer correctly?
- Has the state of health of those who will be wearing it been taken into account?
- What are the needs of the job and the demands it places on the wearer? For example the length of time the PPE needs to be worn, the physical effort required to do the job and the requirements for visibility and communication.
- If more than one item of PPE is being worn, are they compatible? For example, does the use of a particular type of respirator make it difficult to get eye protection to fit properly?

**Training**

The Company will ensure the user is aware of why PPE is needed, when it is to be used, repaired or replaced and its limitations.

Instruction, training, and supervision in its use will be provided.

Where PPE is deemed necessary, by risk assessment, no exemptions will be permitted even for short-term jobs

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<b>Personal Protective Equipment Regulations 1992 &amp; 2002</b>	<b>Section</b>	<b>: 4.0</b>
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**Maintenance**

PPE shall be properly accommodated when not in use, for example, stored in a dry, clean cupboard, or in the case of smaller items, such as eye protection, in a box or case.

PPE shall be kept clean and in good repair - the manufacturer's maintenance schedule (including recommended replacement periods and shelf lives) will be followed.

Simple maintenance may be carried out by the trained wearer, but repairs will be completed only by specialist personnel.

Suitable replacement PPE should always be readily available.

**New PPE**

All PPE will be checked to ensure that it is 'CE' marked in accordance with the requirements of the amended Personal Protective Equipment Regulations 2002.

**Other Regulations**

The PPE at Work Regulations do not apply where PPE is provided under the following other Regulations. These Regulations already require the use of some types of PPE to assist.

- Control of Lead at Work Regulations 2002;
- Control of Asbestos Regulations 2012;
- Control of Substances Hazardous to Health Regulations 2002;
- Control of Noise at Work Regulations 2005.

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<b>Health &amp; Safety (Display Screen Equipment) Regulations 1992</b>	<b>Section</b>	<b>: 5.0</b>
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### **Policy**

It is the policy of the Company, to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 and subsequent amendments. The procedures by which it is intended to achieve this are set out below

### **Display Screens**

Display screens are referred to by a number of definitions e.g.

- VDU
- VDT,
- Monitor
- Display Screen Equipment (DSE)

### **Application**

Only staff, **who habitually use VDUs as a significant part of their normal work**, are affected by these regulations.

The Company will carry out risk assessments to determine the risks and those to whom they apply.

When self-employed staff are working on the Company's workstations then they will be treated as employed staff for the purposes of the regulations

The Regulations apply to any employee working at home, and habitually using a VDU for a significant part of their normal work. The Company reserves the right to confirm the risk assessment before accepting home working

### **Risk Assessment**

The Company will, in conjunction with the administration officer, the employees and competent person carry out risk assessments of each workstation. This will consider the whole workstation including equipment, furniture, and the work environment; the job being done; and any special needs of individual staff (whose views will be sought as part of the assessment). Where risks are identified, the Company will take steps to reduce them.

### **Requirements for workstations**

The Company will consider the following requirements as good features to be found in a workstation, e.g. such as adjustable chairs and suitable lighting. These are set out in a schedule to the Regulations, which cover screens, keyboards, desks, chairs, the work environment and software.

### **Work breaks or changes of activity**

The need for breaks depends on the nature and intensity of the work. The Company accepts this need and will advise the employees affected by means of training and instruction.

E.g., short, frequent breaks are better than longer, less frequent ones. As far as reasonably practicable, the employee will have control over when to take breaks.

### **Eye tests and provision of spectacles if special ones are needed.**

The Company will offer and pay for eye and eyesight test to any employee whose work is covered by the Regulations. This is a test by an optometrist or doctor, who may recommend when subsequent tests should be undertaken. Any such further tests will be paid for the Company.

The Company will pay for spectacles if special ones (for example, prescribed for the distance at which the screen is viewed) are needed and normal ones cannot be used.

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**Training and Information**

The Company will provide training, to make sure employees can use their VDU and workstation safely, and know how to make best use of it to avoid health problems, for example by adjusting the chair.

The Company will also provide information about VDU health and safety. This will include general background information

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<b>Provision and Use of Work Equipment Regulations 1998</b>	<b>Section</b>	<b>: 6.0</b>
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### **Policy**

It is the policy of the Company to comply fully with the requirements of the **Provision and Use of the Work Equipment Regulations 1998** and subsequent amendments.

The Company will consider the following factors, which are relevant to Work Equipment and Machinery Guarding: -

- Section of the correct equipment
- Suitability of the equipment
- Maintenance
- Information and instructions for safe use
- Training
- Guards and failure protection
- Danger from very high or very low temperatures
- Proper controls
- Emergency stop controls
- Stability
- Lighting
- Labelling and Warnings

Whether the equipment is owned or hired by the company.

### **Workshops/Portable Machines**

All workshop machinery will be regularly inspected and shall be in compliance to the criteria above.

All portable electric appliances shall be regularly inspected and certified by a competent electrician.

### **Abrasive Wheels**

It is the policy of the Company to ensure compliance with the Provision and Use of Work Equipment Regulations PUWER 1998. The Contracts Manager, through the relevant supervisors is responsible for ensuring compliance with these regulations.

The Company will make appropriate provision for the safe storage of abrasive wheels to avoid any damage or cracking in storage. All grinding machines, whether fixed or portable, will be marked with the maximum speed which shall be related to the maximum permissible speed indicated on the respective abrasive wheel.

Relating flanges and guards shall be those supplied with the machine or subsequently obtained from the manufacturer. Abrasive wheels shall be used only for the purpose for which they were designed.

### **Welding Equipment**

The Company rarely uses welding equipment in its work. This involves the use of high voltage electricity and high-pressure gas storage. These areas are the subject of separate regulations but are noted here as work equipment.

### **Records**

The Director or Contracts Manager are responsible for ensuring that all work equipment is appropriately serviced and well maintained. The Company will maintain records of all equipment used in its work. These records will include, as far as reasonably practicable, details of purchase and all servicing, repairs or modification made. A separate record will be maintained for each item of work equipment.

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<b>Provision and Use of Work Equipment Regulations 1998</b>	<b>Section</b>	<b>: 6.0</b>
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### **Risk Assessment**

All work equipment used by the Company will as far as reasonably practicable be the subject of risk assessment to cover the various operational procedures and maintenance of the work equipment. The risk assessment will consider the work and the hazard and risk presented by the work equipment, its construction, siting protective and preventive measures.

### **Training**

Before using any equipment, all personnel will be required to prove they have received suitable training in the use of equipment. Either by providing previous training records and / or competence certificates. Where insufficient training proof is not provided – the individual will not be authorised to use such equipment and will be provided with specific training as appropriate.

### **Hired Equipment.**

All equipment that is hired shall be inspected for up to date and relevant maintenance and inspection records. If such records are not available the equipment shall be rejected or returned to the hirer.

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## HEALTH AND SAFETY MANUAL and ENVIRONMENTAL MANUAL PART 2 ARRANGEMENTS

<b>Lifting Operations and Lifting Equipment Regulations 1998</b>	<b>Section</b>	<b>: 7.0</b>
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### Policy

It is the policy of the Company to comply with the **Lifting Operations and Lifting Equipment Regulations 1998** (LOLER) and subsequent amendments.

These build on the requirements of the **Provision and Use of Work Equipment Regulations 1998** (PUWER). Risk assessment is required in accordance with the **Management of Health and Safety at Work Regulations 1999** (The Management Regulations)

### Risk Assessment

The Risk Assessment under the Management Regulations will identify the nature of the risks associated with a lifting operation.

The LOLER Risk Assessment will consider the type of equipment, which was covered by the previous lifting regulations, viz. cranes, lifts, hoists and components including chains, slings, hooks, shackles and eyebolts. The regulations also cover a number of new items are however included which were not previously covered.

Typical types of equipment and operations carried out by the Company include:

- Mechanical plant used to raise materials within the shed area
- Hoist
- Scissors Lift
- Man skips.

**LOLER** also applies to a range of other lifting equipment, which present similar risks to those associated listed above, some of which may be used in the Company's work e.g..

- An automated storage and retrieval system
- A loader crane fitted to a lorry for delivery duties
- Vehicle recovery equipment
- Vehicle tail lifts

The Company will ensure that lifting equipment provided for their employees complies with these regulations. In addition, the Company will require compliance of lifting equipment provided by others for the Company's work whether by hire or driver operated employees.

In all cases suitable documentation including risk assessment and recent inspection report will be required before use.

### Cranes

When the Company hires a crane, it will ensure that the hire company provides a copy of the last examination report. Where a crane is provided with an operator, it is the duty of the crane owner to ensure that the necessary maintenance and examinations are carried out. However, in this case also the Company will require a copy of the last examination report. The crane shall not be used for the Company's work without such a report.

### Lifting of Persons

The raising and lowering of people by work equipment not specifically designed for the purpose will not be accepted by the Company. Should there be in exceptional circumstances and where less hazardous means are not available, and then such actions shall be the subject of a specific risk assessment for the lifting operation. This shall be signed both by the supervisor and by the person to be lifted. People shall never be lifted on the forks of a lift truck or on a pallet on the arms of a lift truck. The correct equipment such as a mobile elevated work platform shall be used

Any lifting equipment that is used for lifting people shall be marked to that effect

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**Positioning**

Lifting equipment should be positioned or installed to minimise the need to lift over people.

Precautions shall be taken to prevent lifting equipment or the load striking a structure, vehicle or people during the operation.

**Marking**

Wherever possible the safe working load (SWL) will be marked on the lifting equipment. Where the SWL varies with the operating radius, the information will be clearly marked or be readily available to the operator or user.

**Planning**

Planning of lifting operations should be carried out by a “Competent Person” and in conjunction with the risk assessment necessary under the Management Regulations

**Proximity Hazards**

The risk assessment referred to above shall include suitable measures to minimise risks from the proximity of other objects such as; - overhead power lines / other work equipment or structures / trench work & excavations / other lifting equipment in the vicinity.

**Training**

Before using lifting equipment, employees shall have received appropriate training and instruction so that they are safe to use the equipment.

**Examination and Inspection**

Lifting equipment shall be examined before being first put into use for the first time and before being put into service in a new site.

Equipment lifting persons shall be inspected at least every six months, other lifting equipment at least every twelve months, or in either case at shorter intervals if the “Competent Person” considers it necessary

**Repairs and Maintenance**

It is the policy of the Company to ensure that all work equipment is maintained in a state of good repair and to keep records of all maintenance and servicing.

The responsibility for this rests with the Contracts manager.



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## HEALTH AND SAFETY MANUAL and ENVIRONMENTAL MANUAL PART 2 ARRANGEMENTS

<b>Reporting of Incidents, Diseases &amp; Dangerous Occurrences Regulations 2013</b>	<b>Section</b>	<b>: 8.0</b>
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### Policy

The Company will comply with the requirements of **Reporting of Incidents, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR)**.

These require the reporting of work-related accidents, diseases and dangerous occurrences. They apply to all work activities, but not to all incidents.

### Action in the Event of Injury

In the event of an injury on site or on the Company Premises, the supervisor or The Appointed person under the Health and Safety (First Aid) Regulations 1981 shall take charge. Where reasonable and practicable, first aid shall be administered but qualified assistance shall be summoned.

### Reporting

Reporting accidents and ill health at work is a legal requirement. The information enables the enforcing authorities to identify where and how risks arise and to investigate serious accidents. They can then help and advise on preventive action to reduce injury, ill health and accidental loss - much of which is uninsurable. The Company will report all accidents. In any situation where first aid is required even for a minor injury such as a cut finger requiring a plaster, this shall be reported in the Accident book provided by the Company.

Accidents that are more serious shall be reported to the Company (contracts manager) as soon as possible after the event i.e. by telephone. They shall also be entered into the site accident book. If the accident occurs on a client site, then the client shall be informed immediately with the Company. This will enable the Company to report the accident to the authorities in accordance with the regulations.

The independent safety advisers will be instructed to investigate the incident and report its finding and recommendations to the Director in charge. Any actions deemed required and necessary will be applied, this includes the review of risk assessment and procedures – it is the intention to learn from any incident in the workplace.

### Death or major injury

If there is an accident connected with work and anyone working on the premises or on the site is killed or suffers a major injury (including as a result of physical violence); or a member of the public is killed or taken to hospital. The Company will notify the Enforcing Authority, without delay (e.g.. telephone).

This will be the responsibility of the head office, which must be informed as soon as ANY accident occurs. The Office will arrange to carry out a full investigation and complete accident report form, to be sent to HSE within ten days.

### Over-seven-day injury

If there is, an accident connected with work (including an act of physical violence) and the employee, self-employed person or employee of a sub-contractor suffers an over-seven-day injury, then an appropriate accident report form must be sent to HSE within ten days.

An over-seven-day injury is one, which is not major but results in the injured person being away from work or unable to do their normal work for more than seven days (including non work days).

### Disease

If a doctor notifies the Company one of the employees suffers from a reportable work-related disease then the company must send an appropriate completed disease report form to the enforcing authority.

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### **Dangerous occurrence**

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence, which must be reported immediately (e.g. by telephone). A summary of the reportable dangerous occurrences is given later. These must be reported to Office immediately. The Office will arrange to carry out a full investigation and complete an appropriate accident report form, to be sent to HSE within ten days.

### **Reportable Injuries**

- 1) Fracture other than to fingers, thumbs or toes;
- 2) Amputation;
- 3) Dislocation of the shoulder, hip, knee or spine;
- 4) Loss of sight (temporary or permanent);
- 5) Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- 6) Injury, resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- 7) Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- 8) Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- 9) Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- 10) Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

### **Dangerous Occurrences**

- 1) Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- 2) Explosion, collapse or bursting of any closed vessel or associated pipework;
- 3) Failure of any freight container in any of its load-bearing parts; plant or equipment coming into contact with overhead power lines;
- 4) Electrical short circuit or overload causing fire or explosion;
- 5) Injury caused by an explosion;
- 6) Malfunction of breathing apparatus while in use or during testing immediately before use;
- 7) Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- 8) Unintended collision of a train with any vehicle;
- 9) Dangerous occurrence at a pipeline;
- 10) Explosion or fire causing suspension of normal work for over 24 hours; sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;
- 11) Accidental release of any substance, which may damage health.

### **Reportable diseases include:**

- 1) Certain poisonings;
- 2) Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- 3) Lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, mesothelioma;
- 4) Infections such as: leptospirosis; hepatitis; tuberculosis; anthrax; legionellosis and tetanus;
- 5) Other conditions such as: occupational cancer; certain musculoskeletal disorders; and hand-arm vibration syndrome.

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## HEALTH AND SAFETY MANUAL and ENVIRONMENTAL MANUAL PART 2 ARRANGEMENTS

<b>Control of Substances Hazardous to Health (Amendment) Regulations 2004 (COSHH)</b>	<b>Section</b>	<b>: 9.0</b>
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### Policy

It is Company policy to comply with the requirements of the **Control of Substances Hazardous to Health (Amendment) Regulations 2004 (COSHH)**

### General

- a) These apply to any substance, natural or artificial whether solid, gas, vapour or liquid and including micro-organisms.

A "Substance Hazardous to Health" means any substance or mixture, which is classified as: -

- (i) Dangerous for supply under the Chemical Hazard Information and Packaging for Supply Regulations 2002 - CHIP

**OR**

- (ii) One for which a Workplace Exposure Limit (WEL) has been specified in the schedules of the Regulations or where the Health and Safety Commission has specified a Workplace Exposure Limit.

**OR**

- (iii) Hazardous micro-organism;

**OR**

- (iv) Dust present in substantial concentration in air;

**OR**

- (v) Any other substance, which creates a health hazard comparable with the hazards of i, ii or iii.

A substantial dust concentration is more than 10 mg/m<sup>3</sup> (8 hour TWA of total inhalable dust) and more than 4 mg/m<sup>3</sup> similarly of respirable dust where no lower value is given.

The Regulations require that no hazardous substances shall be used without prior COSHH risk assessment. COSHH Regulations do not apply where the Control of Lead at Work, Control of Asbestos Regulations apply. The COSHH Regulations will apply, to many of the Company's activities.

### COSHH Assessment

A COSHH assessment will be made for many various materials to be handled, used or produced. This will include the risks to health posed by the components as advised by the Material Safety Data Sheet, MSDS, provided by the supplier and / or prepared internally.

The Managing Director will instruct or otherwise ensure that risk assessments are completed. These will be completed in- house or otherwise dependant on skills required completing them.

The assessment will include for local controls to prevent spread during handling and the necessity for local exhaust ventilation to minimise exposure. Where the material is produced by the work on site, a MSDS will be generated for assessment of the risks to employees on exposure. Further, it will include the requirements for provision of personal protective equipment only when all other options have been assessed.

### Principles of good practice for the control of exposure to substances hazardous to health to be adopted.

Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.

Take into account all relevant routes of exposure, inhalation, skin absorption and ingestion- when developing control measures.

Control exposure by measures that are proportionate to the health risk.

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Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.

Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.

Check and review regularly all elements of control measures for their continuing effectiveness.

Check and review regularly all elements of control measures for their continuing effectiveness.

Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.

Ensure that the introduction of control measures does not increase the overall risk to health and safety".

**Prevention of Exposure**

No substance shall be used or handled until a suitable and sufficient assessment has been completed.

The Company will prevent exposure to hazardous substances wherever possible. Where prevention of exposure is not possible, it will be controlled by suitable protective or preventive measures. Therefore no substances shall be used for any purpose whatsoever until such COSHH assessment has been completed and approved.

The typical hierarchy of control measures to be used are – substitution – isolation – local extract – general extract – controlled exposure – hygiene measures. As far as possible, the control will be other than the provision of PPE.

PPE will be issued where other methods do not prevent or adequately control exposure.

If a **Workplace Exposure Limit (WEL)** is specified then the control procedures will be set up so that the level of exposure is, as far as is reasonably practicable, below the WEL.

OR if it is exceeded, the reasons will be identified and action taken as soon as is reasonably practical to achieve satisfactory conditions.

Where respiratory protective equipment is used, risk assessment will be undertaken to ensure that RPE is suitable for the work and of a type of standard approved by the Health and Safety Executive

Where RPE is issued – other than short-term use and disposable RPE it shall be ‘face-fit’ tested prior to use in the workplace. A separate procedure is available for the selection of facemasks.

Where control measures, equipment or facilities are provided then these shall be properly used or applied.

Employees are required to make full use of such measures, equipment or facilities and report any defects immediately they become known.

Such control measures will be maintained in an efficient state of working order and in good repair.

Where emergency controls are required, they shall be checked regularly and records maintained or a suitable summary of the work kept available for at least 5 years.

**Monitoring of Exposure**

Where there is exposure to hazardous materials, the exposure levels will be monitored to check on the adequacy of the controls or otherwise protect the health of employees.

Some substances have frequency of monitoring specified by the Regulations. The Company does not use any of these substances.

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Records of any monitoring will be kept for at least five years or where they are representative of the personal exposures of identifiable employees, 30 years from the last dated entry.

### Health Surveillance

Where required by the Regulations, employees will be maintained under medical surveillance, if working with substances listed as requiring such surveillance. Similarly, medical surveillance will be maintained: -

- Where there is the risk of exposure to an identifiable disease, or
  - Where there is a health effect which may be related to exposure,
- and*
- Where there is a likelihood of exposure under the conditions of work.
- and*
- Where there are valid techniques for detecting indications of the disease or health effect.

### Information Training and Instruction

All employees will be provided with information, training and instruction relating to substances in use by the Company. Information will be that provided by the manufacturers or suppliers of the substances or mixture or from in-house documentation. Training will be given in the understanding of the Regulations and effects of the various substances, etc, necessary for compliance with the Regulations. Instruction will be given in the use, handling or equipment necessary to give emphasis with these Regulations. This training will also provide information on the limitations of respiratory protective equipment. The Director responsible for safety and or the Safety Advisor will identify training requirements. Training will be provided by the Safety Advisor or Trade organisations as applicable

### Typical substances / Mixtures within COSHH Regulations

Typical substances falling within these Regulations and which may be found, produced, used or supplied within the Company: -

- Welding raw materials
- Welding fluxes
- Welding fumes
- Waste materials for disposal
- Solvents, oils, greases

All such substances will be recorded and controlled on all premises and sites. All should be accompanied by a Material Safety Data Sheet (MSDS) setting out the risks and precautions for use, handling and prevention or reduction of the risks of exposure.

### Storage

- (a) Flammables. Flammable materials, such as gases, solvents, paints, oils and greases shall be stored in a secure area on any site, and the area shall be clearly identified as containing such materials.
- (b) Hazard Materials. Any materials, which are controlled by the COSHH Regulations, shall be stored in suitable safe areas on any site managed by the Company. Where such materials are produced or used on the site, a register of the materials, together with a risk assessment of exposure and safe working procedures shall be available.
- (c) Non-Compliance Materials. Any materials which are not accompanied by the relevant MSDS or for which an MSDS is not available shall be held in a designated area "in quarantine" until the information is available.

# MANILVA CONTRACTS LTD

## HEALTH AND SAFETY MANUAL and ENVIRONMENTAL MANUAL PART 2 ARRANGEMENTS

<b>Electricity at Work Regulations 1989</b>	<b>Section</b>	<b>: 10.0</b>
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	<b>Issue Date</b>	<b>: Apr 2015</b>
	<b>Authority</b>	<b>: S Falzon</b>

### **Policy**

It is Company policy to comply with the requirements of the **Electricity at Work Regulations 1989**.

### **Competent Persons**

The Company will provide or contract competent and trained electricians for the installation, maintenance and repair of all electrical systems on its sites.

### **Documentation**

The Company will maintain documentary proof that systematic routine maintenance is being carried out, and that all work at or near electrical systems shall be carried out in a safe manner.

### **Protective and Preventive Measures**

The Company will, as far as reasonable and practicable ensure that electrical equipment is protected adequately against adverse environmental conditions.

Every joint and connection shall be mechanically and electrically suitable for use.

Electricians shall not, as a matter of course, work on live equipment.

Work on live equipment shall be undertaken only if specific conditions are fulfilled and it is not possible to carry out the work in any other way. A Permit to Work shall be applied.

The Company will ensure that all fixed electrical systems in the Company's offices are subject to a thorough examination at least once every five years.

Portable electrical equipment is used throughout the company, and various examinations are required to ensure such equipment is safe and without risks.

Computer equipment, printers and other ancillary equipment shall not be deemed portable and therefore will not be tested annually. These will be subjected to routine examination and visual checks. Hand held power tools, electrical transformers, battery power packs, extension and training leads, transportable lighting are all considered portable appliances. Battery operated equipment will not be considered to be portable appliances, however they will be subjected to routine inspection and examinations as required under the "Provision and Use of Work Equipment Regulations".

Portable electrical equipment shall be subject to examination every, at least, twelve months. Such examinations shall be documented and the records maintained available for inspection.

Visual checks shall be at least once per work shift / working period. Portable appliance testing is to be completed by the designated competent person once per annum.

On site, the Site supervisor shall constantly review the methods for electrical isolation of plant and equipment both in permanent locations and on construction sites. They shall establish effective safety procedures such as "locking off".

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<b>Health &amp; Safety (First Aid) Regulations 1981</b>	<b>Section</b>	<b>: 11.0</b>
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	<b>Issue Date</b>	<b>: Apr 2015</b>
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### **Policy**

It is Company policy to comply with the requirements of the **Health and Safety (First Aid) Regulations 1981**.

The Company will provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. What is adequate and appropriate will depend on the circumstances in the various locations workplace and the employer should assess what the first aid needs are.

The minimum first-aid provision on any work site is:

- A suitably stocked first-aid box
- An appointed person to take charge of first-aid arrangements.

### **Assessment of First-Aid Requirements**

First Aid requirements will be taken into account during risk assessment under the Management Regulations for a particular site and these will include such aspects as: -

- Hazardous substances;
- Dangerous tools;
- Dangerous machinery;
- Dangerous loads or animals?
- What is the record of accidents and cases of ill health?
- What type are they and where did they happen?
- The number of people employed on site
- Inexperienced workers, employees with disabilities or special health problems?
- The premises and distribution of employees
- Shift work or out-of-hours working especially lone workers.
- Is the workplace remote from emergency medical services?
- Work at sites occupied by other employers
- Members of the public on site visit the premises

### **Appointed persons**

The Site supervisor will be the appointed person for the site. In his / her absence, the deputy will assume the responsibility. The duties are set out below.

The Appointed person will: -

- Take charge when someone is injured or falls ill, including calling an ambulance if required;
- Look after the first-aid equipment, e.g. restocking the first-aid box.
- Appointed persons should not attempt to give first aid for which they have not been trained.
- An appointed person will be available at all times whilst at work on site.

### **First aiders?**

- The Company is of sufficient size to require the appointment of First Aiders.
- Much of its work is at clients' locations and there have been First Aiders' trained to be available to its employees.

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**The First-Aid Box**

The Site supervisor will be provided with access to a first aid box. This will be irrespective of any arrangements made with any other site occupier and / or visitor.

Minimum stock of first-aid items will be:

- A leaflet giving general guidance on first aid e.g. HSE leaflet Basic advice on first aid at work
- 20 individually wrapped sterile adhesive dressings (assorted sizes);
- Two sterile eye pads;
- Four individually wrapped triangular bandages (preferably sterile);
- Six safety pins;
- Six medium sized (approximately 12 cm x 12 cm) individually wrapped sterile non-medicated wound dressings;
- Two large (approximately 18 cm x 18 cm) sterile individually wrapped non-medicated wound dressings;
- One pair of disposable gloves.

Tablets or medicines will not be permitted in the first-aid box.

**Notices**

The Company will inform employees of the first aid arrangements.

- Put up notices telling staff who and where the first aiders or appointed persons are and where the first-aid box is will usually be sufficient.
- Special arrangements will be made to give first-aid information to employees with reading or language difficulties.



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<b>Regulatory Reform (Fire Safety) Order 2005</b>	<b>Section</b>	<b>: 12.0</b>
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### **Policy**

It is Company policy to comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005

### **Application**

The over-riding requirement is to carry out a risk assessment of the workplace and ensure that this is reviewed on at least an annual basis.

### **Fire Risk Management**

The Company at its own premises will: -

- Carry out a Fire Risk Assessment (and record the results)
- Monitor and review the assessment
- Revise the assessment if conditions change
- Inform staff (or their representatives) of the results of the risk assessment
- Plan for an emergency
- Provide staff with information and training
- Nominate persons (Fire Wardens) to assist and provide and maintain
- Means of detection and warning
- Means of escape and emergency lighting
- Fire safety signs
- Fire fighting equipment

### **Fire Risk Assessment**

The Company will carry out a fire risk assessment to: -

- Identify the hazards
- Identify the people at risk
- Remove or reduce the hazards
- Manage any remaining risks which cannot be eliminated or reduced by: -
- Ensuring that occupants are alerted and can leave the building safely
- Reducing the probability that the fire could start in the first place
- Limiting the effects, should a fire occur?

### **Action on Fire**

The company will ensure that as far as reasonably practicable: -

- There are adequate and failsafe methods of warning
- It is possible for all persons to leave the building **without the use of a key** in 2½ minutes of the alarm being raised.
- Escape routes are walked regularly to check that they are kept clear and
- Carry out a full evacuation drill, which will take place at least once per year.

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### **Fire Exits**

The Company will as far as reasonably practicable ensure that; -

- Fire starting in any location will not go undetected and reach a size where someone could be trapped.
- People are be able to turn away from a fire and walk towards a fire exit
- Where there is only **one exit** from an area and the **risk** is assessed as **low** then there is no need to have alternatives
- Where **escape is one direction only**, the **dead end** areas will be **Short, Few and as Low** risk as possible

### **Responsible Persons**

The responsible person for the office environment shall ensure that adequate precautions are in place is the administration officer. They are also responsible for ensuring that evacuations are practiced.

The responsible person for the site environment is the Contracts Manager. He, with advice and assistance from the nominated competent person for that site, shall ensure that adequate precautions are in place. They are also responsible for ensuring that evacuations are practiced.

<b>Health &amp; Safety Consultation with Employees Regulations 1996</b>	<b>Section</b>	<b>: 13.0</b>
	<b>Page</b>	<b>: 1 of 1</b>
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### **Policy**

It is Company policy to comply with the requirements of the **Health & Safety Consultation with Employees Regulations 1996** and those of Regulation 7 of the Management Regulations

### **Consultation Process**

The Company will normally consult the employees directly or should the employees wish the consultation may be with representative of employee safety.

In the latter situation, the Company will ensure that all employees are aware of the names of such representatives of employee safety.

### **Representatives of Employee Safety**

The Company will appoint or recognise representatives of employee safety who will carry out the following functions

- Make representations to the Company on potential hazards and dangerous occurrences in the workplace.
- Make representations to the Company on general matters affecting health and safety of the group he/she represents, on such matters as he / she is consulted by the Company.
- Represent the group of employees in any consultations with inspectors from the Enforcing Authority.

### **Training, Time off and Facilities**

The Company will ensure that each representative of employee safety is provided with the necessary training to carry out the duties.

To take time off as necessary during working hours and with pay, to carry out the functions of representative of employee safety, or to receive the necessary training.

To take reasonable time off during working hours, and with pay, to perform the functions as candidate for election as representative of employee safety.

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<b>Confined Spaces Regulations 1997</b>	<b>Section</b>	<b>: 14.0</b>
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**Policy**

It is Company policy to comply with the **Confined Spaces Regulations 1997**

**Definition**

A confined space any space enclosed where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen).

**Risk Assessment**

The Company responsible person on site will initiate a specific risk assessment (under the Management Regulations) for any work in a confined space or any work, which may create confined space as the work proceeds. If the assessment identifies risks of serious injury from work in confined spaces, such as the dangers highlighted (above), the **Confined Spaces Regulations 1997** apply.

**Controls**

Entry to confined spaces will be avoided as far as reasonably practicable. If entry to a confined space is unavoidable, then a safe system of work will be followed and emergency arrangements put in place adequate emergency arrangements before the work is started.

**Avoidance of Entry to Confined Spaces**

It is the Company policy to check if the work can be done another way so that entry or work in confined spaces can be avoided. For example, the confined space itself will be modified so that entry is not necessary or the work done from outside.

**Safe Systems of Work**

If entry into a confined space cannot be avoided, then a safe system will be established for working inside the space. This will use the results of the risk assessment to identify the necessary precautions to reduce the risk of injury. All those involved will be given specific instruction as to the requirements and will be required to acknowledge their understanding in writing as part of a Permit to Work system.

**Appointment of a Supervisor**

The Company site Supervisors will be given the responsibility to ensure that the necessary precautions are taken, to check safety at each stage and remain present during the work.

**Persons Suitable for the Work**

Only those persons who have sufficient experience of the type of work to be carried out as well as training for work in confined spaces will be permitted to carry out such work.

**Preparation for Work in a Confined Space**

**Isolation**

- Mechanical and electrical equipment will be Isolated if it could otherwise operate, or be operated, inadvertently.
- If gas, fume, or vapour could enter the confined space, pipework will be isolated.
- Checks will be made as part of the safe system of work and Permit to Work process to ensure that isolation is effective.

**Clean before Entry**

- The confined space will, if necessary be cleaned before any other work takes place. This will ensure fumes do not develop from residues etc during the work.

<b>Confined Spaces Regulations 1997</b>	<b>Section</b>	<b>: 14.0</b>
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**Size of the entrance**

- The entrance will large enough to allow workers wearing all the necessary equipment to provide ready access and egress in an emergency.

**Ventilation**

- Ventilation will be provided by increasing the number of openings and/or
- Mechanical ventilation to ensure an adequate supply of fresh air.
- Internal combustion engines if used for power generation or any other reason, will be sited outside the area and distant from any air intake.

**Air Quality Testing**

- Air within the confined space will be tested before work starts and during the work as defined by the risk assessment.
- The tests will check that the air is free from both toxic and flammable vapours and that it is fit to breathe.
- Testing will be by a competent person using a suitable calibrated gas detector.
- Where the risk assessment indicates that conditions may change, or as a further precaution, continuous monitoring of the air may be necessary.

**Provision of Special Tools and Lighting**

- Non-sparking tools and flameproof protected lighting will be provided where flammable or potentially explosive atmospheres are likely.
- In certain confined spaces (e.g. inside metal tanks) suitable precautions will be applied to prevent electric shock, these include use of extra low voltage equipment and on all such occasions, residual current devices.

**Provision of breathing apparatus**

- This is essential if the air inside the space cannot be made fit to breathe because of gas, fume or vapour present, or lack of oxygen. Under no circumstances shall oxygen be fed into a in a confined space.

**Emergency arrangements**

- All employees who may be required to enter or work in confined spaces will be provided with specific training for the work. This will include use of the necessary equipment, training and practice drills as set out below: -
- **Lifelines** should be attached to harnesses and should run back to a point outside the confined space.
- **Communications**, adequate communications to enable communication between people inside and outside the confined space and to summon help in an emergency.
- **Raising the Alarm** A "safety man" will always be stationed outside the confined space, to keep watch and stay in communication with those inside. He will be aware of the procedures to be used raise the alarm quickly in an emergency, and take charge of the rescue procedures.
- Under no circumstances shall the "safety man" enter to confined space leaving no one outside in his place.

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**Permit-to-Work**

The Company will operate a Permit Work system in all. Cases where risk assessment determines a Confined Space and that work must be carried out in that confined space. The Permit to Work will set out the following points as a minimum.

- Clear identification of who has authorised the particular work.
- Detailed risk assessment, signed by a nominated Competent Person, which specifies the necessary precautions (e.g. isolation, air testing, emergency arrangements etc).
- Provision for ensuring that names of all those engaged to carry out work are listed.
- Training and instruction of those who are to carry out the work and those who are to issue the Permit to Work.
- The procedures for monitoring and auditing the work.

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<b>Control of Noise at Work Regulations 2005</b>	<b>Section</b>	<b>: 15.0</b>
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**Policy**

It is Company policy to comply with the requirements of the **Control of Noise at Work Regulations 2005**.

**General.**

These Regulations will come into force in April 2006, and update and revoke the “Noise at Work Regulation 1989”.

**Interpretation.**

“Noise” means any audible sound.

“Exposure limit value”, means the level of daily or weekly personal noise exposure or of peak sound pressure set out under regulation 4.

“Health surveillance” means an assessment of the state of health of an employees, as related to the exposure of noise.

“Lower exposure action value” means the lower of two levels of daily or weekly personal noise exposure or of peak sound pressure set out in regulation 4, which if reached or exceeded, requires specified action to be taken to reduce risk.

“Peak sound pressure” means the maximum sound pressure to which an employee is exposed.

“Upper exposure action value” means the higher of the two levels of daily or weekly personal noise exposure or of peak sound pressure, which if exceeded, require specified action to be taken to reduce risk.

“Weekly personal noise exposure” means the level of weekly exposure personal noise exposure, taking into account the level of noise and the duration of exposure and covering all noise.

“Working day” means a daily working period, irrespective of the time of day when it begins or ends, and of whether it begins or ends on the same calendar day.

**Exposure limit values and action values.**

The lower exposure action values are; -

- A daily or weekly personal noise exposure of 80 dB (A-weighted) and
  - A peak sound pressure of 135 dB (C-weighted).

The upper exposure action values are; -

- A daily or weekly personal noise exposure of 85 dB (A-weighted) and
  - A peak sound pressure of 137 dB (C-weighted).

The exposure limit values are;-

- A daily or weekly personal noise exposure of 87 dB (A-weighted) and
  - A peak sound pressure of 140 dB (C-weighted).

The exposure action values are the levels of exposure to noise at which we are required to take actions. The exposure limit values are the levels of noise above which an employee may not be exposed. The risk assessment should include an assessment of the likely noise exposure of the employees for comparisons with the exposure action and exposure limit values.

**Weekly exposure.**

Use of weekly exposure is appropriate in situations where noise exposure varies markedly from day to day, where people use noisy equipment on one day in the week but not on others.

When considering using this method, we will ensure there is no increase in risk to health. It is recognised that it is unacceptable to expose workers to a very high noise levels on a single day, without providing them with hearing protection.

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**Weekly exposure.**

MANILVA CONTRACTS LTD will reduce the risk of damage to the hearing of our employees from exposure to noise to the lowest level reasonably practicable. The overriding requirement to reduce risk to as low a level as is reasonably practicable.

We will consult with any employees concerned and / or the safety representative on whether weekly averaging is appropriate.

We will explain to employees the purpose and possible effects of weekly exposure.

**Assessment of the risk to health and safety created by exposure to noise at the workplace.**

We shall carry out a suitable risk assessment to assess the level of noise to which employees are exposed by means of: -

- Observing work practices,
- With reference to relevant information on the probable level of noise corresponding to equipment used in working / workplace conditions.
- If necessary, measure the level of noise in which employees are likely to be exposed.

The risk assessment will follow the principles in the 'HSE guidance on regulations – controlling noise at work ref L108'.

**Elimination or control of exposure to noise at the workplace.**

We will reduce exposure to noise to as low as is reasonably practicable, by establishing and implementing a programme of organisational and technical methods, excluding the provision of personal hearing protection.

**Controlling noise.**

We recognise the need to take action to eliminate risk from noise exposure wherever it is reasonably practicable to do so. Where it is not reasonably practicable to do so, we intend to reduce them to as low a level as is reasonably practicable.

**Elimination of noise.**

We will consider whether they are alternative processes, equipment, or working methods.

Follow good practice and industry standards.

Take noise into account when selecting tools / equipment / machinery.

Maintain equipment in accordance with manufactures instructions.

Explore opportunities to provide employees with periods of relief from noise exposure.

**Hearing Protection.**

We will provide suitable and adequate hearing protection dependent on the exposure levels. It is not intended to be as an alternative to controlling noise by technical and organisational means. Where employees are exposed between the lower and upper exposure action values we will provide protectors to employees who ask / request them.

Where employees are likely to be exposed at or above the upper exposure action values we will provide hearing protectors. We will ensure that employees use them. We will provide information, about the hearing protection and where to obtain new / replacements and how to use them.



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**Hearing Protection.**

Where employees are exposed above the upper action values and hearing protection is required to be worn and necessary, hearing protection provided will be targeted at particular noisy works and activities be selected to reduce exposure at least below the upper exposure action values.

**Maintenance and use of equipment.**

We will ensure that any noise-control equipment is maintained and carry out regular checks, and report defects and remedy any defects noted. We are committed to providing a safe and healthy environment and are committed to use personal protective equipment as appropriate to the works in hand as a last resort. We will as appropriate provide signs and warning notices to state where and when protectors are to be worn and used.

The Managing Director has overall responsibility to ensure that there is an appropriate hearing protection programme and that it is adopted, this will include, issue and such distribution of hearing protectors.

We will ensure that suitable information, instruction and training is provided to all employees at risk and actions they have to take to enable compliance with this regulation. We will ensure that records are available on the issue of hearing protection.

We will carry out spot checks to ensure that hearing protectors as issued are used and worn, where employees are not using hearing protection they will be questioned as to why and attempt to resolve difficulties or give and record a verbal warning. Where employees persistently fail to use hearing protection properly we will follow disciplinary procedures.

We will arrange for periodic inspection of reusable hearing protection equipment, and repair or replace them. We will ensure that a continuous supply is available. We will make appropriate arrangements to store reusable hearing protectors.

**Employees Duties.**

Employees have a duty to comply with measures that **MANILVA CONTRACTS LTD** has placed upon them. This includes using noise control measures as provided and in line with manufactures instructions and guidance. To wear hearing protectors in accordance with instructions provided when exposed at or above the upper exposure action values and at all times in hearing protection zones. Taking care of hearing protection and noise control equipment that is required.

Reporting defects with hearing protection, reporting defects with noise control measures or reporting difficulties with using the equipment provided or in place.

















































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<b>Work at Height Regulations 2005</b>	<b>Section</b>	<b>: 23.0</b>
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We must ensure (as far as it is reasonably practicable to do so) that each individual place at which work is to be done at height is checked on every occasion before that place is used. This involves checking the surface and every parapet, permanent rail etc.

We must ensure that any item of a type mentioned in Schedules 2 to 6 is inspected:

- After it is assembled or installed (or after it has been assembled and installed if both are required), if its safety depends on how it is assembled or installed;
- As often as is necessary to ensure safety, and in particular to make sure that any deterioration can be detected and remedied in good time.

We must ensure that before you use any equipment which has come from another business, and before any equipment leaves our business, it is accompanied by an indication (clear to everyone involved) that the last inspection required by these Regulations has been carried out.

We must ensure that any platform used for (or for access to) construction work and from which a person could fall more than two metres is inspected in place before use (and not more than seven days before use). Where it is a mobile platform, inspection at the site is sufficient without re-inspection every time it is moved.

We must ensure that the person inspecting a platform:

- Prepares a report before going off duty, giving the details listed in Schedule 7;
- Gives the report (or a copy) within 24 hours of completing the inspection to the person for whom the inspection was done (i.e. you or your site manager).
- We must keep the report of a platform inspection
- At the construction site until the work is completed;
- Then at an office of ours for another three months.

#### Fragile surfaces

We must ensure that no one working under our control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely, having regard to the demands of the task, equipment, or working environment. If anyone does work on or near a fragile surface we must:

- Ensure (as far as it is reasonably practicable to do so) that suitable platforms, coverings, guard rails, and the like are provided (and used) to minimise the risk;
- Do all that is reasonably practicable, if any risk of a fall remains, to minimise the distance and effect of a fall.

If anyone working under our control may go onto or near a fragile surface, we must do all that is reasonably practicable to make them aware of the danger, preferably by prominent warning notices fixed at the approaches to the danger zone.

#### Falling objects

Where it is necessary to prevent injury, we will do all that is reasonably practicable to prevent anything falling. If it not reasonably practicable, we must ensure that no one is injured by anything falling.

We must ensure that nothing is:

- Thrown or tipped from height if it is likely to injure anyone;
- Stored in such a way that its movement is likely to injure anyone.

If the workplace contains an area in which there is a risk of someone being struck by a falling object or person, we must ensure that the area is clearly indicated and that (as far as reasonably practicable) unauthorised people are unable to reach it.



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<b>Control of Vibrations at Work Regulations 2005</b>	<b>Section</b>	<b>: 24.0</b>
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**Policy**

It is Company policy to comply with the requirements and the schedules of the “Control of Vibrations at Work Regulations 2005”.

We recognise that the requirements to be met are extended, we as an employer being committed to good health and safety practices will put into place actions and procedures to comply with the “Control of Vibrations at Work Regulations 2005”.

When the Regulations apply.

The Regulations apply to both hand-arm and whole-body vibration, they make provision for. ; -

- Action values and limit values for daily exposure to vibration (regulation 4).
- Risk assessment (regulation 5),
- Elimination or, where elimination is not reasonably practicable, reduction of exposure to vibration to as low a level as is reasonably practicable (regulation 6).
- A programme of measures to be taken at the action values to reduce exposure to vibration to as low a level as is reasonably practicable (regulation 6(2)).
- Actions to be taken at the limit values and prohibitions on exceeding the limit values (regulation 6 (4)).
- A programme of measures to be taken at the action values to reduce exposure to vibration to as low a level as is reasonably practicable (regulation 6(2));
- Actions to be taken at the limit values and prohibition on exceeding the limit values (regulation 6(4));
- Weekly averaging of exposure to vibration in specified circumstances (regulation 6(5)),
- Health surveillance (regulation 7); and
- Information, instruction and training (regulation 8).

Exposure limit values and action values.

We recognise the following requirements are to be met and controlled as found necessary; -

For hand arm vibration –

- The daily exposure limit value 5 m/s<sup>2</sup> A(8),
- The daily exposure action value 2.5 m/s<sup>2</sup> A(8)
- And the daily exposure shall be determined as set out in Schedule 1.

For whole body vibration –

- The daily exposure limit value 1.15 m/s<sup>2</sup> A(8),
- The daily exposure action value is 0.5 m/s<sup>2</sup> A(8),
- And the daily exposure shall be determined and as set out in Schedule 2.

Risk Assessment.

Where we carry out work that is liable to expose any of our employees to risk from vibration we shall complete a risk assessment of the risk created by that work to the health and safety of those employees.

When completing the risk assessment, we shall assess daily exposure to vibration by means of-

- a) Observation of specific working practices.
- b) Reference to relevant information on the probable magnitude of the vibration corresponding to the equipment used in the working conditions; and
- c) If necessary, measurement of the magnitude of vibration to which the employees are liable to be exposed, and we will assess whether any employees are likely to be exposed to vibrations at or below an exposure action value or above an exposure limit value.

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<b>Control of Vibrations at Work Regulations 2005</b>	<b>Section</b>	<b>: 24.0</b>
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The risk assessment shall include consideration of: -

- a) The magnitude, type and duration of exposure, including any exposure to intermittent vibration or repeated shock;
- b) The effects of exposure to vibration on employees whose health is at particular risk from such exposure.
- c) Any effects of vibration on the workplace and work equipment, including the proper handling or controls, the reading of indicators, the stability of structures and the security of joints;
- d) Any information provided by the manufactures of work equipment;
- e) The availability of replacement equipment designed to reduce exposure to vibration;
- f) Any extensions of exposure at the workplace to whole-body vibration beyond normal working hours, including exposure in rest facilities supervised by the employer.
- g) Specific working conditions such as low temperatures; and
- h) Appropriate information obtained from health surveillance, including where possible – published information.

Elimination or control of exposure to vibration at the workplace.

We will ensure that risk from the exposure to our employees to vibration is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable.

Where it is not reasonably practicable to eliminate risk at source paragraph and an exposure action value is likely to be reached or exceeded, we shall reduce exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures which is appropriate to the activity.

The measures to be taken shall include the consideration of the following: -

- (a) Other working methods which eliminate or reduce exposure to vibration;
- (b) choice of work equipment of appropriate ergonomic design which, taking account of the work to be done, produces the least possible vibration;
- (c) the provision of auxiliary equipment which reduces the risk of injuries caused by vibration;
- (d) appropriate maintenance programmes for work equipment, the workplace and workplace systems;
- (e) the design and layout of workplaces, work stations and rest facilities;
- (f) suitable and sufficient information and training for employees, such that work equipment may be used correctly and safely, in order to minimise their exposure to vibration;
- (g) limitation of the duration and magnitude of exposure to vibration;
- (h) appropriate work schedules with adequate rest periods; and
- (i) the provision of clothing to protect employees from cold and damp.

If an exposure limit value is exceeded, we shall; -

- (1) Reduce the exposure to vibration to below the limit value;
- (2) Reduce exposure to vibration to below the limit value.
- (3) Identify the reason for that limit being exceeded; and
- (4) Modify the control measures taken and prevent them being exceeded again.

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<b>Contracting of works – control of contractors.</b>	<b>Section</b>	<b>: 25.0</b>
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**Contractors and vetting of contractors.**

**Manilva Contracts Ltd** as contractors recognise the need to contract works to organisations that can offer certain skills and expertise in various areas.

As part of any safety arrangements we have a duty to “look after” the health and safety of your own staff and others that may be effected by their acts or omissions – found under ‘Health and Safety at Work Etc Act 1974’. This includes safe systems and methods of work for all activities including maintenance and cleaning of plant and machinery (method statements are included within this). Provision and use of personal protective equipment including the wearing of safety helmets, gloves and protective footwear.

We need to view the procedures for dealing with identified hazards associated with activities carried out as part of their normal work such as scaffolding, excavation, confined spaces, asbestos material removal etc.

We need to view the planned control measures and assessments for substances are articles hazardous to health used or come upon by their work force and procedures for the introduction of different substances.

We need to view the arrangements for acquisition and dissemination to employees’ relevant information about health and safety matters, including the requirements of the company policy and the requirements of any person who is in control of the premises where the contractor may work.

The questionnaire is a minimum requirement under our health and safety management and the questions must be answered. If not, we will need confirmation, as to why they cannot be answered.

If contractors do not complete risk assessments there are not complying with the “Health and Safety at Work Etc Act 1974” and relevant statutory provisions. We recognise that where there are less than five employed a safety policy and risk assessments may not need to be documented. We will ask if they can provide the information.

If contractors attend the workplace and something goes wrong and as a result of their lack of documentation and management we know we will be asked how will control health and safety and the health and safety of contractors. Either way litigation (civil law) can be used by any injured person.

Criminal law as found under the ‘Health and Safety at Work Etc Act 1974’ can be used against both organisations for lack of risk assessments etc.

To check the competence of contractors we use a standard vetting procedure and ask pre-determined questions whether they are “approved” contractors by clients or otherwise

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Contractors Health and Safety Management Assessment Questionnaire.

<b>QUESTIONS</b>	<b>INFORMATION</b>
Five employees or less?	If less than five employed a policy is not required. Ask how they manage health and safety.
Do they have a policy?	Obtain and retain copy.
Do they employ a safety adviser?	Internal or external, have they formal qualifications? Training?
Do the senior staff receive safety training	How recent and what does it cover?
Have they been served with: - • Improvement Notices? • Prohibition Notices?	Brief details of occurrence, Brief details of occurrence.
Have they had any prosecutions?	Details required of date, details of charges, results and resulting actions.
How are accident records kept?	Details of fatalities, major and minor (if possible) reported, including RIDDOR.
Can they be viewed?	Statistical information required.
Can references be taken for health and safety?	Can existing clients be approached?
Who is responsible for health and safety?	Persons name and position in company, if not the Director or senior partner.
What about training?	Does it cover COSHH, Manual Handling, PPE, Provision and Use of Work Equipment Regulations, Electricity at Work?
What evidence is available for Control of Substances Hazardous to Health Regulations?	Copies of assessments for evidence.
What evidence is available for Manual Handling?	Copies of assessments for evidence.
What evidence is available for Personal Protective Equipment (PPE)?	Copies of assessments for evidence.
What evidence is available for the Provision and Use of Work Equipment?	Copies of assessments for evidence.
How do they cover the Electricity at Work Regulations 1989?	Copies of documentation for evidence.
Insurance cover and documents?	Evidence of cover.
Experience in hazardous area?	Can they provide information?
Copies of standard method statements?	For informal inspection, it should be noted that work environments might alter working procedures.
Evidence of public and employees liability insurance	Ensure that the documents are relevant and up to date.
Members of SSIP.	Evidence of in date membership with certification.