

# **Section A**

## **Management**

## SECTION A

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## INTRODUCTION

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This Health and Safety Management System (The Policy) is divided into three sections -

**Section A** - Management

**Section B** - Arrangements and Procedures

**Section C** - Guidance

The 'Management' section contains the Company's policy statement, together with the health and safety organisation and the responsibilities allocated to individuals.

The arrangements for putting the goals of the policy statement into practice are contained in more specific form in the 'Arrangements' section, which includes guidance on procedures (including assessment and documentation procedures) to be observed and adhered to in the course of Company operations. Such guidance would be applied in conjunction with task and site specific health and safety instructions and documentation pertinent to individual work activities and environments.

## REVIEW

Manilva Contracts Ltd Health and Safety Policy shall be formally reviewed annually by RHSS Ltd for as long as this Company retains their services. This review shall cover all sections of the Policy and shall ensure that:

- a) The responsibilities reflect the current staffing of the Company;
- b) The arrangements remain unchanged;
- c) The guidance is still applicable.

Additionally, the Policy shall be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

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## Health and Safety Policy Statement

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In accordance with its duty under Section 2(3) of the Health and Safety at Work etc. Act, 1974, and in fulfilling its obligations to both employees and the public who may be affected by its activities, the Managing Director of Manilva Contracts Ltd have produced the following statement of policy in respect of health and safety.

It is our aim to achieve a working environment which is free of work related accidents and ill-health and to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures;
- Providing and maintaining safe work equipment;
- Establishing and enforcing safe methods of work;
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility;
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform;
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate;
- Promoting awareness of health and safety and of good practice through the effective communications of relevant information;
- Furnishing sufficient funds needed to meet these objectives.

All employees on their part are encouraged to contribute actively towards achieving a work environment that is free of accidents and ill health.

The main objectives of our Policy is to achieve a zero accident count by preventing accidents, comply with current legislation, maintain a sound reputation for Health and Safety and fulfil the needs of our training plan.

Our health and safety policy will be reviewed annually to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.

This statement is to be read in conjunction with the responsibilities, arrangements, procedures and guidance that together form the Manilva Contracts Ltd health and safety manual.

Signed.......... Date: 13-11-18.....

**Managing Director**

## Environmental Policy

Manilva Contracts Ltd recognises that concern for the environment should be an integral and fundamental part of the business. We are aware of the impact of our day-to-day operations on the environment; our objective is to balance the need to achieve our business aims with an effort towards sustainable environmental improvement, which can be measured and monitored on an ongoing basis.

The Managing Director has specific responsibility for policy development, coordination and evaluation of performance. The environmental policy will be maintained and upheld by the designated managers to meet the commitment. Environmental aspects of our processes and activities will be effectively managed in order to protect the health & safety of our employees, customers and the public whilst contributing to the future wellbeing of the environment.

We will undertake to provide the necessary training and support to all employees to ensure that they understand and are able to fulfil the relevant aspects of the policy in their day-to-day work. The policy shall be publicly available. We are committed to minimising the impact of our operations on the environment by means of a programme of continuous improvement and in particular will:

- Set clear objectives and targets with the aim of ensuring continual improvement of the company's environmental performance and management system.
- Conduct our operations to ensure compliance with all relevant environmental legislation.
- Show a continual commitment to the prevention of pollution through the use of operational controls, training and risk assessment;
- Make efficient use of resources, reuse rather than dispose where possible and promote the use of recycled materials.
- Improve waste management.
- Continually aim to minimise energy consumption through effective energy management.
- Manage and control effluent discharges arising from our operations.

Appropriate resources will continually be made available to ensure that the environmental policy is implemented in full through managerial vigilance and regular audit and review.

Signed  Date: 13.11.18

Managing Director

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## **Equal Opportunities Policy**

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Manilva Contracts Ltd is an Equal Opportunity Employer, the aim of our policy is to ensure that no job applicant or employee receives less/more favorable treatment on the grounds of Race, Colour, Nationality, Ethnic Origin, Sex, Marital Status or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our Company's employment policy is in line with our equal opportunities policy in so far that its intention is to recruit the highest quality of applicants.


All job applicants who apply for jobs within our company will get treated no differently to any other employee, and will be considered only on their ability to carry out the task required.

Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and where appropriate, special training to progress within the company. The company is committed to a programme of action to make this policy fully effective.

Any instances of racial abuse perpetrated by any employee will be treated as a disciplinary offence.

Every employee will be given a copy of this policy on commencing employment with this company.

The Managing Director is responsible for the implementation of Equal Opportunities Policy with regard to the company's undertakings.

Signed.......... Date: .....13.11.18.....

**Managing Director**

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## Harassment

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Manilva Contracts Ltd operates a “zero tolerance” policy towards harassment and bullying (including, but not necessarily limited to intimidation, sexual harassment, racial harassment etc).

Any employee who feels that they have been / are being bullied or harassed should bring this to the attention of the company without delay; in writing, marked for the attention of the Managing Director. This includes where an employee feels they are being harassed or bullied by a third party (i.e. someone not employed by, or otherwise connected with the company).

Unless a complainant expressly agrees otherwise, complaints will be treated in the strictest confidence.

An employee harassing another employee (or any other person on company premises in/from a company vehicle, on site or otherwise whilst on company business) is guilty of a serious disciplinary offence, which may constitute Gross Misconduct leading to Summary Dismissal.

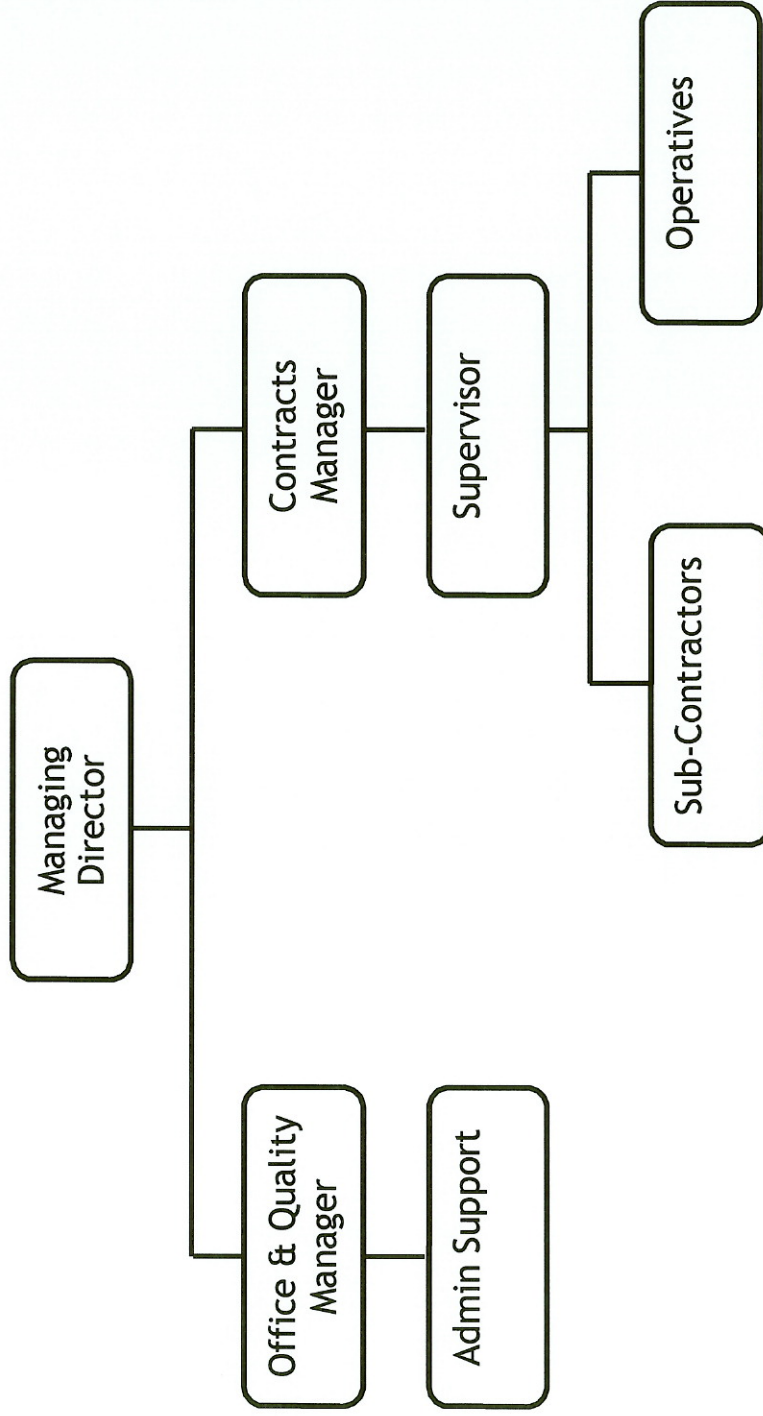
Employees should exercise great care in their treatment of/behavior towards others. Harassment refers specifically to unwanted conduct, and it is therefore possible that the individual doing the harassment may not even be aware that the victim feels they are being harassed.

Any employee who is found to have made an allegation of harassment or bullying maliciously is guilty of a serious disciplinary offence, which may constitute Gross Misconduct leading to Summary Dismissal.

Signed:  ..... Date: 13.11.18 .....

**Managing Director**

**Management Structure**





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## **Responsibilities for Health and Safety**

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### **Managing Director - Steve Falzon**

The Managing Director's Health and Safety responsibilities are to ensure that:

1. The Policy is effectively implemented, monitored, developed and communicated effectively to all staff and that necessary alterations are made to the policy to reflect changes in legislation or company development;
2. Suitable and sufficient funds, people and equipment are made available to meet the health and safety requirements of the policy;
3. The appropriate insurance cover is provided and maintained;
4. All levels of management and employees understand their responsibilities for health and safety placed upon them by this Policy;
5. An effective training programme is established to ensure that all employees are trained and competent to carry out their duties;
6. He recognises his role in providing health and safety leadership in the company and to engage the active participation of workers in improving health and safety through continuous improvement;
7. Health and safety objectives are set and their achievement is measured.

## Contracts Manager - Steve Boosey

The above persons Health and Safety responsibilities are to ensure that:

1. They understand the Company's Health and Safety Policy and understand their responsibilities;
2. They actively lead the implementation of the Health and Safety Policy;
3. Adequate welfare facilities are provided on all sites which Manilva Contracts Ltd work on.
4. They ensure that written instructions are provided through risk assessment and safe systems of work, to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls;
5. They ensure that Risk assessments are regularly reviewed and any changes brought to the attention of staff affected;
6. Procedures are in place to ensure that all relevant statutory documentation to comply with the requirements of CDM 2015 and other relevant regulations are in place prior to works starting.
7. Procedures are put in place to ensure that all equipment is in good condition, adequately maintained and guarded, is suitable for the purpose for which it is used and has any required certificates of inspection or examination;
8. All operatives understand their responsibilities for health and safety placed upon them by this policy;
9. Persons under their control are adequately trained and competent to carry out their work and operate any plant or equipment in a safe manner;
10. They communicate and consult with operatives on issues of health and safety and encourage operatives to report hazards and raise health and safety concerns;
11. Any hazardous substances are stored, transported, handled and used in a safe manner and in accordance with manufacturers' instructions and established rules and procedures;
12. Personal protective equipment is readily available and maintained, and relevant staff are aware of its correct use, storage and procedures for replacement;
13. They set a good personal example whilst on site;
14. Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision for inexperienced and young persons (under 18 years);
15. All accidents/incidents, ill health, dangerous occurrences, and other issues concerning safety raised by anyone at work, are recorded and investigated such that effective controls can be implemented to help prevent recurrence;
16. All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority;
17. Regular meetings are held at which issues of health and safety can be discussed, objectives and plans reviewed and actions for continual improvement developed;
18. Regular health and safety site inspections/audits are carried out to ensure that working conditions are in compliance with all mandatory legislation and site rules.
19. They inform the Managing Director of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

## Supervisor - Nick Dichev

The above persons Health and Safety responsibilities are to ensure that:

1. They understand their responsibilities made under this policy;
2. They actively lead the implementation of the Health and Safety Policy on their projects;
3. Adequate welfare facilities are provided and maintained in a satisfactory condition whilst on sites.
4. Written instructions are provided through risk assessment and safe systems of work, to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls;
5. Where necessary, health and safety rules are developed.
6. They communicate and consult with operatives on issues of health and safety and encourage operatives to report hazards and raise health and safety concerns;
7. Health and safety site rules are followed by all;
8. Any hazardous substances are stored, transported, handled and used in a safe manner and in accordance with manufacturers' instructions and established rules and procedures;
9. Personal protective equipment is readily available and maintained, and relevant staff are aware of its correct use, storage and procedures for replacement;
10. They set a good personal example at all times;
11. Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision for inexperienced and young persons (under 18 years);
12. All accidents/incidents, ill health, dangerous occurrences, and other issues concerning safety raised by anyone at work, are recorded and contact with the Contracts Manager is made as soon as practical;
13. Regular meetings and tool box talks are held at which issues of health and safety can be discussed, objectives and plans reviewed and actions for continual improvement developed;
14. Regular health and safety site inspections/audits are carried out to ensure that working conditions are in compliance with all mandatory legislation and site rules.
15. They inform the Managing Director of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

## Office and Quality Manager - Ann Viera

The above persons Health and Safety responsibilities are to ensure that:

1. They understand their responsibilities made under this policy;
2. They help to ensure that all operatives understand their responsibilities for health and safety placed upon them by this policy;
3. An effective training programme is established to ensure that all operatives are trained and competent to carry out their duties;
4. They communicate and consult with operatives on issues of health and safety and encourage operatives to report hazards and raise health and safety concerns;
5. Adequate monitoring of staff is provided to ensure that they are working safely, including the provision of increased supervision for inexperienced and young persons (under 18 years);
6. All accidents/incidents, ill health, dangerous occurrences, and other issues concerning safety raised by anyone at work, are recorded and investigated such that effective controls can be implemented to help prevent recurrence;
7. Regular meetings are held at which issues of health and safety can be discussed, objectives and plans reviewed and actions for continual improvement developed;
8. They inform the Managing Director of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

## Operatives

The above persons Health and Safety responsibilities are to ensure that:

1. They understand the Company's Health and Safety Policy and understand their responsibilities;
2. All health and safety site rules are followed.
3. Any hazardous substances are stored, transported, handled and used in a safe manner and in accordance with manufacturers' instructions and established rules and procedures;
4. They wear the appropriate PPE at all times whilst on site.
5. They report all accidents/incidents, ill health, dangerous occurrences, and other issues concerning safety to the Contracts Manager and Supervisor immediately.
6. They only use tools which are in good condition.
7. They report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards.
8. They take reasonable care not to endanger themselves or other persons through their actions or omissions at work.
9. They warn new employees of hazards.
10. They do not misuse or abuse anything provided under a statutory requirement in the interests of health and safety.
11. They co-operate with Manilva Contracts Ltd on all aspects of health, safety and welfare.
12. They do not operate any equipment or machinery unless they have been fully trained and instructed in its operation.
13. They inform their Supervisor of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks

## Sub-Contractors

The Sub-Contractors' Health and Safety responsibilities are to:

1. Provide copies of their Health and Safety Policy and any other documentation appertaining to health and safety that may be requested by the Company;
2. Comply with all the requirements of this Company's Health and Safety Policy;
3. Undertake work in accordance with the relevant statutory provisions and taking into account safety of others on the site and the general public;
4. Ensure that all plant or equipment brought on to site is safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking;
5. Ensure that any injury sustained or damage caused by their employees is reported immediately to this Company's site representative;
6. Follow this Company's site safety rules and comply with any safety instructions given by this Company's site representative;
7. Ensure that any materials or substances brought on sites which have health, fire or explosion risks are used and stored in accordance with Regulations and current recommendations and that information is provided to any other person who may be affected on site. Assessment of risk associated with any substance or process hazardous to health that will be used on the site must be presented to this Company's site representative before work commences;
8. Ensure that workplaces are kept tidy and all debris, waste materials, etc are cleared as work proceeds;
9. Provide written instructions through risk assessment and safe systems of work, to establish safe working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls;
10. Attend safety meetings as requested; these meetings shall be the principal point for the transfer of information.

## Admin Support

The above persons Health and Safety responsibilities are to ensure that:

1. They understand the Company's Health and Safety Policy and understand their responsibilities;
2. All health and safety rules are followed.
3. They wear the appropriate PPE if attending site.
4. They report all accidents/incidents, ill health, dangerous occurrences, and other issues concerning safety to the Office and Quality Manager immediately.
5. They take reasonable care not to endanger themselves or other persons through their actions or omissions at work.
6. They warn new employees of hazards.
7. They co-operate with Manilva Contracts Ltd on all aspects of health, safety and welfare.
8. They do not operate any equipment or machinery unless they have been fully trained and instructed in its operation.
9. They inform the Office and Quality manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

## First Aiders

The First Aiders' Health and Safety responsibilities are to ensure that:

1. They have undertaken a training course in administering first aid at work and hold a current first aid at work certificate;
2. The first aid materials, equipment and facilities provided by the Company are made available to employees at all relevant times. This will include ensuring that first aid equipment, suitably marked and easily accessible, is available in all places where working conditions require it;
3. First aid containers are kept easily accessible and placed, if possible, near to hand washing facilities. First aid containers should protect first aid items from dust and damp and should only be stocked to the prescribed standard;
4. First aid boxes are inspected frequently and replenished as soon as possible after use and where items have expired;
5. All accidents and incidents are recorded in the company accident book.



## **RHSS Ltd**

RHSS have been retained as the Company's Safety Advisors and shall:

1. Ensure that the Health and Safety Policy and documentation, as prepared by them, is reviewed and updated as required.
2. Provide a telephone advisory service relating to all aspects of health and safety at work; (Call on 0333 577 0248)
3. Carry out site safety inspections, as requested by the Company;
4. Provide written reports and assessments for the Company subsequent to the inspections;
5. By arrangement, provide an accident investigation service and liaise with the enforcing authority;
6. If requested, assess all method statements prepared by the Company;
7. If requested, attend meetings regarding health and safety, on behalf of the Company;
8. If requested, provide health and safety training to both management and staff;
9. Ensure that RHSS Ltd staff act to reduce imminent danger wherever that may be seen in any area of the company's responsibilities.