

Operational Health & Safety (OH&S) Policy Statement

VITRUVIUS

Part 1 : Statement of Intent

Vitruvius Management Services Limited ('the Company') are committed to eliminating hazards and reduce risks to prevent injury and ill health, as regulated by the **Health & Safety at Work Act 1974**, so far as is reasonably practicable, in all business activities associated with the services we provide through consultation with our clients, workers and interested parties and where they exist, worker representatives.

We have implemented, documented procedures for all functions aimed to meet the requirements of **ISO 45001:2018** and which provides a framework for establishing and reviewing the Company's OH&S Objectives and Targets.

Our commitment is to continuously improve our OH&S performance to ensure complete compliance to applicable legal requirements, as well as other requirements pertinent to our business activities.

Part 2 : General Policy Statement

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment and provide information, instruction and supervision for employees;
- To ensure safe handling and use of substances;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To instigate continual improvement of our methods and procedures, thereby reducing OH&S risks through our documented process of identification, assessment, implementation and review.
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Part 3 : Responsibilities

1. Overall responsibility for Health & Safety

Managing Director

2. Day-to-day responsibility for ensuring this policy is put into practice are:

Site: Senior Health & Safety Coordinator / Site Team

Office: Senior Health & Safety Coordinator / Office Manager



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3. To ensure health and safety standards are maintained/improved, the resultant team members have responsibility in the following areas:
- Risk Assessments - Senior Health & Safety Coordinator / Senior Site Manager
 - Consulting with Employees - Senior Health & Safety Coordinator / Senior Site Manager
 - Distribution of Information - Site: Senior Health & Safety Coordinator Office: Office Manager
 - Training - Senior Health & Safety Coordinator / Office Manager
 - Accidents - First-aid & work-related ill-health - Senior Health & Safety Coordinator / Office Manager
 - Monitoring - Ill health & accident investigations - Senior Health & Safety Coordinator / Office Manager
 - Emergency Procedures - Office Manager
 - Fire and Evacuation - Fire Safety Warden
4. All employees shall:
- Follow health and safety guidelines, instructions, and official procedures and co-operate with supervisors and managers on health and safety matters.
 - Avoid taking unnecessary risks, paying attention to any potential hazards.
 - Complete any mandatory training.
 - Take reasonable care for their own health and safety, as well as that of others.
 - Report all health and safety concerns to an appropriate person (as detailed).

Part 4 : Identifying Hazards & Risks

- (i) Risk Assessments will be undertaken in order to identify areas at risk and to reduce those risks to make it as safe as reasonably practicable for those people who come in contact with our activities such as our staff, suppliers, subcontractors, clients, end users, and all other interested parties, along with all other organisations with whom we have contact.
- (ii) Risk assessments will be undertaken by:
- Site: The **Health & Safety Coordinator / Senior Site Manager**. Any findings will be reported to the **Project Manager** and approved by the **Managing Director**
- Office: The **Office Manager**. Any findings will be reported to / approved by the **Managing Director**.
- (iii) Action required to remove/control risks will be approved by the:
- Managing Director**

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- (iv) Responsibility for ensuring the action required is implemented and any associated risks removed/ reduced will be: Office : Office Manager Site: Project Manager
- (v) Risk Assessments will be reviewed every **12 months**, or when the work activity changes, whichever is the sooner.

Part 5 : Safe Plant & Equipment

Site

The **Senior Site Manager** will be responsible for ensuring :

- Identification of all equipment/plant needing maintenance and that this is implemented;
- Effective maintenance procedures are drawn up.
- Any problems with plant/equipment are reported to the **Project Manager**.
- That all new plant / equipment is checked and meets health and safety standards before it is used.

Office

The **Office Manager** will be responsible for ensuring:

- Identification of all office appliances needing maintenance e.g. electrical appliances
- Effective maintenance procedures are drawn up.
- All identified maintenance is implemented e.g. PAT Testing.
- Any problems with appliances are reported to the **Managing Director**
- That any new appliances are checked and meet health and safety standards before they are used.

Part 6 : COSHH - Safe Handling/Use of Substances

Site: The **Senior Site Manager** will be responsible for identifying all substances that may not be safe, carry out the required COSHH Assessments, ensure all actions identified are implemented and all relevant employees informed. COSHH Assessments will be reviewed every **12 months**, or when the work activity changes, whichever is the sooner.

Office: The **Office Manager** will be responsible for identifying all substances that may not be safe, carry out the required COSHH Assessments and ensure all actions identified are implemented and all relevant employees informed. COSHH Assessments will be reviewed every **12 months**.

Part 7 : Information, Instruction & Supervision

The Health and Safety at Work Act 1974 Law poster is displayed in the office and displayed on all sites, where the Company act as Construction Managers.



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Site: The **Senior Site Manager** will give a Site Health & Safety presentation to all new subcontractors that attend site on a daily basis. Other specific Toolbox Talks will be given by the Senior Site Manager e.g. Working at Height, Asbestos Awareness, Personal Protective Equipment etc.

Office: The **Office Manager** is responsible for ensuring that all office employees are provided with relevant health and safety information. This information is relayed during the Staff Induction Presentation at the commencement of any new employee.

Part 8 : Accidents, First Aid at Work and work related ill health

The **Senior Site Manager/Project Manager** will ensure site cabins are equipped with a First Aid Box/Station with signs confirming where they are located. Surveillance records will be kept for each site.

Part 9 : Monitoring

Site: The **Senior Site Manager/Project Manager** will ensure that all our safe working practices are being monitored and being adhered to. Any failure to cease said unsafe work by a subcontractor will lead to their instant removal from site. They are also responsible for investigation of any accidents that may occur and then acting on any investigation findings to prevent recurrence.

Office: The **Office Manager** will ensure that electrical equipment in the office is in good condition with annual PAT Testing being undertaken. Any unsafe appliances will be removed, thereby ensuring the office is a safe and healthy environment to work in.

The Company are committed to promoting a positive health and safety culture within the company which includes our staff, suppliers, subcontractors, clients, end users, and those other organisations with whom we have contact; and to have built-in safety design criteria for all projects we undertake.

This policy is in line with our documented and implemented 'Integrated Management System' and has been established, agreed and endorsed by the Directors of Vitruvius Management Services Limited.



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