



*This document is confidential and shall not be
copied or amended without the prior approval of the
Chief Executive Officer*

MANAGEMENT MANUAL

April 2023

**GRS Roadstone Ltd
10 Goldsmith Way
Elliot Business Park
Nuneaton
CV10 7RJ**

This document complies with:

**ISO 9001:2015
ISO 45001:2018
ISO 14001: 2015**

**Quality Management System
Occupational Health and Safety Management System
Environmental Management Systems**

Contents:

1.0 Management Responsibility

- 1.1 Company Policy documents
- 1.2 Control Statement
- 1.3 Organisation
- 1.4 Duties, Responsibilities and Authority of Personnel
- 1.5 Company Resources
- 1.6 Management Representative
- 1.7 Management Review

2.0 Management System

- 2.1 System Documentation
- 2.2 Interaction between the Processes
- 2.3 Omissions from the Standards

Companies within the GRS Group management system:

The Group Management Manual, procedures and forms have been designed to be used by all companies within GRS Companies.

Companies operating the system may amend the forms to reflect their individual companies' logo as appropriate.

1.0 Management Responsibility

1.1 Policy Documents

The Company's Policy Statements are current at the time of issue and as stated on the Policies themselves. They are on view at all GRS Offices and sites under the managerial control of the organisation. Policies are subject to an annual review.

- Health & Safety Statement of Intent
- Environmental Statement of Intent
- Quality Management Statement
- Equality & Diversity Policy
- Ethical Sourcing Policy
- Data Protection Policy
- Drug & Alcohol Policy
- Bribery & Corruption Policy
- Whistle Blowing Policy

1.2 Control Statement

This Manual is the property of GRS Group

The GRS Group Ltd operate a fully integrated Health, Safety, Environment and Quality Management system that meets the requirements of ISO 45001:2018 Occupational Health and Safety Management System, ISO 14001:2015 Environmental Management Systems & ISO 9001:2015 Quality Management System. This Management Manual is equally applicable to all of these Standards.

The Manual shall be reviewed at least annually to ensure it is up to date and conforms to the organisation's requirements. Revisions shall be authorised by Jon Fisher, CEO responsible for Health, Safety, Environment and Quality matters, prior to it being up-loaded onto the GRS intranet. A revision number shall mark each amended document.

The CEO shall ensure that all members of staff have access to the documents that form the Organisations Management System.

All references to the male gender shall be read as referring equally to the female gender.

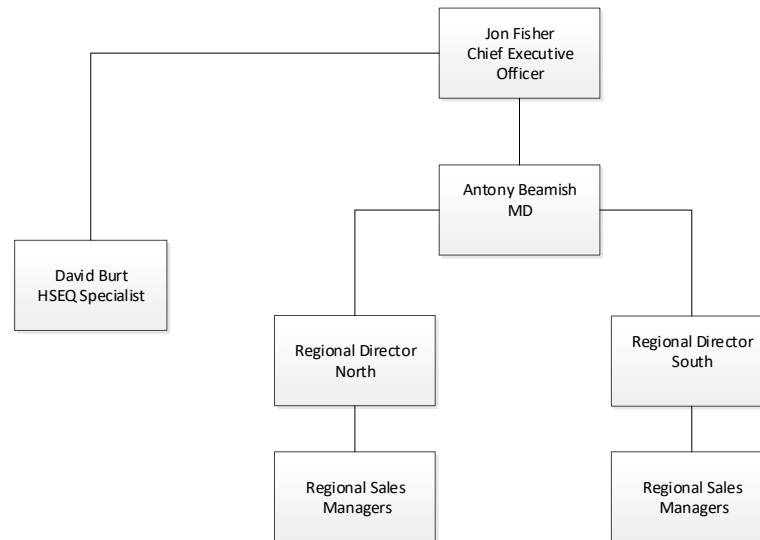
The only person with the authority to change any process or procedure that forms any part of the integrated Health, Safety, Environment and Quality Management system within GRS is Jon Fisher. Any changes or alterations to the system shall be undertaken in accordance with Document Reference [109 Document Control & Change Management](#)

The Management System documents shall not be automatically revised for name changes of personnel. Documents will be revised when practically convenient.

The current scope of the HSEQ Management System addresses the administration relating to the buying selling and transporting primary and recycled aggregates and minerals and waste brokering services to the construction industry. Shared services in support of GRS Group companies, including procurement, credit control and finance. Administration of the HSEQ management system for the GRS Group.

1.3 Organisation

The Organisation chart below shows the relationship of all personnel within the Company who manage and perform activities affecting the quality of services provided to Clients. It is valid at the date indicated.



1.4 Duties, Responsibilities and Authority of Personnel

The duties, responsibilities and authority of staff that manage and undertake activities that affect our quality of service are clearly shown within the procedures.

A summary is provided below.

Chief Executive Officer:

Has total responsibility for all activities at Head Office and all other locations where any GRS is undertaking any activities. The Chief Executive Officer is also responsible for all HSEQ matters. The Chief Executive Officer has delegated the whole of the administration of the Management System to the management of sites to the various Managing Directors and Managers, Site Supervisors and Operatives.

The CEO is responsible for the authorisation of system documents prior to their release and subsequent implementation in the business

Directors:

The Directors, in addition to their legal responsibilities as Board members, are responsible to the Chief Executive Officer for such duties as delegated to them in the management and operation of the Company. This includes ensuring the successful implementation and monitoring of the Management System.

The GRS Group HSEQ Specialist

The HSEQ Specialist shall report to the Board of Directors on all Health, Safety Environmental and Quality issues that have either a positive or negative impact on the company's operations and undertakings.

The HSEQ Specialist is to:

- Report directly to the CEO on all Health, Safety, Environmental and Quality matters that have an actual or potential impact on the operations and undertakings of companies within the GRS Group
- Monitor the adequacy, implementation and effectiveness of the Management System
- Undertake internal audits and prepare reports
- Monitor corrective and preventative actions to ensure they solve deficiencies within the Management System
- Prepare reports which allow management to review the effectiveness of the Management System
- As and when identified draft and or amend any documents that form any part of the integrated HSEQ Management System and subsequently present them to the CEO for consideration prior to implementation

Heads of Departments/Managers/Site Managers/Supervisors:

These personnel are to ensure:

- The quality of works undertaken by them or their staff complies with the procedures that are relevant to their activities. This includes works carried out by others under their direction.
- That all staff within their control are suitably qualified and experienced to perform their duties.
- That their staff have access to and are familiar with all relevant procedures.
- That as and when required HSEQ plans are developed and complied with

The GRS Group HSEQ Co-ordinator:

HSEQ Co-ordinator is responsible for:

- The day to day administration of the Management System
- Controlling and issuing all Management System documentation to relevant parties
- Controlling records that are required to be held at the Head Office that relate to the Company's Management System

All other staff:

All other personnel employed by GRS are responsible for implementing the Management System as appropriate to their job functions and responsibilities.

1.5 Company Resources

It is the responsibility of the Directors to ensure that, upon appointment to any activity or undertaking, suitably qualified and experienced staff are available to undertake the multi-disciplinary aspects on behalf of the Company.

1.6 Management Representative

The Chief Executive Officer is the management representative. The Board of Directors has assigned the day-to-day responsibility for ensuring the effective implementation of the Management System to the HSEQ Co-ordinator

1.7 Management Review

The Directors hold regular management reviews, but annually they will review and comment upon the Management Review as prepared by the Health, Safety, Environmental & Quality Specialist. This will concentrate upon the continuing suitability and effectiveness of the Management System.

Records of the Management Review together with details of any recommendations for improvement shall be retained.

2.0 Management System

2.1 System documentation

The Company Management System concentrates upon quality, health, safety and environmental matters. All documentation will be operated and co-ordinated from the GRS Head Office.

There are occasions when standard GRS checklists and forms are amended to suit Client requirements. Where this occurs, these documents shall be identified on site and these override the standard forms contained within our procedures. All forms are approved by the HSEQ Specialist as being appropriate and suitable for the activities being undertaken.

Due to the wide range and nature of GRS activities, the procedures have been written so that the Senior Site Manager as described within the procedures may be the Operations Manager, Site Supervisor, Site Manager, or office based person with responsibilities for site works.

Where the procedures relate to documentation generated or retained at site locations, it may be impossible or impracticable on certain types of undertakings to fully comply with this. In these instances, the documentation will be operated and co-ordinated from GRS Head Office

Management Manual -These states the GRS policy towards the principles of maintaining conformity to ISO 45001:2018 Occupational Health and Safety Management System, ISO 14001:2015 Environmental Management Systems.

The overall management system is split into separate sections. These are:

- 1 The Management System** – This lays out the principles of maintaining conformity to ISO 45001:2018 Occupational Health and Safety Management System, ISO 14001:2015 Environmental Management Systems & ISO 9001:2015 Quality Management System
- 2. Key Company HSEQ Policies** – This contains policies that are relevant to the organisations undertakings while also allowing demonstration of legal compliance
- 3. Standard Operating Procedures** - This section contains the operating procedures that staff use when carrying out company activities and administration related services
- 4. Transport Specific Activities** – This section contains documents that are directly related to transport and the use of company vehicles
- 5. Management and Movement of Waste** – This section contains operating procedures that are specific to the movement and management of waste's
- 6. Operational Site-Specific Activities** - This section contains the operational operating procedures that staff use when carrying out company activities and administration related services
- 7. Customer Related Process's** – This section details those procedures used primarily by office support functions related to operational activities
- 8. Personnel** – This section deals with items not directly related to the delivery of our operations but are essential for the successful delivery of quality services
- 9. Monitoring and Corrective Actions-** This section contains documents that allow for confirming that the system is operating as intended and provides details of the actions required when a failing is identified
- 10. IT Support-** This section deals with items not directly related to the delivery of our operations but are essential for the successful delivery of quality services

The management system is divided into two sections:

- Policies and Procedures and
- Supporting Process's and Forms

The policy and procedures documents provide details of how a particular activity is to be carried out to ensure compliance. All policy and procedures have an individual identification number. The Supporting process's and forms record how compliance has been achieved and these documents are provided with a identification number which relates to the policy/procedure and they are then prefixed with a letter e.g. 123A, 123B etc

2.2 Interaction between the Processes

Compliance to the Standard(s) is achieved through:

- (a) The appointment of suitably qualified and experienced personnel who are responsible for undertaking their management and co-ordination roles.
- (b) The use of Company procedures that clearly show and explain key matters which must be adopted during the course of each works package.
- (c) The preparation of the response to the Client's brief and any Contract. This process is undertaken for each works package and ensures that GRS fully understands the level of services and duties to be provided.
- (d) The production of records. These show that the services and duties provided have been carried out in accordance with the Client's requirements and our Management System.
- (e) Contact with the Client at various stages is to ensure that GRS are fulfilling the Clients requirements.

2.3 Non-Applicable Standards

ISO 9001:2015

Non-Applicable Clause 8.3 Design and development of products and services of ISO 9001: 2015 are:

- 8.3.1 General
- 8.3.2 Design and development planning
- 8.3.3 Design and development inputs
- 8.3.4 Design and development controls
- 8.3.5 Design and development outputs
- 8.3.6 Design and development changes

Justification for this is since GRS do not carry out any Design Activities .

ISO 45001:2018 Occupational Health and Safety Management System

There are no non-applicable clauses from this guidance document.

ISO 14001: 2004

There are no non-applicable clauses from this guidance document.

The Management System

- [101](#) Company Management Manual
- [102](#) Preparing & Controlling the System
- [106](#) Legal and Other Requirements
- [107](#) Environmental Aspects and Impacts
- [108](#) Reference Documents
- [109](#) Document Control & Change Management
- [110](#) Integrated Management System Policy
- [111](#) Interested Parties

Key Company HSEQ Policies

- [201](#) Health & Safety Statement of Intent
- [202](#) Environmental Statement of Intent
- [203](#) Quality Management Statement
- [204](#) HSEQ Roles and Responsibilities
- [205](#) HSEQ Targets and Objectives
- [206](#) Equality & Diversity Policy
- [207](#) Ethical Sourcing Policy
- [208](#) Data Protection Policy
- [209](#) Drug & Alcohol Policy
- [210](#) Bribery & Corruption Policy
- [211](#) Whistle Blowing Policy
- [212](#) Modern Slavery Policy
- [213](#) Provision of Work Equipment (PUWER)
- [214](#) HGV Mobile Phone Use While Driving at Work
- [215](#) Mobile Phone Use while Driving at Work
- [216](#) Fatigue Management
- [217](#) Anti-Harassment & Bullying Policy
- [218](#) Refusal To Work Policy
- [219](#) Sustainability Statement
- [222](#) Covid 19 Guidance & Process
- [226](#) Sanction Policy

Standard Operating Procedures

- [301](#) Display Screen Equipment (DSE)
- [302](#) Accidents, Incidents and Near Misses
- [303](#) Environmental Reporting Procedure
- [304](#) First Aid Arrangements
- [306](#) Asbestos
- [307](#) Energy Management
- [308](#) Maintenance of Planted areas
- [309](#) Water Management
- [310](#) Work in the Office Environment
- [311](#) Electrical Safety
- [312](#) Portable Appliance Testing
- [313](#) Young Persons
- [314](#) HSE Risk Assessments
- [315](#) Fire Prevention and Control
- [316](#) COSHH Risk Assessment
- [317](#) Manual Handling
- [318](#) Permits to Work
- [319](#) Plant & Equipment
- [320](#) Consultation with Employees
- [321](#) Working at Height
- [322](#) Inspection of Equipment for Working at Height
- [323](#) Control of Contractors
- [324](#) Personal Protective Equipment
- [325](#) Inductions and Toolbox Talks
- [326](#) Housekeeping and Safe Access
- [327](#) Emergency Procedures- Operational Sites
- [328](#) Lifting Equipment
- [329](#) Test & Inspection Equipment Calibration
- [330](#) Control of Approved Hauliers
- [331](#) Control Of Legionella

Transport Specific Activities

- [401](#) Management of Vehicles & Trailers
- [402](#) Vehicle & Trailer Parking Areas
- [403](#) Vehicle Loading & Unloading
- [406](#) Driving Licences
- [407](#) Low Loader loading/Unloading
- [408](#) Management of Company Cars
- [409](#) Management of Personal Motor Vehicles
- [412](#) Articulated & Rigid Tipping-Points to Consider
- [414](#) Vulnerable Road Users
- [415](#) Operating a Tipper Lorry
- [418](#) Tipper Operations On Motorways

Operational Site-Specific Activities

- [504](#) Product Quality Control
- [507](#) Safe Systems of Work
- [550](#) Waste Management
- [551](#) Pre-Contract Inspection of Customer Site
- [552](#) Waste Movement Control
- [555](#) Analysis of Soil Reports
- [556](#) Formation of a CQA Barrier

- [600](#) Screener/crusher set up and operation
- [601](#) 360 Excavator operation
- [602](#) Dozer operation
- [603](#) Landfill compactor operation
- [604](#) Wheeled Loading Shovel Operations
- [605](#) Sites with Environmental Permits
- [606](#) Weighbridge Operations
- [607](#) WRAP Protocol
- [609](#) Geological Barrier for Inert Landfills
- [610](#) Product Quality Control
- [611](#) Factory Process Control (New Materials)
- [612](#) Construction Product Regulations
- [613](#) Gas and Leachate monitoring
- [614](#) Movement of Materials Under a CL:AIRE

Customer Related Process's

- [700](#) Approved Companies
- [701](#) End of Contract Report
- [702](#) Customer Feedback
- [703](#) Materials Supply
- [704](#) Correspondence and Filing
- [705](#) Archiving
- [706](#) Supplier Quality Assurance
- [707](#) Supplier Audit Process
- [708](#) Purchasing
- [709](#) Administration

HR & Personnel:

- [800](#) Staff Appointments
- [801](#) Recruitment Policy
- [802](#) New Starter Procedures
- [803](#) Job Descriptions
- [804](#) Disciplinary and Grievance Procedure
- [805](#) See IT Process 1000
- [806](#) Absence Management Policy
- [807](#) Training & Development
- [808](#) Staff Employment Termination
- [809](#) Other HR Forms
- [810](#) Employee Handbook
- [811](#) Job Applicant Privacy Notice
- [812](#) Pay Review Process
- [813](#) Subject Access Request Procedure
- [814](#) Right to Work in the UK Policy
- [815](#) Guidance on Handling Sexual Harassment
- [816](#) Maternity Leave Policy

	<p> 817 Adoption Policy 818 Home Working Policy 819 Ill Health Capability Procedure 820 Guidance For Sites on Protests 821 Not In Use 822 Paternity Policy 823 Not In Use 824 New & Expectant Mothers 825 Flexible Working Policy </p> <p>Monitoring and Corrective Actions</p> <p> 901 Anomalies 902 Audits of the Management System 903 Proactive Monitoring Excluding Audits 904 Management Reviews 905 Vehicle and or Plant Defect Reporting </p> <p>IT Processes</p> <p> 1000 Acceptable Use & Social Media Policy 1001 Data Breach Policy & Procedure 1002 Website Privacy Policy 1003 IT Equipment Disposal Policy 1004 Aggregates Online Data Sharing Process 1005 Password Policy 1006 Data Storage, Retention & Disposal Policy 1007 BOYD Policy </p> <p>Finance Processes</p> <p> 1100 Mileage Policy 1101 Expenses Process 1102 Manuel General Ledger Journal Entry 1103 Balance Sheet Reconciliation Policy </p>
--	--

--	--