ANSTEYHORNE
EST. 1795

ISO & INTEGRATED MANAGEMENT SYSTEM INDUCTION

March 2025

WHAT DOES IMS MEAN TO YOU?



WHAT IS IMS?

IMS stands for Integrated Management System.

The IMS requires us to have a ‘manual’ which stipulates all processes and procedures.

Anstey Horne are looking to become accredited for the following international standards

- ISO 9001 (Quality)
- ISO 14001 (Environment)
- ISO 45001(Health and Safety)

WHY BOTHER?

IT'S AN ONGOING PROCESS

To ensure we keep our accreditation, we all have a part to play.

It is all about monitoring, measuring and improving.

Please let us know about any ideas you may have for improvement.

…. and remember

Doing something wrong isn't bad – it gives us the opportunity to improve

Mistakes are good – we learn from them



POLICY

Anstey Horne have three policies which support these ISO's:

- Quality Policy;
- Environment Policy; and
- Health and Safety Policy

The Policies can be found here:- ..\01 Company Level Info\02 Policies and Procedures

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THE DETAIL
Achieving the Standards

HOW THESE ACCREDITATIONS SUPPORT WHAT WE DO

Quality (ISO9001)



- Document Control
- Legislation
- Training
- Our policies and procedures
- Ensuring our Sub-contractors are up to standard
- Ensuring we are protected
- Managing Risk

Environmental (14001)



- Legislation
- Office Measures

Health and Safety (45001)



- Legislation
- Keeping everyone safe in and outside of the office
  - (PPE/Risk Assessments/training)

REQUIREMENT FROM YOU

Quality

Internal Audits

Document control

- Branding, date, revision, authority level and comp checked
- Saved in a logical place, using the agreed prefix of 2005-07-29 (if on a server)
- Meeting / file notes / site photographs are all saved to the project folder
- Every project email is saved within Iris
- Demonstrating evidence of instructions / fee and scope amendments

- Location of the standard terms & conditions are kept mailto:O:\01 Company Level Info\05 Terms of Business
- Any subcontractors have been approved
- Obtaining client feedback – Good & Bad
- Training records

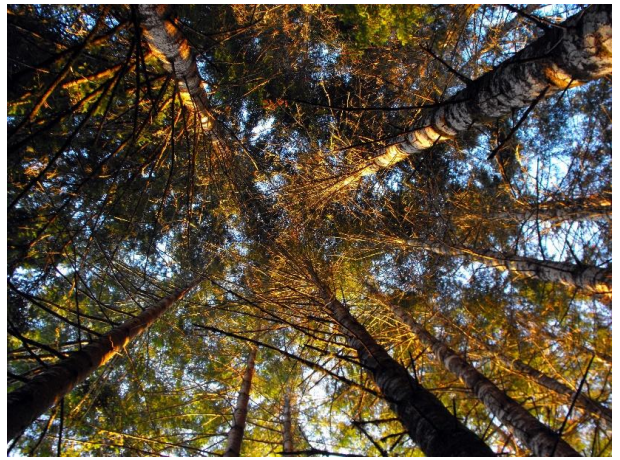
REQUIREMENT FROM YOU

Environmental

Be aware of how we can be better

- Recycle Paper, card, plastic, toners, batteries, all electricals
- Turn everything off when not in use
- If a meeting can be done remotely, use Teams – do not travel
- Print black & white and double-sided
- Can you get to work using a more sustainable method?

  ….Approach your office managers with any other ideas



REQUIREMENT FROM YOU

Health and Safety

- You know where to find the H&S Policy
- You know your H&S roles & responsibilities
- You have completed your mandatory training
- You have a completed risk assessment
- You have the right PPE
- You know the office emergency procedures
- You know how to report an accident and near miss



YOU TAKE OWNERSHIP ……WE ARE IN IT TOGETHER

RISK ASSESSMENTS AND SAFE SYSTEMS OF WORK

1. Risk Assessments Must Be Site-Specific

2. Use a Structured Risk Assessment Matrix

3. Implement Robust Control Measures

4. Safe Systems of Work (SSOW) Are Essential

5. Reporting, Communication, and Emergency Preparedness

This approach ensures compliance with ISO safety standards, industry best practices, and legal obligations while reinforcing Anstey Horne & Co's commitment to health and safety excellence

WHAT TO CONSIDER BEFORE LONE WORKING



Protector app installed

Your competency & experience

Line Manager Aware

Is lone working necessary ?

Medical Fitness

Risk Assessment

Area / Site Security

IN SUMMARY
QUESTIONS TO ASK YOURSELF

- Is all of my project work saved in the right place?
- Are my emails on Iris?
- If you have had any feedback, have you forwarded to the IMS Team?
- Have your subcontractors been approved?
- Do you carried out a risk assessment and is it saved to the project folder
- Do I know what we do as an office to reduce our impact on the environment
- Have you completed your H&S training?
- **Do you remember which three accreditations we are aiming for?**

And remember if you are ever asked…..

All IMS related documents / Anstey Horne policies are found on the O drive.

WHAT'S NEXT?

- Issue links to key documents
- Issue risk assessment process and guidance
- iHasco – new training platform – new requirements (cyber security / GDPR / mental health awareness)
- Internal audits commence

Aiming for assessment day and sign off by end of May

ANY QUESTIONS???

