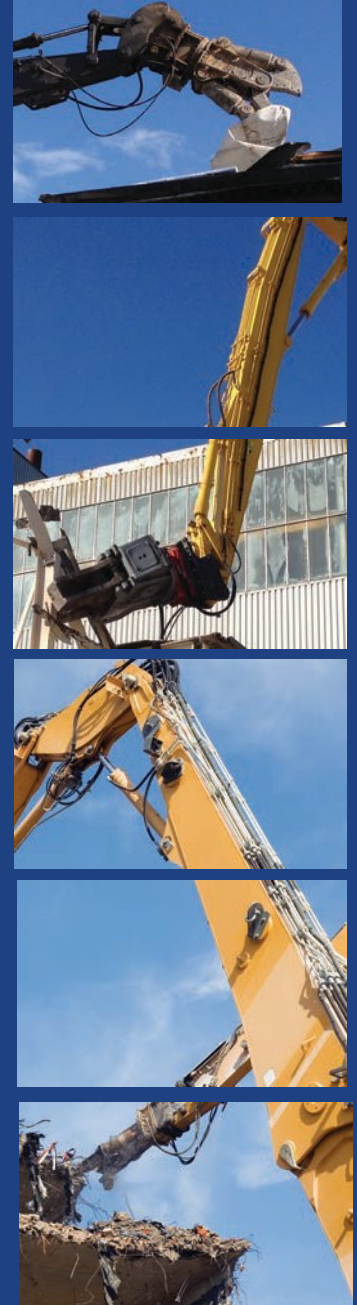


## Euro Demolition Health, Safety & Environmental Policy and Manual

- ✓ Management Arrangements
- ✓ Policy Commitment
- ✓ Organisation
- ✓ Safety Arrangements
- ✓ Inspection and Audit Procedures
- ✓ Documented Changes

Author		Document	
Name:	Mark Molyneux	Name:	Health, Safety and Environmental Policy
Position:	Health & Safety Manager	Number:	EDD-HSS-003
Issue Number	03	Issue Date:	10 April 2019
<p>This document is a live document and will be continually revised as required. Formal revision and re-issue to be carried out annually to all employees.</p>			



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Document name: <b>H&amp;S Policy</b>			

## H&S Policy

### Purpose

This document states how Euro Demolition and Dismantling Limited effectively manage Health and Safety in a structured manner within their organisation.

The principles set out closely follow the guidance in the Health and Safety Executive document “Successful Health and Safety Management” – HSG65, the key elements as are based on the simple Plan, Do, Check Act principal.

The defined aim of the Safety Management System is to improve health and safety performance by applying basic and principles and a practical approach whilst still in the overall belief that all accidents and occupational illnesses are preventable. The goal is ZERO.

The management system itself is designed to provide a standard to work towards, offering clarity and consistency to all employees and on all sites.

To provide guidance and instruction to management level employees on establishing and employing the EDD safety management system, practically on their working site.

To clarify and standardise lines of communication, information and processes.

To establish key performance indicators, update reporting procedures and provide measurable results.

To outline inspection and audit reporting standards and requirements.

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## H&S Policy

### Company Aim and Objective:

EDD and the H&S departments' objective is to provide an effective safety management system at site level, which is not only compliant and consistent but also effective in reducing accidents.

It has been established that the method to achieve this is to be done is by working towards establishing and promoting a positive health and safety culture in the short term to achieve long term measurable results.

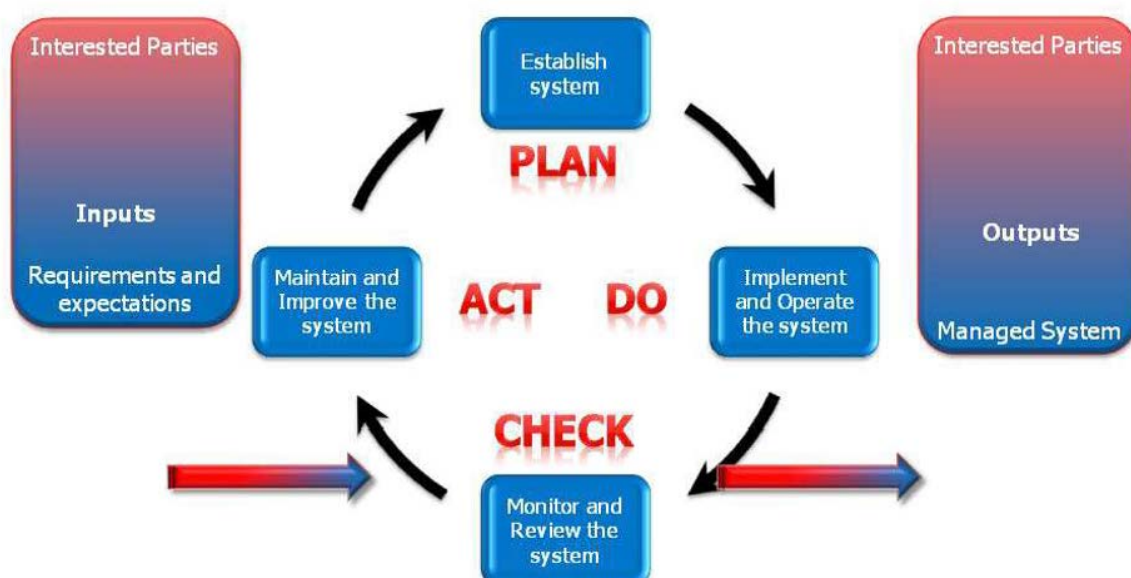
The Company will produce an annual Health and Safety Plan which will give direction to the organisation. The objectives set out in the plan will be specific, measurable, achievable, relevant and timely (SMART), with appropriate responsibility allocated.

These objectives will be met by;

- Establishing a clear safety management system to follow
- Establishing organisational roles and responsibilities
- Promoting leadership, delegation, structure and teamwork
- Encouraging and establishing forms of communication, safety committee and opportunity for feedback.
- Taking action when system or organisation failures are found
- Removing the 'blame culture' and putting more emphasis on 'ideas and improvement'.

### The System:

The management system itself is a collective system based upon the following concept:



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## H&S Policy

### *PLAN - Create a safety culture;*

1. Establish H&S and Management Structure within the organisation
2. To develop H&S Responsibilities from this management structure
3. To provide training to those delegated and responsible persons
4. To establish clear lines of communication. (H&S Notice Board, H&S Contacts)
5. Establish the companies safety arrangements

### *DO - To establish a site safety management system that is clear, simple and easy to follow;*

1. Clarify Folder set up
2. Guidance on content in each folders (Resources available)
3. Establish a how, who, what and when for each folder and each section
4. Ensure that the company's standards are clear for all to follow.
5. To create safety committee within the organisation and establish a schedule for safety meeting etc.

### *CHECK -To check the effectiveness of the management systems*

1. Site Inspections (against EDD H&S site developed standards)– who, when, what
2. Site Audits – Comprehensive audit against set of agreed standards.
3. Internal bi-annual inspection of system implementation and use
4. Annual external ISO Audit
5. Safety Committee meetings / Joint consultation / Feedback.

### *ACT -Identify where we can improve and plan to make change*

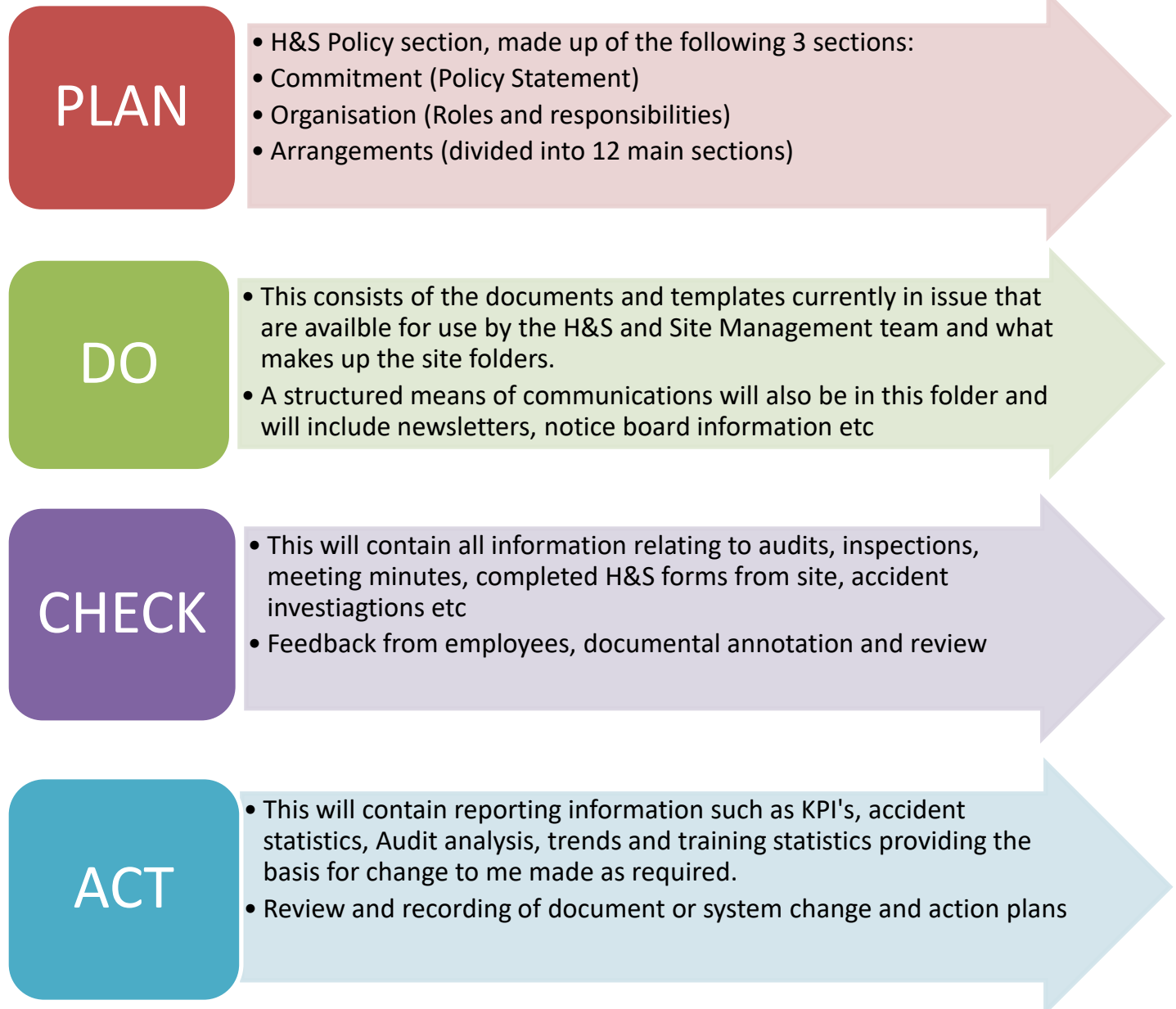
1. Report on progress – Snapshot of H&S progress (monthly)
2. Company H&S Action List
3. Communicate to Senior Management – H&S ideas forum / safety committee (recommended organisational changes / improvements)
4. Results of Inspections, audits and KPI's
5. Review system documents as required.

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## H&S Policy

### Management System breakdown:

This management system has been designed around the following:



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## H&S Policy

### PLAN

- H&S Policy section, made up of the following 3 sections:
- Commitment (Policy Statement)
- Organisation (Roles and responsibilities)
- Arrangements (divided into 12 main sections)

### PLANNING & IMPLIMENTATION

The Company will produce an annual Health and Safety Plan which will give direction to the organisation. The objectives set out in the plan will be specific, measurable, achievable, relevant and timely (SMART), with appropriate responsibility allocated.

The Health and Safety Plan is monitored at each Company Management team meeting as the first item on the agenda. Progress against each target is reviewed and an action plan prepared and implemented to improve performance where necessary.

Risk Assessment and Control, including COSHH and Manual Handling, procedures are in place which ensure activities are controlled to reduce the incidence of accident or loss. All business activities have been critically appraised to identify risk, prioritise health and safety activity and inform employees of the necessary actions to eliminate or control the risk.

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## H&S Policy

### H&S Audit and Improvement Plan:

#### Plan

- ✓ To have communicated the new system to the management team for review, H&S Meeting– January 2018 and monthly thereafter.
- ✓ To have devised a training plan for operatives – April 2018
- ✓ To have issued hard copies of the H&S Policy to all employees – March 2018
- ✓ To have all employees complete a health surveillance questionnaire – Feb 2018

#### Do

- ✓ All new sites to be using the new system and folder set up from – March 2018
- ✓ To physically remove all historical H&S documents and forms in existence from the shared drives and personal computers to prevent unauthorised use. A document back up may be taken pending full internal review and audit of the new system– March 2018
- ✓ To have commenced the first monthly newsletter issue by – April 2018
- ✓ To have commenced training programme for operatives by April 2018
- ✓ To have commenced a programme of face fit testing for all required operatives – April 2018

#### Check

- ✓ Internal Audit of effectiveness and use of the system – June 2018
- ✓ To carry out first random drug and alcohol testing by - April 2018 and 3 operatives quarterly thereafter
- ✓ To have carried out Health Surveillance for all required operatives – ONGOING

#### Act

- ✓ Make required changes based on feedback received and results of monitoring, audit and review – July 2018
- ✓ Apply for ISO45001, ISO9001 AND ISO14001 audit and accreditation – March 2018



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## H&S Policy

### Health and Safety Policy Statement

The purpose of the health and safety policy statement is to publically communicate the organisations commitment to health and safety matters. The policy will be reviewed annually as a minimum and the policy along with this system signed by the Managing Director, denoting such commitment.

Euro Demolition and Dismantling Ltd (EDD) has high expectations for the management of health and safety issues and commits to compliance with the requirements of the Health and Safety at Work etc. Act 1974 and all applicable current occupational health and safety legislative obligations.

It is recognised that the importance of safety comes from the top of any organisation and EDD Managing Director will ensure that suitable and effective monitoring of health and safety performance is carried out. Additionally, commitment is given to a health and safety audit programme and management review process.

Health and Safety is not simply about meeting legislative requirements but we at EDD will aim towards industry best practice measures so far as reasonably practicable and will strive for continual improvement to its occupational health and safety management systems and controls and commit to a proactive control of health and safety through hazard identification, risk assessment processes and the implementation of suitable risk control measures.

The importance of effective consultation and communication in improving health and safety for all persons who may be affected by the undertakings of the company is accepted. To assist this, EDD will operate a health and safety committee that will be attended by workplace representatives at all levels of the workforce.

The Managing Director will be responsible for the implementation of, and subsequent adherence to the company health and safety policy and procedures. The Managing Director is responsible for ensuring a regular review of the health and safety policy and procedures is carried out to ensure they are updated to reflect any significant changes in the company organisation, commitments, and legislative requirements.



**David Unwin**  
 Managing Director  
 21<sup>st</sup> March 2019



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## H&S Policy

### Environmental Policy Statement

Euro Demolition and Dismantling Ltd (EDD) are the provider of industrial demolition and dismantling services in both the UK and Europe and are committed to delivering its services with minimum environmental impact, consistently and taking into account legal and Environmental requirements, industry guidance and best practice.

EDD will achieve this through our commitment to:

- Continual improvement of our environmental performance by regularly reassessing the effects of our organisation and activities.
- Minimise waste production by adopting a simple 'Reduce-Re-use-Recycle' approach to all our activities.
- The prevention of pollution and minimisation of our environmental impact.
- Complying with all environmental legislation.
- Involving employees in our environmental programme and providing necessary training to enable them to fulfil their responsibilities.

Performance against stated objectives is monitored and reviewed at our management review meetings where targets are set and actions for improvements decided.

This policy, the associated operating procedures and the objectives and targets are communicated to all staff and sub-contractors via the site notice boards and at inductions as well as being publically available on our website.

This policy applies to all activities undertaken by Euro Demolition and Dismantling Ltd and is available to external parties via our website.

The Managing Director will be responsible for the implementation of, and subsequent adherence to the company environmental policy and procedures. The Managing Director is responsible for ensuring a regular review of the environmental policy and procedures is carried out to ensure they are updated to reflect any significant changes in the company organisation, commitments, and legislative requirements.



**David Unwin**  
Managing Director  
21st March 2019

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## H&S Policy

### Quality Policy Statement

Euro Demolition and Dismantling Limited are the provider of industrial demolition and dismantling services in both the UK and Europe and are committed to delivering its services to the highest of standards, consistently and taking into account legal requirements, industry guidance and best practice.

The company's policy and objective are to;

- Continually review our operating practices with the aim of further improving our service delivery
- Integrate our quality standards into our daily activities and provide a clear structure to follow, further develop and improve upon
- Operate in accordance with our documented Integrated Management System
- Ensuring the they products we purchase, services we engage in and subcontractors used are consistent with the quality standards set out within the policy and Integrated Management System

EDD strive to ensure that standards of service are continually high irrespective of the work type or location of operation. As such it is recognized that these high standards are only maintained through the adoption of a systematic and disciplined approach by all employees. The implementation of a documented quality system, integrated and complying with ISO9001 provides the platform for a disciplined structure and to further develop and improve the company's system and service in order to meet the future needs of its customers.

This quality policy has been defined by the company's senior management and has been communicated throughout the organization by displaying the policy on all site notice boards, referencing it during company inductions and its inclusion in site document packs. The quality policy is also made publically available on the company website.

The ultimate responsibility for the Integrated Management System is that of the Managing Director but its application is the responsibility of everyone in the organization.



**David Unwin**  
Managing Director  
21st March 2019

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## H&S Policy

### Organisational Management and Delegation

The art of successful management is teamwork and delegation. Delegation itself is only successful when it is done to the right people. (Consider SKE – Skills, Knowledge and Experience)

Delegation is the basis for establishing a team, developing a safety culture, way of getting things done, assigning responsibility and a starting point for establishing an effective safety management system.

Shown on the next page is the organisational chart of key personnel.

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## H&S Policy

### David Unwin Jnr – Managing Director

07713 413 750

[david.unwin@eurodemolition.co.uk](mailto:david.unwin@eurodemolition.co.uk)

Overseeing all aspects of the Plant and Machinery sales side of the business as well as overseeing all financial activities in a financial director capacity.

### Mark Molyneux – HSEQ Manager

07366 571 593

[mark@eurodemolition.co.uk](mailto:mark@eurodemolition.co.uk)

Responsible for all aspects of Health, Safety, Environmental and Quality Management of the organisation, reporting to the directors and ensuring the companies Safety Management System is effectively embodied into all works. Offering H&S administrative assistance on all projects. To further carry out safety inspections, audits and review to ensure continual improvement.

### Caroline Whitehall – Accounts & Payroll

01283 821 028

[caroline@eurodemolition.co.uk](mailto:caroline@eurodemolition.co.uk)

### Leah Campion – Accounts Administrator

01283 821 028

[leah@eurodemolition.co.uk](mailto:leah@eurodemolition.co.uk)

In addition to supporting roles to Linda and Caroline, Leah takes lead responsibility in expenses claims and hotel bookings.

### Linda Stanley – Office Administrator & HR

07966 891 945

[Linda@eurodemolition.co.uk](mailto:Linda@eurodemolition.co.uk)

Day to day office administrative assistance to all, as required. All hotels, equipment hire requests and any other site needs are organised through Linda.

### Dylan Jones – Plant Fitter

07530 117 046

[Dylan@eurodemolition.co.uk](mailto:Dylan@eurodemolition.co.uk)

Responsible for the ongoing maintenance and repair of all owned plant and equipment within the organisation.

### Richard Speake – Operations Director

07792 782 055 / 07795 490 565

[Richardspeake@eurodemolition.co.uk](mailto:Richardspeake@eurodemolition.co.uk)

Overseeing all aspects of the business including, sales, tenders, contract award and ultimate decision making. Responsible for all aspects of contract management ensuring the safe, timely and effective delivery of all allocated projects at all stages of the demolition works from tender, planning to completion. In addition, carrying out an active role in the Health, safety and environmental aspects of the organisations system and its implementation in developing a safety culture.

### Amie Tortoiseshell – Business Development Executive

01283 821 028

[Amie@eurodemolition.co.uk](mailto:Amie@eurodemolition.co.uk)

Responsible for identifying new tendering opportunities and assisting our Operations Director with preparing proposals. Also, liaises with clients and manages the tendering process with potential clients and supply chain partners.

### Demolition Site Managers:

#### Simon Turner

07984 634974

[onsite@eurodemolition.co.uk](mailto:onsite@eurodemolition.co.uk)

#### Paul Thelwell

07811 405 382

[paul@eurodemolition.co.uk](mailto:paul@eurodemolition.co.uk)

#### Ben Thelwell

07870 158639

[onsite2@eurodemolition.co.uk](mailto:onsite2@eurodemolition.co.uk)

Responsible for the day to day running of the demolition sites and all practical onsite safety matters.

**Team of demolition supervisors, operatives, plant operators, burners and labourers.**

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## H&S Policy

### Roles and Responsibilities - Directors

The Directors are responsible for:

- ✓ Allocating adequate resources to health and safety issues so that all staff follow this Policy and the Company undertakes its operations in accordance with current requirements and good working practices.
- ✓ Ensure they are aware of the current standards with regards to health and safety together with any health and safety issues that may affect the Company.
- ✓ Agree the objectives with regards to health and safety and monitor how these objectives are being implemented.
- ✓ To continually confirm the Company's commitment to health and safety issues through their everyday role within the Company and the interaction with other Company Directors and staff.
- ✓ Providing a Company statement on any issue of health and safety that requires a formal statement.
- ✓ Having regular meetings with the other directors and senior managers allocated special responsibility for health and safety with a view to reviewing performance in the last period, setting objectives for the next period, and receiving feedback on health and safety issues in general.
- ✓ To ensure accident and incident data is collated and when appropriate investigated and properly reported. This information is to be presented to the board in the monthly board reports.
- ✓ Ensuring there is adequate health and safety awareness, advice and consultation at all levels of the company and with regular contractors.
- ✓ Ensuring all employees are made aware of the company's health and safety policy and receive adequate training in accordance with company training plan to enable them to fulfil their duties. In addition there should be consultation to receive recommendations and comments from staff (and contractors) with regards to the effectiveness of this health and safety management system

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## H&S Policy

### Roles and Responsibilities – Operations Director

So far as is reasonably practicable to:

- ✓ Carry the day to day responsibility for implementing health and safety to maintain safe working practices in line with Company Health & Safety Policy and that any control measures, devices or items of PPE put into place are used at all times where applicable and not misused or interfered with;
- ✓ To ensure that the risks associated with the work activities carried out within their area of responsibility are adequately assessed to the best of their ability and knowledge at that time, or to seek further assistance / advice if not;
- ✓ Ensure adequate provision for first aid and welfare are provided;
- ✓ Ensure that no person undertakes any duty for which they have not received suitable and sufficient health and safety information and instruction;
- ✓ Ensure suitable provision is in place to assess and confirm the competency of all appointees under their control;
- ✓ Ensuring that appropriate and effective training programs are introduced and sufficiently resourced and maintained for employees.
- ✓ Ensure an adequate number of competent site managers and supervisors with adequate experience are made available;
- ✓ In the event that a concern is reported or identified, to take immediate action to remedy or isolate any hazardous situation or unsafe act in order to prevent an injury or dangerous occurrence as far as is reasonably practicable;
- ✓ Make appropriate arrangements for all accidents and dangerous occurrences to be reported clearly, accurately and promptly in accordance with the company procedure;
- ✓ Liaise with the Health and Safety Manager or seek other specialist advice as appropriate, on issues which require further clarification or specialist knowledge on matters relating to health and safety;
- ✓ To ensure that tools, plant, machinery and substances supplied for use are compliant, fit for purpose and meet the minimum requirements for the task.;
- ✓ Investigate and report any damaged or defective tools, plant and equipment and ensure that repairs are carried out prior to re-use;

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## H&S Policy

- ✓ Report and initiate the company disciplinary procedure in the event of an employee interfering with equipment, signs or systems provided in the interest of Health & Safety;
- ✓ To ensure only competent contractors are selected to undertake works on the company's behalf.
- ✓ To fully consider previous health and safety performance when selecting contractors.
- ✓ Set a good example on all matters of health and safety.

Ensure the following notices are displayed/present on site:

- Signed copy of the health and safety policy statement;
- Employers' liability insurance certificate;
- Health and Safety Law poster;
- First aid arrangements.



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## H&S Policy

### Roles and Responsibilities – Plant Director

The Plant Manager is responsible for:

- ✓ Ensuring all owned items of plant sent to site are safe, maintained, in good useable condition and fit for purpose.
- ✓ Ensure that thorough examination certificates for all machines are carried out and all action items completed
- ✓ Reporting any defects to the Operations Director where an immediate risk is posed, a breach in safety legislation is had and where a defect cannot be repaired.
- ✓ To ensure that all daily plant inspection reports have been received from all sites weekly and are reviewed with any relevant action taken.
- ✓ To ensure that all vehicles are maintained and hold a valid MOT certificate
- ✓ To ensure that adequate supplies of grease, grease guns, hydraulic oil all other consumables are available to ensure adequate maintenance and use of plant, and to send to sites.
- ✓ To ensure that all equipment requiring calibration is done so in accordance with statutory requirements and records kept.

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## H&S Policy

### Roles and Responsibilities – Health, Safety, Environment & Quality Manager

- ✓ To ensure all employees are provided with sufficient instruction, training and information by means of a company induction and the delivery of any in-house or online training as instructed by the Operations Director to ensure their health and safety in the workplace. This requirement may be repeated at appropriate intervals after the initial induction to ensure their continued awareness and understanding of such instruction, training and information.
- ✓ To report any identified training requirements to the Operations Director for action to be taken.
- ✓ Help carry the day-to-day responsibility for implementing Health, Safety and Welfare arrangements as imposed by the policy and supporting arrangements including Company rules;
- ✓ Undertake suitable and sufficient risk assessments and develop and implement safe systems of work and written procedures to help achieve legal compliance;
- ✓ Liaise with relevant Site Managers and Supervisors on Health and Safety matters;
- ✓ Keep appropriate health and safety records as required by relevant legislation;
- ✓ To lead in-house training with managers and employees
- ✓ Act as a referral point on health and safety matters;
- ✓ To regularly review the H&S Management System, its use and its effectiveness.
- ✓ To advise on a range of specialist areas, e.g. demolition methods, hazardous substances, noise and occupational diseases;
- ✓ Undertake periodic site inspection to ensure policies and procedures are being properly maintained;
- ✓ To investigate in conjunction with management any incident on site. Record and produce a suitable report for the directors and any other relevant persons.
- ✓ To take action as necessary to rectify any unsafe conditions / actions found on site;
- ✓ Report to the management any accidents and instances of ill health and dangerous occurrences which are notifiable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations);
- ✓ Report to the management (where relevant) any RIDDOR reportable occurrences.
- ✓ Ensure all health related issues highlighted and documented at site are collated and that the workforce has feedback ensuring confidence in knowing that these issues are being appropriately dealt with. i.e. Asbestos, H.A.V's.

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**Ensure the following notices are obtained and displayed on each site and at EDD head office:**

- ✓ Signed copy of the health and safety policy statement;
- ✓ Employers' liability insurance certificate;
- ✓ Health and Safety Law poster.

**And the following documents held at EDD head office:**

- ✓ Completed accident report forms in electronic or hard copy format (at least 3 years);
- ✓ Health surveillance records (40 years);
- ✓ Maintenance, examination and test records (5 years);
- ✓ Health and safety training records;
- ✓ Site Audit and Inspection reports;
- ✓ Health monitoring records (40 years);

***To report all findings to the Operations Director.***

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## H&S Policy

### Roles and Responsibilities – Office / HR Administrator

The Office Administrator has responsibility to demonstrate and promote a positive Health & Safety culture within the workplace as often the first point of contact in the organisation for new employees. To this effect the following key responsibilities have been allocated.

- ✓ Ensure new starts undergo a company occupational medical examination and company induction. (Over and above a site Induction)
- ✓ Ensure that a CV and copies of all training records are obtained from each new starter, a hard copy be kept in the employee file and an electronic copy is kept on the server for access by authorised persons only.
- ✓ Ensure reports of bullying and racial and sexual harassment are impartially investigated to a satisfactory conclusion.
- ✓ Ensure that appropriate and effective training programs are introduced and maintained for employees.
- ✓ Ensure the development and maintenance of an effective employee appraisal system, with mutually agreed objectives for all employees

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## H&S Policy

### Roles and Responsibilities – Site Managers and Supervisors

- ✓ To set a good example to show visible commitment.
- ✓ To provide adequate organisation, control and supervision to ensure the safety of all persons working at the site and of all others, including the general public who may be affected by their activities. This will include the daily inspections of all works under their control. Any circumstances that are found during the daily inspection that will prevent safe working must immediately be rectified or works stopped.
- ✓ To ensure that all site operatives, visitors and subcontractors are suitably provided with a site specific safety induction of which is recorded.
- ✓ To ensure adequate supplies of PPE and RPE for all operatives working on the site as well as those visitors of the site.
- ✓ To assist the Operations Director and the Health & Safety Manager in ensuring that all Health & Safety documentation is accurate and relevant to the risks.
- ✓ Ensure that all works are carried out in accordance with the method statement and EDD SSOW.
- ✓ To actively review all H&S information, including but not limited to the construction phase plan, method statement and risk assessments to ensure they remain a true reflection of the ongoing works, the methods being adopted and the controls being implemented.
- ✓ Ensure that correct plant, equipment, tools and materials are used for the work and maintained in a safe condition, reporting any defects to the Plant Director.
- ✓ Has the authority to stop any operation where there is imminent danger.

In acting as a Site Supervisor / Manager you will be responsible for administrating the H&S Management system on site and communicating relevant information as requested back to the office.

An overview of the administrative function of the role is shown on the next page.

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## H&S Policy

### Site Manager Flow of Information

This document is not designed to be a comprehensive list of duties and / responsibilities and is therefore not exhaustive of the requirements of a Site Managers role and responsibilities. It is simply offered as a guide to be read in conjunction with all other documentation as to clarify the flow of information and documents forming part of the existing EDD Health & Safety Management System.

Your first day on a new site will require you to complete a **SITE SET UP CHECKLIST (Hard Copy)**

Daily	Daily	Daily	Daily	Daily
<ul style="list-style-type: none"> <li>• Complete and communicate pre-start briefing document (Hard Copy)</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Daily Plant &amp; Equipment Checklists (Hard Copy)</li> <li>• Complete Welfare checklist (Hard Copy)</li> </ul>	<ul style="list-style-type: none"> <li>• Update waste tracker spreadsheet (Online)</li> <li>• Order any scrap wagons (direct telephone)</li> <li>• Order waste skips (via Linda)</li> </ul>	<ul style="list-style-type: none"> <li>• Complete and issue any permits required (Hard Copy)</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Site Supervisor Daily Diary (Hard Copy)</li> </ul>

*In addition please call Linda if you need anything ordering*

Weekly	Weekly	Weekly	Weekly	Weekly
<ul style="list-style-type: none"> <li>• Communicate a relevant Toolbox talk (Hard Copy)</li> </ul>	<ul style="list-style-type: none"> <li>• Complete a site progress report (Online &amp; Email Ritchie and Linda)</li> <li>• Complete a costings spreadsheet (Online)</li> </ul>	<ul style="list-style-type: none"> <li>• Collate all completed checksheets, defect reports, tickets etc (Hard Copies - returned to office)</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Timesheets and Expenses forms (Email forms only to Leah. Hard Copies - Send in post signed off by SM)</li> </ul>	<ul style="list-style-type: none"> <li>• Check Diesel Requirements again and any other site requirements - Use site ordering form (Email to Linda)</li> </ul>

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## H&S Policy

### Roles and Responsibilities – All Employees

The Health and Safety at Work etc Act (1974) along with supporting Regulations state that:

Every person at work shall –

- ✓ To the extent of his responsibility and authority, carry out the duties allocated to him with reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions; and
- ✓ Only use equipment or substance in accordance with any training or instruction given by the employer
- ✓ Report to the employer any serious or imminent danger
- ✓ Report any shortcomings in the employer's protective health and safety arrangements

Health and safety can only be achieved if everyone understands that the lives of others are in their hands. All those working for EDD have a part to play, and must do their job carefully and comply with rules required by these Regulations.

Anyone who identifies a significant risk, for example because procedures or rules are not followed or where safeguards are missing or inadequate, must take appropriate action, normally by reporting it to a supervisor

EDD also expect all its employees, so far as is reasonably practicable have a duty to support the health and safety function by following the company standard site rules;

**It should be noted that disciplinary action may be taken against employees who persistently and deliberately breach the requirements placed upon them by statutory provisions and Company Safety Rules.**

IF YOU ARE IN ANY DOUBT ABOUT MATTERS RELATING TO YOUR OWN HEALTH AND SAFETY OR THAT OF YOUR COLLEAGUES, SEEK CLARIFICATION FROM YOUR MANAGER OR SUPERVISOR, DO NOT IMPROVISE!

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## H&S Policy

### GENERAL SITE SAFETY RULES

- ✓ All employees should be aware of, respect and adhere to the rules and arrangements contained in this policy.
- ✓ All employees shall immediately report any unsafe practices, conditions, equipment, accidents or near misses to the relevant manager / supervisor.
- ✓ Any person under the influence of alcohol or any other intoxicating drug, which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job.
- ✓ Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.
- ✓ Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.
- ✓ No worker should undertake a job, operate equipment or plant until he or she has received adequate information, instruction and training to do so and is authorised to carry out the task or operate the equipment.
- ✓ No employees should use chemicals without the knowledge required to work with those chemicals safely.
- ✓ No Shorts, No sleeveless tops. Hi- viz vests are to be worn reflective way round, no cut offs and Steel toe capped boots at all times.

UNDER NO CIRCUMSTANCES MUST MOBILE PHONES BE USED WHILST DRIVING OR OPERATING PLANT OR MACHINERY

### Working Environment

- ✓ Work sites must be kept clean and tidy. Any spillage must be cleaned up immediately.
- ✓ Waste materials and rubbish must be removed progressively.
- ✓ All combustible waste materials must be in such a manner to prevent the risk of fire
- ✓ All excavations, holes etc. must be covered or cordoned off when not in use or when they pose a risk of fall and clearly marked with warning signs.

### Plant, Tool and Equipment Maintenance

- ✓ Company machinery and tools are only to be used by trained, experienced, competent and authorised personnel.
- ✓ It is the responsibility of all employees to ensure that any tool or equipment they use are in a good and safe condition by carrying out a pre-use check. Any tools or equipment which are in any way defective must be removed from the work area where the site manager or supervisor will issue it with a defective tag and organise its repair or replacement.
- ✓ No tool should be used without the manufacturers recommended shields, guards or attachments.
- ✓ Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

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## H&S Policy

### Personal Protective Equipment

- ✓ Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use (Always in accordance with manufacturer instructions).
- ✓ Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor or the H&S Manager

### Manual Lifting and Moving

- ✓ Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
- ✓ Employees should not attempt to lift or move a load, which is too heavy i.e it is not easy to manage or move the load comfortably.
- ✓ All employees are required to complete manual handling training – use this training and apply the TILE concept before each and every load.
- ✓ Where team lifting or moving is necessary one person should act as co-coordinator, giving commands to lift, lower etc to the other person to avoid confusion.

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## H&S Policy

1	• General Safety Arrangements
2	• Demolition Activities
3	• Tools, Plant, Machinery & Vehicles
4	• Working at Height
5	• Lifting Operations
6	• Asbestos
7	• Hot Works
8	• Services
9	• Manual Handling, Slips, Trips and falls.
10	• Noise and Vibration
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## H&S Policy

### 1

### • General Safety Arrangements

**Site Rules apply** – these will be issued again at your site induction. No employee is permitted to work on any site without first having attended a site specific induction.

**Induction** – EDD carry out 2 types of inductions. The first is that of a company induction where you will be inducted into the organisation, will have been issued with the policy and had its content explained to you. Any relevant company arrangements will also be explained at this stage and you may be required to complete some internal and / or online training. Company inductions will be carried out at commencement of your employment and annually thereafter. Site specific induction will be carried out prior to starting on each new site. The information communicated on site will be relevant to that site and the activities being undertaken on that site only.

**PPE / RPE** – This is always the last form of protection where all other action has been taken to eliminate, reduce, isolate, and control the risk. Training is provided on the correct use of PPE at the point of issue and during your company induction (Always in accordance with manufacturer's instructions). If you have been issued it and it is required in accordance with the risk assessment, use it. It is there to protect you. PPE is free but look after it, and if it needs replacing let your site manager know.

*Reference made to Personal Protective Equipment Regulations 2002 and HSE Guidance, INDG174*

**Risk Assessments** – these are prepared as far as is reasonably practical by the H&S Manager when compiling a site or task specific method statement. It is the responsibility of the Demolition Manager / Site Supervisor to review all risk assessments and ensure that they are suitable and sufficient to safely carry out the works having physically assessed the situation on site. Risk assessments are communicated to all those working on site and carrying out the works. Employees are encouraged to annotate and amend any risk assessments (RA) and method statements (MS) as deemed necessary and ensure the relevant managers are notified of the same to ensure safe practices and continual feedback. All relevant risk assessments communicated will be signed by each employee to confirm their understanding. Errors, omissions, or any controls that are not understood must be reported to a member of the management team. Finally, when carrying out a task, the task manager is required to complete a pre-commencement POWRA (Point of work risk assessment), prior to the commencement of the task. Thereafter each employee will complete a daily POWRA which will simply be a recorded check to ensure the following is carried out

LOOK LEFT, LOOK RIGHT, LOOK UP, LOOK DOWN, SMELL THE AIR.

Consider your surroundings, the task, your competence, the equipment and PPE available.

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### Risk control and management is simple.

Each and every one of us can apply the ERICPD principle to an activity that poses a risk of harm to determine whether that risk can be reduced.

The ERICPD principles are referred to as a hierarchy of control measures i.e you have to try and apply them in order.

Let's also do the activity when considering working at height

### ELIMINATE

- Can you do the job a different way so the risk is eliminated all together?

### REDUCE

- Can you reduce the risk by choosing different methods or equipment?

### ISOLATE

- Does everyone have to be exposed to the risk? Can you isolate the area? the people working on the task? set up exclusion zones?

### CONTROL

- What other controls can be put in place.
- Consider, Information, Instruction and Training

### PPE

- where you cannot eliminate the risk of harm completely only then do we consider protective equipment and the use of warning signs

### DISCIPLINE

- Consider the selection of operatives, attitude is often just as important as skills, training and experience

Can you confidently apply the above when questioned on your work activities?

Would you still do the job in the same way?

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**First Aid** – EDD are actively working to ensure that all demolition supervisor and managers are first aid trained having a valid full first aider qualification due to the nature of the works being carried out. A min of 2 office staff will be emergency first aid trained.

First aid boxes will be supplied to all sites – site manager will ensure that these remain fully stocked and are in date at all time. In addition, all sites are supplied with a min of 10 individual, single use eyewash pods.

The location of first aid provisions will be communicated to all employees at the point of induction.

**Accident Reporting** – EDD promote the reporting of both near misses as well as accidents. All accidents and incidents should be reported verbally in the first instance and by completing the accident book of which is held on every site. Accident book entries should be sent to the office as soon as possible for review by the H&S Dept. of whom will determine the level of investigation required and any action to be taken.

**Training and Competence** – All employees should be competent in the task they are to carry out. Competence can be determined from Skill and knowledge, often taken from a relevant training course as well as practical experience. Competence is continually assessed by EDD Management and equally, should be assessed by the employee prior to carrying out any task. If you do not feel that you have the necessary skills, confidence or experience to carry out any task, you should report immediately to your manager.

*Further guidance on demolition training and competence can be found in BS6187:2011 Annex A*

**Confined Spaces** – Confined spaces are those spaces which offer access or working restrictions, often causing oxygen depletion or enabling dangerous concentrations of gases to accumulate. Such areas that may be found on a demolition site and defined as a confined space for operators to access and work in will include but not limited to; manholes, shafts, storage tanks, poorly ventilated basements, tunnels and some roof spaces.

Work in these places, by operatives will only ever be carried out where all other options have been explored and it is not reasonably practicable to carry out the work with entry. A confined space entry permit system will be adopted on a job / task specific basis and suitable warning signs displayed.

Supervisors and operatives who are required to work in confined spaces will be trained to work in such conditions and be suitably equipped for the task. An in case of emergency (ICE) rescue plan must be devised for the situation and task with all assessments and associated controls will be prepared on a job specific basis.

*Reference made to Confined Spaces Regulations 1997*

**Permits to work** - Permits to work are defined by EDD as a system used to control a number of key tasks defined as high risks activities and are designed to be the final check before allowing works to commence.

Permits are currently in place for the following areas

- ✓ General Permit - this is the minimum permit required and applicable to all works. A permit will be issued to each team / area
- ✓ Hot works permit – this is to be issued to each burner / operative carrying out hot works.
- ✓ Confined space permit – as detailed above.

The general permit (**PTW02-00 General**) is a free issue document and can be found in the following pages. The hot works permit (**PTW01 – 00 Hot Works**) can be found in section 7 of the arrangements and the confined space permit, available only on request and advice of the H&S Manager is a controlled issue permit.



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## H&S Policy

<b>1. General Details</b>		<b>NOTE: A copy of this permit must be retained by the person accepting it and produced on request.</b>	
Description of work:		Start Time	End Time
Site Name and specific location of work:		Date	

<b>2. Hazards to consider – (Site Manager / Supervisor to Complete)</b>			
<p>RAMS in place for the works and have you and those carrying out the works, read, reviewed, understood and in agreement of the methodology and SSOW provided. Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Pre-start briefing been provided to operatives Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Comment/ Action:</p>	<p>Evidence of services disconnection / isolation received? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Asbestos Survey received, read, understood and action take to (identify, remove and communicate the location of any ACM's) Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Comment/ Action:</p>	<p>Have exclusion zones been established and suitably secured? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Is all plant, tools and equipment required for the works available, in good condition and suitable for the task/ works Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Comment/ Action:</p>	<p>Have inspection records been obtained and recorded pre-use checks been carried out for all plant and equipment Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Evidence of competency of operatives Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Comment/ Action:</p>

<b>3. Please state Personal Protective Equipment (PPE) required - (Site Manager / Supervisor to Complete)</b>	
Hard Hat <input type="checkbox"/> Hi viz Vest/ <input type="checkbox"/> Hi viz trousers <input type="checkbox"/> Steel toecap boots <input type="checkbox"/> RPE <input type="checkbox"/> Eye protection <input type="checkbox"/> Gloves <input type="checkbox"/> Overalls <input type="checkbox"/> Ear Protection <input type="checkbox"/> Other <input type="checkbox"/>	

<b>4. Checks to be carried out to ensure safety of work – (to be completed by the lead operative)</b>			
<p>The extent of the works have been understood and the RAMS signed Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	<p>The works area is suitably cordoned off to prevent access by unauthorised persons Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Evidence of service disconnection / isolation obtained? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	<p>The extent and location of ACM's are known Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>

Please state any additional controls:

<b>5. Working at height – if applicable (Site Manager / Supervisor to Complete)</b>			
<p>Is a suitable form of access and / or working platform provided? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	<p>If a harness is required, has it been inspected prior to issue? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Has evidence of the erection and / or use of WAH equipment been provided? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Have WAH equipment / platform inspections been carried out and copies obtained / displayed? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>

Please state any additional controls:

<b>6. Issued by (Site Manager / Supervisor)</b>	
Authorised Issuer:	Signature:
I (the above) agree the control measures indicated above were in place prior to work commencing.	

<b>7. Accepted by – Lead Operative</b>	
Received by(Name & Title) :	Signature:
I (the above) confirm that I have carried out the checks as detailed in section 4 above and that I understand that only the work described in this permit can be carried out. Any findings, issues, or changes will be immediately reported to the issuer.	

<b>8. Check then confirm the job has been cancelled or completed by circling the following, then sign as appropriate (Issuer).</b>		
<b>CANCEL PERMIT / WORKS STOPPED</b>	Name:	
	Signature:	
	Time:	
		<b>COMPLETED WORKS – AREA SAFE UNTIL RETURN OR FOR REOCCUPATION BY OTHERS</b>

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**9. Daily Sign up – Remember a PTW lasts for one day ONLY**

**Where the following can be demonstrated, a permit can be signed back onto each day by the lead operative**

**SAME Working Area**  
**SAME People carrying out the work**  
**SAME Equipment being used**  
**SAME Methodology being applied**

**ANY changes to the above require a new permit to be issued!**

[illegible]

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## H&S Policy

**Occupational Health** – Upon commencement of work with EDD you will be asked to complete a pre-employment medical questionnaire and annually thereafter complete a health questionnaire – ‘**HE01-00 General Health**’. This is designed to help us ensure that our control measures are effective and that you remain safe in the workplace. Changes will be monitored and an external advice sought as required.

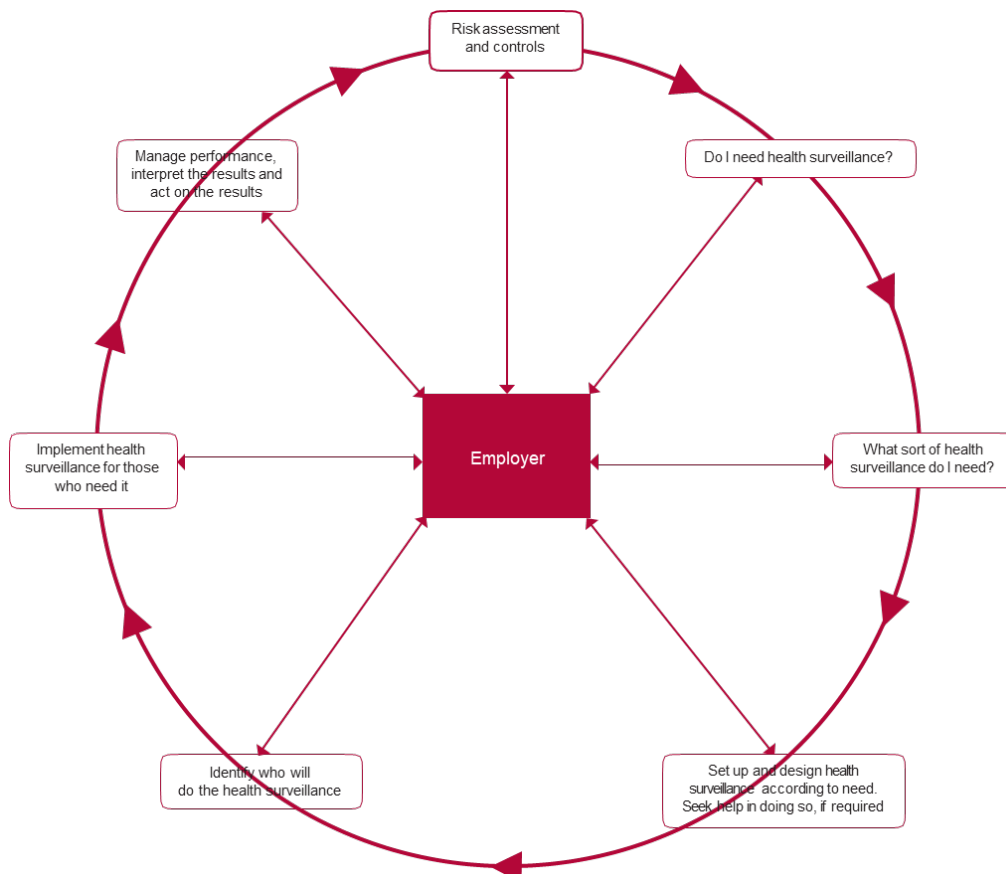
The health surveillance system further consists ‘**HE02-00 Fit to Work**’ of which is a simple questionnaire and is to be completed by all persons who have been absent from work for more than 3 days .

*Annual health surveillance is in place and will commence in 2018 across all sites.*

The type of external surveillance will be dependent on your job title and the work activities carried out, risk assessments, as well as the results of completed health questionnaires and any previous declarations. An external appointed occupational Nurse will be used to carry out as deemed necessary and as a result of the above; Driver medicals, lung function test, eyesight tests, hearings tests, HAVS assessment as well as any other assessments as required and changes made accordingly.

*Remember, surveillance is there to protect you, let us know if we can help. Never try and hide an illness, mentally or physically*

EDD, acting as the employer, comply with HSE guidance on health surveillance and as a result following the following basic principles when considering the need and type of health surveillance, referred to by the HSE as the health surveillance cycle.



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## H&S Policy

Occupational Health Monitoring and Surveillance has been identified and arrangements put in place specifically in the following areas;

**Drugs and Alcohol** – As per the site rules, EDD operate a zero tolerance policy in relation to drugs and alcohol use.

Any person under the influence of alcohol or any other intoxicating drug, which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job.

EDD will carry out drug and alcohol testing prior to commencement of employment.

Thereafter, frequent and random drugs and alcohol testing will be carried out on site by EDD and the clients to whom we work for. EDD have the right to remove from work any operative they feel, in their opinion is under the influence of any drug or alcohol



**Display Screen Equipment**– All office staff and those with a designated desk will be provided with display screen equipment (DSE) training annually of which can either be provided by the H&S Manager or as an online course. Following completion of the training, the user will be issued with a DSE assessment form to complete '**HE03-00 Display Screen Equipment**'. The assessment is carried out by the user and reviewed by the Health and Safety Manager who will review, discuss, take action and make recommendations to the user and the Operations Director accordingly.

**Face Fit Testing** – It is an EDD requirement that all operatives are to be issued with and have face fitted with a Sundstrom mask. Face fitting is done in house by the Safety Manager and each employee issued with a certificate to evidence the testing. Operatives are required to have access to their mask and suitable filters and take it with them to each new site. Face fitting will be carried out annually by EDD.



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## H&S Policy

**Dermatitis** - Contact dermatitis is an inflammatory skin reaction in response to an external stimulus, acting either as an allergen or an irritant. Occupational dermatitis is the most common of a number of skin diseases caused by exposure to a physical, chemical or biological agent in the workplace. A Health Surveillance form '**HE04-00 Dermatitis**' will be issued to operatives annually to all those exposed chemicals defined as skin irritants under the COSHH Regulations



### How do I protect myself from occupational dermatitis?



**Avoid skin contact** with chemicals where ever possible – follow safe systems of work, don't cut corners and make yourself aware of what COSHH products you are using and what the assessment tell you to do!



**Protect the skin.** Wear PPE (Personal protective equipment), this may include gloves, visors etc. Remember PPE is made available for a reason!



**Check for early signs.** You are the best person to check. Dermatitis is often irreversible so don't leave it until it is too late. Arnold Clark will provide annual health surveillance however should be frequently checking your hands and skin yourself and if in doubt – ask!

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## H&S Policy

Managing the risk of Dermatitis

### PLAN

- Who comes into contact with chemicals on each site?
- Consider fuels, oil, cleaning products or any skin irritants

### DO

- Provide those affected with training – **Toolbox talk**
- **Display poster** in relevant departments warning employees of the dangers
- **Issue PPE** and ensure relevant forms are completed
- **Communicate relevant COSHH Assessments**
- Issue **HE01-00 Dermatitis**, to all employees exposed as identified above
- Encourage reporting at anytime

### CHECK

- **H&S Manager to Review** the health surveillance forms, consider if improvements can be made, if advice is needed or if anyone has been effected by the products or showing any symptoms of concern.
- **Anyone can ask for help, advice or for a referral to an occupational nurse where you have doubt.**

### ACT

- **Make changes** to minimize current or future risk (See action items from health surveillance form – HE01-00)
- **Communicate changes** to your staff – remember toolbox talks, notice board and briefings can all be used.
- Contact the H&S Manager where any person reports any skin condition to you at any time for advice.

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Demolition is the dismantling, deconstruction, removal, soft stripping and structural refurbishment of any building or structure, or any part thereof. Demolition work involves many of the hazards associated with the construction industry, however can also involve many additional hazards due to unknown factors which make demolition work particularly dangerous. These may include:

- Lack of information from the buildings original construction (Structural information / as built drawings etc.)
- Any modifications that altered the original design and or load bearings.
- Materials hidden within structural members, such as lead, asbestos, silica, and other chemicals or heavy metals requiring special material handling.
- Unknown strengths or weaknesses of construction materials, such as post-tensioned concrete

To combat these, everyone on a demolition site must be fully aware of the hazards they may encounter and the safety precautions they must take to protect themselves and their co-workers.

The H&S Policy Arrangements section (All sections 1-12) should be read and apply to almost all demolition works.

EDD have provided below, safe systems of works (SSOW) relating to the most common demolition tasks all of which are referred to in the site specific method statements as appropriate. EDD SSOW are based on an industry best practices as defined in the British Standards for Demolition (BS6187:2011)



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### Site Security

High standards of security are to be established and maintained at all times as the public and children in particular are likely to be curious about the works and can be unaware of the potential hazards.

Demolition sites are therefore secured using suitable heras fencing in all areas where the existing perimeter walls or fences are deemed to be ineffective at offering a suitable and secure fencing arrangement.

Demolition warning signs are posted to the perimeter and as a minimum will display 'Danger Demolition in Progress' signs as well as a main entrance gate sign of which will provide further safety information, minimum PPE requirements on the site, company information, site manager details and out of hours contacts.

### Exclusion Zones

Exclusion zones are required for all demolition works, irrespective of the method of demolition to be adopted. Guidance as to the extent of the exclusion zone should be risk assessed on site by the site manager and based on the guidance provided in BS6187, section 13 and can vary according to the activity and rate of demolition.

An appropriate exclusion zone should be instigated when any person could be at risk from or as a result of any demolition activity.

The following factors should be accounted for in the design of the exclusion zones;

- The site, including its topography (physical features of the land or area)
- The structure (including its height) and construction materials
- The surrounding environment (neighboring properties, land uses etc.)
- The proposed methods of demolition or partial demolition (including the machines to be used)
- Ground conditions

Areas of an exclusion zone can be defined as:

Plan area	The area of the structure that is to be demolished and is the subject of the assessment
Designated drop area	The immediate hazard area where the principal mass of the collapsing structure is planned to drop. This will undoubtedly include the plan area.
Predicted debris area	The predicted limit or extent of any secondary material that will travel and come to rest
Buffer area	The hazard area that is planned to allow for any unpredictable events. Anyone beyond this theoretical boundary to the exclusion zone will be considered safe from the demolition activities.

Entry to the exclusion zone is to be controlled by a suitable and appointed person and where operatives directly involved in the demolition works need to be within the exclusion zone, they should be located in a position of safety appropriate to the stage of demolition.

Warning signs must be posted around the perimeter of the site / working area stating clearly that entry is forbidden to unauthorized persons and there is a danger associated with the works. Where physical barriers are not possible, banksmen must be appointed to oversee the works outside the project boundary to ensure safe passage of others etc. Where a banks-man is used, 2 way radios must be available as a form of communication and to stop works should it be required.

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### Soft Stripping

Soft stripping involves the removal of non-structural items such as fixtures and fittings, doors, windows, suspended ceilings, studding and partitions, but ensuring that safe accesses and working places are available before demolition work on the structure itself commences.

Prior to commencement, all operatives will be made aware of hazardous areas any drop-zones and exact location of the works, emergency routes etc. specific to the work zone via site inductions, daily pre-briefings and method statements.

All works will be carried out by the use of hand tools in a controlled manner. Where power tools are required these will be 110v or battery power supplied. Where necessary barrows/trolleys etc. will be utilised to prevent manual handling problems.

PPE and RPE required for all strip out works as a minimum will include, steel toe capped boots, hi vis vest, hard hat and gloves. The use of additional PPE such as ear defenders or RPE may be required following a risk assessments of the equipment being used or task being carried out.

All soft strip materials will be removed from site progressively to prevent a build-up of combustible materials.

All demolition arisings will be sorted, where necessary, removed from the work area and loaded into either roll on/off containers, tipper or articulated wagon transport for removal to a licensed disposal point under Waste Management 'Duty of Care' procedures.

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## H&S Policy

### Mechanical demolition – Generally

Wherever possible, remote mechanical demolition is used in order to minimize the risk to workers. Before undertaking any form of demolition, the Site Supervisor/Demolition Manager and machine operators must carry out a comprehensive walk round survey of the building to be demolished.

All demolition, full or partial should be based on a complete understanding of the nature of the structure, the inter-dependence of all structural elements, and the inter-relationships with adjacent structures and the surrounding environment.

They should also gather as much information regarding the materials used in its construction, state of existing services, asbestos and any other surveys carried out.

Some of the dangers inherent in mechanical demolition include the premature or uncontrolled collapse of the building or structure and the falling of debris.

The structural stability of the building will be continually assessed by the demolition machine operator to ensure structural stability, lateral support and at all times reduce any risk of an uncontrolled collapse.

The method of demolition will depend on the material and structural makeup of the building and sometimes the final re-use / salvage of any materials.

Machine operators must ensure that the excavator is large enough to carry out the work at arm's length, or that the machine is able to reach the structure safely by creating a raised working platform (hardcore base).

Plant should only be operated on a surface strong enough to support the machine and falling demolition arisings, where soft ground is experienced or any doubt is had, the area should be excavated and backfilled with compacted hardcore to provide a suitable base.

All demolition excavators are built to a demolition spec and as a minimum requirement fitted with a protective demolition cage to the roof and front window of the cab.

Demolition excavators have a range of attachments available to use depending on the material used in the buildings construction and method of demolition being adopted. Such attachments can include, hydraulic shears, impact hammer, muncher, grapple, digging and ditching buckets as well as a magnet attachment.

An exclusion zone will be established around all demolition activities and a trained banksman appointed and with radio or other suitable communication method to prevent unauthorised access to assist the machine demolition operations as required and where visibility is restricted. The extent of such exclusion zones will be dependent on the demolition methods and techniques applied, EDD SSOW for establishing exclusion zones and BS6187 guidance.

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## H&S Policy

### Demolition Principles – Structural

#### Progressive Demolition

Progressive demolition involves the controlled removal of sections of the structure, whilst retaining the structural stability and lateral support of the remainder of the building in order to avoid an unintentional or uncontrollable collapse.

Where progressive demolition is adopted, the key structural members on which the stability of the structures relies, together with their sequence of removal should be indicated on a drawings in the method statement itself.

Progressive demolition is the preferred method of demolition and will be employed on the majority of sites.

#### Controlled and Deliberate removal of elements (including de-construction)

The controlled and deliberate removal of elements of a structure, includes the removal, dismantling or de-construction of selected parts of a building or structure. This method is generally used in the lead up to a controlled collapse or as part of structural refurbishment works. Where deliberate removal of elements is to be adopted, the effects of the removal should be fully understood, the elements should be clearly defined on a drawing along with the sequence of removal.

#### Explosive Demolition

EDD do not actively carry out explosive demolition works, nor do they employ any explosive demolition engineers. From time to time explosive demolition works may be required and when such a decision is risk assessed and made, all such works will be carried out by a suitably experienced and verified sub-contractor.

Explosives are used where a controlled and deliberate collapse is required and where it is preferable to ensure the collapse of the whole structure in one operation, so as to avoid the potential for unstable portions remaining.

Where EDD consider explosive demolition techniques to be the most appropriate method of demolition for a structure, expert advice will be sought and the work subcontracted to an approved explosives engineer.

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### Demolition Techniques

#### Mechanical Demolition - Brick and Block

The demolition of the buildings will be generally based on the progressive demolition method. Typically a progressive demolition sequence of column to column will be applied, maintaining a 'square' to maintain lateral support at all times therefore walls will be reduced in height progressively working from the top of the walls, reducing its height and allowing materials to accumulate at the base of the wall to ensure that lateral support is maintained and that no single wall is ever exposed at such a height that would be deemed unsafe.

Using the selector grab or shear attachment, any roof trusses of the buildings will be removed and the material disposed of in a designated skip for recycling.

Demolition carried out using mechanical demolition techniques, using a demolition spec excavator will, with a selector grab or other suitable attachment carefully and in a controlled manner fold the building in to its own foot print.

The demolition arising's will be removed from the work area progressively in order to keep the work area clear and will be segregated as far as reasonably practical and disposed in the designated skips provided and removed from site.

#### Mechanical demolition – Concrete

For more substantial buildings a concrete muncher attachment may be used, of which will be used to progressively break through the concrete of the building, generally exposing rebar of which will eventually pulled out and stockpiled as it becomes free.

Typically a progressive demolition sequence of column to column will be applied, maintaining a 'square' to maintain lateral support at all times.

#### Mechanical demolition – High Rise Concrete

When demolishing high rise concrete structures, the demolition sequence that may be applied may be that working 'top down' outwards towards the shear walls (strong points) i.e. lift shafts and stairwells.

NFDC guidance document should be referred to when considering the application of the top down method and the demolition of high rise buildings and tower blocks (NFDC - Guidance for Deconstruction of Tower Blocks floor by floor/piecemeal)

#### Mechanical demolition – Timber

A timber building should normally be demolished by deliberate collapse methods or by deconstruction. Attention should be paid to the potential for serious decay and /or infestation of timber that may have greatly weakened members.

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### Mechanical Demolition of Steel buildings, Shearing Steel and processing scrap metals

The shearing of steel is the process of cold cutting steel sections using a demolition spec excavator and shear attachment as a method of demolition. Similarly it can be used a method of processing metals into manageable pieces for removal off site to a licensed recycling facility.

During shearing operations exclusion zones will be established and maintained. Controls will be put in place to maintain such a safe working area and may include the use of fencing, signage, a banksman and other physical barriers in accordance with the risk assessment prepared for the works.

Communication of the planned works should be carried out to all employees and often done so at the daily pre-start briefing. Radio communication may be used if deemed necessary by the site manager/ supervisor.

All drivers to have windows and doors closed at all times when shearing, cutting and loading steel, metal and wastes

Where a building is free of asbestos and / or is similarly made up of a steel frame construction, the general method of demolition is to use remote mechanical demolition techniques employing a demolition excavator and shear attachment as described above.

All demolition machine operators will be suitably experienced and hold evidence of their competence by way of a valid CPC card or similar industry approved training card.

Generally, demolition will be carried out working progressively through the building bay by bay maintaining structural stability of the building at all times.

Each bay will be cut down with the excavator and shear attachment, cutting free the roof purlins and supporting trusses, allowing them to be lowered to the ground.

The upright steel stanchions will be cut approx. 1m from the ground and adequately marked up until such a time when they will be hot cut, flush with the ground floor slab.

It is expected that the Demolition Manager and machine driver will carry out a visual inspection of the building being demolished to ascertain key structural members of the building and the degree of accessibility for the excavator to aid the demolition process.

All sheared metal will be directed to fall into the footprint of the building during demolition operations

Progressive clearing of the steel work and any other arising's (brick wall infill etc.) will be processed on a bay by bay basis thus to prevent unnecessary buildup of waste material.

All progressively cleared shearings will be placed into a designated area for further processing and removal from site

Any revisions to this general and proposed methodology be recorded and communicated to all operatives

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### Hand Demolition - Brick

Although mechanical demolition is always the preferred method of working, occasionally this is not possible. An example of this would include restricted access. Where hand demolition has been risk assessed and deemed to be the most suitable method to be adopted, mechanical assistance will still be considered. Mechanical assistance may include the use of hydraulic or compressed air tools. In addition can include plant and equipment to support, lift or transport materials.

Where hand demolition is required, working at height causes the biggest risk to operatives and will be assessed on a job by job basis. Wherever possible a fixed scaffolding will be erected, providing suitable and sufficient access for operatives to work from. Occasionally however a MEWP may be selected as the preferred form of access.

When working at height and with all demolition works, an exclusion zone must be established on either side of the wall being demolished and beneath any work at height in accordance with EDD's guidance and SSOW in establishing exclusion zones.

For the demolition of brick walls, operatives will work from the scaffold or MEWP platform and will work along the mortar joints, easing the masonry apart and reducing the height of the wall.

This will be done in sequence to reduce the height of the elevation until such a point where the works are concluded or it is considered safe to apply mechanical methods.

The bricks and debris generated will be progressively removed and cleared to prevent and build up of materials which may present a trip or fall hazard.

In addition, progressive clearing of material is required and debris should not be allowed to accumulate on any floors to such an extent that it imposes loads to the structure in excess of that which is has been designed to carry safely.

The reduction in height of brick walls will be done using portable hand tools and can include mechanical 110v power tools as required.



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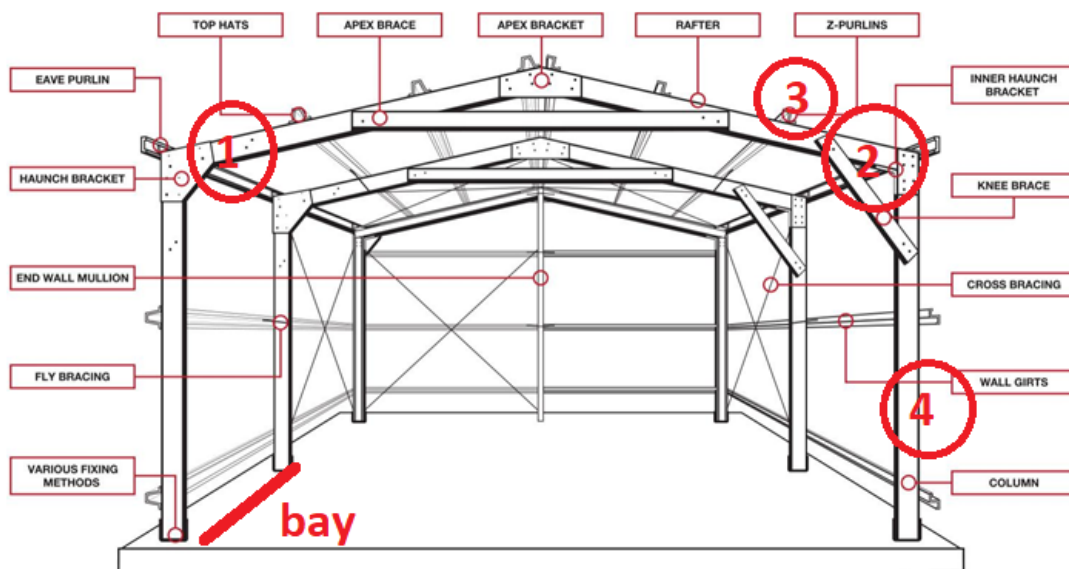
## H&S Policy

### Demolition of Portal Framed Buildings

The demolition of steel portal framed buildings is more commonly carried out using a mechanical demolition excavator with a hydraulic shear attachment, applying cold cutting techniques to deliberately remove key elements of the structure, working through the building bay by bay.

A portal frame can be made up of any number of bays and commonly constructed with a brick infill wall between the columns and / or over cladded with sheet material of which will be removed and separated during the systematic demolition of the portal frame.

#### Typical Portal Frame Arrangement



**Note:** Structural frame image is not representative of the number of bays in any given structure but indicative of a typical design.

#### Main Portal Bay Demolition Sequence – Applying cold cutting mechanical demolition methods.

1. Cut rafter beam adjacent to outer column and any bracing & lower to ground slab level. Indicated as cut number 1 on the above drawing.
2. Cut other end of rafter beam as indicated in the drawing as cut number 2 allowing the apex to be lowered to the ground.
3. Cut free the apex by cutting and removing any connecting purlins. Indicated on the drawing as cut number 3.
4. Remove eaves tie to the outer column and cold cut the columns approx. 1m from slab level with the shear. These will then be suitably marked up to be later hot cut flush with the slab.
5. Repeat the above for the other outer columns of the bay being demolished.
6. Repeat all steps in a progressive manner bay by bay until the structure has been fully deconstructed.

**Note:** Apex Beams and Eaves Ties are only to be removed immediately prior to removal of individual columns. Columns must not be left free standing for any extended period of time.



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### Removal of slab and foundations

Once the buildings have been demolished in full, a demolition excavator with a bucket attachment will be used to grub up any hard standings, concrete slabs, footings and foundations.

Less substantial slabs can be pulled up using the bucket itself, with the slab breaking during the process.

For more substantial ground bearing slab, the concrete will be broken using a 360° tracked excavator, fitted with a hydraulic hammer and the broken concrete will be excavated out using the 360° tracked excavator, fitted with an digging bucket and stockpiled on site;

The mass concrete pad foundations and any strip footing foundations will be exposed by excavating adjacent to the mass concrete and broken out using a 360° tracked excavator, complete with hydraulic hammer; any excavation voids will be progressively backfilled; where the grubbing up works extend to the next day, all excavation voids will be made safe by either temporarily backfilling or erecting excavation barriers and warning signs;

The demolition hardcore (brickwork, masonry and concrete) will be removed from site for re-use / recycling by 8 wheeler tipper wagons.

### Concrete crushing

EDD do not own crushing equipment however where such equipment is required, it is hired along with a competent operator. All such safety controls in respect of its operation will be the responsibility of the hire company and its operator. The operation and use of the crusher must be in accordance with manufacturer instructions.

The EDD Site Manager / Supervisor is required to visually survey the site and identify that the most suitable area for carrying out the crushing process.

Under no circumstances is a crusher to be operated without sufficient water / dust suppressant.

All operators of the crushing machine will be suitably trained and competent in its operation

The crushing operations area is to be identified and communicated to others working on site to ensure unauthorised access to the area.

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### Use of Oxy-Propane Hot Cutting Techniques

Wherever possible, cold cutting techniques are the preferred method occasionally however this is not possible, mainly due to access, space and the level of control required. Where hot cutting is required, the following controls will be implemented.

Where hot cutting techniques are required a task specific hot works permit will be required each day.

Only those competent and holding a valid certificate of training are permitted to use the oxy-propane hot cutting techniques.

**UNDER NO CIRCUMSTANCES IS ANY FORM OF HOT CUTTING PERMITTED WITHOUT A VALID HOT WORKS PERMIT – ISSUED BY THE DEMOLITION MANAGER / SUPERVISOR DAILY**

Note that the daily hot works permit comes in 3 sections – Guidance notes, equipment pre-use inspection sheet and the permit itself.

All combustible materials and flammable materials to be removed where practicable and a suitable exclusion zone be established prior to the commencement of any works.

A suitable fire extinguisher / firefighting equipment to be made available prior to the commencement of any works and kept in the close proximity to the area of work until the permit is cancelled

Operatives must ensure that appropriate PPE / RPE is worn at all times and consists of; Gauntlets, Fire proof overalls, Shade 5 Eye protection (Safety Spectacles / goggles / full face mask) and a disposable vapour mask if required as per the risk assessment

A fire marshal will be present at all times. They will be formally appointed and be competent and aware of their duties.

Oxygen and propane gas cylinders are to be transported on a suitable bottle trolley only or in a bottle bank and never by manually lifted.

All hot works are to cease at the latest, 1 hr. prior to the end of any shift as detailed on the hot works permit.

The permit itself and further guidance can be found in section 7 of the H&S Policy Arrangements section.

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## H&S Policy

### Removal of Asbestos Cement Fly Tipping and Debris

Where asbestos is found to be present operatives of whom will be CAT B trained and experienced in such works and will place all asbestos cement debris into heavy duty polythene red asbestos bags of which will then be double bagged into a clear similar bag and sealed with 'gaffer' tape or similar. A Surfactant or similar water spray will be available and used as required.

All asbestos debris will be removed in accordance with HSE guidance HSG210 – Asbestos essentials and copies will be provided, forming part of the method statement and relevant to the works being carried out as will any supplementary guidance provided in the Control of asbestos Regulations 2012

Asbestos removal will be notified to HSE as required under the regulations.

All full sized sheets will be carefully loaded into an enclosed and sealed asbestos skip to ensure no further breakage occurs.

Operatives engaged in the removal of the asbestos cement products will wear, as a minimum, disposable overalls (type 5/6), pvc gloves, safety footwear and Ori-nasal face fitted masks, type FFP3;

Where any given building is not deemed safe to work in this manner, sending operatives in. works will be carried out mechanically, first opening up the building and subsequently scraping out the waste debris.

All works will be carried out under a watching brief for the presence of any residual asbestos containing cement materials and loaded into skips for off-site removal.

The Demolition Operations Manager will carry out a full visual inspection of the building on completion of the asbestos removal works to confirm that the asbestos removal works are complete; once the Demolition Manager is satisfied that the asbestos removal works are complete to an individual building, he will give permission for the further demolition works to proceed

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## H&S Policy

### Removal of asbestos roofing sheets – Debris removal and Manual ‘Cut and Lower’ Method

Where the cut and lower method is to be employed the following controls will be implemented:

Exclusion and respirator zones will be established around the working area with access restricted to those operatives directly involved in the works.

Access equipment will be employed and be suitable for the task in hand, taking account of the ground and surrounding structural conditions. Scissor lifts and booms will generally be used and be of sufficient capacity (space & safe working load) for 2 operatives to access the underside of the sheeting to be removed with their tools, equipment, and an allowance for removed sheeting.

Background reassurance and personal monitoring will be carried out at key points around the working area with results monitored and recorded. Should monitoring identify any increase in fibre levels, which may increase operative or public exposure, work should be stopped and the system of work reviewed prior to recommencement.

Working from the scissor lift or boom type MEWP's etc., operatives must spray the sheet to be removed with a water based solution. Surfactants may be added to the water.

Ideally, the holding bolts should be cut using bolt cutters where possible or alternatively, oxy-propane cutting equipment where conditions allow. AC sheets should be lifted and lowered onto the scissor lift platform or boom for eventual disposal

Note: care should be taken when stacking sheets as the scraping action of sheet on sheet has been identified as creating a significant level of asbestos fibres that are likely to exceed the control limit.

Overloading of the access equipment must be avoided, to ensure this policy is maintained, the clearance of sheets should be progressive and continuous to a lockable container as soon as is practical. Once the most appropriate

MEWP has been selected, the SWL will be consulted and translated into max number of sheets to be stored in the platform.

Operatives are required to decontaminate at break times and the end of each working shift.

All equipment will be thoroughly decontaminated prior to removal from site.

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### Removal of asbestos roofing sheets – Debris removal and Manual ‘Cut and drop’ Method

This will be applied to the demolition of all the portal framed buildings and the demolition and removal of the asbestos cement roofing sheets. The general method to be applied is the NFDC approved, cut and drop method, detailed below. The following assessment will be applied when considered the cut and drop method and where this is not deemed to be a suitable method to be applied, the standard, manual cut and lower method will be applied.

<u>Points to Consider</u>	<u>Assessment</u>
Condition of the cement bonded asbestos sheeting	Where we are unable to confirm structural stability or the condition of the cement bonded asbestos sheeting, remote cut and drop methods will be preferred
Working at heights / Manual handling / Operatives	Where excessive working and height and manual handling is required due to the size and extent of the roof areas, remote cut and drop methods will be preferred.
Neighbouring properties	Where the site itself is relatively remote with little risk to neighbouring properties remote cut and drop methods will be used. Perimeter air monitoring will be put in place to evidence the controls measure are effective.
Condition of floor slab	Floor slabs must be in good and level condition enabling efficient cleaning up operation The area will be surveyed for any drains etc. and be suitably protected with sand bags.(disposed of as contaminated waste thereafter)
Condition of external walls	External walls must be in good condition with no breaches - enabling demolition arisings to be contained within building line
Availability of water supply for dampening down	If a local water supply is not available, dampening down will be via high pressure water bowser

Historical data has proven that where wetting down is employed for the mechanical reduction of asbestos cement roof and side sheeting it poses the least risk of significant exposure to asbestos fibres to both operative and the environment. By applying the above assessment of each building, determination of the removal method will be decided. Where this remote demolition method is to be employed the following controlled procedures will be implemented:

The predicted drop zone will be considered as an exclusion and respirator zone it must be clearly delineated and kept clear of all debris, extrusions and obstructions to facilitate a thorough environmental clean on completion of the works.

The sealing of drains and establishment of a containment system is essential to ensure that there is no possibility of any contamination of water courses or surface water catchments. Where sand bags are used, the subsequent disposal will be that of contaminated waste.

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An adequate supply of water will be established. Note: the predominant asbestos fibre type in asbestos cement is Chrysotile asbestos which is classed as being 'Hydrophilic' lending itself to water penetration. Water sprays alone can be considered as an effective method of dust/fibre control during take down, handling and disposal operations.

Water sprays will be focused on the area of AC sheeting to be removed during the works

Work will be carried out on a bay by bay system, cutting and dropping the sections of roof or side sheeting to the ground. Breakage of the sheets should be kept to a minimum, so far as is reasonably practicable. Fallen sheets must not be driven or tracked over. No works can proceed to the next bay until the first bay has been cleaned up and so forth. All works and progressions will be overseen and approved by the demolition manager

The cleaning up of AC debris, will be carried out using a rubber tyre loading shovel fitted with a plain edged bucket. Operatives assisting with the clean-up works will be non-licensed work trained and be trained in the safe working procedures and be equipped with suitable RPE & PPE.

A routine of decontamination will be established at the end of each shift and before any meal/fatigue/toilet/smoking breaks.

The resultant debris must be loaded into a sound, secure (gaps sealed) and lockable container for disposal by a licensed carrier at a registered disposal facility in accordance with the Hazardous Waste Regulations and EA protocols. Note: Open containers may be lined with heavy duty polythene sheeting that can be wrapped and tape sealed on completion of loading. Note: It is recommended that where practical enclosed containers be employed.

Background reassurance monitoring will be carried out at key points around the working area with results monitored and recorded at various stages of the works.

Should monitoring identify any increase in fibre levels, which may increase operative or public exposure, work will be stopped and the system of work reviewed prior to recommencement

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### Mechanical demolition – Bridges

Bridges are generally demolished either by deliberate collapse methods or in the reverse order of construction. Techniques such as cut and lift are generally applied and done so in conjunction with a crane and contract lift arrangement.

Irrespective of the method to be applied, those parts of the bridge structure will be processed into manageable sized pieces before being transported off site.

Professional and competent advice is to be sought for the demolition and /or lifting of all bridges.

### Demolition and Removal of Tanks

Before an above ground or underground storage tank and/or associated pipelines are removed or demolished, any previous use should be determined and appropriate action taken to identify and remove any hazardous chemicals. Delivery lines and vent pipes should be purged. The tank should be emptied and certified by a competent person as being free of gas, flammable vapours or other hazardous chemicals

EDD aim to avoid all work in confined spaces and the removal of any tank, done so in such a manner where this can be achieved. In exceptional circumstances where this is not possible a task specific risk assessment and SSOW will be established for the purpose.

### Demolition of Independent Chimneys

The construction of the chimney, its condition and materials from which it is constructed as well as it's the available space will be assessed to determine the most appropriate demolition method to be applied.

A detailed inspection and survey should be completed prior to the demolition of a chimney or spire. In particular, the condition of the structural material, which can range from stone and brick to steel, timber and concrete, needs to be assessed to identify any faults, such as fractured or badly weathered stone or rotten timbers. Reinforcing is generally minor and consisting of steel hoops.

The possibility of chimney instability resulting from inclement weather (for example, high winds) needs to be considered during all stages of demolition work.

Due to their height, it is common for chimneys to be demolished progressively (mechanical or hand demolition) or through induced collapse (Requiring temporary works design consideration).

Where hand demolition techniques are applied, they should be carried out progressively from the top of the chimney and from safe working platforms and is a common method to be applied to brick built chimneys.

Deliberate collapse of a chimney is a frequently used where space allows by mechanical demolition methods being applied. This results in support being applied to the chimney whilst pre-weakening works are carried out at the base, often having a section at the heel of the chimney removed to induce over turning in the required direction.

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The base of the chimney opposite the mouth is referred to as the heel. A chimney will momentarily need to stand on its heel until the out-of-balance forces induce overturning. The line between the mouth and the heel, where this overturning is induced is referred to as the hinge line.

Where the direction of travel is critical, the orientation of the hinge line is critical.

Temporary supports and /or design calculations and checks may be required to ensure that premature collapse does not occur and professional advice should be sought for all temporary works.

Steel or concrete sectional chimneys can often be demolished using a 'lift and lower' method, assisted by a suitable crane under a contract lift.

Due to their height, control measures that need to be considered when demolishing chimneys include:

- temporary work platforms
- falling object protection
- exclusion zones, and
- dust control.

Further guidance on all demolition methods and safe systems of work can be found in BS6187:2011 and NFDC issued guidance notes.



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## H&S Policy

### 3

### • Tools, Plant, Machinery & Vehicles

Operatives must not drive any vehicle, operate plant, or use equipment unless they are trained for the type of plant to be operated, authorised to do so and deem themselves competent.

The use of hand held mobile phones while driving or operating plant is forbidden

Horseplay whilst operating any such plant is strictly forbidden.

Operatives are required to use the plant for its intended purposes only.

A visual pre use inspection must be carried out before using any item of plant and machinery and to include any static plant and equipment. (Generators, welfare units, lighting towers and cable strippers etc – note that this list is not exhaustive)

Recorded daily check sheet are required to be completed by all machine operators.

Machine defects should be reported on the daily check sheet.

All other plant or vehicle defects should be reported to the site supervisor where the appropriate action will be taken and advice sought as required from the senior management team.

Operatives must never operate any item of plant, machinery or drive any vehicle they deem to be unsafe.

Demolition machine drivers must ensure that the machinery is suitable for the task in hand, considering height, outreach, size and capacity.

The demolition machine driver must ensure that the working radius of the machine is not exceeded as this can cause instability and the machine to overturn

All site specific rules, instructions and traffic management arrangements must be followed and adhered to at all times.

A banksman must be employed where sight is restricted and / or where plant comes into contact with the public or other persons.

All plant and equipment is required to be checked prior to its use, carrying out a visual pre-use check by the competent, trained and authorised person to use it.

All items of plant and larger equipment items are also required to have these pre use checks recorded on the following forms:

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SM03 - 00 Pre Start Checklist							
Site:				Date:			
Plant Make / Model:				Operator:			
	Mon	Tue	Wed	Thur	Fri	Sat	
Oil, fuel and coolant levels							
Wheels and tyres							
Tracks							
Windows							
Mirrors (should be in good condition, clean and adjusted correctly)							
CCTV / Radar							
Lights							
Horn / Reversing horn							
Seat belts							
Steps and handrails							
Fire extinguisher fitted							
Air conditioning							
Instruments							
Brakes							
<b>Operators signature</b>							
<b>Supervisors signature</b>							
Defects (if Applicable):							
Reported to: _____ How / When? _____							

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SM04 - 00 Welfare Unit Daily Checklist							
Site:		Week Commencing :					
Last Service:		Next service:					
	Mon	Tue	Wed	Thurs	Fri	Sat	
Generator oil, fuel and coolant levels							
Toilets and washbasins clean?							
Toilet paper available?							
Are facilities clean?							
Well lit and ventilated?							
Is there a means of heating the unit?							
Is drinking water available?							
Is there a kettle?							
Is there a means of heating food?							
Is water available for hand washing?							
Is soap and barrier cream available?							
Is there means to dry hands after washing. Eg paper towels?							
Fire extinguisher fitted							
Does the septic tank require emptying?							
<b>Person carrying out the inspection:</b>							
<b>Supervisors signature</b>							
Issues identified (if Applicable):							
Reported to: _____ How / When? _____							

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### Tools and Equipment

EDD Ltd will take all reasonably practicable steps to ensure the safety of all employees who operate or maintain work equipment and to ensure the safety of others who may be affected by the work equipment.

EDD Ltd will liaise with suppliers, safety professionals and its employees to ensure the suitability of all work equipment, it is fit for purpose and that it meets all legislative requirements.

Operators of such equipment must carry out a pre use check, ensure a task or equipment specific risk assessment is avail and have read and under stood it, that the equipment if fit for purpose and that the user is trained and competent in its operation and has the authority to use it.

Tools and equipment found to be faulty, damaged, with safety devices missing or for any other reason placed in quarantine will be suitably marked and removed from the work area. Wherever possible, red cable ties (and attaching the appropriate tag - see below) will be used to identify such defective equipment until it can be collected and permanently removed off the site.



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### 4

### • Working at Height

Working at height is defined as any work or access requirement during which a person could fall. This includes from any level both stepping above and below ground level.

- Avoid the risk by not working at height – consider different methods of working where ever possible.
- Where work at height cannot be avoided only podiums, MEWPS's, fixed and mobile tower scaffolds may be used.
- Under no circumstances are ladders permitted on any demolition site.
- Only trained, certificated and competent personnel to use working at height plant/equipment. Pre use inspections must be carried out and certificate of thorough examination obtained for all MEWPS.
- Both fixed and Mobile tower scaffold are to be erected, adapted and inspected only by those trained to do so and display a scaff tag approved system to evidence any inspections and that it is safe to use. The scaff tag system clearly and identifies any scaffolding which has either been taken out of use or not yet signed off. Inspections should be carried out every 7 days or each time a change is made and the scaff tag updated.
- Harnesses and lanyards must be worn and clipped on at all times when working from MEWP's (Mobile Elevated Working Platforms). Harnesses must be inspected by a competent person and have completed and inspection certificate prior to use.
- An exclusion zone should be established below all working at height activities

### Mobile towers

Mobile tower scaffolds provide a flexible means of access to height.

Tower scaffolds must only ever be erected in accordance with manufacturer instructions and by those holding a PASMA certificate and be suitably experienced and competent in its erection and use. Once erected, under instruction they can then be used by all operatives without making any adaptations to the structure and has been signed off for use.

A scaff tag system, more commonly used of on fixed scaffolding platforms is adopted by EDD on all mobile towers which indicate that it is safe to use. No tower scaffolding should be used without a scaff tag system being displayed.

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The following checks must be carried out by all operatives before and when using mobile tower scaffolds as part of their work routine.

- ✓ Always ensure the tower is displaying a valid scaff tag indicating that it is safe to use.
- ✓ Check that the erection design is suitable for your intended use – if in doubt ask!
- ✓ Always make sure that guard rails and toe boards are in place and correctly fitted
- ✓ Always gain access to the platform by the designed access route on the inside of the tower
- ✓ Never sheet a tower
- ✓ Always consider the SWL of the tower scaffold when selecting it
- ✓ as the best form of access
- ✓ Never use a tower to support a hoist or rubbish chutes
- ✓ Do not use towers to support a ladder or trestle
- ✓ Never use a tower in adverse weather likely to make it unstable (i.e. high winds)
- ✓ Do not climb up the outside of a tower

***If it looks unsafe, it probably is***

***If it sounds unsafe, it probably is***

***If it feels unsafe, it probably is.***

It costs nothing to check.

## Mobile Elevated Work Platforms (MEWPs)

MEWPs can provide a safe means of working at height if used properly in accordance with their instructions and when properly selected for use.

Those operating a MEWP must hold a valid IPAF certificate or evidence of similar industry approved training.

Operators and those working in MEWP must be aware of emergency arrangements, including who to contact in case of emergency and how to lower the basket. (Usually a trained and nominated person on the ground) In other circumstances, the hiring company can be contacted. A rescue plan documenting this information must be prepared prior to using the MEWP.

All operatives working in a boom type of MEWP must wear a harness with lanyard clipped to the designated anchor point in the basket, unless working over water.

Harnesses are issued by site management as required, carrying out a harness inspection and complete a harness inspection certificate prior to issue. The operator's responsibility thereafter will be to check its condition and suitability daily.

Competent operators must carry out a pre use check as per plant and machinery general requirements and allow some familiarisation of the equipment and controls as some models can vary. Daily pre use checks are to be completed by the operator and recorded on the daily check sheet. Any defects must be documented on the check sheet and reported immediately to the site manager.

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Always consider the suitability of the MEWP, the height, outreach, the need for outriggers, SWL and the terrain being crossed- if in doubt ask, and always voice any concerns.

Although all MEWPS will come with guidance on the max wind speeds in which they can operate. EDD will use this as an upper limit. However always take into consideration that operatives should never carry out any task he or she are not comfortable with or do not feel safe doing. Therefore if it feels unsafe to continue, irrespective of wind speeds, the works at height must cease.

When working at height generally, an exclusion zone must be established below, to ensure no persons are at risk of being struck by a falling object.

Finally when travelling in or moving a MEWP to or from one area to another, consider the route, the terrain and those working around you. Remember, look up, look down, look left, and look right. Walk the route first.

### Scaffolding

EDD do not employ any permanent scaffolding employees and as such any fixed scaffolding requirement will be subcontracted to a competent scaffolding company.

All Scaffolds must be inspected at a minimum of 7 days and display a 'scafftag' with the inspection dates clearly marked. EDD employees should be aware that it is strictly prohibited to use a scaffold with a scafftag out of date.

**Should any other form of access for fall prevention be required for any task, it will be subject to risk assessment and suitable controls being employed by the H&S manager on a task specific basis.**

### Safety Harness Inspections

Safety harnesses will be issued as required. They are used to reduce the risk of fall where, despite all other controls a risk still occurs however small and defined as PPE. As with all other forms of PPE should be used as a last resort.

Harnesses should be inspected prior to use by the operative. EDD operate a coloured tagging system on each site of which is rotated each month. The colour system for the tag will be displayed on the site notice board.

All equipment on site should be listed on a plant and equipment inspection register and allocated an ID number. Safety harnesses are considered to be equipment for this purpose and therefore subjected to such monthly recorded and visual pre use checks.

A safety harness can be inspected by a competent person. The following guide and record can be used. If you are not sure whether damage is acceptable or not, then you should not deem yourself competent. Inform your manager / supervisor and they will ensure that a competent person is able to carry out the inspection and provide you with any required training.



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### SM05 - 00 Safety Harness Inspection

Site:		Date :	
Inspected by:		Harness Tag No:	EDD Tag No.
Harness Make:		Harness Colour:	
Serial No.		Year of Manufacture:	

#### WEBBING

When checking webbing look for cuts, tears, abrasions and discolouration.

##### How should I check it?

By look and feel.

#### BUCKLES

When checking buckles and adjusters look for deformation, damage such as sharp edges, corrosion, cracks and check the function.

Does it do what it should?

##### How should I check it?

By look, feel and function check.

#### ATTACHMENT LINKS

Any deformation, distortion, cracks or corrosion are unacceptable.

##### How should I check it?

By look and feel.

#### FITTING

Ensure you are trained in the correct use and fitting of all equipment before you use it.

##### How should I do this?

Look at the fitting instructions.

##### What if I need help?

Talk to your supervisor or supplier.

#### TRACEABILITY

You need to know where the harness came from, where it has been and when it has been inspected. Can you do this?

##### How should I do it?

- Keep a record of where you purchased it from and when
- Ensure the item has an identification number
- Record all inspections in an inspection log
- Maintain all these items for scrutiny



#### STITCHING

The important stitching is identified by a contrasting colour. Look for all these areas and inspect them.

Any missing, incomplete, damaged or frayed stitching is unacceptable.

##### How should I check it?

By look and feel.

#### WEB TIDIES

Are they still intact or are they missing? If they are missing they can often be replaced.

##### How should I check them?

By look, feel and check the function.

	Please circle		Notes / Comments
Webbing / Stitching	PASS	FAIL	
Buckles / Links	PASS	FAIL	
Traceability	PASS	FAIL	
Fittings / Web Ties	PASS	FAIL	
Supervisors name, signature and sign off	PASS	FAIL	



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## H&S Policy

### 5

### • Lifting Operations

Work equipment for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. The scope is very wide from cranes, forklift trucks and excavators when used for lifting to accessories such as chains, eyebolts, shackles, hoists, grabs, winches, pulley blocks, gin wheels, piling frames, as well as the slings, ropes, hooks, shackles etc. used for lifting (Lifting Operations and Lifting Equipment Regulations 1998).

#### Lift Types

Lifts can be categorized into basic, moderate or complex lifts. A trained and competent Appointed Lifting Supervisor and Slinger must be present and having completed a suitable lift plan for all lifts deemed to be moderate or complex and where a crane is required.

#### Suitability & Marking

The lifting equipment must be of suitable strength and stability for the task

All lifting equipment must be marked with the SWL (Safe Working Load), and be colour coded to identify the date of inspection to avoid using unsuitable or out of date equipment.

#### Lifting Operations:

All lifting operations must be organised and planned by a 'competent' person who must ensure the operation is properly supervised.

They will ensure:-

- Loads are not suspended or carried over people.
- Loads are not able to cause crushing injuries to operators or other persons.
- Operators can observe the full path of the load or provide a responsible person with appropriate communication system to guide the operator.
- There is sufficient headroom to operate with no overhead dangers, if the Lifting equipment is moving.
- Precautions are taken to prevent overturning or tilting
- The safe working load is not exceeded
- Ground conditions are suitable

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### Examinations & Recording

EDD Ltd will ensure all Lifting Equipment is thoroughly examined by a 'competent' person before it is put into service for the first time and at least every 6 months or sooner if the competent person considers this appropriate. An examination is also required if the lifting equipment has been:

- 1) Involved in an accident or dangerous occurrence
- 2) A significant change in conditions of use
- 3) Or out of use for long periods.

Where equipment is hired EDD shall ensure that the periodic thorough examinations are undertaken at the frequencies laid down in LOLER or the examination scheme if there is one. The EDD Site Manager may make an arrangement with the hirer under which the hirer carries out the thorough examinations but that does not alter the duty to make sure they are done.

Only lifting equipment & accessories that have a valid thorough examination certificate may be used.

The Inventory of Lifting Equipment and Lifting Accessories shall have this noted against the equipment by a note in the 'date of next examination' stating 'Prior to Use'.

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### 6

### • Asbestos

#### Asbestos Exposure

Unfortunately, most buildings demolished do contain some form of asbestos containing material. Exposure to asbestos fibres can kill at worst and can result in the development of asbestos-related diseases, depending on the level, duration and frequency of exposure.

All employees are required to have undergone asbestos awareness training when joining EDD unless a valid asbestos awareness training certificate is presented and refresher carried out annually thereafter. Such training will include as a minimum;

- ✓ Recognition of asbestos containing materials, uses, types and locations
- ✓ Health effects, latency periods and contributing factors, i.e. smoking
- ✓ Emergency procedures
- ✓ How to avoid the risks from asbestos

Under no circumstances must any demolition works commence until you have had sight of the Demolition & Refurbishment Asbestos survey for the site / buildings.

A copy of the survey will be shown at the point of induction and you will be made aware of its location. Remember – the survey can and should be used as a reference document.

HSG 210 – Asbestos Essentials is frequently referred to in the induction, toolbox talks and in method statement where relevant and provides advice on all aspects of non-licensed asbestos as well as what to do if you think you may have discovered a potential asbestos containing material (ACM)

#### Asbestos Removal

Asbestos can be categorized between licensed works and non-licensed works. EDD do not hold a license for the removal of asbestos.

If the work is exempt from the need for a licence, EDD will seek to remove the ACM under strict controls and with only those holding the correct level of training and qualifications.

Non licensed asbestos removal training will ensure that operatives carrying out the work are understanding of the following;

- Statutory Regulations, Codes of Practice and Guidance, the law and you
- Personal protective equipment and respiratory protective equipment
- Plant and equipment

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- Work methods including decontamination, exclusion zones and controlled entry
- Control measures, air monitoring, survey's and record keeping
- Emergency procedures
- Waste handling and disposal
- Hazard recognition and secondary work dangers, i.e. confined spaces, work at height etc
- Supervision and management
- Practical training

EDD will need to determine if non-licensed asbestos removal works are notifiable. All operatives undertaking>NNLW will be required to undertake a medical examination which will be subject to renewal on a three yearly basis.

Air monitoring will be carried out at regular intervals and when a change occurs which may affect that exposure. Air monitoring is not required where the exposure of an employee is not liable to exceed the control limit;

The 'control limit' under Control of Asbestos Regulations 2012 means a concentration of asbestos in the atmosphere when measured of 0.1 fibres per cubic centimetre of air averaged over a continuous period of 4 hours or 0.6 fibres per cubic centimetre over a 10 min period.

Exposure records will be required for all operatives undertaking>NNLW involving asbestos. These records will be maintained on file for a period of 40 years and will comprise of a list of demolition jobs where asbestos was present and either disturbed or removed as part of the works, the HSE notification details, list of all employees on the site and the likely level of exposure. Where air monitoring has been carried out, these recording will also be included.

All non-licensed work must be carried out with a view to eliminating and or reducing airborne asbestos fibres to a level as low as is practically possible. This will entail the use of appropriate control measures both engineered and personal.

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## H&S Policy

### 7

### • Hot Works

Hot cutting includes the cutting of bonding of metal by any method producing a heat. Works often include but not limited to the use of oxy-fuel cutting, plasma cutting, welding and use of angle grinders and cut off saws for metal cutting.

As a general principle, to reduce the risk of fire and / or explosion, methods other than hot cutting should be considered in preference.

Each hot cutting task must be considered and the area physically assessed by the person issuing the permit. During hot work, both ignition and oxygen are present. All it takes to start a fire is to expose a source of fuel. Hot work involves inherent risks so there are several considerations to be made by those planning and carrying out the hot work as specified below:

- Does the work need to be performed hot?" If the work can be completed cold, this should be the preferred alternative. Hot work should be the exception, not the rule.
- If hot work is needed, can it be moved to another safe area away from piping and other equipment?
- Only trained, competent and authorised operatives will use welding / burning equipment.
- Flashback arrestors will be fitted to all oxygen and fuel gas regulators.
- Risk assessments for welding, cutting or burning operations must be available before work commences.
- All painted metal assumed to contain lead unless tested and evidenced otherwise – Gas filter to be used on all RPE face fitted masks
- No welding, cutting or burning will take place in confined spaces until advice is obtained from the H&S Manager on precautions required (of which may include gas and atmospheric testing and analysis)
- Flame retardant overall, burning gauntlets and min shade 5 goggles or visor to be worn as a min.
- Special precautions will be required if any hot work has to be carried out on any tanks or containers and such works will be risk assessed on an individual basis.
- Ensure all equipment is in good condition and that all connections are made to ensure that no gas leaks into the work area. Ensure good ventilation during work operations.
- Store cylinders in a clearly identified tamper-proof enclosure which should be a dry, well-ventilated storage area that is not exposed to heat or the direct rays of the sun, and away from doorways, aisles, elevators, and stairs. Post "no smoking" signs in the area. Store cylinders, both empty and full, in the upright position and secure using a chain or adequate support system to protect cylinders from falling. Store oxygen cylinders and fuel gas cylinders separately (3m and ensure that only minimum quantities required are stored on site)

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### Hot Works Permit

A hot works permit is issued by the site manager / supervisor to each and every operative carrying out hotworks.

Incorporated into the permit are some equipment pre use checks that would normally be carried out however by incorporating them into the permit, it allows for a simple, single document record and issue sheet.

Remember when issuing or receiving a permit;

- ✓ Area to be physically checked for combustible materials which must be removed before work can commence, this can include paper, cardboard, dust, lint, debris, flammable liquids and oily deposits
- ✓ Combustible flooring and other combustible surfaces must be protected with heat protection mats, fire retardant blankets or other suitable materials.
- ✓ Remember- Look up, Look down, look left and look right. Finally breathe in and smell the air.
- ✓ All Hot works require a hot works permit to be issued prior to working.
- ✓ Hot works permits are only valid for a maximum of 1 working day.

Hot work permits can be signed back onto providing there are no changes. This means; the same people doing the job, the same equipment being used, the same area being worked in and the same methodology being applied.

### Fire Watch and Supervision

Fire watch person, with access to firefighting equipment (Min 2 x Foam extinguishers) must be allocated to each hot cutting area / task and their name noted on the permit itself. The appointed fire watch person must be competent at using any firefighting equipment and be confident in its use.

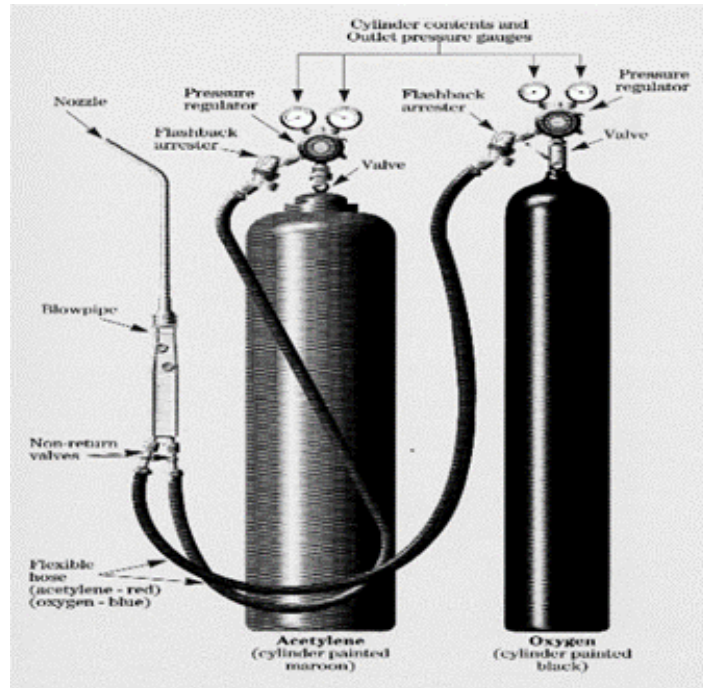
A Fire watch must be provided during and for a period of 1 hour after work, including any coffee or lunch breaks, remember that adjacent surfaces need to be checked. (Walls, ceiling voids etc.)

The most common form of hot works and hot cutting used by EDD is that of Oxy-Fuel Cutting. The diagram below shows the main component parts of the equipment set up.

**Only those holding evidence of training and competence can check, set up and use such flame cutting equipment.**

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### Safety Features

Pipes/hoses should not be cracked or attached using jubilee clips. Any breach of the pipes will result in a leak of oxygen and/or fuel.

Remember: Blue – Oxygen, Orange – propane and Red – Acetylene



Flashback Arrestors are fitted between bottles and tubes to stop any flames or ignition entering the bottles



Flashback arrestors / non return valves are fitted between the gun and the hoses to stop any flames or ignition entering the hoses from the gun



Regulators are fitted to allow the flow/pressure control of both oxygen and the fuel (Propane / acetylene)



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<b>1. General Details</b>	<b>*** Operatives are reminded that all works involving cutting, grinding, or the use of oxy-fuel that could generate a spark or naked flame MUST be completed 1 hour prior to the expiry of this permit***</b>		
Description of work:		Start Time	End Time
Site Name and specific location of work:		Date	

<b>2. Hazards to consider – (Site Manager / Supervisor to Complete)</b>			
Designated Area for burning/ away from other people /activities: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Exposure to fumes, gas or vapours Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>  Painted Metal (Potential Lead) Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>  Comment/ Action:	Equipment available (Cylinders, hoses, safety devices and PPE) Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>  Comment/ Action:	RAMS in place for the works and signed upto? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>  Evidence of competency of operative Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>  Comment/ Action:

<b>4. Please state Personal Protective Equipment (PPE) required</b>			
Gauntlets <input type="checkbox"/> Min Shade 5 Visor <input type="checkbox"/> Fire retardant overalls <input type="checkbox"/> Welders Hood <input type="checkbox"/> RPE <input type="checkbox"/> Other <input type="checkbox"/>			

<b>3. Checks to be carried out to ensure safety of work – (to be completed by the operative)</b>			
Are the cylinders secured in a trolley / bank in an upright position? And on a suitable platform for transporting?  Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Do you have all items of PPE / RPE required for the works and listed above?  Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Is the cutting torch in good condition, and of suitable length?  Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Combustible materials removed from work area?  Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Are flash back arresters fitted?  Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Are regulators fitted, the correct type, good working order and suitable for use  Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Are the hoses in good condition, suitable length and free of any jubilee clips?  Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Do you have fire extinguishers or suitable fire fighting equipment available and to hand in the work area?  Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Please state any additional controls:			

<b>7. Fire Watch/Hot Work Area Monitoring</b>	
A "Fire Watch" must be provided during hot work activities and for a period of 1 hour after work to minimise the risk of fire and is a person with designated responsibility to monitor and check the area for fire inception. The fire watch is required to know the location and how to use the fire fighting equipment provided and has an equal responsibility to check the area for combustible materials, reporting directly to the recipient and the issuer of this permit should the area be deemed unsafe	
Designated fire watch (PRINT NAME):	Signature:

<b>5. Issued by (Site Manager / Supervisor)</b>	
Authorised Issuer:	Signature:
<i>I (the above) agree the control measures indicated above were in place prior to work commencing.</i>	

<b>6. Accepted by – Lead Operative / Burner</b>	
Received by(Name & Title) :	Signature:
<i>I (the above) confirm that I have carried out the checks as detailed in section 3 above and that I understand that only the work described in this permit can be carried out. Any findings, issues, or changes will be immediately reported to the issuer.</i>	

<b>7. Check then confirm the job has been cancelled or completed by circling the following, then sign as appropriate (SM /SS).</b>			
<b>CANCEL PERMIT / WORKS STOPPED</b>	Name:		<b>COMPLETED WORKS – AREA SAFE UNTIL RETURN OR FOR REOCCUPATION BY OTHERS</b>
	Signature:		
	Time:		





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## H&S Policy

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### • Services

Working in demolition, exposure to live services can pose a high risk if works are not properly planned and risks managed. Whether ever possible, disconnection will be carried out by the client and evidence obtained by EDD. Where disconnection is not possible, services will be isolated and the client or its representative complete the form **'SM08 – 00 Services Disconnection / Isolation'**;

*Please however note that disconnection notices alone are not sufficient in eliminating the risk of striking a live service and therefore the following guidance should be followed on all demolition sites;*

The following acts as a guidance for Safe Working: How to 'PACE' the Work

- ✓ P – Plan the work before starting;
- ✓ A – Ask for information on buried service locations;
- ✓ C – Confirm the exact location of buried services; and
- ✓ E – Excavate using safe digging practices.

#### Plan the work before starting

- ✓ Risk assessment
- ✓ Site preparation
- ✓ Work procedures
- ✓ Permit-to-work scheme

#### Ask for information on underground services

- ✓ Location plans
- ✓ Site visit scheme
- ✓ Local knowledge
- ✓ Workplace features

#### Confirm the exact location of underground services

- ✓ Service location equipment
- ✓ Cable Avoidance Tool (CAT)
- ✓ Trial holes

#### Excavate using safe digging practices

- ✓ Safe working practices
- ✓ Tools and equipment
- ✓ Personal protective equipment
- ✓ Reinstatement and backfilling

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SITE :

If written confirmation of service disconnections is not present in the Site File, the Client should produce written confirmation on site.

If however no written confirmation is present, demolition may proceed with due care if the Client signs this document to confirm that services have been isolated and / or disconnected.

If nobody is available on site, the Site Supervisor is to contact the office immediately to arrange the faxing through of this document to the Client's office, for confirmation prior to demolition.

### CONFIRMATION

I confirm that all necessary services have been isolated and / or disconnected in order to allow for the demolition works to take place.

<u>Service</u>	<u>Isolated</u>	<u>Disconnected at Boundary</u>
Electric		
Gas		
Water		
Telecom		
Cable		

Signed :

Print Name:

Date :

Name of Organisation :

If any services are to remain live throughout the project, they must be clearly marked on site and identified to the Site Supervisor

Services that are still live are:-

Signed By Client :

Acknowledged By Site  
Supervisor :

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### Plan the Work before Starting

The best way to avoid or minimise risks in any work activity is to plan carefully before starting. Of utmost importance in planning for work near underground services is the accurate identification of the location of all underground service equipment, in order to avoid both damage to the equipment and injury to people. There will of course be some situations where time for planning will be limited, for example, when excavating to make an emergency repair on a service. However, even in such cases *some* form of planning must take place.

A suitable and sufficient risk assessment should be carried out, and based on those findings, a method statement should be prepared. Under no circumstances at all, should work be commenced without these being available for each employee to have read, understood and ultimately signed off to signify their understanding.

This is especially important in areas where mobile plant is to be operated. Any underground service, cavity or chamber could be damaged and/or cause a vehicle to overturn due to the loads imposed by mobile plant. It is good practice to visibly highlight the service at ground level but additional barriers/protection may also be needed to prevent damage to services, or vehicles from overturning.

### Ask for Information on Underground Service Locations

As far as possible, all the relevant owners and/or operators of services should be contacted to obtain reliable service location information, which is normally in the form of location plans. These plans should be clear to read and up-to-date and ideally show both the position and depth of the services and their associated equipment. However, plans should only be used as an indication of where the services may be found as they are not always accurate. This may be due to various reasons, such as not having been drawn precisely to scale or the services having been marked on them in convenient straight lines (when in reality they will not follow such perfect straight lines in the ground!).

Most utility companies will also provide a site visit service to locate and mark the position of their equipment, such as is provided by the British Telecom in their 'Dial Before You Dig' scheme. This is especially useful where a service proves hard to detect, where it would be very difficult or expensive to repair if it was damaged (such as fibre-optic cables) or where it poses an extreme hazard (such as a high pressure gas or petroleum pipeline). The owner or operator of that service can help to confirm its exact location and may even remain on site (and monitor all excavations) throughout the duration of the work.

Personal or local knowledge of a particular site or area of land (for example, from the landowner), can help to establish the existence of any underground service equipment that might not otherwise be documented.

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## H&S Policy

### Confirm the Exact Location of Underground Services

When it is not known whether services exist within the ground (for example, where accurate records do not exist or in the case of emergency excavation work) or when the exact locations of known services are being confirmed on site, then specialist service location equipment is to be used. Note that this equipment must only be operated by someone who is fully trained and competent in its use.

The service location equipment used by EDD is the Cable Avoidance Tool (CAT); often used in conjunction with a signal generator. Together, these are often conveniently referred to on site as 'Cat and Genny'.

The CAT can be used in one of two ways: passive mode or active mode. In passive mode, the CAT can either be used in a 'power' option, whereby it detect the electromagnetic signals automatically generated by those services that carry power, such as live electricity cables; or in 'radio' option, where it is set to detect metallic services that do not carry power (such as metal gas pipes).

In active mode, the CAT is used in conjunction with a separate generator, which can convey a signal into a service or a duct so that the CAT can detect it.

Once the service locations have been identified by the equipment, they may be marked-up on the ground.

Note that the use of cable avoidance tools are only to be done so by trained and competent persons and in accordance with manufacturer's instructions.

### Excavate Using Safe Digging Practices

Safe working practices should always be strictly followed when undertaking excavation work. These will include:

- ✓ taking extra care when it is known that digging is taking place near to a service ensuring operatives are not using mechanical excavators or hand-held power tools near such services.
- ✓ always assuming an exposed service is live until it is confirmed that it has been disconnected and it has been proven to be safe at the point of work; and
- ✓ If a service is found encased in concrete then an alternative excavation route should be found or the service provider contacted to confirm that the service within the concrete is dead or has been isolated.
- ✓ UNDER NO CIRCUMSTANCES must mechanical excavation take place with 1.5 meters of a known live service.

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## H&S Policy

### Remember...

#### For Electrical Services and Associated Equipment

- ✓ Contact the service owner to enquire whether the service can be isolated. More so than other service types there is often a need to disconnect the supply and 'make dead' any service before work begins.
- ✓ Do not rely on marker or warning systems (tape, tiles, mesh) to confirm existence. The absence of a warning system does not automatically mean no service is present.
- ✓ Beware of coming across cables laid at shallow depths.
- ✓ Beware of cables hidden in ducts, pipes or concrete. Excavation next to cables in concrete should not be carried out without advice from the service owner and re-routing or making dead as appropriate.
- ✓ Some service equipment, such as cable joints, may need temporary support during excavation to avoid them becoming damaged.

#### For Gas Services and Associated Equipment

- ✓ Beware of shallow pipes and problems of plant running over them.
- ✓ Redundant iron gas services may have live modern plastic services inserted into them.
- ✓ The location of plastic gas pipes should always be confirmed by hand-dug trial holes before any mechanical excavation is carried out.
- ✓ Beware of ancillary equipment that may be attached to (and project from) pipes such as valve housings and siphons.
- ✓ Damage to an exposed pipe could also create unseen damage elsewhere, such as further up the (unexposed) pipe at a connection or junction.

In the case of damage to gas pipes then this should be reported on the emergency telephone number dedicated to this purpose which is 0800 111 999.

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## H&S Policy

### 9

### • Manual Handling, Slips, Trips and falls.

All employees are required to complete manual handling training annually. This training is designed to ensure operatives are armed with the knowledge to able to carry out a visual manual handling assessment of a task prior to carrying out any form of lifting, pulling, pushing, reaching, or repetitive work activity.

The H&S Manager and the Site Manager will always carry out a risk assessment of all activities they may involve manual handling and explore, mechanical lifting, alternate methods, job rotation, team lifting etc. however more accidents happen on a live demolition site during unplanned and so the protection of employees lies in the knowledge they hold.

*Reference made to Manual Handling Regulations 1992 as amended 2002 and HSE Guidance, INDG143*

The type of injuries associated with manual handling are muscular skeletal, trapping injuries, cuts and abrasions, chemical injuries and burns/scalds. Employees can suffer both chronic (long term affect) injuries and acute (short term effect) injuries and the effect of manual handling injuries can be cumulative over a number of years.

Any employee that carries out any manual handling operations is exposed to the probability of injury. The exposure to risk can occur to all employees ad at any time during the course of the demolition works.

As a result, all EDD employees are required to have completed manual handling training.

The hierarchy of controls to be followed by EDD are:-

1. Elimination of manual handling operations
2. Engineering controls and solutions
3. Manual handling aids
4. Information, instruction and training
5. Provision and use of personal protective equipment (PPE).

Furthermore, EDD place additional responsibility onto all its staff to consider each and every load and task and apply the following **TILE** concept, based on training previously provided.

<b>T – Task</b>	Does the task have to be done manually? Can mechanical methods be employed?
<b>I – Individual</b>	Individual physical ability, consider job rotation, team lifting
<b>L – Load</b>	Look at the size, shape, lifting points, stability of load, grip etc.
<b>E – Environment</b>	Consider the route of travel, distance, obstructions, surfaces, slip or trip hazards

Although the Manual Handling Operations Regulations 1992 do not specify what weight a person can lift, as amended in 2002 it is now recognised that one person should not lift any load exceeding 20kg (44 lb.).

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## H&S Policy

Good housekeeping practices are the key to reducing the risk of slips and trips and at all times this is promoted by;

- ✓ Operating a progressive clearing and cleaning attitude to all work activities
- ✓ Actively avoiding the accumulation of waste
- ✓ Cleaning up following spillages
- ✓ Ensuring work areas and walking routes are clear of obstructions, trailing leads and similar hazardous items



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## H&S Policy

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### • Noise and Vibration

EDD continually seek to reduce noise levels to as low as reasonably practicable irrespective of the exposure level, however legislation sets the following key exposure values;

NOISE EXPOSURE LEVELS <small>CONT'D</small>						
Voice Level: at 1 meter away	Normal	Raised Voice	Loud	Very Loud	Shouting	Maximum Shouting
Noise Level (in dBA)	50 to 60	70 to 75	80	85	90	100
Risk Level	None	Distracting, Annoying, No risk of hearing loss	Annoying, unpleasant, slight (3%) risk of hearing loss	Some risk of hearing loss	Medium risk of hearing loss	High risk of hearing loss

If you are exposed to noise levels above **85 dBA** over the course of a workday, you are at risk of hearing loss.

**A daily or weekly personal noise exposure of 80 dB (A-weighted)** –The level at which EDD has to provide information and training and make hearing protection available. Also known as the lower exposure action value

**A daily or weekly personal noise exposure of 85 dB (A-weighted)** -This is set at a daily or weekly average noise exposure of 85 dB, above which EDD is required to take reasonably practicable measures to reduce noise exposure, such as engineering controls or other technical measures. **The use of hearing protection is also mandatory** if the noise cannot be controlled by these measures, or while these measures are being planned or carried out. Also known as the upper action limit.

### Provision of Hearing Protection

Hearing protection will be available as required and will include ear plugs and defenders depending on the outcome of any assessment. The assessment will consider plant and equipment use, manufacturer's information and actual recordings. Training is provided at the point of issue as well as during company induction. Hearing protection is free and readily available to all operatives, including those below the Lower Exposure Action Value. All demolition operatives will be entered into the company's health surveillance programme to ensure the effectiveness of all provisions.



Recorded noise monitoring will be carried out as deemed necessary by the H&S Managers and used for risk assessments, planning, where values are not known or supplied and to collate evidence of operative exposure levels to ensure that management arrangements are effective in reducing exposure.

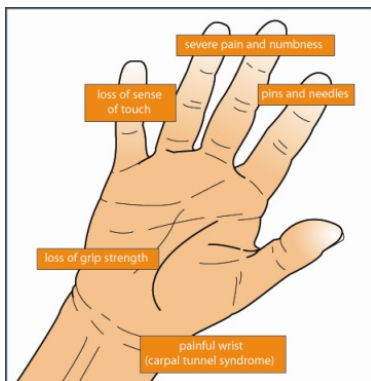
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## H&S Policy

### Vibration

Exposure to some vibration tools can lead to ill effects such as Vibration White Finger, also known as Hand Arm Vibration Syndrome (HAVS), as well as pain and long term damage to hands and muscles where exposure is not controlled.

#### Symptoms and effects of HAVS include:



- ✓ Tingling and numbness in the fingers which can result in an inability to do finework (for example, assembling small components) or everyday tasks (for example, fastening buttons);
- ✓ Loss of strength in the hands which might affect the ability
- ✓ The fingers going white (blanching) and becoming red and painful on recovery, reducing ability to work in cold or damp conditions, eg outdoors

#### **BEFORE** using any vibrating hand tools you should:

- a) Review the risk assessment – ask questions and check with your supervisor if you are unsure of anything
- b) Avoid the use of blunt / worn tools which could increase the exposure or usage times
- c) ALWAYS COMPLETE A PRE-USE CHECK OF EQUIPMENT PRIOR TO USE AND REPORT ANY DEFECTS / CONCERNS TO YOUR SUPERVISOR



#### **USING** vibrating hand tools

- a) Only use tools for the purposes for which they have been provided
- b) Report any symptoms or concerns to your supervisor early (symptoms may include – numbness / tingling / pain in hands or fingers, loss of grip strength, pain in forearms and wrists)
- c) **NEVER** exceed usage times specified within risk assessments usage calculations.
- d) A record of usage times will be maintained for each operator / equipment by the Site Manager / Supervisor

The table below indicates **typical** vibration levels generated and the HSE Guidance on usage times

Hand Arm Vibration Usage Chart		
Green	Vibration between 0-5 m/s <sup>2</sup>	8 hours maximum daily use
Amber	Vibration between 5-10 m/s <sup>2</sup>	2 hours maximum daily use
Red	Vibration levels over 10 m/s <sup>2</sup>	More detailed assessment required

*(Vibration levels for all tools and equipment can be obtained from the manufacturer / hirer or identified on the equipment itself)*

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## H&S Policy

### 11










#### • COSHH

In accordance with the Control of Substances Hazardous to Health Regulations, Euro Demolition and Dismantling Ltd will identify all hazardous substances.

Assessments of all hazardous substances, will be carried out and the appropriate risk control measures recorded.

All COSHH assessments will be based on the manufacturer's and supplier's safety guidance which accompanies most products.

COSHH assessments will be communicated as required however all operatives are instructed not to use any substance, displaying any of the following symbols without first checking the COSHH Assessment and corresponding MSDS data sheet.

What do the COSHH symbols mean?		
		
Dangerous to the environment	Toxic	Gas under pressure
		
Corrosive	Explosive	Flammable
		
Caution – used for less serious health hazards like skin irritation	Oxidising	Longer term health hazards such as carcinogenicity

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## H&S Policy

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### • Environmental Awareness

#### Water



Environmental Aspects	Environmental Impacts	Control Measures
<p>Spillage of pollutants directly into water courses, drains, drinking water wells or on to paved surfaces.</p> <p>Uncontrolled surface water runoff from side roads, excavations or disturbed ground</p> <p>Pumping dirty water into water courses or surface drains.</p> <p>Working in, over or next to water courses and ground water.</p> <p>Hosing of dirt and concrete from various surfaces into the drainage system</p> <p>Disposing of washout from concreting operations.</p> <p>Poor storage of oils, fuels and chemicals.</p> <p>Damage to drums, tanks and pipes, either as a result of an accident or vandalism.</p>	<p>Fish killed and effects on other river life.</p> <p>Contamination by change of water Ph. and chemical balance.</p> <p>Contamination of groundwater and domestic drinking supplies.</p> <p>Visual impairment, for example silting and foaming.</p> <p>Destruction of the microbiological in sewerage works.</p> <p>Notice from EA or Local Authority.</p> <p>Discharge into sewer or surface water without consent.</p>	<p><b>Preventing escape of pollutants</b></p> <p>Store oils, fuels and chemicals where they will be protected and away from watercourses and drains (minimum of 10m away from any watercourse/drainage system). Store large quantities of hazardous liquids in bunded tanks, ensure pipe valves are secure. Provide appropriate site security. Always supervise refuelling. Seal-off or remove abandoned drains. Control surface water run off from earth works. Isolate/bund/cover of stockpiled contaminated material. Keep roads and hard standing clean. Use drip trays underneath static plant.</p> <p><b>Dealing with escaped pollutants</b></p> <p>Identify source of pollution and stop. Avoid spillage spreading. Provide spillage kits and block off drains. Identify unknown substances by sampling, analysis and description. Stop uncontrolled water entering or leaving excavations. Provide sumps in excavations. Provide Pollution Incident Control Plans. Report spills to EA/NR in accordance with emergency plan. Shovel contaminant into sacks and dispose of in accordance with Hazardous Waste (England and Wales) Regulations 2005.</p>



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## H&S Policy

### Air



Environmental Aspects	Environmental Impacts	Control Measures
<p>Dust from earthworks excavations and earth moving.</p> <p>Soil treatment or ground stabilisation.</p> <p>Dust from cutting, grinding grouting and packing.</p> <p>Poor handling and storage of materials i.e. stock piling sand spoil and aggregates without covers.</p> <p>Dust from concrete batching and pouring.</p> <p>Dust generation from the transport of materials to and from site.</p> <p>Loading and unloading of dust generating materials.</p> <p>Fumes from plant and vehicles.</p> <p>Fumes from the use of solvents, glues and paints.</p> <p>Fumes from the use of weed killers and other similar chemicals.</p> <p>Disruption of potentially contaminated site and the release of contaminated dusts and gases</p>	<p>Reduction of local air quality, mail odours and visual impairment leading to neighbour annoyance and complaints.</p> <p>Reductions in plant and fruit growth.</p> <p>Alteration or deterioration of plant and animal communities.</p> <p>Constraints and cost and/or programme of project from unacceptable levels of dust and issue of an abatement notice.</p> <p>Cross contamination of surface water and soils.</p> <p>Creation of low level ozone.</p> <p>Contribution to global warming</p>	<p><b>Haul Routes</b> Select suitable routes away from sensitive areas if possible. Pave heavily used areas. Reduce the width of roads. Vacuum sweep paved and public access roads. Limit vehicle speeds. - Use of a water suppression truck to damp road</p> <p><b>Plant</b> Use wheel washes. Exhausts not to discharge directly to ground levels.</p> <p><b>Earthworks and excavations</b> Re-vegetate or temporarily seal or complete ground works as soon as possible.</p> <p><b>Materials handling and storage</b> Store materials out of the wind. Cover all dust generating materials (transported on and off site and stored) with tarpaulin. Compact and bind stockpile surfaces.</p> <p><b>Concrete batching and pouring</b> Mix concrete slurries in enclosed/shielded areas. Keep concrete pours clean when turned off.</p> <p><b>Cutting, grinding, grouting and packing</b> Minimise cutting and grinding on site Use dust extractors on cutters and saws. Damp down dust generating areas. Do not burn waste materials/tyres on site.</p> <p><b>Corrective</b> Erect screens to act as windbreaks or dust screens</p>

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## H&S Policy

### Noise



Environmental Aspects	Environmental Impacts	Control Measures
<p>Ground preparation e.g. soil stripping, clearance of ballast.</p> <p>Excavation and diversion of services.</p> <p>Loading and unloading of lorries.</p> <p>Audible reversing warning on vehicles.</p> <p>Mobile generators.</p> <p>Various plant/compressors, cement mixers.</p> <p>Operational drills, hammers etc.</p> <p>Vehicles transporting materials to and from site.</p> <p>Shouting, radios and out of hour deliveries.</p>	<p>Disturbance of wildlife.</p> <p>Complaints from neighbours.</p> <p>Poor public/Network Rail relations.</p> <p>EPA Notice to stop works.</p> <p>Local Authority relationships decay.</p> <p>Safety Issues</p>	<p><b>Reducing Noise</b></p> <p>Use methods that use equipment/modes of operation that are less noisy.</p> <p>Use mufflers or silencers to reduce noise transmitters along pipes and ducts.</p> <p>Minimise drop heights into hoppers, lorries or other plant.</p> <p>On sensitive sites use rubber linings on tipper trucks.</p> <p>Use plant conforming to relevant standards and guidelines.</p> <p>Use noise control on equipment on operating plant.</p> <p>Use noise enclosures and screens where appropriate.</p> <p>Where possible use electrically powered plant.</p> <p>Shut down any plant that is not in use.</p> <p>Maintain adequately all plant to minimise rattling and squeaking.</p> <p>Ensure that audible warning systems are switched to the minimum setting required by the HSE.</p> <p>Reduce the need for noisy assembly e.g. buy prefabricated.</p> <p><b>Minimising Disturbance</b></p> <p>Restrict noisy plant away from public areas.</p> <p>Restrict noisy activities to certain periods of the day i.e. 9am-4pm.</p> <p>Arrange deliveries to suit the area.</p> <p>Route construction vehicles to take account of the need to reduce noise.</p> <p>Keep haul roads well maintained.</p> <p>Liaise with nature conservation to minimise disturbance to wildlife.</p> <p><b>Communication</b></p> <p>Inform local authorities and local residents</p>

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## H&S Policy

### Waste



Environmental Aspects	Environmental Impacts	Control Measures
<p>Excavation of potentially contaminated material e.g. asbestos in trough, oily contaminated soil and ballast.</p> <p>Removal of vegetation, scrap metal and top soil.</p> <p>Removal of hazardous building materials.</p> <p>Wasting excessive quantities of raw materials.</p> <p>Poor storage, protection or multiple handling of materials and wastes.</p> <p>Over ordering of materials and poor stock control.</p> <p>Lack of training.</p> <p>Poor site control.</p> <p>Disposal and transport of waste to landfill.</p> <p>Reuse and recycling of aggregates.</p> <p>Fibre optic waste.</p> <p>Removal of sharps etc.</p>	<p><b>Primary negative impacts</b></p> <p>Re-exposure and cross contamination to air, ground and water.</p> <p>Use of natural non-renewable resources.</p> <p>Loss of site landfill space.</p> <p>Excess waste going into landfill.</p> <p>Increased noise, dust and vibration from transport.</p> <p><b>Primary positive impacts</b></p> <p>Reduced use of raw materials and aggregates where possible.</p> <p>Income and savings.</p> <p><b>Secondary negative impacts</b></p> <p>Damage to countryside, habitats and ecology.</p> <p>Contribution to global warming.</p> <p>Reduced landscape quality.</p> <p><b>Secondary positive impacts</b></p> <p>Reduced damage to the countryside habitats and ecology</p>	<p><b>Classify Waste</b> Identify unknown wastes by location, description and chemical analysis. Classify your wastes before disposal with a European waste code.</p> <p><b>Monitoring of site waste</b> Order the correct amounts of materials. Implement a Site Waste Management Plan.</p> <p><b>Control of site waste</b> Remove and dispose of litter in the working area. Prevent damage to materials during delivery and storage. Avoid accepting incorrect deliveries, exceeding shelf life of materials and double handling. Provide appropriate site security. Dispose of different wastes in the correct containers. Use prefabricated materials where possible. Return pallets and excess packaging to the suppliers where possible. Reuse/recycle materials e.g. crushed concrete, shuttering, boarding, scrap metal, cut offs and identify local recycling markets. Removal of sharps by specialist contractor.</p> <p><b>Duty of care</b> Verify waste carriers registration and licences. Liaise with the zones and authorities on removal of vegetation waste especially listed and protected species. Ensure waste transfer notes are completed, as required under Waste Transfer Regulation – Duty of Care and Consignment Notes etc.</p> <p><b>Raise awareness of waste on site</b> Allocate responsibility for waste on site. Provide waste training and raise awareness of site operatives.</p>

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## H&S Policy

### Vibration



Environmental Aspects	Environmental Impacts	Control Measures
<p>Use of surface breaking equipment e.g. pneumatic drills, hydraulic hammers, rock-breaking equipment.</p> <p>Movement of heavy plant and vehicles onto and off site.</p>	<p>Disruption to wildlife.</p> <p>Damage to geological and archaeological site.</p> <p>Damage to nearby structures and buildings.</p> <p>Safety.</p> <p>Nuisance.</p> <p>Structural damage to adjacent property.</p> <p>Liability issues.</p>	<p><b>Communication</b> Inform neighbours of the potential for vibration.</p> <p><b>Best practice</b> Where possible use working methods or plant which produces low frequency vibrations. Evaluate the potential for vibration from different works activities. Place plant on a heavy base. Fix rotating or impacting machines on anti-vibration mountings. Don't use equipment such as 'jackhammers' or 'peckers' where material could be cut and lifted out. Work to British Standards on Vibration. Isolate plant from the transfer medium.</p> <p><b>Monitoring vibration</b> Monitor/survey sensitive locations and structures before starting and completing work. Monitor vibration levels during the works</p>



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## H&S Policy

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- Temporary Works

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## H&S Policy

DO

- This consists of the documents and templates currently in issue that are available for use by the H&S and Site Management team and what makes up the site folders.
- A structured means of communications will also be in this folder and will include newsletters, notice board information etc

The Managing Director of EDD is responsible for setting the Health and Safety policy and standards of the Company.

The Contracts Manager with overall responsibility for a particular contract will ensure co-ordination and monitor policy implementation within that contract. Responsibility for health and safety matters is allocated to Demolition Site Managers and Supervisors who will be briefed to have a clear understanding of the Company policy and plans as well as how they will be implemented.

Employees of EDD have a part to play in ensuring the success of Health and Safety Management. A minimum of one employee from each specific contract will be nominated by his peers to act as a Safety Representative to be consulted on Health and Safety issues on a maximum quarterly frequency. The Safety Representatives will also be involved in reviewing performance and risk identification and control.

Communication sessions will be held with the workforce each morning as part of the Daily Pre-start briefing system. The sessions will facilitate information flows from the Company and client to the workforce and in the opposite direction. They will be supported, on a regular basis, by company senior management to provide consistency and clear, visible leadership.

A written copy of the Company Health and Safety Policy, signed by the Managing Director will be provided to all employees. The organisational structure, with health and safety roles and responsibilities, will be published together with performance objectives, targets and progress.

Risk assessment information will be made available to all employees with its accompanying risk control information and procedures.

The Company will have in place procedures which ensure that all employees are competent in the Safety and Technical aspects of their work. This will include suitable selection and recruitment procedures, regular assessments of competence and identification of training needs together with refresher training.

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## H&S Policy

### Site Folder Set Up - Overview

#### Folder 1 – Demolition Phase

1. Pre Construction Information
2. Asbestos
3. Site Drawings
4. Services
5. Construction Phase Plan
6. Method Statement
7. Risk Assessments
8. COSHH
9. Environmental Impact
10. Waste Log
11. Waste Tickets

#### Folder 2 –Site Management

1. H&S Policy and Management System
2. Site Set up Checklist
3. Site Diary
4. Pre-start Briefing Records
5. Weekly Progress Report
6. Sign In /Out sheets
7. Plant & Equip Certs and Inspection Sheets
8. Permits to Work
9. Toolbox talks
10. Delivery and Collection Notes

#### Folder 3 – HR

1. Induction Register and Forms
2. Induction Presentation
3. PPE
4. HAVS Assessment
5. Employee Forms

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## H&S Management System

### Documents and Templates available making up the system – Comprehensive

#### Risk Assessments

- RA01-00 Risk Assessments – 1 – General Site Safety
- RA02-00 Risk Assessments – 2 – Demolition Activities
- RA03-00 Risk Assessments – 3 – Use of Plant, Machinery and Vehicles
- RA04-00 Risk Assessments – 4 – Working at Height
- RA05-00 Risk Assessments – 5 – Lifting Operations
- RA06-00 Risk Assessments – 6 – Asbestos
- RA07-00 Risk Assessments – 7 – Hot Works
- RA08-00 Risk Assessments – 8 – Services
- RA09-00 Risk Assessments – 9 – Training and Competence
- RA10-00 Risk Assessments – 10 – Noise and Vibration
- RA11-00 Risk Assessments – 11 – COSHH
- RA12-00 Risk Assessments – 12 – Tools and Equipment

#### Site Managers and Supervisors Documents

- SM01-00 Pre Start Briefing
- SM02-00 Toolbox Talk Confirmation
- SM03-00 Plant Pre Start Checklist
- SM04-00 Welfare Daily Checklist
- SM05-00 Harness Inspection
- SM06-00 Site Manager Daily Diary
- SM07-00 Site Set up Checklist
- SM08-00 Services Disconnection

#### Permits to Work

- PTW01-00 Hot Works
- PTW02-00 General

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## H&S Management System

### Health and Safety Documents

- HS01-00 Construction Phase Plan Template
- HS02-00 Method Statement Template – Outline General Demolition
- HS03-00 Method Statement Template – Lifting Plan
- HS04-00 Method Statement Template - Amendment
- HS05-00 Method Statement Template – Task / Building Specific

### Health Surveillance

- HE01-00 General Health
- HE02-00 Fit to Work
- HE03-00 Display Screen Equipment
- HE04-00 Dermatitis and Respiratory Health

### Temporary Works

- TW01-00 SSR Letter of Appointment
- TW02-00 TWC Letter of Appointment
- TW03-00 TWS Letter of Appointment
- TW04-00 Temporary Works Design Request
- TW05-00 Temporary Works Design Register
- TW06-00 Permit to Load/Pre-Pour Inspection
- TW07-00 Permit to Strike/Dismantle

### Consultation for the Improvement of Safety (CIS)

- CIS01-00 Level One Meeting Minutes
- CIS02-00 Level Two Meeting Minutes

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## H&S Management System

### Miscellaneous

Key Emergency Contacts and Arrangements Template Poster  
 Induction Register  
 Induction Form (Company / Site / Visitor)  
 Induction Presentation - Site  
 Induction Presentation - Company  
 PPE Register / issue form  
 HAVS Assessment and time sheet  
 POWRA  
 COSHH Risk Assessments – As required  
 COSHH Material Safety Data Sheets – As prepared  
 Asbestos Clearance Certificate template  
 Environmental Impact Assessment  
 WMP / Materials Off Site Log  
 Weekly Progress Report Template  
 Sign In /Out sheets

### Communication

#### Health and Safety Notice Board

This has been identified as a key communication method, an integral part of the management system as well as a tool to establishing a health and safety culture.

An example of an EDD H&S board, set up on each site is shown below.

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Document name: H&S Management System			

## H&S Management System

# H&S Notice Board

Daily Pre  
Start  
Briefing

Toolbox talk

Signing in  
Book

Machine /  
equipment  
Check  
Sheets


Permit to  
work

F10  
&  
S80/81

**Your first aiders are:**

**Your fire wardens are:**





NEAREST  
HOSPITAL

SITE DRAWING

TRAFFIC  
MANAGEMENT

What do the COSHH symbols mean?



The H&S board is supported on site by a dry wipe board of which can be used as a site manager planning and communication tool.

This dry wipe board can be used to plan works, traffic management, communicate key messages and reminders, make notes of deliveries and collections, and used as a general 2 way communication tool.

Site Managers will be encouraged to photograph the board where used as a planning and communication tool to evidence such happenings.

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## H&S Management System

At all other times EDD are committed to engaging in 2 way lines of communication between those at all levels and as such the following is both carried out and encouraged;

- Annotation of method statements and risk assessments.
- Annotated feedback on H&S policy and its arrangements
- Verbal feedback during site visits
- Appraisals
- Toolbox talks
- Daily Pre start briefings
- In house training
- Inductions
- Use of Safety Passport
- Safety Meetings
- Committee meetings

Remember feedback can be an idea, request, suggestion, improvement and more –  
It is you who is physically carrying out the work!

### Toolbox talks

These are required to be carried out each week as a minimum and be relevant to the work activities being carried out. In addition however, the 12 sections making up the arrangements section of the policy can each be used as a toolbox talk and will be rotated upon each month. Toolbox talks can equally be that of a safety notice, manufacturer equipment update, safety news and other relevant information. All toolbox talks should be recorded on the form shown on the next page, a copy of the toolbox talk literature attached and retained for reference. The weeks / months topical toolbox talk literature should also be placed on the safety notice board. All employees are required to attend toolbox talks and actively encouraged to engage and ask questions.

### Pre Start Briefing

As detailed, above this is a documented form of communication, evidencing the thought process, planning and organization of work activities prior to commencement. A pre start briefing is required to be completed by the site manager / supervisor each day. It is advised that this be prepared the evening before ready to brief the operatives once they arrive for work the next day. A sample/ template pre start briefing report is also shown in the following pages. Operatives are required to ensure that they fully understand the requirements of their position before signing the document and commencing any works.





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## H&S Management System

<b>SM01 -00 Pre Start Briefing</b>			
Site:		Date:	
Site Manager Name:		Signature:	
Where is everyone working and what are they doing?			
Main hazards are associated with the works and controls being put in place to minimise risk:			
How are we communicating?			
Pre start checks? Whos doing what?			
PPE / RPE Requirements:			
Permits to work required:			
Planned Deliveries / Collections:			
Any other allocated tasks:			
Ordering items- anything we need?			
Name	Signature	Name	Signature

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## H&S Management System

### CHECK

- This will contain all information relating to audits, inspections, meeting minutes, completed H&S forms from site, accident investigations etc
- Feedback from employees, documental annotation and review

### MEASURING PERFORMANCE

The Company operates a Health and Safety performance measurement system on two levels:

**Active monitoring** – This includes regular site inspections, examination of documentation and competences. The intention of the monitoring being to identify hazards and control them before harm arises and to ensure that systems and arrangements are adequately controlling risk. The frequency of monitoring reflects the risks involved on each site. It is EDD's policy that no site in excess of 2 weeks planned duration will go without a min of one site inspection. For sites in excess of 4 weeks planned duration, monthly site inspections will be carried out as a minimum. The results of all inspections are sent by email to management and are reported / discussed further at the monthly safety meeting.

**Reactive monitoring** – all accidents, incidents and near misses are investigated to a level, and by a manager, appropriate to the significance of the event being investigated. The investigation is sufficient to ensure that the Company meets its statutory obligations, improves its Health and Safety Management system and risk control and learns from the event. The results of such investigations are reported, discussed and actions agreed at monthly meetings.

### AUDIT

The Company carries out an internal audit of its Health and Safety Management system on bi-annually.

The audit is carried out at a separate meeting of the Company Management team and ensures:

- appropriate management arrangements are in place
- adequate risk control systems exist, are implemented and consistent with the hazard profile of the Company
- appropriate workplace precautions are in place.

Following the audit any necessary changes to the Health and Safety Policy and/or the Health and Safety Management system are approved by the Managing Director.

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## H&S Management System

### H&S Management System Standards and Reporting Matrix

The following is designed to be an overview of the standards that have been set to manage H&S in our sites and a way of reporting on progress to directors and managers. All information is derived from the site inspections and audits carried in the reporting period.

The template format will similarly be applied to other areas such as training.

The matrix works on the basis of providing management with a clear action list / set of standards and targets to work towards on each site or in each area.

The matrix further provides EDD Directors with a quick and visual overview of the sites H&S performance and will be displayed on the office H&S Board.

The expectation is placed upon management to proactively work with the sites and other members of the team to ensure that the agreed standards can be met.

H&S Department Site H&S reporting based on last site visit												MONTH		JANUARY																	
Site	Update / Info	CONTRACT PLANNING								EFFECTIVE SITE MANAGEMENT				SAFE WORKING PRACTICES - KEY POLICY AREAS																	
		Evidence of Supervisor Training	Evidence of Plant / Machine Op Training	General op OCDO Cards	Burner / Asbestos / AO Training required	Trained First Aider	Bundled Fuel tank / storage	Suitable signage available and displayed	Adequate fencing and security	Spill kit available	Method Statement signed	Risk Assessments reviewed and signed	Daily briefing completed	Operative POWRA being completed	Permits in use	Plant Inspection Checks being done	Welfare clean	Site Diary in use	Signing in Book in use	Toolbox talk completed	1 - RAM'S	2 - Demolition Activities	3 - Use of plant, machinery and vehicles	4 - Working at height	5 - Lifting Operations	6 - Asbestos	7 - Hot Works	8 - Services	9 - Training and Competence	10 - Noise and Vibration	11 - COSHH
Castlebridge, Alloa FK10 3QA	Week 10/ 14 Site Manager: Steve Cairney	✖	🟡	✔	✔	✖	✖	✖	🟡	✖	✔	✔	✔	✖	✔	✖	✖	✖	🟡	✖	✖	✖	🟡	✖	✖	🟡	✖	✔	✖	✖	✔
DS Smith	Week 1/ 4 Site Manager: Graham Fowler	✔	✔	✖	✔	🟡	🟡	✖	✔	✔	✔	✔	✔	🟡	✖	✖	✖	✖	✖	✖	✖	✔	✔	✖	✖	✖	✔	✔	✖	✖	✖

The matrix is based on the following key:

- RED -** Indicating no action has yet been taken or no evidence yet seen
- AMBER -** Indicating that the action is in progress. Normally the item has been previously identified and is expected to be completed in the agreed timescales.
- GREEN -** Action Complete/ Evidence gained

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## H&S Management System

### The Site Action and Audit Report

The EDD operates two types of reports for carrying out safety inspections and ensuring continual improvement.

1. **Site Action Report** – Details any action items required following a site visit and / or less intrusive site inspection.
2. Full **Site Audit** of both system documentation and working practices and concludes a comprehensive site audit.

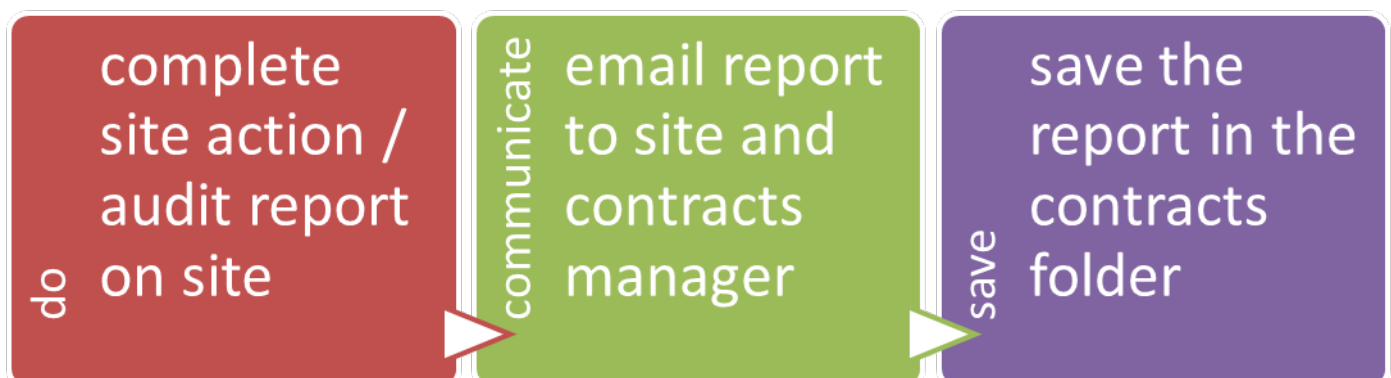
Both reports are completed whilst on site using an app (iAuditor) on an iPad. The reports are signed by the site manager and can be emailed directly to all relevant parties, prior to leaving the site, avoiding the need for further administrative works back at the office and ensuring prompt action is taken, should it be required.

The site action report, differs from any previous report in that it is a live action list / report and does not ever become a dead end document whilst the site is ongoing.

The site action report will be used between audits as a way to improve standards and ensure action items are being completed, ahead of the next audit and inspection.

A site action report is based around establishing a safety culture, promoting improvement and developing a management system and not evidence of an inspection or critic of all work activities at each visit.

The completed and signed reports should be emailed from the iPad whilst on site, leaving little or no follow up work to be required, off site by the safety team.



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## H&S Management System

The action report template includes the following of which is the basic behind the simple system;

*“The following action items have been set and agreed whilst on site with the relevant site manager and the health and safety manager.*

*Each action item will be assigned to it, an agreed and planned completion date.*


*Furthermore, the first time in which the action item is set, it will be allocated as a ‘first’ request.*

*The following visit and failure to action the item after the planned completion date will result in the item being changed to a ‘second’ request.*

*Where 3 ‘third’ request action items appear on any list, all H&S Managers are required to report to senior director level, if not previously done so where appropriate action will be taken.*

*Should you have any questions, anytime regarding any of the action items set, please contact your H&S Manger in the first instance, or alternatively the office on 01283 821 028”*

A sample of the site audit report is now shown below (all reports are provide from iAuditor in pdf format):



**Euro Demolition Site  
Inspection**

conducted for

**DS Smith Papermill**

**Document No.**  
EURO

**Audit Title**  
DS Smith

**Conducted on**  
09/01/2018, 07:33

**Prepared by**  
Charlene Murray

**Location**  
DS Smith, Wansborough Mill, Watchet, TA23 0AY

**Site Manager**  
Richard Plant

**Score**  
29/42 - 69.05%

Report created with iAuditor

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## H&S Management System

### ACT

- This will contain reporting information such as KPI's, accident statistics, Audit analysis, trends and training statistics providing the basis for change to me made as required.
- Review and recording of document or system change and action plans

This section will evidence and document;

- ✓ Changes to the system
- ✓ Evidence action being taken as a result of what had been learnt
- ✓ Action plans / minutes and outcomes of safety meetings
- ✓ Revision of text
- ✓ Addition or deletion of documents, templates or forms

This section of the policy will be largely a hard copy document maintained in EDD's head office.

Relevant action items, revisions and changes will be communicated to employees as required.

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**H&S Management System**

Item	Action / Change	Action by	Action Date