

ISO 14001, 9001, 45001 INTEGRATED MANAGEMENT SYSTEM



Integrated Management System General Arrangements



| Author | | Document | |
|--------------|---------------|-------------|--------------------------|
| Name: | John Anderson | Name: | IMS General Arrangements |
| Position: | H & S Advisor | Number: | EDD DOC-00-01 |
| Issue Number | 01 | Issue Date: | January 2021 |

This document will be reviewed annually as a minimum and as result of material change. Formal revision and re-issue to be carried out as required

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Approvals

The signatures below certify that this Integrated Management System has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

| | Name | Signature | Position | Date |
|-------------|---------------|------------------|-------------------|--------------|
| Prepared by | John Anderson | 01 – First Issue | H & S Advisor | January 2021 |
| Reviewed by | Gavin Turner | 01 – First Issue | Director | 25/01/2021 |
| Approved by | David Unwin | 01 – First Issue | Managing Director | 25/01/2021 |

Amendment Record

This Integrated Management System is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

| Section | Context | Revision | Date |
|---------|---------|----------|------|
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Integrated Management

Introduction

Euro Demolition and Dismantling Limited (EDD) has developed and implemented an integrated management system (IMS) in order to document the company's best business practices, better satisfy the requirements and expectations of its customers and to improve the overall management of the company.

The integrated management system of EDD meets the requirements of the international standard ISO 9001, 14001 and 45001.

Carrying out demolition and dismantling works across the UK and Europe, our head office is located in Uttoxeter.

EDD has implemented an integrated management system that exists as part of an overall management system which has established, documented and implemented our quality, environmental and health & safety policy and related processes for providing such services which meet or exceed customer requirements, industry recognized standards and whilst satisfying the requirements of ISO 9001, 14001 and 45001.

EDD has adopted a process approach by defining and managing process inputs, controls and outputs to ensure the desired results are achieved and by managing the interfaces between interrelated processes to ensure system effectiveness is maintained.

EDD monitors, measures and analyses relevant processes and takes action to achieve planned results and ensures the continual improvement of our integrated management system. Any outsourced process or activity is controlled as per applicable ISO requirements.

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Context of Organisation and Interested Parties

EDD has considered as part of the initiation of the Integrated Management System, a complete review of the organisation's activities both at Head Office and for site-related works was undertaken during which the hazards relating to its activities were identified. Detailed procedures and assessments were compiled and reviewed of all identified hazards and recorded including the following areas:

- ✓ General Safety Arrangements
- ✓ Demolition Activities
- ✓ Use of Tools, Equipment, Plant, Machinery and Vehicles
- ✓ Working at Height
- ✓ Lifting Operations
- ✓ Asbestos
- ✓ Hot Works
- ✓ Services
- ✓ Manual Handlin, Slips, Trips and Falls
- ✓ Noise and Vibration
- ✓ COSHH
- ✓ Environmental
- ✓ Covid-19

In identifying the above hazards, routine and non-routine activities, account is taken of the following interested parties:

- ✓ All personnel including sub-contractors, visitors and those affected by the activities carried out by EDD
- ✓ The clients engaging with EDD and those employing EDD to carry out such demolition services
- ✓ The requirements of relevant British Standards
- ✓ The requirements of the Industry itself, including best practice
- ✓ Those stakeholders of whom have a vested interested in the company
- ✓ External bodies and auditors to which the company seek accreditation

When considering the activities of the company and those interested parties the scope of this management system can be identified and an understanding gained as to the development of an Integrated Management System.

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Scope

The International Organization Standard ISO 9001, 14001 and 45001 describes the requirements for a management system by addressing the principles and processes surrounding the design development and delivery of a service. The activity covered by EDD is for the provision of demolition, dismantling and asset salvage and recovery services.

The integrated management system complies with all applicable requirements contained in ISO standards covering the planning, design and provision of all services, and encompasses all operations at our facility located at Marchington Industrial Estate as well as on all sites, on which we carry out work activities.

We adopt these values in our everyday activities, acting as the benchmark for how we operate throughout our business and amongst the wider community. Our values are lived and breathed by our people and ingrained into our company culture.

EDD has adopted ISO standards to improve its Integrated Management System. The Integrated Management System (IMS) is applied to all processes and locations of EDD Ltd and serves to demonstrate the organization's commitment to the health and safety of all those carrying out work activities for or on behalf of EDD, affected by the work activities, pollution prevention and continuous improvement of environmental protection and the overall quality and standards of service delivery.

EDD however does not engage in designing, developing or changing the design of the products we manufacture. To this end, our quality management system does not encompass product design and development processes.

Commitment

EDD Management has the responsibility and authority for supporting the development and implementation of the Integrated Management System, for ensuring that it remains relevant to the company's objectives, and the needs and expectations of customers whilst promoting an ethos of continual improvement.

EDD Management are responsible for communicating the company's policies as well as the importance of meeting customer, statutory and regulatory requirements to employees and those affected by our works. They ensure the policies are understood and that they applied to the daily work of the organization through the establishment of measurable goals and objectives.

EDD Management is responsible for ensuring that the company's policies are appropriate for the goals of the business, that it promotes the continuing improvement of the effectiveness of the Integrated Management System and that it is reviewed for continuing suitability.

The Directors of EDD are committed to implementing and developing the Integrated Management System and this commitment is defined by the relevant policy statements.

We ensure that our policies are understood, implemented and maintained at all levels of the organization through printed distribution and through periodic management review of the policy statements and corporate level improvement objectives. In addition, our policies and objectives are communicated and deployed throughout the business via individual performance objectives established and reviewed during employee performance reviews.

All managers demonstrate their commitment to the development and improvement of the quality management system through the provision of necessary resources, through their involvement in the internal audit process and through their proactive involvement in continual improvement activities. Emphasis is placed on improving both the effectiveness and efficiency of key management system processes.

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Customer Focus

EDD strives to identify current and future customer needs, to meet their requirements and to exceed their expectations. EDD Management ensures that the focus on improving customer satisfaction is maintained by setting and reviewing objectives related to customer satisfaction at management review meetings.

EDD Management also ensures that customer requirements are understood and met. Customer requirements are understood, converted into internal quality requirements and communicated to appropriate personnel within the organization.

Customer complaints and other customer feedback is continually monitored and measured to identify opportunities for improvement. We continually look for other ways to interact directly with individual customers to ensure a proper focus to their unique needs and expectations is established and maintained.

Objectives

Client-centric - We strive to forge lasting client relationships built on **trust** and **integrity**. We aim to exceed client expectations by fully understanding their needs to adopt the most economical and tailored approach to each project.

A Safety-First Culture - We consistently aim to reduce health & safety risks by nurturing a safety-first culture amongst our people. In addition to providing accredited safety training programs and toolbox talks, we communicate our safe working practices in engaging ways throughout the business, as a continual part of our commitment to providing safe working environments for our people as well as the communities in which we operate.

Our People - We invest heavily in recruiting the right people for each role within our business. We reward entrepreneurial spirit and encourage collaborative working practices, building a 'one team' approach to strengthen our success. We aim to deliver robust needs-based training packages to empower our teams with enhanced skills to carry out their roles to the highest standards.

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References

In addition to ISO Standards, EDD will make reference to relevant British standards as well as customer specifications appropriate to our service delivery. The list below is not definitive.

| Standard | Title | Description |
|----------------|----------------------------------|------------------------------|
| ISO 9001:2015 | Quality Management Systems | Quality Management |
| ISO 14001:2015 | Environmental Management Systems | Environmental Management |
| ISO 45001:2018 | H&S Management Systems | Health and Safety Management |
| BS6187:2011 | British Standard | Demolition |
| BS5975:2008 | British Standard | Temporary Works |
| BS5228:2009 | British Standard | Noise and Vibration |
| BS7121 | British Standard | Safe use of Cranes |

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Organisational Responsibilities Responsibilities

All staff are fully trained and competent for the tasks we require them to do. Training covers all aspects of the company's operations and areas of quality, the environment and health and safety. Documented responsibilities are contained within our Health, Safety and Environmental System as well as, in our procedures and method statements.

A brief operational overview of responsibilities for key personnel is provided below;

- ✓ The Managing Director is responsible for the overall operation of the company and ensuring that the clients' requirements are met.
- ✓ The Managing Director is responsible for the management of the company's health, safety and environmental policies and procedures and for the training of all personnel in health, safety and environmental matters and other work-related skills.
- ✓ The directors jointly or singly are responsible for overseeing the handling of all enquiries, the review of contracts and orders, valuations and the commercial success of the company.
- ✓ The Health and Safety Manager coordinated the implementation and accreditation of the companies Integrated Management System.
- ✓ Site Managers and Supervisors are responsible for all labour, materials and subcontractors on site.

The following are jointly responsible for the provision of suitably trained and experienced labour, adequate supply of resources, quality and availability of materials and the effective repair and maintenance of plant and equipment within the organization;

- ✓ Managing Director
- ✓ Operations/Managing Director
- ✓ Health and Safety Managers
- ✓ Site Managers and Supervisors

The Health and Safety Managers are jointly responsible for;

- ✓ Ensuring that processes are established, implemented and maintained
- ✓ Reporting to the Operations/Managing Director the results of all audits and inspections
- ✓ Reporting to the Operations/Managing Director the performance and improvement of the IMS System
- ✓ Ensuring the promotion of awareness of company, legal and customer standards and requirements throughout the organization.

The ultimate responsibility for the implementation of this management system rests with the Managing Director.

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Human Resources, Training and Competence.

All employees are trained on the relevance and importance of their activities and how they contribute to the achievement of the quality, health, safety and environmental objectives of EDD.

The company operates a formal system to ensure that all employees within the organization are adequately trained to enable them to perform their assigned duties. Such information is collated and displayed on a training needs analysis and matrix document.

Qualifications are reviewed upon hire, when an employee changes positions or the requirements for a position change. The Human Resources Department maintains records of employee qualifications. If any differences between the employee's qualifications and the requirements for the job are found, training or other action is taken to provide the employee with the necessary competence.

EDD Management identifies emerging competency needs during management reviews, following the successful win of a contract and as a result of industry or legislative change.

Where possible; training is conducted in-house, although for more specialist skills, external seminars or courses are utilized. The effectiveness of training is evaluated. The company induction includes an introduction to the company's policy statements and objectives. Future training needs are identified as part of the Management Review process.

Training records are maintained to demonstrate competency and experience. EDD Management will review the training records regularly to ensure completeness and to identify possible future training needs.

Training records are maintained in accordance with the companies training policy and include depending on the nature of the role, the following information:

- ✓ Copies of certificates for any training undertaken to date
- ✓ Current Job Description
- ✓ Curriculum Vitae

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Objectives and Targets

The top-level management team is responsible for setting Health and Safety, Environmental and Quality objectives with measurable targets in line with the company Policies that show a commitment to:

- The prevention of harm
- Compliance with legal requirements
- Continual improvement
- Customer Satisfaction
- Continuation and growth of the business

Based upon these objectives, programmes may be instigated and implemented to improve performance to allow targets to be met.

The Health, Safety and Environmental Policy contains a commitment / plan to which is continually referred to at meetings and communicated to all to demonstrate the company's commitment to improvement.

Company Policy Statements

The policies held within this document are not normally subject to updating. Anyone requiring a current copy can obtain one from the H & S Advisor who will issue the latest version.

Main Policy Statements

Quality Policy
Health and Safety Policy
Environmental Policy

Second Tier Policy Statements

Waste Management Policy
Corporate and Social Responsibility Policy
Anti-bribery and Corruption Policy
Sustainability Policy
Business Continuity Policy
Equality and Diversity Policy
Modern Slavery and Human Trafficking Policy
Ethical Trading Policy
GDPR Policy

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Quality Policy

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 accreditation of an integrated Management system comprising of ISO 9001 Quality Management, ISO 45001 Health and Safety Management and ISO 14001 Environmental Management provides an underpinning platform for the statements within this policy.

The company's policy and objectives 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.

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 publicly 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.



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Managing Director
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Health and Safety Policy

The purpose of the health and safety policy statement is to publicly 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.

The accreditation of an integrated Management system comprising of ISO 45001 Health and Safety Management, ISO 9001 Quality Management, ISO 14001 Environmental Management provides an underpinning platform for the statements within this policy.

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.

This Health and Safety 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 Health and Safety policy is also made publicly available on the company website.



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Environmental Policy

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.

The accreditation of an integrated Management system comprising of ISO 14001 Environmental Management, ISO 9001 Quality Management and ISO 45001 Health and Safety Management provides an underpinning platform for the statements within this policy.

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 Environmental 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 Environmental policy is also made publicly available on the company 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.



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Waste Management Policy

In addition to our Environmental Policy, EDD have made a further commitment to active waste management and consistent with its policy commitment, reduce the impact our activities, particularly the generation of waste has on the environment we share.

The aims of the policy are to:

- Identify and minimise waste and its effect to the environment associated with the company's activities.
- Comply with current waste legislation and where appropriate act in anticipation of future requirements in line with our company environmental legislation register and environmental impacts and aspects register.
- Set targets and deliver continual improvement in the management of waste management issues via key performance indicators and ongoing data collection of waste produced.
- Produce Site Waste Management Plans on all contracts regardless of the contract value along with duty of care waste matrix data collection and checks on all waste movements.
- All waste or surplus arising's are assessed whether they can reused, recycled or require correct facility disposal.
- Liaise with the Environment Agency on a regular basis to review `best practice` and maintain a good working relationship including advice as and when required.
- Utilise other agencies and interested parties information for up to date advice and knowledge.

The policy is subject to the company's ISO 14001 Process and to achieve its objectives the company is committed to:

- Prevent pollution, reduce waste and to maximise the efficient use of materials and energy.
- Use sustainable, reusable or recyclable products where technically and economically viable.
- Ensure that all wastes, particularly hazardous or contaminated wastes, are tested, transported and disposed of in an environmentally acceptable manner, in accordance with statutory duty of care requirements.
- Minimise waste levels, waste nuisance, pollutants and disturbance to the public and local ecosystems, wildlife habitats and preservation of heritage.
- Review its activities and identify issues which could have a significant impact on the waste production.
- Encourage our supply chain and subcontractors to comply with this policy.
- Provide the necessary awareness and training to enable staff at all levels to understand and contribute to the implementation of this policy.
- Promote waste management via posters, notices and IT news flashes.
- Review, Reuse and Recycle!



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Corporate Social Responsibility Policy

Euro Demolition & Dismantling Ltd (EDD) are committed to applying Corporate Social Responsibility (CSR) throughout the company's operations. Our CSR Policy applies to our employees and any other persons / groups affected by our works.

Our CSR Commitments are incorporated within our everyday operations to include:

- Environmental Sustainability** On all of our contracts we maximise the materials arising from our operations for recycling and reuse to minimise waste to landfill.
- Sustainability** We ensure that social and environmental factors are taken into consideration throughout all the companies operations.
- Economic Sustainability** Ensuring that our operations trade profitably to ensure that we are able to provide continuous employment opportunities and training for our staff and where possible provide local employment opportunities within the communities that we work.
- Social Sustainability** Our activities and our policies and procedures ensure that our works are carried out in a way that protects our staff, subcontractors, clients and members of the public. Liaising with members of the community and assisting in the community where possible during the course of our works.
- Legal Compliance** All operations are carried out in accordance with the requirements of all applicable legislation.

All employees are made aware of this and all other company policies during the induction phase of our procedures.



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Anti-bribery and Corruption Policy

It is our policy to conduct all of our business in an honest and ethical manner. We take a zero- tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate.

We will uphold all laws relevant to countering bribery and corruption.

Bribery and corruption are punishable for individuals by up to ten years' imprisonment and if we are found to have taken part in corruption, we could face an unlimited fine, be excluded from tendering for public contracts and face damage to our reputation. We therefore take our legal responsibilities very seriously.

To address the risks we face in relation to bribery and corruption, in particular by working in the construction sector, contracting with the public sector, we have produced this policy.

In this policy, third party means any individual or organization you come into contact with during the course of your work for us, and includes actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers, and government and public bodies, including their advisors, representatives and officials, politicians and political parties.

This policy applies to all individuals working at all levels and grades, including senior managers, officers, directors, employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, seconded staff, homeworkers, casual workers and agency staff, agents, or any other person associated with us.

A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for us or under our control. All workers are required to avoid any activity that might lead to, or suggest, a breach of this policy.

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for gross misconduct. We reserve our right to terminate our contractual relationship with other workers if they breach this policy.



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Sustainability Policy

Euro Demolition & Dismantling Ltd (EDD) is committed to sustainable regeneration in all of its operations. Where work is undertaken for outside clients the company will undertake to promote sustainable regeneration insofar as the company can reasonably affect and influence.

All plant and vehicles are well maintained to maintain peak operating efficiency. Wherever possible journeys are reduced or eliminated by means such as selecting local disposal points for materials, using large capacity vehicles and where applicable using public transport.

Sustainability is taken into account in EDD's purchasing policy. The following are examples of EDD's actions in this area.

Fuel efficiency is taken into account when purchasing vehicles, plant and equipment.

Although only a minor element of our works all timber that is bought is from certified sources such as FSC (Forestry Stewardship Council).

Ozone depleting chemicals such as tri-chloromethane are not used and when during demolition works ozone depleting chemicals are encountered they will be appropriately handled and destroyed.

Packaging to purchased items will be returned to the supplier where possible. Where no take back scheme exists the packaging will be placed in a sorted waste stream.

The company recognises that it is part of a community, and as such it has a moral responsibility to the community as a whole. A successful sustainability regeneration policy is one of the ways in which it discharges this responsibility



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Business Continuity Policy

As part of our service to clients we consider it our duty to ensure that we can continue to provide an excellent level of service during times of internal and external threat to our operations

A large number of our employees operate as transient teams and as such labour can be diverted between projects in order to ensure that project disruption is kept to a minimum. Key supervisors and managers are issued with mobile phones with 4G internet connection in order to maintain communications.

The Vehicles and plant are also held locally sometimes by the teams, sometimes at our own premises and sometimes on our clients premises which reduces risks by having our assets at these different locations.

The IT system is operated from our main office in Uttoxeter and backups are taken daily and stored in a different building to the server to allow for emergency recovery.

Our building and yard premises are not located in flood prone areas and risk is seen as minimal. It is the responsibility of site managers to check any site locations to see if they lie in flood plains or are prone to flooding and appropriate protection methods are agreed with the Environment Agency.

All directors are responsible for establishing a sound system of controls to ensure that any changes to site locations or IT provisions include consideration of business continuity as part of the proposal.

Line Managers are responsible for ensuring that the controls are enforced within their areas of responsibility



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Equality and Diversity Policy

Euro Demolition and Dismantling are dedicated to encouraging a supportive and inclusive culture amongst the whole workforce. It is within our best interest to promote diversity and eliminate discrimination in the workplace.

Our aim is to ensure that all employees and job applicants are given equal opportunity and that our organisation is representative of all sections of society. Each employee will be respected and valued and able to give their best as a result.

This policy reinforces our commitment to providing equality and fairness to all in our employment and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation. We are opposed to all forms of unlawful and unfair discrimination.

All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly and with respect. When selecting candidates for employment, promotion, training, or any other benefit, it will be on the basis of their aptitude and ability.

All employees will be given help and encouragement to develop their full potential and utilise their unique talents. Therefore, the skills and resources of our organisation will be fully utilised and we will maximise the efficiency of our whole workforce.

Commitments:

- ✓ To create an environment in which individual differences and the contributions of all team members are recognised and valued.
- ✓ To create a working environment that promotes dignity and respect for every employee.
- ✓ To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this policy.
- ✓ To make training, development, and progression opportunities available to all staff.
- ✓ To promote equality in the workplace, which Euro Demolition believes is good management practice and makes sound business sense.
- ✓ To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures.
- ✓ To encourage employees to treat everyone with dignity and respect.
- ✓ To regularly review all our employment practices and procedures so that fairness is maintained at all times.
- ✓ EDD will inform all employees that an equality and diversity policy is in operation and that they are obligated to comply with its requirements and promote fairness in the workplace.

The Equality and Diversity Policy is fully supported by senior management and has been agreed with trade unions and/or employee representatives and continually promoted in our workplace.



David Unwin
Managing Director
9th March 2018

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Modern Slavery and Human Trafficking Policy

This statement sets out Euro Demolition & Dismantling Ltd actions to understand all potential modern slavery risks related to business and to ensure steps are maintained to prevent slavery and human trafficking.

Modern slavery is a crime and a gross violation of fundamental human rights. It takes various forms, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain.

We have a zero-tolerance approach to modern slavery and are fully committed to preventing slavery and human trafficking in all our company activities.

Our supply chains and Supplier adherence to our values

The relationship with all our suppliers has been established over a number of years and is built upon mutually beneficial factors, where we have close and personal links and contact with the owners or directors, typically reflecting the fact that we partner with Small and medium sized operations in the main.

Any new sub- contractors or suppliers are selected through a series of diligence, relating to company performance, HS&E compliance and references from other customers to establish that they are suitable.

To date we have not been made aware of any human trafficking / slavery activities within our supply chain but if any were highlighted to us then we would act immediately in accordance with our legal and moral obligations.

Our policies on slavery and human trafficking

We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business. Our Anti-slavery Policy reflects our commitment to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective systems and controls to ensure slavery and human trafficking is not taking place anywhere in our supply chains.

Due diligence processes for slavery and human trafficking

As part of our initiative to identify and mitigate risk we have in place systems to:

- Identify and assess potential risk areas when considering taking on new suppliers and regularly review our existing supply chains.
- Mitigate the risk of slavery and human trafficking occurring in our supply chains.
- Monitor potential risk areas in our supply chains.

We have zero tolerance to slavery and human trafficking. To maintain awareness and ensure a high level of understanding of the risks of modern slavery and human trafficking in our business our Anti-slavery Policy is available on our website.

This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015.



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Ethical Trading Policy

It is the policy of Euro Demolition and Dismantling Limited (EDD) to operate an Ethical Management system designed to ensure that the company conducts its business in an ethical manner which not only meets the requirements of the law but also maintains the highest standards of morality and honesty in the pursuit of its everyday business activities.

Whilst the Directors and Managers of EDD will do all that is within their power to ensure the company maintains ethical business practices, it is recognised that it is the responsibility of each and every individual member of staff to act in an ethical and honest manner. It is the duty of each employee to ensure that they follow these high standards of honesty and integrity and to report any situation which they consider may impinge on the ethical behaviour of the company.

The management of EDD will provide all employees with any training that may be necessary to carry out their tasks honestly and ethically. However, if an employee is unsure how to perform a certain task or feels it would be detrimental to the ethics of the company to perform a specific job then it is the employee's duty to report his concerns to a supervisor, manager or director.

Whilst it is accepted that in pursuit of their day to day business some staff members may be treated to or may extend hospitality to clients or suppliers, these should only be of a modest cost and nature. Giving to, or accepting gifts from suppliers and clients, other than those such as calendars, diaries pens etc. which carry corporate identification is expressly forbidden.

EDD will not place business with any particular supplier nor exclude any other from providing goods or services on the grounds of favouritism or preference based on any consideration other than good value, service and a proven ability to meet its high standards and specifications.

EDD Ethical policy will be continuously monitored and updated as and when changes in the scale and nature of our operations occur. The policy will be reviewed and updated at least annually



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Purchasing and Ordering Policy

The purchasing process is essential to EDD's ability to provide our customers with products that meet their requirements. EDD ensures that purchased product conforms to specified purchase requirements. EDD accomplishes this by closely working with our supplier base (e.g. periodic audits and surveys) and inspecting purchased product as required. The type and extent of control applied to the supplier and the purchased product is dependent upon the effect of the purchased product on subsequent product realization or the final product.

It is the responsibility of the Purchasing Department to evaluate and select suppliers based on their ability to supply product in accordance with specified requirements. Additionally, other internal resources may be called on to assist as required. Criteria for selection, evaluation and re-evaluation are defined in the supplier evaluation procedure. Records of the results of evaluations and any necessary actions arising from the evaluation are maintained within the company documentation system.

Purchasing Information

EDD uses purchase orders to describe the product or service to be purchased. Designated individuals within the company create purchase orders using the company system. They also ensure the adequacy of the requirements that are specified by the purchase order prior to release.

Each purchase order includes where appropriate:

- Identification of product or service to be delivered, quantity, delivery date, and cost
- Requirements for approval or qualification of product, procedures, processes or equipment
- Requirements for the qualification of personnel
- Quality management system requirements

Verification of Purchased Product

Purchased items are checked against the purchase order to confirm identity and quantity. Satisfactory items are placed in stock. In the event that items are rejected on receipt a non-conformance report is raised and the supplier contacted to arrange replacement or credit. Where the customer wishes to verify supplier activities, specific arrangements will be made.

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GDPR Policy

This privacy policy will explain how Euro Demolition and Dismantling Ltd uses the personal data we collect from you when you use our website.

Topics:

- What data do we collect?
- How do we collect your data?
- How will we use your data?
- How do we store your data?

Marketing

- What are your data protection rights?
- Privacy policies of other websites
- Changes to our privacy policy
- How to contact us
- How to contact the appropriate authorities

What data do we collect?

Our Company collects the following data:

- Personal identification information (Name, email address, phone number, etc.)
- Company details and information (Name, email address, phone number, financial etc.)

How do we collect your data?

You directly provide Our Company with most of the data we collect. We collect data and process data when you:

- Register online or place an order for any of our products or services.
- Voluntarily complete a customer survey or provide feedback on any of our message boards or via email.
- Use or view our website via your browser's cookies.

How will we use your data?

Our Company collects your data so that we can:

- Process your order, manage your account.
- Email you with special offers on other products and services we think you might like.

When Our Company processes your order, it may send your data to, and also use the resulting information from, credit reference agencies to prevent fraudulent purchases.

How do we store your data?

Our Company securely stores your data at [enter the location and describe security precautions taken] All data is securely protected by a system of passwords and secure server which is regularly backed up.

Our Company will keep your contact details for 3 years. Once this time period has expired, we will delete your data by removing your records from our computer system and securely shredding any hard copies of documents other than any financial records required by law to hold.

Marketing

Our Company would like to send you information about products and services of ours that we think you might like, as well as those of our partner companies.

If you have agreed to receive marketing, you may always opt out at a later date.

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You have the right at any time to stop Our Company from contacting you for marketing purposes or giving your data to other members of the Our Company Group.

What are your data protection rights?

Our Company would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

- **The right to access** - You have the right to request Our Company for copies of your personal data. We may charge you a small fee for this service.
- **The right to rectification** - You have the right to request that Our Company correct any information you believe is inaccurate. You also have the right to request Our Company to complete information you believe is incomplete.
- **The right to erasure** - You have the right to request that Our Company erase your personal data, under certain conditions.
- **The right to restrict processing** - You have the right to request that Our Company restrict the processing of your personal data, under certain conditions.
- **The right to object to processing** - You have the right to object to Our Company's processing of your personal data, under certain conditions.
- **The right to data portability** - You have the right to request that Our Company transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: healthandsafety@eurodemolition.co.uk

Call us at: 01283 821028

Or write to us: Unit 17, Marchington Industrial Estate, Marchington, Staffordshire, ST14 8LP.

Privacy policies of other websites

Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

Our Company keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated on January 2021.

How to contact us

If you have any questions about Our Company's privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: Healthandsafety@eurodemolition.co.uk

Call us: 01283 821028

Or write to us at: Unit 17, Marchington Industrial Estate, Marchington, Staffordshire, ST14 8LP.

How to contact the appropriate authority

Should you wish to report a complaint or if you feel that Our Company has not addressed your concern in a satisfactory manner, you may contact the Information Commissioner's Office.

Email: <https://ico.org.uk/global/contact-us/>

Telephone: 0303 123 1113

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Health and Safety Management

Euro Demolition and Dismantling Limited is committed to the health, safety and welfare of all its employees and those affected by their work activities, including the environment in which we all live.

A systematic approach to demolition management is adopted and EDD have been effective in establishing a culture within its organization to ensure successful delivery.

EDD will appoint a trained and skilled, experienced and knowledgeable Demolition Site Manager on all sites. Contact details for the Site Manager will be communicated to all relevant parties and should be the first point of contact for the works on site.

The following is considered an overview of the policies and procedures applying to all demolition activities and the main of items for consideration on any demolition site. Note that this list is not exhaustive and such information is developed in both the Construction Phase Health and Safety Plan and the Demolition Plan prior to the commencement of any works.

Demolition

Demolition Section 80/ 81 is required acting as both request and permission for structural demolition works to take place and is obtained from the local council. Without Section 81 permission to demolish, EDD are unable to commence with any structural demolition works.

CDM Duties

Dependant on the client EDD may perform either or both of the roles required under the Construction (Design and Management) Regulations 2015 (CDM 2015) as Principal Designer or Principal Contractor.

The key principles are:

- Eliminate or control risks so far as reasonably practicable;
- I.e. balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble.
- Ensure work is effectively planned;
- Appointing the right people and organisations at the right time;
- Making sure everyone has the information, instruction, training and supervision they need to carry out their jobs safely and without damaging health;
- Have systems in place to help parties cooperate and communicate with each other and coordinate their work and consult workers with a view to securing effective health, safety and welfare measures.
- Any actions EDD takes to comply with CDM 2015 will always be proportionate to the risks involved.

Principal Designer

Proportionate to the scale, complexity and risks of a project, a PD's main duties include:

- Helping and advising the client about bringing together preconstruction information.
- During the pre-construction phase, ensuring coordination and cooperation amongst the project team;
- Work with any other CDM designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks;
- Ensuring CDM designers comply with their duties;
- Liaising with the PC about design matters;
- Preparing a health and safety file for subsequent projects.

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Much of this can be achieved by bringing together designers and others in the project team as early as possible in the project and then on a regular basis.

Principal Contractor

Proportionate to the scale, complexity and risks of a project, a PC's main duties include:

- Taking reasonably practicable steps to ensure construction work is carried out without risks to health or safety;
- Taking into account the general principles of prevention when planning the build and breakdown of a structure;
- Ensuring everyone working onsite receives appropriate health and safety information to help keep them safe (draw up site rules that are appropriate to the site and the activities and provide a suitable site induction);
- Taking any necessary steps to prevent unauthorised access to areas where construction work is being done;
- Providing suitable welfare arrangements for those engaged in construction work;
- Making arrangements for worker engagement and consultation;
- Ensuring general requirements for construction sites are fulfilled e.g. stability of structures, good order, safe traffic routes, fire prevention, emergency procedures etc.
- Managing construction safety
- Managing construction health risks
- Drawing up a document or make arrangements for a document to be drawn up (referred to in the regulations as a construction phase plan) before construction work starts and keep it up to date as work progresses.

Pre-Construction Information and Surveys

Where EDD have been appointed as Principal Contractor under CDM 2015 Regulations, EDD will request Pre-Construction Information (PCI) and any surveys either available or required to enable a comprehensive Construction Phase Plan to be developed.

The nature and extent of the PCI will be dependent upon the type, complexity and scope of works being carried out as well as the environment in which the works are located.

No demolition works of any kind are able to be carried out without an intrusive Asbestos Refurbishment and Demolition survey, commonly referred to as an R&D Survey as well as evidence of service disconnection / isolation.

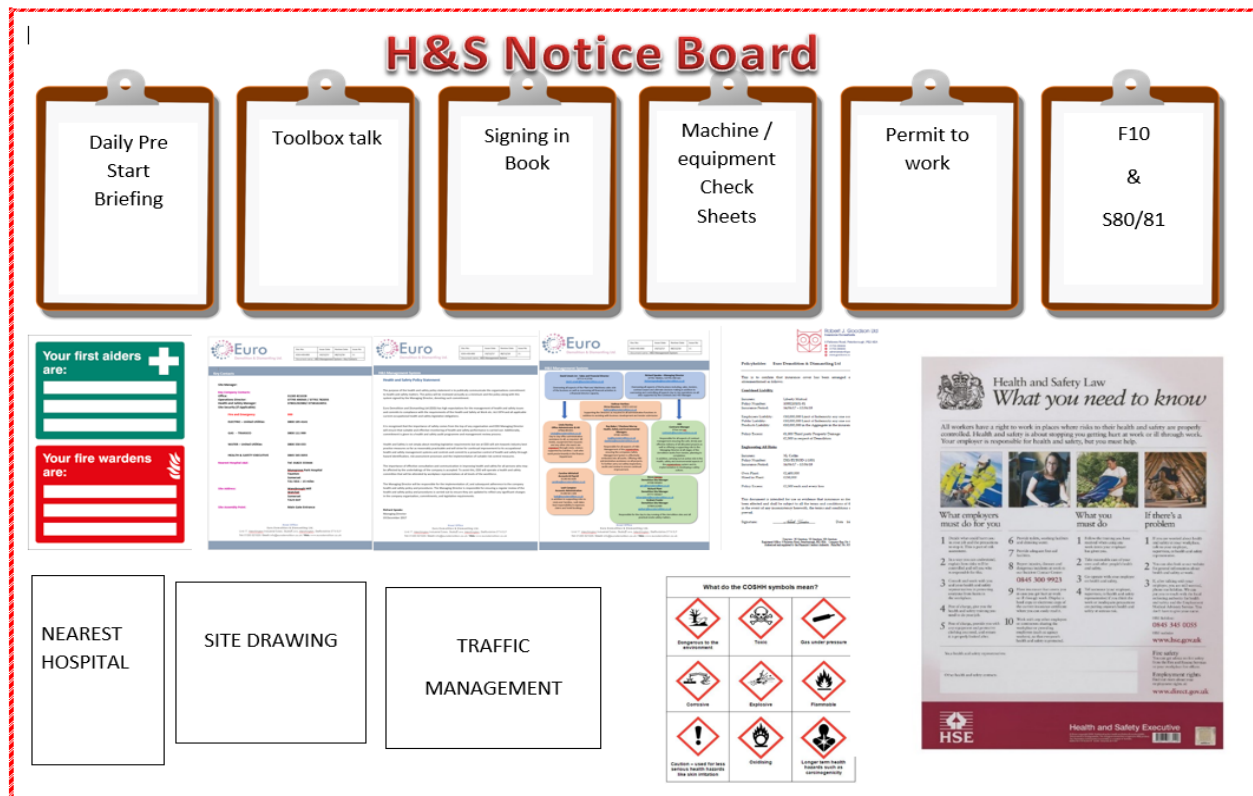
Health and Safety Notice Board

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. This includes individual site contacts including client requirements regarding contacting the appropriate emergency services

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

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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.

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

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Hazards

Confined Space

Confined Spaces can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen).

It is important to recognise however that just because a space has a limited access or egress it may not be a Confined Space if there is no significant risk of death or major injury from hazardous substances or dangerous conditions.

Hazards in Confined Spaces

In order for an area to be considered as a confined space, a specified list of dangerous occurrences must be reasonably foreseeable;

Asphyxiation of personnel due to lack of oxygen – this could be caused by working in a small space for a period of time without sufficient air changes using up oxygen or by the oxygen in the space being depleted by chemical processes such as corrosion. Asphyxiation of personnel due to the presence of poisonous gas, fume or vapour – this could be caused by residues of hazardous substances in storage tanks or vats, leaks from pipe work in tunnels and ducts, or valves being accidentally opened whilst personnel are working in spaces where gas, fume or vapour is stored. Asphyxiation of personnel due to free-flowing solids – this could be caused by slippage of soil into an excavation or duct, the flow of stored substances such as powder into work areas or the flow of sewage into drains and intercepting chambers.

Drowning of Personnel – this could be caused by the unexpected ingress of water into any space that is being worked in such as; drains, service ducts with water distribution pipes in, cellars and tunnels below the water table. Water from natural sources and from distribution pipe work should be considered.

Loss of consciousness of personnel due to excessive heat – this could be caused by naturally occurring geothermal conditions whilst working underground or the rise of temperature in confined spaces due to the presence of heating pipes, steam pipes and boilers. Heat rise in roof spaces due to solar gain should also be considered.

Fire or Explosions – caused by the presence of flammable gas or fume in sufficient quantities to be within the substances lower and upper explosion limit. Fire caused by the ignition of flammable material from cutting, welding and other hot work may cause smoke generation which could put personnel at risk. Oxygen enriched atmospheres due to chemical reactions or use of oxy-gas equipment can create additional hazards.

Precautions for Confined Spaces

As a minimum the following precaution should be applied to all confined space work;

- ✓ The entry into the confined space must be subject to EDD's Permit to Work System; no other local arrangements or contractors' systems should be accepted. There permit must not be issued until a suitable and sufficient risk assessment and safe system of work has been supplied by the company or individuals undertaking the work.
- ✓ The entry into the confined space should involve a minimum of two people, at least one of which should remain outside of the space for the entire duration of the task.
- ✓ The whole activity should be supervised by an individual who has the responsibility to ensure that all of the necessary precautions are implemented and must have received training in working in confined spaces.

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- ✓ All staff undertaking the work in the confined space must have been trained in the requirements of the Confined Spaces Regulations 1997 and the hazards and controls required when working in confined spaces
- ✓ There should be a suitable rescue plan developed in writing and in place to recover workers who become injured or unconscious during the work; this must not rely on the fire service, or any other emergency services.
- ✓ Before entry into the space measurements should be taken to confirm that the oxygen in the area is sufficient to support personnel working in the space, this should be undertaken using calibrated oxygen monitoring equipment and the results should be recorded. Certificates confirming their calibration should be sought.
- ✓ There must be a suitable method of communication between those working in the space and those who may need to instigate a rescue from outside of the space. This could be through unaided voice communication if the distance is small enough or by radio and or mobile telephone where distances are greater. Where communication is needed where a risk of fire or explosion exists communication devices must be suitably constructed to prevent the generation of ignition sources; i.e. intrinsically safe.
- ✓ Safe access and egress to the confined space should be identified in the safe system of work; this may need to provision of ladders and rope access systems. Clear and conspicuous safety signage must identify that entry into areas left open for access is prohibited.

Additional controls may be required depending on the nature of the risk the following the completion of a risk assessment and will need to be included in the method statement produced by those entering the confined space.

A Confined Space PTW will specify times of entry and strictly issued by the H&S Manager and is therefore not a free issue document.

Noise

Euro Demolition & Dismantling Ltd will take all reasonably practicable steps to minimise the noise generated on its sites, reducing the risk of harm to its employees and those affected by its works as well as the impact on the environment.

As with any risk, the hierarchy of risk principles are applied and a risk assessment and environmental impact assessment be prepared ahead of any works.

The hierarchy or risk principles include; Eliminate, Reduce, Isolate, Control, PPE/Signage and Discipline.

General principles however can always be applied and include;

- Turning off engines when not in use
- Throttling down engine when idling (where turnoff is not possible)
- Fitting engine covers and keeping them closed
- Keeping tools sharp to reduce frictional noise
- Taking care when loadings skips. Minimising the drop distance can be effective in reducing noise
- The use of screens, banks and silencers where possible.
- Planning the works to maximise distance from those affected.

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- The ongoing and effective maintenance of plant and equipment as well as continual replacement.

Within the containments of the site, where any person is liable to be exposed to noise levels greater than 80 dB (A), they will be informed and provided with suitable hearing protection.

The Control of Noise at Work Regulations 2005 requires action to be taken to protect against the effects of noise at three action levels:

- The lower exposure action level of a daily or weekly personal noise exposure of 80 dB (A-weighted) and a peak sound pressure of 135 dB (C-weighted).
- The upper exposure action level of a daily or weekly personal noise exposure of 85dB (A-weighted) and a peak sound pressure of 137 dB (C-weighted).
- The protection given by the use of hearing defenders cannot be taken into account for these action levels in (a) and (b) above.
- The maximum exposure limit of a daily or weekly personal noise exposure of 87dB (A-weighted) and a peak sound pressure of 140 dB (C-weighted). This is the limit that must not be exceeded taking into account the protected given by the use of hearing defenders. Where the noise level varies markedly from day to day, then weekly personal exposure may be used in place of daily personal noise exposure.

An assessment of noise exposure can be made on EHS website – www.EHS.gov.uk/noise and click the link to “Noise Calculator”.

Dust

Demolition work will often generate dust – especially during periods of dry weather. This dust generation can be controlled by wetting of the surfaces being demolished. Euro Demolition & Dismantling Ltd operatives will use hand held jet sprayers to spray water as required during the demolition/loading operations to ensure that dust poses no risk or nuisance at any time.

Additional controls may include the wetting down of haul roads, limiting vehicle speeds, the use of wheel washes and the use of screens as deemed necessary following an environmental impact assessment.

The hierarchy of risk controls again will be applied to all demolition activities to determine the opportunity for eliminating, reducing, isolating and controlling any residual dust generated from our works.

Cadmium Awareness

Purpose

While EDD does not expect any exposure to Cadmium, if the job or project that we are working is determined to contain or potentially expose our employees, then we will work with the client to first determine if the hazard can be engineered out or if we will need to establish a protocol using this policy to safely perform the work. The equipment and processes that typically contain Cadmium will be identified by the work permit and or job hazard analysis systems. Procedures for elimination or minimization of exposure will be the 1st line of defence. Special precautions will be exercised when maintenance of ventilation systems and changing of filters is performed.

Appearance: Cadmium metal-soft, blue-white, malleable, lustrous metal or greyish white powder. Some cadmium compounds may also appear as a brown, yellow, or red powdery substance. Cadmium can cause local skin or eye irritation. Cadmium can affect your health if you inhale or if you swallow it. Cadmium that may be immediately dangerous to life or health occur in jobs where workers handle large quantities of cadmium dust or fume; heat cadmium-containing compounds or cadmium-coated surfaces; weld with cadmium solders or cut cadmium-containing materials such as bolts.

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The program will be evaluated and updated as needed on an annual basis.

Exposure Limit: TWA PEL 8-Hour (time weighted average, permissible exposure limit) is Five (5) micrograms of cadmium per cubic meter of air 5 ug/m(3), time weighted average for an 8- hour workday. If the PEL is exceeded, this policy will be implemented.

Training

- Only trained and qualified personnel may operate or maintain welding, cutting or brazing equipment. Welders/Cutters who may be exposed or have the potential to be exposed will be trained per this policy and will possess the appropriate certifications for their work scope.

Any Craft or Trade required to perform any of the functions covered by this policy will be required to complete training per EDD Training policy including:

- A test or other method to determine competency;
 - Training initial to assignment and at least annually thereafter;
 - All training records shall be documented and kept on file with Human Resources for at least one year or for the duration of the covered employee's employment.
- Documentation will include outline or class name, the names and employee numbers of the employees who participated in the training, names and signatures of those who trained the class and a class date.

Medical Surveillance/Written Exposure Plan:

While the company work should not expose employees to, at or above the action level, if those levels are reached, then a written exposure plan including annual reviews and updates will be required. Should employee(s) become exposed to, at or above action levels related to work exposures and cadmium, then employees will receive a medical evaluation, which will include tests to determine exposure and a medical history. This is provided at no cost to the employee. As with all medical records, these are kept strictly confidential. The employee or representative is entitled to see the records of measurements of the exposure. The employee can also request that medical records for exposure be furnished to the employee's personal physician or designated representative. The written program will be provided for examination and copying upon request of affected employees and their representatives.

Respiratory Protection Program – If respiratory protection is required, see the company's Respiratory Protection Program for complete guidelines to respiratory protection.

Emergency Procedures:

First Aid for eye exposure – direct contact may cause redness or pain. Wash eyes immediately with large amounts of water, and seek medical attention immediately.

First Aid for skin exposure – direct contact may result in irritation. Remove contaminated clothing and shoes immediately. Wash affected area with soap or mild detergent and large amounts of water. Get medical attention immediately.

Ingestion may result in vomiting, abdominal pain, nausea, diarrhoea, headache and sore throat. Treatment for symptoms must be administered by medical personnel. Get medical attention immediately.

Inhalation – if large amounts of cadmium are inhaled, the exposed person must be moved to fresh air at once. Get medical attention immediately.

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Rescue – move affected person from the hazardous exposure. If the exposed person has been overcome, attempt rescue only after notifying at least one other person and put into effect established emergency procedures.

Respirators – you may be required to wear a respirator for work related to this type of exposure or for emergency response. Only use respirators approved by MSHA and NIOSH. Cadmium does not have a detectable odour except at levels well above the PEL. If you can smell cadmium while wearing a respirator, proceed immediately to fresh air.

PPE – you may be required to wear impermeable clothing, gloves, splash-proof or dust resistant goggles, face shield or other appropriate PPE to prevent skin contact with cadmium.

Silica

Silica Awareness

Silica is present in about 95% of rocks, clays, sands and soils! Hazardous exposure in the workplace can occur when crystalline silica found in sand, quartz, and granite becomes airborne as dust from activities such as:

EDD's Point of Work Risk Assessment specifically addresses the following issues;

- Demolition of brick, concrete, or masonry.
- Chipping, hammering, grinding, sawing, and drilling in concrete, brick or rock.
- Abrasive blasting using sand or from the material being blasted such as concrete.
- Crushing loading, hauling, and dumping of concrete or rock.
- Dry sweeping concrete, sand or rock dust. Trenching and excavating.

Silicosis is not curable but it is preventable by: controlling dust by using dust-containment systems, ventilation, or wetting down materials; using PPE such as respirators and dust masks; practicing good personal hygiene by washing, showering, regularly changing into clean clothes; never eating, drinking or smoking in dusty areas. Completion of the Point of Work Risk Assessment should always be taken into consideration.

Gas, Vapour and Fumes

Unusual fumes, vapours or odours will always be treated with caution, together with any excavated materials of unusual colour, and will be reported immediately to the Site Manager.

Gases, vapours and fumes may be released, for example, from:

- Residues and wastes left behind in premises used for chemical processes or storage
- Demolition work involving excavations or access to sewage/waste pipelines
- Demolition of tanks, silos, bunds and pipework
- Hot cutting or welding processes
- From fuels and bi-products introduced for the demolition process
- Natural processes such as organic decomposition

Site and activity-based risk assessments will be carried out however all operatives will be made aware of the potential location and harm such chemicals can cause and ensure that they immediately report any findings or concerns to the Site Manager.

Dangerous atmospheres can also arise in pits, tunnels and confined spaces where oxygen has been removed from the air by chemical or biological action. Under no circumstances are any operatives permitted to enter a confined space without first obtaining a relevant permit.

For the avoidance of doubt, when applying hot cutting techniques, all painted metal is assumed to contain lead unless tested and evidenced otherwise – Gas filter to be used on all RPE face fitted masks

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Hexavalent Chromium (Chromium VI or Cr VI)

EDD has gathered enough raw data (industrial hygiene monitoring and shared industry data) to show that outside laydown yards/large warehouse fab shops and safety attendants outside the confined space will fall into the exception as noted below so nothing new outside of normal permit/client/regulatory required PPE conditions will be necessary.

However, we do not have enough data to prove that we are under the standard (November 27th, 2006) when working in confined spaces with Hex Chrome, and therefore will have to make some changes to work involving welding of chromium (VI) in confined spaces.

Exception to the standard:

Where the employer has objective data demonstrating that a material containing chromium or a specific process, operation, or activity involving chromium cannot release dusts, fumes, or mists of chromium (VI) in concentrations at or above $0.5 \mu\text{g}/\text{m}^3$ as an 8-hour time-weighted average (TWA) under any expected conditions of use.

Definitions:

Action Level = a concentration of airborne chromium (VI) of 2.5 micrograms per cubic meter of air ($2.5 \mu\text{g}/\text{m}^3$) calculated as an 8-hour time-weighted average (TWA)

Chromium (VI) [hexavalent chromium or Cr(VI)] means chromium with a valence of positive six, in any form and in any compound

Emergency means any occurrence that results, or is likely to result, in an uncontrolled release of chromium (VI). If an incidental release of chromium (VI) can be controlled at the time of release by employees in the immediate release area, or by maintenance personnel, it is not an emergency

Employee Exposure means the exposure to airborne chromium (VI) that would occur if the employee were not using a respirator

Regulated Area means an area, demarcated by the employer, where an employee's exposure to airborne concentrations of chromium (VI) exceeds, or can reasonably be expected to exceed the PEL

Access to Regulated Area shall be limited to:

- Persons authorized by the employer
- Persons with required work duties in the regulated area

Employees are not permitted to eat, drink, smoke, chew tobacco or gum, or apply cosmetics in the regulated area where skin and eye contact with Chromium VI may occur

Permissible Exposure Limit (PEL). EDD shall ensure that no employee is exposed to an airborne concentration of chromium (VI) in excess of 5 micrograms per cubic meter of air ($5 \mu\text{g}/\text{m}^3$), calculated as an 8-hour time-weighted average (TWA)

- Below $0.5 \mu\text{g}/\text{m}^3$ under any condition – Exempt
- Between 0.51 and $2.5 \mu\text{g}/\text{m}^3$
- Housekeeping – no dust
- Clean eating and drinking areas

Above action level $2.5 \mu\text{g}/\text{m}^3$ for more than 30 days per year

All of the above

Install engineering controls within four years (our Clients will be working on this through their own upgrades)

- Personal respiratory protection

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- Monitoring every 6 months
- Medical Surveillance, at least annually
- Recordkeeping, Hazard Communication Training

Above the PEL 5.0 µg/m³

All of the above

- Establish regulated areas – roped off, limited access, PPE, washing facilities
- Monitoring every 3 months
- Respiratory protection – Fresh air will be the only method currently that will prevent airborne exposure and eye exposure when being exposed to the PEL.
- Skin protection – if exposure or likely exposure is there, then appropriate skin protection such as Tyvek and gloves (disposable type PPE).

No PPE that is contaminated shall be removed from the job site, except by those employees whose job it is to launder, clean, maintain, or dispose of such clothing and equipment (all clothing/equipment being removed for laundering, cleaning, maintenance, or disposal shall be transported in sealed, impermeable bags or other closed, impermeable containers).

Removal of chromium (VI) from protective clothing and equipment by way of blowing, shaking, or any other means that disperses chromium (VI) into the air or onto an employee's body is prohibited.

Access to regulated areas will be limited to those employees with the authority to be there. Regulated areas will be marked as such.

A medical surveillance program including notifications and medical follow-ups will be required for any employee who is exposed at no cost to the employee (medical examination to include: medical work history, with emphasis on: past, present, and anticipated future exposure to chromium (VI); any history of respiratory system dysfunction; any history of asthma, dermatitis, skin ulceration, or nasal septum perforation; and smoking status and history; physical examination of the skin and respiratory tract; and any additional tests deemed appropriate by the examining physician).

If any employee exposure exceeds the PEL, EDD will notify the employee within 15 days in writing of the exposure.

When protective clothing is required, a change room facility must be provided and the room will include separate areas for protective clothing and street clothes to prevent cross-contamination.

Where skin contact with chromium (VI) occurs, washing facilities must be provided and employees must wash their hands and faces at the end of the shift and prior to eating, drinking, smoking, chewing tobacco or gum, applying cosmetics, or using the toilet (none of these activities can be done in the regulated area).

Housekeeping – all areas contaminated with chromium (VI) will be cleaned by HEPA-filter vacuuming or other methods that minimize the likelihood of exposure. All surfaces must be kept as free as practical of Chromium VI. Waste, scrap, debris, and other materials with Chromium VI must be placed in impermeable bags and labelled according to the Hazard Communication Standard prior to disposal.

Training:

Only trained and qualified personnel may operate or maintain welding, cutting or brazing equipment.

Welders/Cutters who may be exposed or have the potential to be exposed will be trained per this policy and will possess the appropriate certifications for their work scope.

Craft who perform any of the functions covered by this policy will be required to complete training per EDD Training policy including:

- A test or other method to determine competency;

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- Training initial to assignment and at least annually thereafter;

All training records shall be documented and kept on file for the duration of the covered employee's employment.

Documentation will include outline or class name, the names and employee numbers of the employees who participated in the training, names and signatures of those who trained the class and a class date).

Medical Surveillance/Written Exposure Plan:

While EDD work should not expose employees to at or above the action level, if those levels are reached, then a written exposure plan including annual reviews and updates will be required. Should employee(s) become exposed to at or above action levels related to work exposures and Hexavalent Chromium VI, then employees will receive a medical evaluation, which will include tests to determine exposure and a medical history. This is provided at no cost to the employee. As with all medical records, these are kept strictly confidential. The employee or representative is entitled to see the records of measurements of the exposure. The employee can also request that medical records for exposure be furnished to the employee's personal physician or designated representative.

Control of Flammable Liquids

Purpose

To ensure the safe storage and handling of flammable or combustible liquids

Storage

Drums of flammable or combustible liquids shall be stored on-end in a well-ventilated building or room of fire-resistant construction equipped with automatic sprinklers. Ground floor locations are preferred.

Storage buildings or rooms shall have at least two means of egress and doors equipped with panic hardware.

Electrical wiring shall be in accordance with the NFPA code and/or national standard for flammable or combustible storage, whichever is more stringent. Where outdoor storage is necessary, approval must be obtained from the Fire Insurance provider and meet any applicable local requirements.

Flammable liquids shall not be stored within 30m of a perimeter fence. Flammable liquids and gas shall not be stored within 6m of non-combustible storage and oxidisers.

Dispensing from Drums

Drums must be fit with an approval automatic quick closing shut-off valve with flame arrestors if on-side dispensing is used or an approved pump if dispensed on-end. Drip pans are to be provided for all on-side dispensing and banded area.

Approved drum vents shall be used for flammable liquids.

All drums are to be properly identified and grounded.

Portable Containers

Portable containers larger than 1 litre shall be approved. These containers shall have an approved flame arrestor.

All containers shall be marked and identified as to content and hazard in accordance with local regulatory requirements.

Portable containers shall be grounded to dispensing drum during filling operations.

Flammable or Combustible Liquid Use

Where flammable liquids are used for washing or cleaning parts and equipment, the tanks or containers shall be suitably approved.

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The tanks or containers shall be adequately grounded to eliminate potential static electricity. The tank or container shall be designed and constructed so as to automatically close the cover by means of fusible links and chains.

Flammable or combustible liquid containers, when not in use, shall be stored only in approved metal cabinets. The cabinets must be kept locked at all times, except when putting in or taking out container(s). The inventory of the cabinet contents shall be identified on the outside of the cabinet door.

Fire

Service shall discuss available fire equipment and establish what, if any, shall be made available to the EDD scope of work.

A risk assessment of the residual task shall be undertaken by the site manager or his EHS

Responsible and appropriate equipment purchased in order to cover site offices and other areas not covered by customer protection.

Fire alarms and evacuation procedures shall be compatible with those of the customer/client and fire reporting protocols shall be agreed. This shall become an agenda item of the site induction programme.

All fire equipment shall be serviced at intervals set by legislation or annually, whichever is earliest. In addition, all equipment shall be inspected at least weekly.

Where the work carried out may involve any hot work and/or risk of fire a hot work permit will be completed.

Control of Portable Electrical Tools, Hand Tools and Equipment

Site Management shall ensure:

- All new tools are identified and entered onto a suitable register.
- Visually inspect all portable tools before issue to personnel.
- Arrange for formal testing of tools and equipment at appropriate times.

Portable tools shall be uniquely identified and held on a register. The identification shall give details of the last inspection and/or date of next inspection.

Portable tools shall be formally inspected every 6 months at a minimum and the identifier tag upgraded. In addition, portable tools shall be given a visual inspection before leaving the tools store at the time of issue. Any tools that fail inspection shall be segregated and labelled as "DO NOT USE".

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. Substances will be stored in appropriate secure storage, with any relevant MSDS forms.










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

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.

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Any defacing or removal of labels will be deemed to be a serious offence and may lead to disciplinary action.

| What do the COSHH symbols mean? | | |
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|  |  |  |
| 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 |

Working At Height

When working more than 6 feet above any close working surfaces, placing and tying reinforcing steel in walls, piers, columns, etc., workers must use a personal fall arrest system as set forth in Company safety procedure (Fall Prevention & Protection). Position devices for rebar work will be rigged so a worker cannot free fall more than 2 feet. The positioning device will be secured to an anchorage capable of supporting at least twice the potential impact load of the worker's fall or 3,000 pounds, whichever is greater.

Working in Hot or Cold conditions

The company has developed this program to address the hazards associated with heat- and cold-related illness. TBT will be delivered at the relevant time and site.

Heat Stress - Preventing Heat-Related Illnesses

Heat stress takes place when your body's cooling system is overwhelmed. It can happen when heat combines with other factors such as:

- hard physical work;
- fatigue (not enough sleep);
- dehydration (loss of fluids); and
- certain medical conditions.

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Heat stress can lead to illness or even death. The company has a duty to take every precaution reasonable in the circumstances to protect their workers.

Heat stress symptoms

Heat rash: itchy red skin.

Heat cramps: painful muscle cramps.

Heat exhaustion: high body temperature; weakness or feeling faint; headache, confusion or irrational behaviour; nausea or vomiting.

Heat stroke: no sweating (hot, dry skin), high body temperature, confusion, or convulsions. Get immediate medical help.

Precautions when working in hot, humid conditions

- Increase the frequency and length of rest breaks.
- Provide **cool drinking water** near workers and remind them to drink a cup every 1/2 hour.
- Caution workers about working in direct sunlight.
- Train workers to recognize the signs and symptoms of heat stress. Start a “buddy system” because it’s unlikely people will notice their own symptoms.
- Tell workers to wear light summer clothing to allow air to move freely and sweat to evaporate. They should always wear shirts to protect themselves from direct sunlight.

Cold Stress

When you’re cold, blood vessels in your skin, arms, and legs constrict, decreasing the blood flow to your extremities. This helps your critical organs stay warm, but your extremities are at risk for frostbite.

Frostbite means that your flesh freezes. Blood vessels are damaged and the reduced blood flow can lead to gangrene. The first sign of frostbite is skin that looks waxy and feels numb. Once tissues become hard, it’s a severe medical emergency.

Wind chill accelerates heat loss—sometimes to a dramatic extent. For example, when the air temperature is -30°C ,

- with no wind, there is little danger of skin freezing;
- with 16 km/h wind (a flag will be fully extended), your skin can freeze in about a minute; and
- with 32 km/h wind (capable of blowing snow), your skin can freeze in 30 seconds.

When your core temperature drops, you’re at risk for hypothermia. Early signs of hypothermia are shivering, blue lips and fingers, and poor coordination. Soon your breathing and heart rate slow down, and you become disoriented and confused. Hypothermia requires medical help.

Precautions to prevent cold stress

- Wear several layers of clothing rather than one thick layer.
- Wear gloves if the temperature is below 16°C for sedentary work, below 4°C for light work, and below -7°C for moderate work.
- Take warm, high-calorie drinks and food.
- If your clothing gets wet at 2°C or less, change into dry clothes immediately to prevent hypothermia.
- If you feel hot, open your jacket but keep your hat and gloves on.
- Give workers warm-up and rest breaks in a heated shelter. Ensure work is not conducted only within allowable exposure limits, as per provincial OHS Regulations.

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Waste

It is the policy of EDD to reduce the amount of landfill waste from our sites by adopting simple but effective reduce, re-use and recycle principles in line with NFDC Waste Management Guidelines.

A waste management plan is prepared on all our sites to allow for effective planning and consideration of the waste streams arising from the demolition activities. It is understood that planning is key to EDD being able to meet its targets in respect of waste management.

All waste is transferred via a licensed waste carrier and disposed of at licensed premises. All loads are to be secured and accompanied with a consignment note before leaving site.

Hazardous Waste is to be removed in accordance with all current legislation and Hazardous Waste Regulations (England and Wales) 2005 as amended 2016.

Details of all waste streams, corresponding tickets, licenses and waste management plan analysis following completion of the demolition works will be prepared to ensure conformity and future improvement.

COVID-19 Pandemic

Introduction

Euro Demolition and Dismantling Ltd recognise the need to have a separate pandemic recovery plan and procedure. In circumstances where a public health emergency is confirmed such as the Coronavirus (COVID-19), the effects of the pandemic could last many months.

The following plan sets out the contingency measures that Euro Demolition and Dismantling Ltd will bring into effect in the event of a pandemic. The health, safety and well-being of Euro Demolition and Dismantling Ltd is our priority at all times.

The procedure aims to ensure that Euro Demolition and Dismantling Ltd will be able to operate its business to the best of its abilities in such an event while protecting, as far as is reasonably possible, its employees.

Symptoms of COVID-19

The main symptoms of COVID-19 are:

- Fever
- Continuous coughing
- Difficulty breathing
- Lack of smell
- Lack of taste

Spreading of COVID-19

COVID-19 is highly contagious and can be spread through coughing/sneezing. It is a live virus that remains on hard tops, including metal, door handles, windows, tables etc. for a minimum of 72 hours. Direct contact within 3 feet of a sneeze, cough or conversation requires protection. One of the main hazards and easy spread of the virus, is through not washing hands. Hands must be washed with hot water and soap on a regular basis. You must wash your hands on arrival to site, and each time you enter the welfare building throughout the day.

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Procedure

Departmental managers are responsible for ensuring that employees understand Euro Demolition and Dismantling Ltd pandemic recovery plan policy and procedure. Employees are responsible for familiarising themselves with the procedure and should speak to their departmental manager should they have any questions.

Euro Demolition and Dismantling Ltd will identify a Pandemic Crisis Management Team. The team will consist of employee representatives from throughout Euro Demolition and Dismantling Ltd and will include members of both senior and middle management.

Members of the Pandemic Crisis Management Team will be trained in how to respond to a pandemic. In the event of a pandemic, members of the team will be expected to exercise leadership and make operational decisions, with consultation with Directors.

As a contingency measure, employees will be trained in various functions to ensure that adequate cover is provided in different roles.

A pandemic communications strategy will be developed to ensure that employees are provided with up-to-date and accurate information on the status of the pandemic. Information will be provided to employees via pre-job brief and tool box talks. As well as other important information, employees will be briefed on the symptoms of the virus and who to contact should they believe they, or a colleague, has the virus. Employees will also be provided with instructions regarding personal hygiene to avoid spread of the virus.

Prevention Measures

Euro Demolition and Dismantling Ltd ensure that all employees adhere to the Government Health policies and procedures at all times. Policies and Procedures are updated on a daily basis and all employees are updated during their morning brief.

Faced with COVID-19 there are simple measures to be followed, which can reduce the risk of catching and spreading the virus significantly:

- Wash hands with soap and hot water regularly
- Cough and sneeze on your elbow
- Do not shake hands with people when greeting them.
- Use disposable tissues, and throw them away in the designated bins immediately.
- Maintain a 1m gap between persons
- Avoid gatherings and limit contact with others
- Reduce trips to the bare minimum i.e. shopping for essentials/necessities, travel to from work where work cannot be done from home etc.

Euro Demolition and Dismantling Ltd are monitoring the government advice and will ensure all employees are kept up to date with any changes made.

Suspected COVID-19 infected

Euro Demolition and Dismantling Ltd have placed the following measures in place that must be adhered to at all times if it's suspected any employees are suffering with symptoms of COVID-19:

- Avoid all contact
- Call a Dr before leaving your home and before you have any face to face contact with anyone outside.
- Where breathing is difficult, if this worsens, please contact the emergency services in your region.
- Inform you Site Manager and Director via telephone or email as soon as practicable possible.
- DO NOT ATTEND WORK.

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- Euro Demolition and Dismantling Ltd Directors will inform the client/site where the individual was working within the last 72 hours.

What to do if you have been in contact with someone with suspected COVID-19 or live with someone who has COVID-19?

You may have no symptoms but live with someone or have been in close contact with someone suffering with COVID-19 you must adhere to the following:

- Isolate yourself at home
- Reduce all movements, only leave your home for essentials i.e. food, medical supplies
- Apply barrier gestures
- Monitor your temperatures twice a day
- Monitor symptoms of respiratory infection (cough, difficulty breathing)
- Work from home if possible.
- Ensure you keep up to date on the measures and recommendations issued by the government.

Materials

All surface areas must be cleaned on a regular basis with anti-bacterial spray/wipes. This includes all welfare tables, door handles, desks, vehicles, plant and machinery.

If the use of a communal phone or radio is available on site, this must be cleaned after every use with anti-bacterial wipes, prior to the item being used by anyone else.

Disposable gloves must be worn when carrying out cleaning, and must be disposed of immediately after use within the designated waste bin.

Working Areas

All Euro Demolition and Dismantling Ltd employees must ensure they maintain a minimum of 2m space between them at all times.

Plant and Machinery must only be used by one person, operatives must not swap machinery unless it has been thoroughly cleaned and sanitised.

Operatives must ensure they adhere to all government instructions at all times, this includes during working hours and outside. This is to ensure that the risk of contracting the virus and the risk of spread is minimised so far as reasonably practicable.

Where company vehicles are utilised for mobilisation between home and work, these are to be monitored and employees must ensure that they travel with the same people daily.

Welfare facilities have been layout to adhere to the 1m personal distance, and must be maintained at all times. All employees are instructed that only 1 person is to utilise the kettle, microwave, toaster etc. at a time. All floor space has been clearly marked with black tape; this is not to be tampered with under any circumstances. This area is set for your safety and the safety of others.

Ongoing Works

This document has been produced to highlight all health, safety and wellbeing control measures for the safety of Euro Demolition and Dismantling Ltd employees and the general public. This must be adhered to at all times, where an employee is caught not adhering, they will be removed from site immediately and may face disciplinary procedures.

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This document highlights the control measures to allow works to continue on active sites where possible, reducing risks to all involved.

All employees have a duty of care for themselves, their colleagues and the general public. To ensure they are aware of symptoms to be aware of during the pandemic, employees are issued with regular tool box talks and complete COVID-19 Health Questionnaire.

N.B. The above policy and plan will be continuously reviewed and updated to take account of the changing status of a pandemic.

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Legal Register

Euro Demolition maintains a legal register of all legislation, approved codes of practice and similar documents that control and govern aspects for its work activities. Copies of all relevant legislation is stored on the company shared drive for access as required by all Managers. The H & S Advisor is responsible for the maintenance of this list and the documents available and used.

| Legislation | ACOP / Guidance | Updated March 2018 |
|--|---|---|
| Management | | |
| Health and Safety at Work Act 1974 | n/a | All Managers and staff aware of their responsibilities as defined in the H&S Policy and discussed during induction. H&S Poster displayed in the office and on all sites. |
| The Construction (Design and Management) Regulations 2015 | L153 – Managing Health and Safety in Construction | Welfare and Security on all sites as per site set up. Construction Phase Plan prepared for all sites where EDD are appointed PC. Site inspections carried out regularly to ensure compliance. |
| ‘European 6 pack’ | | |
| Management of Health and Safety at Work Regs 1999 and amendments 2003 and 2006 | HSG65 | Risk assessment process in place. Risk assessments done on all appropriate areas and these are reviewed annually. Risk register shows risk assessments have all been reviewed in 2018 |
| Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health & Safety (Miscellaneous Amendments) Regulations SI 2002/2174 as below | | Annual DSE assessment done on all workstations |
| Manual Handling Operations Regulations 1992 | L23 – Manual Handling 4 th edition | All relevant staff given manual handling training as part of induction. Recorded on training matrix |
| Personal Protective Equipment at Work Regulations 1992 & 2002 | L25 – Personal Protective Equipment at Work 3 rd Edition | Part of induction training given to all staff. Notices in place at entrance to each area indicating PPE required. |

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| | | Appropriate use of PPE monitored as part of daily checks by supervisors and more formal inspections carried out monthly |
| Provision and Use of Work Equipment Regulations 1998 (PUWER) | L22 – Safe use of work equipment 4 th Edition | Defines the safe use/maintenance of work equipment. All equipment is subjected to quarterly visual inspection and tag system. Pre use checks carried out for all Plant and machinery. |
| Workplace (Health, Safety and Welfare) Regulations 1992 | L24 – Workplace health, safety and welfare 2 nd Edition | |
| General | | |
| Control of Asbestos Regulations 2012 | L143 – Working with asbestos containing materials 2 nd Edition | CAR requires all sites to ensure that a demolition and refurbishment survey to be in place on all site prior to the commencement of any demolition works. |
| | HSG210 – Asbestos Essentials | |
| | HGS264 – Asbestos; The Survey Guide | |
| Control of Substances Hazardous to Health Regulations 2002 and amends 2003 and 2004 | L5 – Control of Substances to health 6 th Edition | All substances are listed on the COSHH register. Material safety data sheets are obtained (MSDS) and a COSHH Assessment created. |
| Lifting Operations and Lifting Equipment Regulations 1998 - LOLER | L113 – Safe use of Lifting Equipment | Lifting equipment LOLER tested on all lifting equipment – Internal by Plant Department. All excavators used for lifting tested and issued with a Certificate of Thorough Examination March 2018 |
| Control of Noise at Work Regulations 2005 | L108 – Controlling Noise at Work | Covered by risk assessment of each area. |
| Control of Vibration at Work Regulations 2005 | L140 – Hand arm vibration L141 – Whole body vibration | |
| Control of Lead at Work Regulations 2002 | L132 – Control of lead at work 3 rd Edition | |
| Health and Safety (Safety Signs and Signals) Regulations 1996 | L64 – Safety Signs and Signals 3 rd Edition | Appropriate signage in place around building. These are checked as part of weekly checks. Also, staff are encouraged to report removed/obscured signs |
| Confined Spaces Regulations 1997 | L101 – Safe work in confined spaces 3 rd Edition | Confined spaces on site are addressed if or when they arise, risk assessed and PTW system implemented as required. |

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| | | A number of employees are trained in Confined Spaces and Confined space risk assessment. |
| Electricity at Work Regulations 1989 | No ACOP HSG85 – Electricity at Work (Safe Practices) HSG47 – Electricity – Avoiding Danger of underground services | All electrical equipment is PAT Tested as required. Pre-use visual inspections carried out and formal recorded inspections carried out quarterly (use of a coloured tag system) Service disconnection / isolation form and control as per risk assessment to include PTW as required |
| Work at Height Regulations 2005 and amendment 2007 | | Staff and subcontractors made aware of health and safety operations manual which describes use of ladders |
| Accident and Emergency | | |
| Health and Safety (First- Aid) Regulations 1981 | L74 – First Aid at Work 3 rd Edition | Risk assessment done. First aid facilities and eye wash stations set up, on sites and identified on plan. Checked as part of site inspections Sufficient first aiders trained. |
| Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR | INDG453 – A brief guide to RIDDOR | Accident book maintained in office and site. Near miss, incident and accident form completed for all incidents |
| Fire Safety (Employees Capabilities) (England) Regulations 2010 | | Fire risk assessment done on the premises and reviewed annually. Fire extinguishers/alarm serviced annually. Fire drill held every 12 months. Fire risk assessments and plans completed for every site |
| Fire Prevention on Construction Sites – Joint Code of Practice 8 th Edition | No ACOP HSG168 – Fire Safety In Construction | |
| Waste / Environmental | | |
| | ACOP – L28 (third edition) (The control of legionella bacteria in water systems) | Reference and review when risk assessing and determining the need for water sampling and analysis |
| The Waste (England and Wales) Regulations 2011, 2012 and 2014 amendments | | WTNs collected for all waste |

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| Hazardous Waste Regulations 2005 (as amended) | | |
| Waste Electrical and Electronic Equipment (Amendment) Regulations SI 2010 | | Old computer equipment collected and sent to manufacturer or agent for recycling |
| Control of Pollution (Oil Storage) Regs 2001 | | All oil stored on bunds – 110% capacity |
| The Environmental Permitting (England and Wales) Regulations 2016 | | No permits required |
| Clean Air Act 1993 | | Employees are made aware that they are not to burn rubbish under any circumstances |
| The Environmental Damage (Prevention and Remediation) Regulations 2009 | | Considered as part of demolition plans |
| Other / Miscellaneous | | |
| NFDC Guidance | <p>Deconstruction of Tower Blocks – Floor by Floor</p> <p>Waste and Permitting Guidance</p> <p>Demolition and Refurbishment – Resource Protocol</p> <p>Temporary Works Guidance Notes</p> <p>Temporary Works – Hoardings</p> <p>Crisis Management Guidance Notes</p> <p>Demolition Exclusion Zones</p> <p>Disconnection of Services for Demolition Refurbishment</p> <p>High Reach Demolition rig guidance notes</p> <p>Safe use of Mobile Crushers and Screening Plant</p> <p>Demolition Attachment Guidance Note</p> | |

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| Safety Representatives and Safety Committee Regulations 1977 as amended | L146 – Consulting workers on health and safety 2 nd edition with amendments | |
| The Health and Safety (Consultation with Employees) Regulations 1996 | INDG 232 – Consulting employees on health and safety | |

British Standards

The following British Standards are to be read in conjunction with all relevant legislation and will be equally made available, referred to and referenced frequently in work methods in order to achieve legislation compliance and ensure best practice. The below is not a definitive list and other standards may be consulted if and when required.

| | | |
|--------|--|--|
| BS6187 | Demolition – BS6187:2011 | Referenced, referred to and adhered to in all demolition work activities |
| BS5607 | Safe use of Explosives BS5607:1998 | |
| | Scaffolding | |
| BS5975 | Temporary Works Design and Falsework BS5975:2008 | Referred to and adhered to for all temporary works |
| BS7121 | Safe use of Cranes – BS7121 | Applies to all lifting operations and the use of mobile cranes. |
| BS5228 | Noise and Vibration – BS5228:2009 | Principles and Controls referred to as required during work activities |

Management Audit and Review

Management Review

EDD Management conducts a management review meeting quarterly to ensure the continuing suitability, adequacy, and effectiveness of our Integrated Management System. The primary inputs reviewed include data that measures the conformance and performance of our quality management system and recommendations based on analysis of such data.

Conformance is primarily assured through internal audits and demonstrated through a review of audit results and our demonstrated ability to correct and to prevent problems.

Performance is primarily assured through the deployment of corporate and operational level objectives, and through a review of our demonstrated ability to achieve desired results.

The primary outputs of management review meetings are management actions taken to make changes or improvements to our quality management system and the provision of resources needed to implement these actions.

Review Input

Assessment of the quality management system is based on a review of information inputs to management review. These inputs can include the following:

- ✓ Planned changes that could affect the quality management system

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- ✓ Process performance and product conformity
- ✓ Status of preventive and corrective actions
- ✓ Recommendations for improvement
- ✓ Company level quality data
- ✓ Customer feedback
- ✓ Results of audits

Review Output

During management review meetings, EDD Management will identify appropriate actions to be taken regarding the following issues:

- ✓ Improvement of the effectiveness of the quality management system and its processes
- ✓ Improvement of product related to customer requirements
- ✓ Resource needs

The primary outputs of management review meetings are management actions taken to make changes or improvements to our quality management system and the provision of resources needed to implement these actions.

Responsibilities for required actions are assigned to members of the management review team. Any decisions made during the meeting, assigned actions, and their due dates are recorded on the management review presentation.

Communication

Employees are the key target audience for internal communication. It is impossible to build an efficient business without a strong information sharing culture, teamwork, and shared values; and internal communications help to support these concepts in a practical way.

This procedure applies to the internal communication of information relating to:

- ✓ Company policies & objectives
- ✓ Integrated Management System procedures
- ✓ Integrated Management System performance
- ✓ Suggestions and feedback
- ✓ Importance of meeting customer and/or statutory requirements
- ✓ Changes in service requirements
- ✓ How employees contribute to achieving the company's objectives

Requirements

Top Management is required to:

- ✓ Ensure that appropriate internal communication processes are established
- ✓ Ensure that internal communication occurs and is related to the effectiveness of the Integrated Management System
- ✓ Actively encourage feedback and communication

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The *HSEQ Management Representative* is required to:

- ✓ Ensure the implementation of the internal communication procedure
- ✓ Ensure that the information communicated is acted upon and the desired outcome is achieved

The *Demolition Site Manager / Supervisor* is required to:

- ✓ Ensure the implementation of the internal communication on site (in accordance with the *Health, Safety and Environmental Policy*) consisting of notice boards, toolbox talks and prestart briefings

Communication Channels

Internal communication occurs on an ongoing basis and is achieved through various mechanisms that include, but are not limited to:

- ✓ Team meetings
- ✓ Team briefings
- ✓ Training sessions
- ✓ Display boards
- ✓ Computer network/intranet/e-mail
- ✓ Corrective actions
- ✓ Preventive actions
- ✓ Internal memorandums/letters
- ✓ Minutes of meetings

Communication of Company Policies & Objectives

- ✓ The company's policies and objectives are documented with the Integrated Management System
- ✓ The company policies are internally communicated via display boards

Communication of Integrated Management System Procedures

- ✓ Integrated Management System procedures are controlled documents
- ✓ Current versions of procedures are communicated to personnel via the controlled document distribution list
- ✓ The Integrated Management System procedures are communicated through internal training sessions

Communication of Integrated Management System Performance

The H & S Advisor has the overall responsibility for ensuring that information and data about quality performance and the effectiveness of the Integrated Management System are reported to management. This includes the distribution of all applicable documents, reports and records to appropriate functions.

- ✓ Performance of the management system is reported via audit reports
- ✓ Audit reports are presented at management review meetings

Communication Meetings

Formal communication meetings serve an important role in ensuring proper communication between management and the organization:

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- ✓ Management conducts quarterly communication meetings for the entire organization

Management reviews provide the framework for the organization to report on the status of health, safety, quality or environmental related issues and activities, and for management to formulate policies and directives to change and/or improve the Integrated Management System.

- ✓ The H & S Advisor has overall responsibility for coordinating structured communication meetings

Suggestions & Feedback

- ✓ Personnel at all levels are encouraged to report problems related to the quality management system and to offer suggestions on how to improve performance
- ✓ Employees may communicate these problems or suggestions to their departmental head through suggestion forms or corrective/preventative action requests

Verifying Effectiveness

The effectiveness of internal communication is evaluated on an ongoing basis; through management reviews, employee surveys, audits and informal discussions.

The effectiveness of the internal communication process may be determined by:

- ✓ Interviewing employees to determine awareness of policy, objectives and management system performance
- ✓ Evaluating non-conformities to determine whether they are linked to poor internal communication
- ✓ Evaluating the relevance and dates of displayed information
- ✓ Examining the feedback mechanisms within the organization
- ✓ Evaluating training and induction programmes within the organization
- ✓ Viewing minutes of meetings containing items of internal communication

Documentation & Records

Minutes and agendas of formal communication/review meetings are prepared by the H & S Advisor and are distributed to the attendees and any absentees. Other documents associated with the internal communication process are retained and managed in accordance with ISO relevant standards.