

Portsmouth Demolition & Salvage Ltd

Unit 215, Victory Business Centre, Somers Road

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Health & Safety Policy

November 2009

Prepared By

Portsmouth Demolition And Salvage Ltd

Introduction

The following document has been prepared pursuant of compliance with HS(G)65 "Successful Management of Health & Safety" produced and published by the Health & Safety Executive. It also takes on the role of providing a written Health & Safety Policy under the Health & Safety at Work Etc Act 1974 Section 2.



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In order to show commitment to the implementation and adoption of this document the Managing Director will place a signature below the Health & Safety Policy Statement.

For the purposes of this document Portsmouth Demolition And Salvage Ltd will be referred to as "the Company".

Document Control

As described in the 'Monitor & Review' Section of this document the Health & Safety Policy will be regularly reviewed and updated as necessary. Revisions may be carried out internally or by out consultant advisors.

Revision Ref.	Date of Last Revision	Revised By	Next Scheduled Formal Review
New Format	November 2009	MS (MSA): Re-format	November 2010

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Health & Safety Policy Statement

Introduction

The company is committed to attaining the highest standards of Health, Safety and Welfare for its employees, sub-contractors and those who may be affected by its undertaking. We believe that this is only achievable by the active promotion of a positive safety culture throughout the organisation. We consider that there is no other function more important than the effective and reasonable management of Health, Safety and Welfare.

General Policy Statement

It is the Policy of The company "so far as is reasonably practicable" to:

- Ensure the Health, Safety and Welfare at work of all our employees, sub-contractors and others that may be affected by our work, in accordance with our statutory and legal obligations under the HASAWA 1974 and associated legislation.
- Ensure that we make adequate provision for resources to manage our Health & Safety obligations including, personnel, expertise, equipment and finances.
- Provide our employees with sufficient information and training to enable them to carry out their duties in an efficient and safe manner.
- Provide suitable and appropriate equipment and facilities to ensure the ongoing safety and health of our employees.
- Seek to continually improve our Health, Safety and Welfare performance.
- Implement an ongoing system of monitoring and review to improve on established policies and procedures and general performance.
- Make Health, Safety and Welfare an integral part of the Management of the company.
- Provide all employees with the facility to enable them to consult with the Management.
- Implement, Sustain and develop this revised policy through the implementation of the Health, Safety and Welfare Procedures contained within.
- Review this Policy periodically.



Signed

Date: 30th November 2009

(Managing Director)

Portsmouth Demolition And Salvage Ltd

Organisation

Health & Safety is an integral part of company management and to this end the company is organised to ensure that people are managed and consulted at all levels of the business from Site Operatives to the Managing Director.

Communication

Portsmouth Demolition and Salvage is committed to including employees in the development of the business and Health & Safety is an important element of this ongoing process. Each employee attends a considerable amount of training and direct communication from our site foreman. In addition to this the company will undertake regular management and team meetings. During these meetings Health & safety will be a key agenda item ensuring that all employees have plenty of opportunity to raise concerns.

Workplace inductions and communication sessions will also be carried out and will include relevant Health & safety information based on site specific risk assessments and method statements.

The following is an organisational chart designed to indicate how the company communicates Health & Safety Information and how tasks are managed and delegated.

Organisational Management Structure

SEE INSERTED SHEET

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RESPONSIBILITIES

The company recognise that in order to establish effective health & safety management systems the respective roles and responsibilities of those who work within the organisation should be defined. The following is an outline of the responsibilities attributed to those who work within the company,

Managing Director

Responsibilities include: -

- Knowledge of and compliance with the requirements of Health & Safety Law and the Company's Policy for Health and Safety consistent with his responsibilities including appropriate delegation of responsibilities to subordinate staff.
- The provision of adequate resources to secure compliance with the requirements of the Safety Policy regarding all of the company's undertakings.
- Generally setting a personal example, especially during site visits and acknowledging suggestions for improvement in safety organisation where and when appropriate.
- Recognition and implementation of training for employees where necessary.
- When appropriate, initiating disciplinary action against management and staff at all levels that have failed to comply with their duties under this Policy or statutory requirements.
- Ensuring before they start work, that all employees, particularly supervisory staff have knowledge of the Company's requirements for safety and health.
- Prepare Health & Safety documentation as required by the Construction Design & Management Regulations 2007 in respect of each project requiring such a plan and ensuring its effective implementation.
- Ensuring that adequate resources are available to comply with the requirements of the Health & Safety documentation produced in respect of each project (as 7).
- Recognition of needs and provision of training in consultation with the Staff/Safety Advisor. Ensuring that suitable channels are available to employees for consultation on matters of health & safety.

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- Review relevant document following accident investigations, changes on legal requirements or developments in the business that dictate the need for such.

Project Supervisor/ Operations Manager

Responsibilities Include: -

- Adequate knowledge of and compliance with the Company Policy for Health and Safety consistent with his responsibilities.
- Supervising compliance of the operatives with Company policies and promoting safe conduct of work through setting an example, recording good practice and reviewing sub-contractor performance.
- Implementing provisions for Health, Safety and Welfare Regulations during the works including production and implementation of Risk Assessments.
- Informing the Managing Director of any changes, which may affect Health and Safety including consultation with employees.
- Ensuring that activities do not put employees, sub-contractors or the public at risk.
- Monitoring site inspection reports issued by the Safety Consultant or managers and satisfying him that adequate resources are provided to ensure remedial action is taken promptly.
- The commissioning of Sub-contractors who will carry out contract works. Such contractors will be vetted for competency by checking Health & Safety documentation and training records.
- Ensure that sub-contractors provide documentary evidence of there safe systems of work e.g. risk assessments and method statements.

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Site Foremen/TopMan

Responsibilities Include: -

- Ensuring correct implementation of the Health & Safety Plan and monitoring sub-contractors for compliance with relevant Method statements and Risk Assessments.
- Provide Sub-contractors with adequate information to make suitable provision for Health & Safety Matters in their tenders.
- Ensuring communication of relevant information to sub-contractors and employees through induction and toolbox talks, particularly provision of first aid, welfare and emergency facilities and procedures.
- Ensure that employees are issued with the relevant items of safety equipment (PPE) and afforded adequate first aid provision.
- Allowing sufficient consultation with employees through relevant forums and recording any issues raised for action.
- The hiring of plant, machinery and access equipment suitable for the task required, from a competent supplier/ hire company.
- Making sure that plant, machinery materials and personal protective equipment meets the requirements of current legislation and British Standards.
- Updating of records kept with regards to certificates, inspections and ensuring that equipment has a valid current certificate before use.
- Ensure co-operation and communication between contractors, client representatives and others who be effected by the undertaking of the company.

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Site Operatives

Responsibilities Include:

- Awareness of the Company's Policy for Health and Safety.
- Observing safe working practices as advised and instructed through a risk assessment or similar safe system of work.
- Maintaining a personal concern for safety and health and consideration for others who might be affected by his acts or omissions.
- Using the correct tools and equipment for the job and ensuring that safety equipment and protective clothing is supplied and used.
- Keeping tools and equipment in good condition and reporting to the site manger any defects, which become apparent.
- Avoiding any improvisation or inappropriate behaviour, which would create unnecessary risk.
- Suggesting ways of eliminating hazards and warning other employees of known hazards.
- Being aware of notices offering information and advice.
- Attending any training recognised by the Company as necessary for the execution of his duties.
- Observing the requirements of risk assessments and other safety instructions in relation to each task and reporting defects or deficiencies in the working practice.

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Office Administrator

Responsibilities Include: -

- Adequate knowledge of and compliance with the Health and Safety Policy.
- Knowledge of fire/emergency evacuation procedures posted on all notice boards.
- Awareness of first aid arrangements and the identities of first aiders in working area.
- Good house-keeping in the workplace.
- Reporting any potential hazards to their supervisor. Particular attention is drawn to electrical equipment. No unauthorised repairs should be made.
- Avoid manual handling within the office environment and follow the requirements of any manual handling assessment carried out in respect of the office activities.
- Follow the requirements of any specific risk assessments produced in respect of office activities e.g. Display Screen Equipment, COSHH etc.
- Ensure that the training matrix is maintained and information about courses and required attendance is passed to all employees.

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GENERAL ARRANGEMENTS

Construction Design & Management Regulations 2007

The company is often subject to the requirements of the Construction Design & Management Regulations 2007 or CDM. CDM requires that each project of 30 working days or 500 person days plus is notified to the HSE, all parties involved co-operate and coordinate the project, competence is demonstrated, building projects are designed with due consideration for safety and that the Principal Contractor produces a Health & Safety Plan in respect of the works. The Plan should detail the management arrangements for the project and detail the arrangements for dealing with identified risks and control of sub-contractors. The regulations also require the appointment of a CDM co-ordinator (CDM-C). This individual will co-ordinate project safety information and support the client in his duties under the regulations.

Typically, we would undertake the role of the Contractor (C) and understand the obligations imposed with regards to the production of method statements, management of site activities and co-ordination with the principal contractor and designer.

The company expects to receive relevant information from the Designer/s and the CDM-C in order to allow adequate resource for health & safety matters in respective tenders and co-ordinate subcontract design elements and works. This information should include (not exclusively) existing site conditions, co-ordination issues and potential hazards to health. The designated Contracts Manager and the Managing Director will produce documentation required under these regulations using the standard forms in the management folder. They will also ensure that the documents are correctly communicated and implemented on site. Typically Health & safety Plans are prepared by our consultant safety advisor as requested.

In addition the company understands its obligation under the regulations to provide operations, maintenance and other relevant information for the Health & Safety File.

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Risk Assessment

Under the Management of Health and Safety at Work Regulations 1999, the Company is required to carry out a suitable and sufficient risk assessment for all work activities. Significant risks must be recorded and communicated to all relevant staff. The assessment will involve identification what hazards are associated with the activity and thereby evaluating the extent of the risks involved and establishing suitable and sufficient control measures. Whenever a work activity alters, then a new risk assessment will be made or previous assessments revised.

All generic risk assessments must be made site specific by reviewing the content and ensuring all local site-specific risks are adequately addressed, in addition the assessor should date and sign the document. If the situation on site is not fully covered by the generic assessment, a separate specific assessment must be made or the generic assessment updated.

A risk assessment must:

- Identify all foreseeable hazards.
- Evaluate the risks arising from such hazards.
- Record the significant findings.
- Identify any specific group of employees or individuals who are especially at risk.
- Identify others who may be at risk, e.g. visitors, members of the public.
- Evaluate current control procedures, including the provision of information instruction and training.
- Assess the probability of an accident or incident occurring as a result of uncontrolled risk.
- Record any circumstances arising from the assessment where there is a potential for serious or imminent danger.
- Specify information requirements for employees, including precautionary measures and emergency arrangements.
- Provide an action plan giving information on the implementation of additional controls, in order of priority, and with an appropriate time scale for such implementation.
- Prioritise the protection of the majority rather than the individual.

A model risk assessment form has been devised to record such assessments. If the risks are identified as high a full Method Statement will be produced in respect of the work activity. This will only be provided for high-risk activities. Again, a standard format for this statement has been devised.

A register of Risk Assessments will form part of the overall safety management folder and will be updated and reviewed on a regular basis.

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The register will take the form of controlled list of assessed risks. Where new assessments are undertaken or old assessments are reviewed and revised the register will be updated.

Special Assessments

The company recognises that certain specialist assessments are required particularly in relation to,

- Pregnant or nursing mothers,
- Young Persons
- Fire Safety (within our premises and on our sites) and,
- Work at height

Where these issues are identified within the organisation assistance will be sought in relation to the risk assessment. As a minimum all employees under the age of 18 will be specifically assessed and in addition where the management consider that an employee lacks relevant training, experience and general competence a similar assessment will be undertaken. Individual assessments will always involve direct consultation with the individual to explain the process and agree control measures.

A fire risk assessment will be undertaken for the main office building and a copy will be held for regular review in the safety management folder. Each of our sites will have a site specific fire safety plan drawn up as part of the Health & Safety plan folder.

Specialist forms are held within the safety management folder to deal with other specialist assessments such as Manual Handling and COSHH.

Health and Safety Training

The company has embarked on a program of Health & Safety training at all levels of the organisation. It recognises the importance of training the workforce to allow the company to compete in the market place, develop and grow and to improve personal achievement within the organisation. The company will implement an induction-training program for all new employees and an on going program of Health & Safety training of both a general and job specific nature.

These programs are expressed in the companies training matrix, which will be regularly updated and managed as part of the office management function.

New employees will be issued with a copy of this document, a guidance booklet (construction operatives only) and given a brief tour of the offices introducing key members of staff and confirming roles and responsibilities.

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Reporting of Accidents

All operatives and staff have a role to play in reporting accidents efficiently and effectively and the company will actively promote the reporting of accidents that occur in the workplace.

All accidents, be it in the office or on a site, however minor, will be entered into the accident book. It is important that if an accident occurs on site, then it is reported to the contracts manager who can ensure that the accident is recorded.

If the accident is reportable under RIDDOR 1995 then Form F2508 will be filled in and sent to ICC. Advice will be sought to establish whether an accident should be reported or not. Some accidents may be sufficiently severe that a telephone call to the HSE/ICC will be necessary. In such circumstances the consultant advisor will be called for advice.

Accident and Incident Investigation

The Company recognises that any procedures put in place to help prevent accidents from occurring, are beneficial for the health and safety of all employees and visitors.

In order to learn more from accidents that take place the company will investigate all accidents and near miss incidents involving persons and property other than where the injury is deemed to be minor. The results from an investigation will hopefully prevent further accidents, and may well instigate further procedures to help prevent them. Each circumstance will be different however; accident investigations will usually lead to a change in the risk assessment or even policy arrangement. Investigations will include employee interviews, statements and site visits. Our safety consultant may be called in to assist in this.

Accident Records

Records will be held on file and where appropriate statistical information will be analysed to establish trends, patterns and repetitive occurrences. Records will be held on file for at least three years and reviewed thereafter to establish the need for longer term archiving.

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Alcohol, Drugs & Smoking Policy

The company considers that individuals under the influence of drugs and/or alcohol present a serious danger to themselves and others around them whilst at work. This is of particular importance in the construction industry in light of the hazards present in the workplace. Employees found to be using alcohol or drugs (which have not been prescribed by a doctor) during working hours, will face disciplinary action and possibly dismissal.

Those employees who are required to take prescription drugs for an illness or ailment are requested to seek the advice of their doctor regarding the possible side effects of any such drug and likely effects in the workplace e.g. drowsiness, loss of concentration. These effects should be reported to your supervisor and you may be required to undertake light duties or abstain from work.

The company operates a No Smoking policy at the Head Office. Employees are reminded that a nationwide ban of smoking will be in place this summer and this includes all public places and workplaces. Those who wish to smoke are requested to do so in designated areas only.

Company Driving Policy

Due to the nature of our operations we require that employees drive company vehicles whilst at work to operational sites. The company recognises employees as representatives of the company whilst driving at work and requires that all employees observe the highway-code as a minimum requirement. Company vehicles are maintained under contract however all employees have a duty to ensure that the vehicle is road worthy on a daily basis. Checking of tyres, lights and other essential features of the vehicle is the employee's duty and correct use of the vehicle is also important.

Driving Instructions

All employees must observe the company rules regarding the conduct of company vehicle users and relevant safety instructions.

Operatives have a duty to ensure that all journeys are properly pre-planned and that the office is aware of your intended destination. Regular breaks are necessary particularly when driving for more than an hour in one continuous driving period. Drinking any amount of alcohol is strictly forbidden and the company does not advise use of mobile telephones whilst driving. Should telephone calls be made in the car a suitable parking place should be sought and the vehicle should be stationary prior to making the call. Do not overload your vehicle or allow improper use of the vehicle e.g. passengers riding in the van compartment.

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First Aid

The Company shall provide or ensure that there are provided, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to their employees if they are injured or become ill at work.

The Company shall ensure that a person trained in First Aid shall be present on every site, whether this person is an employee of the Company, or where the client employs this person if the Company makes adequate arrangements to agree such.

Employees and sub-contractors will be informed of the company's first aid arrangements and the identities of trained First Aiders via the induction talk and by the use of notices.

Where employees leave the company premises to carry out work on behalf of the company, they shall be provided with a first aid box suitable for the works that they are to carry out. First Aid boxes and other related equipment will be regularly checked to ensure that all items are fully stocked and that the box is ready for use at all times.

The contents of the first aid boxes will be as recommended in the Approved Code Of Practice under the Health and Safety (First Aid) Regulations 1981.

First Aid training will be provided to Site Foremen to the minimum level e.g. basic life saving training (appointed persons). Other persons may be required to undertake basic life saving first aid training as identified within company training matrix.

We will continue to ensure this training remains up to date.

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Sub-Contract Procurement

It is of paramount importance that the Company employ only competent sub-contractors. Although competence can rarely be guaranteed the Company will endeavour to 'vet' contractors prior to placing sub-contract orders.

Prior to any appointment the Managing Director, Quantity Surveyor and Contract Manager will discuss whether the sub-contractor is competent and will undertake a responsible attitude to Health and Safety. This will be ascertained by past experience, references, interviews, evidence of qualifications and method statements etc. We will issue a questionnaire within all sub-contract enquiries to contractors who are "new" to the Company and contractors that provided satisfactory replies will be added to our approved subcontract register.

Where a sub-contractor is issued with 'supply and fit' contract information will be requested regarding the materials used/provided. Suppliers are required to supply adequate Health and Safety information to support their products and this information may be required for relevant Health & Safety Files/Building manuals.

Where a sub-contractor is appointed, the terms and conditions of their sub-contract require them to comply with the relevant Health and Safety matters and to convey this information including assessments, method statements, proof of training certification etc, to the Company and to their operatives prior to the commencement on site. Each and every subcontractor employed by Portsmouth Demolition And Salvage will sign a copy of our standard terms and conditions and return this for our records. The terms and conditions will be regularly reviewed to ensure they remain current and cover the areas we wish to convey to our sub contractors.

Subcontractors who repeatedly fail to adhere to our terms and conditions may be removed from our register.

Consultation with Employees

The company understand the importance of consulting with employees on matters of health & safety and will undertake to do so on a regular basis. All employees will attend regular site safety inductions and any concerns raised will be feed back through the contracts managers for appropriate action. Where issues are repeatedly raised without satisfactory resolution the matter will be raised at the regular management meetings for discussion. Regular management meetings will always include health & safety as an agenda item and would typically include a review of risk assessments, accidents and relevant procedures as described under "Communication". All employees attend appraisal meetings with lines managers which provides a further avenue to raise concerns and address issues relating to Health & Safety.

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Personal Safety & Stress

All staff are reminded of their general duty to look after their own health & safety, that of others they work with and the public at large. Horseplay and generally irresponsible behaviour will not be tolerated on company premises or third party sites. Be aware of your surroundings at all times particularly when you are alone in the office, on site or travelling to and from site. Ensure that you are able to communicate quickly and easily with your manager and always notify a member of staff or office reception of your intended destination and approximate time for return.

In addition we are keen to promote good safety practice in the home and encourage employees to keep safety in mind both at work and in the home. Accidents and incidents outside of the working environment account for a significant percentage of "time lost" injuries and this is an additional cost to the business. Many are sporting injuries or as a result of DIY activities. We do not discourage our employees from these important activities but request that safety remains a consideration for employees outside of working hours. Employee's personal safety and that of their family's is important to the business and our long-term objectives for success.

Stress

We all suffer from varying levels of stress both at home and at work from time to time. We understand that individuals have differing tolerances to stress at work however we also believe that it is important for employees to recognise the symptoms or adverse affects as early as possible. If an employee is concerned about their workload, working practices or even a problem outside of the workplace they are actively encouraged to discuss this with a colleague or line manager. We are still a relatively small organisation with a close team and consider that discussing any problem that is adding to stress levels will be viewed upon with reason and support. All employees should be assured that where matters of concern are discussed with line managers they will be treated with the utmost confidentiality.

In extreme cases where internal support is not sufficient we may offer external counselling by a specialist to assess the situation and establish a program for ongoing support.

Further advice on Occupational Stress can be sought from our consultant advisor, the HSE and EMAS.

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Site Safety

Demolition

No demolition work will be undertaken until such time as the building has been assessed in relation to, potential hazardous contamination, potential hazardous materials in the fabric of the building, potential structural issues relating to the sequence of demolition and the need for temporary support and the potential for hidden services within the fabric.

Typically, we undertake major demolition and dismantling operations including both manual and mechanical demolition techniques, major structures and internal stripping.

We understand that this is an activity that requires expertise and special training/ experience therefore where more extensive demolition is required an experienced foreman will usually be assigned.

We will carry out demolition work following an assessment of building by the operations manager/director with the support of project engineers and others with appropriate expertise. We will generally expect client employed representatives to provide support. We will also request information relating to local services, potential health hazards, such as Asbestos and lead.

We will not carry out any demolition work until this process has been undertaken and a basic assessment carried out.

Our demolition work will follow the general principles laid down in HSE guidance GS29.

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Work at Height

The Working at height Regulations 2005 requires specific arrangements in relation to selection, use and inspection of equipment and places of work at height. A basic guide to the regulations is held in an appendix to this policy.

Working platforms, edge protection and fall arrest equipment shall be provided and maintained in accordance with the regulations and subject to the findings of a risk assessment. If scaffolding is to be used, then it must be erected in accordance with access code and by competent scaffolders. An inspection of the scaffold must be carried out by a competent person under the new regulations on a weekly basis as a minimum.

Access equipment should be carefully selected to take into account the following:

- Location and proximity to other hazards e.g. overhead obstructions/cables
- Duration of work
- Type and weight of materials
- Number of workers
- Ground conditions
- Other contractors working close by or members of the public
- Weather conditions (this must be continually monitored).

When considering all these factors it is important that the safest access equipment is selected for the given task, in particular the selection of equipment that prioritises general protection measures over individual; that avoids the use of ladders or step ladders in favour of working platforms and that ensures work at height is carried out with minimum risk to those carrying out the work and others affected by the work. A guide to the hierarchy of selection will be help for general reference at our offices.

Inspection & Checking

The company makes regular use of mobile towers, ladders and step-ladders for access. Operatives will be specifically trained in the safe use of this equipment and all access equipment will be subject to regular inspection. Inspections will be recorded on a regular basis and records will be available to all for checking prior to removing the equipment from the store. Equipment will also be inspected following an event that may have damaged the structure i.e. adverse weather conditions. Inspections will be carried out by a competent person and recorded on our standard inspection form.

Ladders & Step Ladders

All operatives should be reminded that these items are for short duration activities and do not generally provide a suitable place or safe system of work. If ladders are selected for use then aids to ladder safety must be introduced i.e. out stays, secure lashings or ties. Whilst we will generally avoid the use of this equipment where it is used we will operate in accordance with the HSE guidance INDG 402-405 inclusive.

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Other Factors

Protection of the public should always be considered when erecting and using scaffolds and other work equipment at height i.e. MEWP's. Particularly in schools, in high street locations and over entrances and traffic routes. All these factors should be considered when selecting equipment and undertaking risk assessment.

Where it is not practicable to provide working platforms or edge protection other equipment must be provided to minimise the distance of any potential fall and the consequences of the fall. This could mean installing collective fall arrest equipment such as netting or air bags. Collective fall arrest measure should usually be prioritised over individual fall arrest (harness) systems.

Lifting Operations

As described under Manual Handling the company understand the importance of avoiding manual handling where possible and this dictates the need for mechanical handling of materials and components.

Where lifting equipment is used it should be fit for the purpose, suitably rated i.e. SWL and operated by specially trained persons only. All lifting equipment should be regularly inspected by a competent engineer and regularly checked for minor defects.

All lifting operations will be undertaken in accordance with the approved Lifting Plan which will form an essential part of any Method Statement devised to cover a lifting operation. Portsmouth Demolition and Salvage will provide a suitable format to sub-contractors where this is not available or acceptable.

Use of cranes on site will be strictly controlled and managed. Detailed proposals from the crane supplier will be sought as to the location, types of equipment and items to be lifted. Key persons responsible for lifting operations will also be identified at this stage. As a general policy we employ specialist competent contractors to carry out these operations via a "contract lift" plan.

Use of Fork Lift Trucks, Hoists and other construction lifting equipment is regular due to the nature of our work however we will ensure that these items are, suitable for purpose, operated by trained persons, fully inspected and tested and used in accordance with a site-specific risk assessment.

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The Control of Substances Hazardous to Health (COSHH)

To comply with the Control of Substances Hazardous to Health Regulations 2002, the Company will apply the following:

- Keep an inventory of all the chemicals used in production, maintenance, cleaning etc.
- Identify the point of use for each substance.
- Whenever possible rationalise the use of chemicals - e.g. only one form of brick cleaner.
- Obtain information (material hazard data sheets) from the manufacturers or suppliers of each substance.
- Carry out a COSHH assessment stating control measures required to control or prevent the risk.
- Monitor the effectiveness of (1-5).
- Develop and commence a training programme informing users of risks.
- Any personal protective equipment required during the use of the substance shall be provided and maintained by the company. Employees are required to notify their foremen if the PPE is no longer serviceable. Employees are expected to co-operate with the company and comply with the Regulations.
- Keep records and documentation on each assessed substance.
- Keep all chemicals in safe places locked, and marked where necessary.
- Any chemical identified as requiring special needs other than described above will be stored as per relevant regulations/ manufacturers recommendations.

Material Safety Data sheets (MSDS) will be requested from manufacturers and used to undertake the COSHH assessment. The MSDS will accompany the COSHH assessment, which will be added to the Risk Register. COSHH assessments will be communicated to those using the products and relevant equipment will be issued for use. Where necessary training will be rendered to ensure the safe use of any such equipment.

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Health Surveillance

As part of our ongoing monitoring of employee well being we will periodically ask employees questions about there health with particular reference to known problems relating to there work.

Our main exposure is to potential health hazards during demolition, open or exposed sewage connections and other infection disease hazards are present. It may be necessary for some of our employees to consider inoculation to primary diseases such as hepatitis etc. Guidance will be sought form an occupational health professional to advise on this matter.

Health Hazards

As described above in the section above it is essential that all potential health hazards are properly assessed and suitable controls devised to control the risk. Health Hazards come in various forms and modes and it is important that employees and managers are adequately trained to recognise there potential. We ware well aware of the potential hazards that may occur within buildings including those that may have been left by previous occupiers. Most notable we watch for contaminated sharps or signs of drug misuse, chemical storage or containers, compressed gases and refrigerants and other hazards relating to the building fabric.

All Health Hazards fall into three categories, Physical, Chemical and Biological. The following is not an exhaustive list but relevant as a guide,

Physical hazards include Noise, Vibration, Heat, Cold and the elements of the earth e.g. Earth, Wind, Water and Fire.

Chemical hazards include organic chemicals, natural gases, petrochemicals, solvents, fibrous minerals and heavy metals (particularly Lead).

Biological hazards include communicable diseases, infections, waste products, micro organisms, Zoonosis and blood borne pathogens.

One of the most recognised health hazards in construction is the mineral fibre collectively known as Asbestos,

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Asbestos

The company is often involved in works where asbestos materials are present. Information will be sought from the client as to the type, nature and amount of asbestos present and carry out a suitable risk assessment.

Our works involve the need for dismantling and demolition of the existing fabric of buildings and therefore it is essential that all operatives follow the procedures laid down in relevant Health & Safety Plans and method statements with due regard for the potential presence of ACM's.

For complete demolition a TYPE 3 survey MUST be in place.

It is our general policy that under no circumstances should any operative remove or disturb asbestos based materials. In circumstances where removal of ACM's is unavoidable we will generally employ specialist contractors. No removal works shall commence until such time as an approved method statement is in place, all personnel have been informed of the method statement and relevant safety equipment is available. We will operate any work on asbestos in accordance with HSE guidance HS(G)213 and 210. Removal work by a licensed contractor will be carried out in accordance with the Control of Asbestos at work Regulations 2006.

All operatives have a role to play in ensuring that **any** suspect material is reported to their supervisor immediately. If in doubt operatives should cease work powering down tools and equipment and leaving the work area immediately. The area should be temporarily sealed and appropriate signage posted, pending an investigation by a specialist.

Where small works are carried out or no specific information about potential ACM's has been provided with the order for works the operatives attending site MUST check local asbestos registers prior to commencement. Operatives and foremen should ask local building managers for a copy of this document, which is a legal requirement for all non-domestic premises

Portsmouth Demolition And Salvage Ltd

Noise & Vibration

There is a statutory duty to control noise and to protect employees and other persons from its effects. Excessive noise can cause permanent damage to the hearing of those exposed to it. Noise is also a source of annoyance and disruption, and may directly or indirectly increase the risk of accidents. Every practicable step will be taken by the company to control noise.

Where the Company believe that noise may be approaching the first action level (see below), then a competent person will undertake a survey of the area. Results will be kept so that they can be referred to after repeated surveys.

The noise levels set in the Noise at Work Regulations 2006 will be used for the introduction of control measures. These levels are:

1. First action level, daily personal noise exposure of 80 dB (A)
2. Second action level, daily personal noise exposure level 85 dB (A)
3. Peak action level, 87 dB (A).

If employees are liable to be exposed to noise at or above first action level, then assessments will be made and records kept. Where the noise is at or above second action level or peak action level, the noise will be reduced as far as is practicable by means other than ear protectors. All employees will wear ear protectors when the noise is greater than first action level. Rule of thumb guide: If you have to shout to speak to someone at 2 metres, then the noise exposure is excessive. If you have to shout at 1 metre, then the noise exposure is probably in excess of 85 dB (A) and could cause significant damage to your hearing.

Noise and its effects are also heavily influenced by levels of vibration. Vibrating plant, machinery and portable tools can amplify the effects of noise but in addition carry with them their own health effects. Hand Arm Vibration is a known condition caused by repetitive and continued use of vibrating equipment. This can lead to Vibration white finger (loss of hand and finger articulation and numbness due to vibration damage) and requires adequate control. Risk Assessments are required to reduce this potential hazard especially for high risk groups such as those using pneumatic road breakers and other percussive plant. We will assess these activities and reduce risks by, seeking information from manufacturers and equipment suppliers about the potential noise and vibration levels, risk assessing the potential safe period of work using this equipment and ensuring tools and equipment is kept in good working order and well maintained. As a general rule we will attempt to avoid vibration risk by employing remote mechanical means where possible i.e. use of machine mounted breakers.

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Personal Protective Equipment

The Company shall ensure that suitable PPE is provided to their employees who may be exposed to a risk to their health and safety while at work, except where and to the extent that such a risk has been adequately controlled by other means that are equally or more effective.

PPE must: -

- Be provided to all employees without charge. Subcontractors may be subject to charges as indicated in our terms and conditions document.
- Be appropriate for the risks involved and the conditions at the work place where the exposure to risk may occur.
- Take into account the state of health of persons wearing it.
- Ensure the ergonomic requirements are met.
- So far as is reasonably practicable, be effective in preventing or adequately controlling the risks involved without increasing the overall risk.
- Be compatible with other risk reducing measures.

The Company will carry out an assessment before the use of any PPE to ensure that it is suitable, that it is used as a 'last resort' and that the risk cannot be eliminated by other means which are reasonably practicable. Whenever the task or place of work changes, a reassessment shall take place. Records will be kept of all assessments and issue of PPE. A specific assessment will be undertaken in respect of safety footwear on all PORTSMOUTH DEMOLITION AND SALVAGE sites. As a general rule all operatives will be required to wear safety footwear at all times. Only in extreme cases where a site-specific risk assessment clearly identifies no risk will this rule be relaxed.

Each employee will be issued with a "starter Pack" which will include a storage bag containing all the relevant PPE required for work. The employees will be provided with basic training on correct use of the equipment and will sign to confirm receipt. Employees are required to notify their foremen if the PPE is no longer serviceable.

Hard Hats

The company expects all operatives to conform to the Construction (Head Protection) Regulations 1989. Where the risk of injury is low, and the Site Manager deems the area safe, then hard hats may be removed, so long as they are kept with the operative at all times. It is preferable that written approval for not wearing hard hats is obtained. Typically our sites are not hard hat zones however our projects vary and site specific rules will be required for each project. This will be identified in our site-specific health & safety plan.

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Electrical Safety

The Company only permits persons classed as 'competent' under the Electricity at Work Regulations 1989, to work on electrical equipment. As specified in the regulations electrical equipment used at work will be the lowest voltage possible for the task required. This will typically be 110v or battery operated portable equipment however, where 240v tools are required additional RCD protection will be required.

All electrical work carried out on the premises will be in accordance with the latest regulations published by the Institute of Electrical Engineers for Electrical Installations. All service engineers will be NIC EIC approved operatives.

Under the Electricity at Work Regulations 1989 there is a statutory requirement to maintain electrical equipment in a safe condition so that users are protected from such hazards as electric shock, burns or fire. Testing of equipment will be in relation to its use and environment. Generally office equipment will be subject to an annual test, and equipment used on site to a six monthly test. Any equipment found to be faulty would be removed from service immediately and labelled accordingly. Records will be kept for the life of the equipment.

The Company expects employees to carry out a visual and tactile inspection of electrical equipment prior to use and to report all defects for repair before the equipment is used. No employee is to knowingly use defective equipment. These guidelines apply whether the equipment is owned by the company or hired.

Permit to Work

The Company operates a permit to work on hot works operations. We are often involved in gas cutting or similar hot works situations and will use the permit system where appropriate i.e. we will always use a permit for buildings in partial occupation.

This enables the Company to be satisfied that a suitable and sufficient risk assessment has been undertaken, and that a method statement has been written and agreed prior to the commencement of work. Once the work is complete, the form is signed off and the area can be put back into use or handed over to the client. This procedure applies to contractors as well as employees and is designed to ensure that fire safety risks are suitably managed.

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Manual Handling

All loading and unloading involves lifting and handling to some extent. Although mechanical equipment should be used whenever practicable, much of the work will inevitably continue to be carried out manually. The risk of injury can be greatly reduced by a knowledge and application of correct lifting and handling techniques. All employees will receive training on safe lifting techniques and manual handling awareness. The HSE are currently running a health Handling Campaign with particular emphasis on safe backs and reducing the potential for back injury in the construction industry. Copies of the campaign notes will be distributed to all relevant persons.

The Manual Handling Regulations 1992 which came into force on 1 January 1993 implement European Directive 90/269/ EEC on the manual handling of loads.

This company will comply with these regulations by carrying out the following: -

- Avoiding hazardous manual handling operations as far as is reasonably practicable.
- Making a suitable and sufficient assessment of any hazardous manual handling operation that cannot be avoided.
- Reducing the risk of injury from those operations so far as is reasonably Practicable - with particular consideration being given to mechanical assistance.
- Individual assessments will be made where required to assess the suitability of the person for the task.

When the nature of the load or the environment dictates, personal protective equipment will be issued, and must be used by employees.

Portsmouth Demolition And Salvage Ltd

Handling & Storage of Materials.

When unloading or stacking materials, the following points will be adhered to.

- The vehicle that is delivering the material should not be in a position so as to create a hazard for other contractors or members of the public.
- Suitable protection in the form of barriers or hazard tape will be provided, and a Banksman will be present, if the delivery vehicle is to be unloaded from a public highway, particularly for skips.
- The route to the point of material storage should be as safe as is practicable, and not made more hazardous by obstacles/excavations.
- Correct machinery and lifting equipment must be used for the task.
- Certain operations will come under the Lifting Operations and Lifting Equipment Regulations 1998. This will require a lifting plan and appointment of a competent person to supervise the work.
- Materials must be stacked in a manner so that they do not create a hazard. Materials should not be stacked where the ground is unsuitable, in places where children have access, or adjacent to public footpaths etc., where retrieval could be hazardous.
- All LPG and other compressed gas will be stored in a suitable cage or secured ventilated unit with appropriate signage and smoking restrictions. Gas bottle in use will be secured to a trolley or similar device.

As a general rule materials will be stored with due regard for the surrounding population. Oil or other fuel oils will be stored with due regard for the Oil storage regulations i.e. sufficiently bunded with suitable drip trays. Bunding must be 110% of the vessel capacity to allow safe containment in the case of failure (leak).

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Portable Hand and Power Tools.

All hand tools should be suitable for their intended use.

Tools should be inspected prior to use to ensure that guards, blades, abrasive wheels, leads and handles etc are in good working order.

Tools that are damaged should be repaired or replaced. Cold chisels that have a build up of metal burr should be trimmed to reduce the risk of cuts or flying debris.

Operatives should be trained and conversant with the use of power tools. They should be aware of the general risk involved in the use of power tools including COSHH implications, the generation of excessive noise, the principles of machine guarding and the risks related to vibration.

It is essential that operatives select the correct tool for the task as inappropriate or incorrect use of power tools can lead to additional risks and increased risk of injury.

Mobile Plant.

Designated operatives shall be trained so that they are competent to drive/ operate specific items of plant in order to carry out their normal duties i.e. 360 machines, MEWP's, FLT's. Once the operative has received appropriate training, a copy of the certificate or operators licence will be kept in the safety folder on the site.

In order to comply with the Provision and Use of Work Equipment Regulations 1998, all lifting appliances will be inspected by their drivers on a weekly basis, and a note made in the old style F91 Register, or on the weekly plant inspection form.

All defects found on company or hired plant must be reported immediately.

At the end of the work period, all plant shall be left safe, and in places where they are not likely to be hazardous to others, secured and immobilised with the keys kept by a designated person.

The safe operation of mobile must be assessed to ensure that, traffic management is considered (separation of vehicular and pedestrian routes), Overhead obstructions do not provide additional risk (such as power cables when using excavators) and that ground conditions do not present additional risk (overturning, loss of load or rough terrain).

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We operate various items of mobile plant including the following

- **360 Excavators**, 1x5-ton, 1x30 ton and 5x 22 ton. These are all Daewoo machines and are regularly maintained by our own in house fitter. All machines are annually tested by an insurance engineer and certificates held on file.
- **Dumper (1-ton)** for use on site. This is also inspected by our fitter.

We also carry an array of fittings including shears, pulverisers etc. All other plant is hired on a project by project basis.

Health and Safety Audits & Safety Inspections of Construction Sites

Health and safety inspections will be carried out in designated areas to ensure that the company's high standard of safety is maintained.

Records of these inspections will be kept to ascertain whether standards have changed. Recommendations arising from the audits will be reviewed by management so that a priority can be placed on what actions are to be carried out.

Our Health & Safety Consultant will be requested to carry out site inspections of any operational sites on a monthly basis. This frequency will be increased or decreased pending ongoing reviews of the site complexity progress and requirements. A report will be produced for each visit and copied to the relevant manager and the director. We will also carry out internal management inspections and tours, which will result in remedial action and form part of our regular performance reviews.

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Office Safety

The Company is fully aware that accidents can happen in the office, as well as on site, and will endeavour to reduce the risk of such an accident by the following means:

- Waste paper bins and packing materials should be removed daily.
- Management of cables to defined routes, so that they do not present a trip hazard or an over load to a circuit.
- Training of employees in the correct use of fire extinguishers.
- Check on lights and lighting levels to ensure they are suitable for the tasks being undertaken.
- Shelves and storage areas are to be such that stretching and awkward lifting is avoided.
- Cleaning chemicals kept away from foodstuffs and heat sources in the kitchen area.

Health and safety audits will be carried out at regular intervals in the office areas to ensure that the risks of accidents are kept to a minimum. Office personnel will carry these out, so that areas can be inspected and commented upon by company employees.

Housekeeping

(Regulation. 9 – Workplace (Health Safety and Welfare) Regulations 1992

The Company believes that poor housekeeping can be a cause for accidents. This includes spillages, articles left in access ways and inadequate systems for storage of refuse.

All employees are required to maintain access routes and work areas in as clean a state as is reasonably practicable. Waste materials must not be allowed to accumulate except in suitable receptacles.

Stores on construction sites shall be kept tidy, with materials stored as recommended by the manufacturer.

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Welfare

The Company will use the Workplace (Health, Safety and Welfare) Regulations 1992 and the guidance from the Approved Code of Practice as a minimum for its standards. Facilities will be checked whenever a general health and safety audit is carried out. Should an item of equipment fail, the Company will repair or replace the equipment as soon as is practicable.

Site Welfare facilities are required by the CDM Regulations 2007. These will typically include the following,

- Facilities for changing clothes and drying rooms.
- Drinking waters (cartons or piped supply) and marked as drinking water, with cups or supplied from a drinking jet.
- Facilities for heating water and basic food.
- Washing facilities with hot and cold-water, soap and towels.
- Sufficient Sanitary conveniences

We will work with principal contractor and service utility companies to ensure that facilities are provided on site in a timely fashion and maintained throughout the demolition work.

Fire Safety

For each operational site fire safety will be controlled through the Construction Phase Health & Safety Plan and site specific fire safety plan held in section 9 of the safety folder. Arrangements will be devised to comply with the Loss prevention Council's guidance on Fire Precautions on construction sites, the Regulatory Reform Fire Safety Order 2006 and any local requirements, restrictions and interaction. In the case of site operations our designated site manager will be the responsible or designated person for fire safety.

Fire Safety in the office environment will be controlled through the fire safety management plan. A fire safety risk assessment will be carried out and suitable precautions will be devised to ensure fire safety. Information and training will be provided to all staff and key personnel with specific duties within the Fire precautions procedures. In the case of the office our office manager will be the responsible person for fire safety. We are currently working within managed offices and work in accordance with the management company requirements.

Fire Equipment

The Company will maintain fire fighting equipment as deemed necessary for its premises, and will inform its employees on which type of fire extinguisher is suitable to tackle the different categories of fire.

Servicing of the fire extinguishers will be carried out annually by a specialist contractor.

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Fire and Emergency Drills

The Company will hold a fire drill not less than once every year. Employees will exit the building and assemble at the fire assembly point for roll call.

Visual Display Equipment

The Company will carry out annual assessments on employees and their workstations, taking into account the criteria outlined in the schedule to the regulations, to comply with the Display Screen Equipment Regulations 1992.

The Company will comply with the regulations in that period breaks are made available to DSE users.

Records will be kept of all assessments made on employees and their workstations.

The Display Screen Equipment Work – Guidance on Regulations - provides a comprehensive guide on the Regulations and on how to carry out an assessment. The Company's Health and Safety Consultant will carry out these assessments if required.

Assessment will initially be undertaken by the employee themselves through completion of our DSE Questionnaire. This questionnaire should establish any significant problems and identify areas for improvement.

Monitoring & Review

The company will undertake to ensure that Health & Safety rules and procedures are adhered to. Generally operational supervisors will have an overview of each workplace and monitor the workforce during regular visits to site. Where necessary we will request that our consultant advisor visits site to carry out a site safety inspection and produce a written report of findings. Reactive monitoring will take the form of accident/incident investigations. Reactive accident and proactive site inspection reports will form part of the regular review meetings as described below.

There are many influences on the effectiveness and efficiency of this policy and the company take the view that this document should live and grow with it. External factors such as new legislation or approved guidance may dictate the need for a review of the policy. Internal factors such as a change in the operational nature of the company or an accident or incident will also prompt a review.

In order to keep up-to-date with the latest changes in Health & Safety the company will undertake a full review of this policy and procedures document at least once every year. This review will be carried out in consultation with employees and our appointed Health & Safety advisors. The Managing Director will control and amendments and sign the revised document to confirm a commitment to its implementation.