



# Health & Safety Policy

Hawkes Demolition Ltd  
Black Bridge Farm Cranford Road  
Kettering  
Northamptonshire  
NN15 5JJ

Registered Company Number: 09599203

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## 1.0 General Statement of Intent

Hawkes Group Ltd is committed to ensuring the safety of its employees, customers, members of the public and anyone else who are affected by our operations.

The company commits to operating in accordance with the Health and Safety at Work (etc) Act 1974, The Management of Health & Safety Regulations 1999 and all other applicable regulations and codes of practice, so far as is reasonably practicable.

The management will ensure that significant risks are assessed and suitable and sufficient measures are adopted to allow each employee/contractor to carry out his/her duties safely and without risk to health. Suitable equipment will be provided and maintained in a safe condition, and safe systems of work will be devised.

The company shall strive to achieve continuous improvement in Health & Safety performance.

Hawkes Demolition Ltd Management will provide all necessary resources including time to ensure that all Health and Safety matters are adequately funded. This includes, training, personal protective equipment, adequate equipment/tools, maintenance for this equipment, external advice where necessary and any other resource necessary to ensure the Health and Safety of our staff.

Each employee/contractor will be made aware of his/her responsibility for his/her own health and safety and that of others. All employees/contractors will be given the opportunity to consult with the management on matters relating to Health & Safety, or to appoint a representative to do so.

Where necessary the company will arrange or provide suitable training for both management and operatives, in particular where new work practices or equipment are introduced.

The company will seek external advice as necessary to keep its health & safety policy, working practices and equipment up to date and in accordance with current legislation.

Ultimate responsibility in all areas of safety rests with the Director. This duty is of no less importance than any of the responsibilities attached to that position.

Reviews of Health and Safety Policy will be made annually no later than 1 year after the date on this policy. The monitoring of all issues relating to this policy is the responsibility of the Director

Signed:



26 October 2022

Reece Hawkes  
Director

Hawkes Demolition Ltd

*Please note that this document is current as of Wednesday 7th June 2023 . For the latest version of this uncontrolled document please consult the author*

## 2.0 Roles and Responsibilities

### Organisation and Managerial Responsibilities;

The company is owned and managed by Reece Hawkes who is directly responsible for Health and Safety matters within the company. The responsible person will seek external assistance where necessary to ensure that the company meets both its statutory obligations and the objectives laid down in this Health & Safety Policy.

We use HS Direct Ltd (0114 2444461) for gaining help and advice with Health & safety matters where required.

The organisation of the workforce is the responsibility of Reece Hawkes, who holds the position of Director and who is responsible for ensuring that the companys Health & Safety Policy and associated procedures are implemented by all site operatives.

Day to day management of the companys operations is the responsibility of Reece Hawkes who may be supported by site managers, each responsible for one site or customer premises. Depending on the size and nature of the site, the responsible person may be supported by one or more supervisors responsible for the direct supervision of the company operatives.

### Employee/Contractor Responsibilities;

Each and every employee/contractor has a statutory duty to take reasonable care in relation to his/her own health & safety, and the health and safety of any other person who may be affected by his/her acts or omissions.

Therefore, It shall be the duty of all employees/Contractors whilst at work:

To take reasonable care for the Health & Safety of themselves and others, who may be affected by their acts or omissions at work

To co-operate with the employer to ensure compliance with all the company Health & Safety policies and procedures

To refrain from intentional or reckless interference with equipment and/or systems provided in the interest of Health, Safety and the Environment

To co-operate with management when required on such things as accident prevention and all procedures with regard to Health, Safety and the Environment as set out in the Health & Safety at Work etc. Act 1974 and the Environmental Protection Act 1990 and all associated Regulations and ACOPs

To maintain good standards of housekeeping in our premises and on client premises

To report any accident or incident including near-misses (whether or not personal injury results) to the office

To report any defects in equipment without delay to their immediate Supervisor and not to attempt repairs which they have not been authorised and specifically trained to undertake

To ensure that no potentially hazardous item, substance or machine is brought on to site or used without the prior knowledge and authority of their immediate Supervisor

To use and if applicable wear any item of Personal Protective Equipment. It is a requirement of law that any equipment supplied for safety must be used, and when not in use it is properly cleaned, stored and maintained.

To undergo any Health, Safety, Environmental and operational training deemed necessary by the company

### Staff Consultation;

If an employee/contractor becomes aware of any potential breaches of health & safety law, or unsafe working practices he/she must notify the MD or Site manager.

If an employee/contractor feels that health & safety procedures may be improved, for example by use of alternative equipment, he/she will be encouraged to discuss any suggestions with the management.

### Specific Safety Functions and Named Responsibilities;

Safety Function	Person Responsible
All Aspects Of Health And Safety	Reece Hawkes



### 3.0 Arrangements

This section defines our company arrangements and policies for dealing with our activities.

#### 3.1 Accident Reporting & Investigation

It is the policy of Hawkes Demolition Ltd that **all** accidents, incidents and near misses are reported to the site and recorded into the company's accident record book which is kept online in our Safety First Package.

The main objective of accident, incidents, near misses reporting and investigation is to reduce incidents and prevent future accidents.

It will be the responsibility of the MD or his nominated representative to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required by the:

Current - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

The following must be reported:

- Deaths
- Specified injuries to members of the public on our premises and taken to hospital.
- Over 7 day injuries – where an employee or self-employed person is injured at work and away from work or unable to perform their normal work duties for more than 7 consecutive days. This must be reported to the HSE using appropriate forms within 15 days of the accident.
- Some work-related diseases as per RIDDOR
- A dangerous occurrence – where something happens that does not result in an injury, but could have done.
- Gas Safe registered gas fitters must also report dangerous gas fittings they find, and gas conveyors / suppliers must report some flammable gas incidents

Any accident resulting in more than minor injuries or incident which might have resulted in serious injury will be investigated by the MD or his nominated representative. Depending upon the circumstances of the accident, the MD or his nominated representative may seek the assistance of an external Health & Safety Advisor, both in the investigation and the formulation of preventative procedures to avoid repetition.

A study of the circumstances will help to reduce or remove the causes.

- When the reports are examined over a period of time, it can be seen whether preventative measures have been effective in reducing accidents.
- If these objectives are to be attained, investigation and reporting must be accurate, complete and consistent.
- All accidents and incidents resulting in injury to employees and/or to any other persons or near misses on the premises or sites that Hawkes Demolition Ltd employees are working on must be reported immediately to Hawkes Demolition Ltd site foreman and or to the site Duty holder or PC and be recorded in the company Accident book and reporting systems.
- Where there is more than one person injured in the accident a separate page should be used for each person.
- All relevant questions must be completed for every accident resulting in personal injury.
- Care should be taken in completing the Accident Report Form and the Hawkes Demolition Ltd Supervisor wherever possible should ensure that the injured person reads the entries recorded on his behalf.
- Care should also be taken when stating the nature of the injury. Unless a medical certificate has been submitted.

#### 3.2 Alcohol and Controlled Drugs

It is categorically forbidden for employees to enter sites or places of work, to drive a vehicle, use or operate plant and equipment, or to assist or supervise in it's use, whether on or off company business, in an unfit state due to the influence of alcohol or illegal drugs and other substances, such as glue. Disciplinary action will be taken if you are caught in the possession of illegal drugs on Company or Client property or in Company vehicles. Employees taking medicines or prescribed drugs under the direction of their G.P, Dentist, or Hospital Doctor that may effect their ability to carry out their work duties have a duty of care responsibility and must notify their immediate Manager.

#### 3.3 Asbestos

Hawkes Demolition Ltd policy is that we will not generally work with asbestos containing material products.

Asbestos is recognised as being an extremely hazardous substance and as such must be treated with the utmost care. When working on site, staff and contractors will assume any suspicious material is asbestos and stop work unless there is conclusive evidence to the contrary. Any suspicious material shall be reported to the site or building manager immediately.

An Asbestos Management Survey for the premises should always be made available. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspected Asbestos Containing Materials (ACMs) in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition prior to starting work.

Refurbishment and demolition surveys should be made available where refurbishment work or other work involving disturbing the fabric of the building is carried out.

### **3.4 Behavioural Safety**

Our company has implemented a behavioural safety message "Work Safe Home Safe" which is founded on the belief that behaviour turns systems and procedures into reality. Safe behaviour at work is of paramount importance and, as such, needs to be treated as a critical work related skill.

Our continuing aim will be to promote an understanding of safety and to identify how we can positively influence behaviour. It is estimated that up to 90% of workplace injuries are caused by unsafe behaviour. We will also operate a number of initiatives to support a reduction in unsafe behaviour.

1. Visible health and safety leadership is invaluable and, as such, Site Supervisors and Site Managers will be trained in behavioural safety techniques through attending courses such as SSSTS, SMSTS and other rail/construction industry training.

2. All employees and Sub-contractors will receive on-going training to recognise both safe and unsafe practices and are encouraged to stop unsafe activities and suggest improvements to working methods through their attendance on site Team Briefs, Toolbox talks and other rail/construction industry training.

3. Through our Internal Reporting System all employees will have the opportunity to report unsafe working conditions/practices via the Work Safe Process, report forms and suggestion cards and emails.

4. The Senior Managers are strongly committed to an 'Open Door' management style and operatives are encouraged to voice any concerns or opinions directly to Senior Managers in a relaxed environment.

5. Operatives and Sub-contractors will receive feedback on their safety performance on site and actions resulting from their suggestions through a three monthly Newsletter.

6. However, good practices and initiatives by our Operatives will be duly recognised and rewarded.

Our company will ensure that we will periodically assess the strength of our safety culture using the Dimensions of Safety' behavioural safety tool and plan future improvements accordingly.

Our Employees will be encouraged to play their part by our "If you don't think it is safe, don't do it" motto and be able to challenge and report site managers or operatives that disregard safety instructions and procedures (this can be done anonymously). Safety procedures, instructions, equipment, and tools have been provided to keep our Operatives, Sub-contractors and Visitors safe! - following them is mandated throughout the company to enable the best chance of doing a job safely.

### **3.5 CDM Regulations**

Hawkes Demolition Ltd recognises the requirements of these regulations and makes every endeavour to comply.

Briefly - The regulations call for:

Skill, Knowledge and Experience – (Competence of all)

A person must be capable of carrying out duties placed on them and must only accept knowing they are competent to carry out the task.

No person may arrange for a person to carry out works unless they are either,

- Competent
- Under supervision of a competent person

The business selects personnel based on ability and where possible seeks demonstration by certification. A training plan is maintained and personnel are encouraged to take on additional training in order to improve skills. Additional in-house training refresher sessions are provided in order to keep personnel up to date with current regulations.

### **Co-operation of employees, contractors and others**

Every person involved in works must seek the co-operation of any other persons concerned at the same or adjoining site so far as necessary in order to ensure all may carry out works safely.

Similarly, they must co-operate to ensure others may continue with their works safely.

All persons involved must report anything which is likely to endanger the health or safety of themselves or others.

Supervisors have been appointed in order to ensure work is managed such that it may continue safely where multiple trades or activities may be ongoing simultaneously. Liaison with others allows arrangements to be made that enable all to continue.

### **Co-ordination of activities**

All persons must co-ordinate their activities with one another in a manner such that, so far as is reasonably practicable, the health and safety of persons carrying out the work and anyone affected by the construction work will remain safe from harm at all times.

It is recognised that all works may not be able to continue at the same time, therefore Supervisors will discuss and plan such that the project may progress safely.

### **Prevention of accidents**

Every person must ensure general principles of prevention are applied, so far as is reasonably practicable, to ensure the safety of all and works during all stages of a project.

This is a priority in all activities and the business ensures that method statements and risk assessments are produced identifying arrangements for safe working. All personnel are briefed on these to ensure they understand these arrangements and the risks that may be encountered by not following procedures.

### **Duties of Contractors**

All Contractors and Principal Contractors have specific duties placed upon them under these regulations and all must be aware and endeavour to comply.

The regulations spell out these requirements for both Contractors and Principal Contractors.

The business is fully aware and endeavours to comply, so far as is reasonably practicable. All personnel have been made aware of these duties through in-house training.

The current CDM Regulations apply to most common building, civil engineering and engineering construction work including Domestic Projects. In the case of a domestic project, if using more than 1 contractor, a health and safety file must be produced. In any case, the Contractor must produce a Construction Phase Plan suitable for Commercial and Domestic Project.

In the event that a Project falls within the requirements of CDM, then the Principal Contractor must make provision for Welfare facilities as outlined under Schedule 2 of the CDM Regulations.

The appointed Principal Designer will be responsible for carrying out the CDM duties and ensuring the completion of the Project Health & Safety File.

On smaller projects where no PD is appointed, this role will be the responsibility of the Contractor when appointed by the client.

HSE must be notified of the site if the construction work is expected to either: last longer than 30 days and have more than 20 workers simultaneously involved on site at any one time; or exceeds 500 person days of construction work.

If a Project fits into CDM by either of the above factors, then HSE should be notified on-line before construction work starts using form F10.

### **3.6 COSHH Assessments**

For all materials or substances utilised which may be hazardous to health, a formal COSHH Assessment will be carried out by the MD or his nominated representative. A register of hazardous substances shall be kept at the head office along with all relevant Manufacturers Safety Data Sheets. Significant findings of the assessments will be communicated to the relevant operatives, together with the necessary MSDS sheets and instructions for use.

### **3.7 COVID-19**

The spread of COVID-19, commonly referred to as the Coronavirus, is an exceptional circumstance with ongoing ramifications for Hawkes Demolition Ltd, employees, individuals and clients that may be affected by our work. As the situation continues to develop and change, Hawkes Demolition Ltd will provide updated advice, resources and guidance in line with current Government guidance to support our employers.

### **3.8 Communication with workers**



The company uses a variety of methods to communicate information with employees and sub-contractors. A monthly informal meeting is held to discuss any issue, including safety. We will also pass information to employees with pay slips as required. A notice board in the head office is also kept up to date.

Communication with employees whose first language is not English will be carried out using one or more of the following methods;

- Ensure adequate time to consult with employees where language and/or literacy may be issues so they can absorb the information and respond to you.
- Use an interpreter; this may be a trained work colleague.
- Get information translated and check that this has been done clearly and accurately by testing it with native speakers.
- Use pictorial information and internationally understood pictorial signs where appropriate
- Where information has to be in English, use clear and simple materials, and allow more time to communicate issues.

### **3.9 Contractors and Sub-Contractors**

All contractors and sub-contractors who are working for the company will comply with the company's

1. Health & Safety Policy.
2. Emergency procedures.
3. Hazard/accident reporting procedures.

All accidents and near misses need to be reported and recorded in the Accident Book located in main office.

The company's health and safety policy can be found on company notice boards which are situated in the office.

All contractors must complete the contractors competence form before commencing work.

### **3.10 Control of Silica Dust**

Hawkes Demolition Ltd is aware that Silica Dust causes a lung disease known as Silicosis (which may be related to Lung Cancer).

Hawkes Demolition Ltd will endeavour to remove Silica Dust from work by eliminating or substituting other materials. If this is not possible, exposure will be reduced by putting in place ventilation and other methods such as dust suppression and local exhaust ventilation extraction and containment systems to reduce silica dust to the lowest level reasonably practicable. If the level of dust cannot be adequately controlled then a facefit dust mask to minimum standard EN149 FFP2 or FFP3 will be worn.

### **3.11 Control of Wood Dust**

Hawkes Demolition Ltd is aware that hardwood dust can cause respiratory illness or cancer and will therefore put in place extraction and filtration systems to remove and contain dust for safe disposal at source. All wood dusts have a workplace exposure limit of 5mg/m<sup>3</sup>.

Portable power tools will be selected to provide suitable extraction and filtration. Where this is not possible, portable extraction, containment and filtration will be made available. Suitable arrangements will be made for the safe disposal or recycling by a licenced waste management contractor.

Where wood dust cannot be fully extracted and contained, personnel are required to wear suitable dust masks to EN149 FFP2 or FFP3 dependant on assessment of dust. External advice may be sought on appropriate mask filtration requirements.

### **3.12 Display Screen Equipment (DSE)**

Working with Display Screen Equipment is recognised as being a major cause of injury and ill health, the company will carry out risk assessments and provide information instruction and training to its entire DSE user staff. Employees must carry out the recommendations of the risk assessment and must report instances of injury or ill health suspected of being caused by DSE work to the person responsible for Health & Safety at their earliest convenience.

### **3.13 Environmental Protection**

Hawkes Demolition Ltd has a policy to comply with the Environmental Protection Act 1990, other associated statutory legislation and Approved Codes of Practice (ACOP). This applies to all those who are employed within the company or who are protected by its undertakings. Employees are asked to co-operate in the operation of this policy and make a positive contribution to environmental protection by making themselves aware of the firm's environmental policy and

complying with the control measures in place. This includes comply with the requirements of Site Waste Management Plans where it relates to the works under our control. The policy is on display on the Company Main H&S notice board and is also available to interested parties on request.

### **3.14 Environmental Waste Management & Pollution Control**

Hawkes Demolition Ltd recognises the importance of meeting there legal requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill and maximise reuse and recycling where possible Waste is unwanted materials, substances, equipment arising from commercial or industrial activities and includes: Building and demolition materials; Substances/chemicals (toxic or otherwise); Discarded or broken utensils or equipment; Contaminated soil, materials, plant etc.

Hawkes Demolition Ltd management shall identify potential waste disposal requirements of a project and make adequate provision to ensure its suitably managed disposal in accordance with The Controlled Waste Regulations 1992.

Management shall determine the nature of the waste for disposal and shall ensure that suitable assessment is undertaken, that appropriate safe working procedures are devised and suitable containment of waste confirmed. Where undertaking removal of waste materials or products, management shall ensure that they are registered as a carrier in accordance with the Controlled Waste (The Controlled Waste (Registration of Carriers and Seizure of Vehicles) (Amendment) Regulations 1998) Where contract carriers, are to be engaged to remove the waste, management shall confirm those appointed are suitably registered to undertake the business and shall confirm the proposed method and location of disposal.

Hawkes Demolition Ltd shall:

- Ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
- Minimise waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes, where it is cost effective.
- To cordinate each activity within the waste management chain.
- Promote environmental awareness in order to increase and encourage waste minimisation, reuse and recycling.
- Ensure the safe handling and storage of wastes on site
- Provide appropriate training for staff, on waste management issues.
- Where the site waste is the responsibility of the principal contractor the company will cooperate with the site rules as applicable.

### **3.15 Equipment Inspections & Records**

Each employee/contractor must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to MD/Site Manager. The Manager will carry out 6 monthly inspections of all company equipment, ladders, PPE, tools, etc, and will keep a record of such inspections. For the purposes of record keeping, each item of equipment shall have its own unique reference, which shall be clearly marked on it. Markings must be maintained so that they are clearly discernible at all times.

Where an inspection reveals a defect, it will be the responsibility of the MD/ Site Manager to ensure that the equipment is not used until such time as a suitable repair has been affected. If the equipment is beyond repair it must be discarded, whether or not a suitable replacement is available, and any work relying on the use of such equipment must be suspended until a suitable replacement is available.

### **3.16 Fatigue**

Hawkes Demolition Ltd has legal duties to assess risks associated with shift work. It aims to improve understanding of shift work and its impact on health and safety by providing advice on risk assessment, design of shift-work schedules and the shift-work environment; suggesting measures that employers, safety representatives, and employees can use to reduce the negative impact of shift work; and reducing tiredness, poor performance and accidents by enabling employers to control, manage and monitor the risks of shift work. HSE Guidance document HSG256 will be used to make the relevant assessments based on the individual.

Fatigue is the decline in mental and/or physical performance that results from prolonged exertion, lack of quality sleep or disruption of the internal body clock. The degree to which a worker is prone to fatigue is also related to workload. For example, work that requires constant attention is machine paced, complex or monotonous will increase the risk of fatigue.

Driving to and from work can be risky, particularly after a long shift, a night shift or before an early start. The following strategies may make driving safer:

consider using public transport or taxis rather than driving; exercise briefly before your journey; share the driving if possible; drive carefully and defensively; try not to hurry; stop if you feel sleepy and take a short nap if it is safe to do so; make occasional use of caffeine or energy drinks.

### **3.17 Fire Safety**

In the event of a fire in Hawkes Demolition Ltd premises the MD is the Responsible Person (RP) alternatively in their absence their nominated representative will take charge, in their absence the most senior person on site will assume the responsibility.

On a clients site where Hawkes Demolition Ltd are responsible for the site, it is the responsibility Hawkes Demolition Ltd RP or their nominated representative on site to ensure that all fire safety procedures are implemented in client buildings and on client sites and are communicated to staff.

Where a hot work permit is raised all Hawkes Demolition Ltd site operatives are expected to adhere to its requirements.

Hawkes Demolition Ltd operatives should ensure he has the appropriate fire extinguisher to hand. A 2 hour fire watch will be maintained after any hot work..

Fire risk assessments will be carried out in all areas occupied by the organisation, the risk assessments will consider sources of ignition, sources of fuel and any extra sources of oxygen over and above what is present in the air. The assessment will evaluate the risk of a fire starting and the effect of the fire on people. The assessment will indicate control measures to remove or reduce the risk of fire starting. The significant findings of the assessment will be communicated to the relevant persons together with the necessary instruction and training.

#### **Means of Escape**

In the event of fire occurring, it is vital that staff and other persons are able to evacuate the premises.

All existing doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside. Staff will not block or otherwise obstruct exits provided for emergency evacuation.

Access routes must always be maintained unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes, (750mm minimum) and employees must observe any line markers to indicate areas which must be kept clear.

Stairways in buildings must be free from any risk of fire or spread of fire eg unauthorised portable heater, combustible material etc.

Under no circumstances should fire doors be wedged open unless they are retained by automatic magnetic release systems or similar which are connected to the fire alarm system.

### **3.18 First Aid Arrangements**

The MD or his nominated representative will ensure that as a minimum the organisation has an appointed person for first aid. The appointed person will be responsible for maintaining the first aid kit and taking charge after an accident, this includes calling for a person qualified in first aid or ambulance if necessary. Where visits are carried out to other premises, the person responsible for Health & Safety will ascertain the first aid procedures to be followed, and details will be provided to all organisation employees/contractors required to work in or on such premises.

### **3.19 Guidance**

The company commits to operating to the very highest standards of Health Safety and Quality and will therefore carry out its operations in accordance with best practice as advised by the Health & Safety Executive and also various trade bodies and associations, this best practice will be reviewed on an annual basis and adopted annually or when evidence that significant improvements can be made by adopting sooner. Guidance documents are kept at head office and will be made available to staff and other interested parties.

### **3.20 Hand Arm Vibration Syndrome (HAV)**

Anyone who regularly and frequently is exposed to high levels of vibration can suffer permanent injury. The construction industry has the second highest incidence of vibration white finger (VWF) injury which is one of the more

common forms of HAV.

The company will ensure that staff are not subjected to excessive vibration through power tools etc, the company will endeavor to source low vibration tools and limit exposure to such tools the company will also provide adequate information instruction and training to its staff and contractors on the risks of HAV

### **3.21 Health & Safety Records**

All records will be kept by the MD, in written form indicated in the various appendices. Such records will include:

- Equipment Inspections
- COSHH Assessments
- Generic Risk Assessments
- Staff Training and Induction Records

In addition to the above general records, the following contract specific records will be maintained for each major contract.

- Contract Start-up information
- Specific Risk assessment
- Method Statements and Safe systems of work.
- Accident Record Book

### **3.22 Health & Safety Training**

The firm will provide as much training and re-training as is necessary to ensure, so far as is reasonably practicable, the health and safety of all staff in the firm. During staff induction and upon any job transfer, safety training will be provided to ensure that the staff are trained in Health & Safety matters to a level appropriate to their responsibilities.

#### **Induction Training**

Every new employee will receive a safety induction on day one of his/her employment. The training will consist of fire safety, manual handling, and display screen equipment use (where necessary), environmental and general safety. New employees will also be given instruction and safety training on the equipment they will be required to use whilst discharging their duties. A training record will be kept and maintained in our online system. Copies of training records are available for clients upon request.

### **3.23 Health Surveillance**

All employees of Hawkes Demolition Ltd are encouraged to carry out and record weekly personal health checks. Any problems reported will be dealt with in a personal and confidential manner by senior management. Should Hawkes Demolition Ltd have any concerns regarding the well being of any employee they may request a referral to a professional occupational health provider and or on request of an employee in matters relating to work related ill health issues Hawkes Demolition Ltd will pay for conducting relevant medical surveillance were appropriate.

### **3.24 Lone Working**

Where work is carried out in the customer's premises, the MD or his nominated representative will ascertain the procedures to be followed in case of emergency, e.g. lone worker injury etc. and details will be provided to all company employees/contractors required to work in or on such premises.

### **3.25 Machinery Maintenance**

All machines including power tools, jet wash equipment, saws, drills etc shall be subject to regular inspection by the contract managers, who will withdraw damaged or unsuitable equipment from service immediately. All machinery shall also be subject to maintenance and service as per the manufacturers instruction and maintenance schedule OR at least annually

### **3.26 Machinery Operation**

All employees/contractors who are required to operate machinery will have the appropriate training and license to operate such machinery. It is company policy to take severe disciplinary action against any person found to be operating machinery without the necessary competence.

### **3.27 Manual Handling Assessments**

The MD or his nominated representative will carry out specific manual handling assessments for any necessary operation which has been highlighted as requiring a detailed assessment by the general risk assessment. Manual handling assessments will consider the load to be handled, e.g. tools, equipment etc, its size and weight, the individual, the task and the environment in which the task takes place. The assessment will also consider the possibility of utilising mechanical means to minimise the risks arising from manual handling.

### **3.28 Mental Health and Wellbeing**

Dealing with problems related to Mental Health and Wellbeing (MHW) in the workplace provide unique challenges for management. It is an area that requires careful attention and professional support.

Developing an understanding of employee needs, providing health care and support when required, help staff remain effective in the work environment.

Recognising that an employee's personal circumstances can drastically affect their workplace performance, personal health, self-esteem and how they treat others is the first step toward active health care.

This is a complex area of people management especially as individuals can be incredibly diverse in views on items such as politics, religion, etc. It is therefore vital that middle management receive support and training and are able to present a neutral view on items that an employee feels strongly about. The Board will provide health and welfare information, instruction, training and supportive supervision to help cement solid foundations to build upon by seeking to;

1. Identify and tackle root causes of ill health,
2. build a more robust framework to promote good mental health,
3. strengthen the capability of line managers and
4. take an holistic approach to managing mental health and wellbeing in the workplace.
5. Ensure there is no place for bullying and harassment at any level to anyone.

### **3.29 Method Statements (Safe Operating Procedures)**

Work Instructions (Method Statements) will be developed for all the companies operations, information from the risk assessments will be used to formulate these documents which will be used in training and given to members of staff, the work instructions will be reviewed and updated either periodically or when something significant changes. Method statements are written using our online system and are available to customers upon request.

### **3.30 Noise**

Regular exposure to high noise can cause deafness and tinnitus. Noise assessments will be carried out when ever it is suspected that noise levels may be above 80db(a), and hearing protection will be provided for all operatives. Where noise levels are at 85db (a) or above the company will take measures to reduce the exposure of noise to its employees by means other than hearing protection, the wearing of hearing protection shall also be enforced.

### **3.31 Occupational Health**

Work related ill-health, also known as Occupational ill-health, describes any illness an employee suffers as a result of exposure to workplace hazards. Work related illness is often viewed as the domain of specialists. It is however our responsibility to manage our activities and prevent, so far as is reasonably practicable, any of our employees falling ill as a result of the work that they do.

There are many examples of risks to health, capable of causing illness, for instance:-

- The handling of heavy/awkward loads, poor work posture, repetitive or forceful movement - which can cause musculoskeletal disorders, back strains and sprains.
- The handling and breathing in of hazardous substances which can cause e.g; asthma, poisoning, dermatitis, etc.
- Stressors like excessive workloads or work pace or conflicting priorities which in turn can contribute to high blood pressure, heart disease or depression.

### **FITNESS For Work:**

It is also therefore necessary to establish with all current employees and new recruits, their fitness and suitability for the job that they have applied and will prospectively be employed to do.

For this to be established, a pre-employment questionnaire is to be completed by all such persons prior to the decision of an offer of employment being made.

Similarly, for existing employees, there is a requirement to notify the Company of any ill-health occurrences or contagious disease that may further impair their health and safety, and the health and safety of others, whilst at this place of work.

### **3.32 PAT Testing**

The term 'portable' is used to mean portable, movable or transportable. Portable equipment is not part of a fixed installation but when used is connected to a fixed installation (or a generator), by means of a flexible cable, plug and socket. It includes equipment that is hand held or hand operated while connected to the supply.

All portable electrical appliances will be tested in accordance with the regulations, at the recommended intervals, 'as may be necessary to prevent danger'. It will be the responsibility of the site manager to ensure that all equipment provided is suitable for the task, including any provided by a Customer.

Each employee/contractor must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to Owner/Site Manager.

### **3.33 Personal Protective Equipment**

Personal Protective Equipment will be provided by the company and the relevant PPE must be worn at all times whilst carrying out work. Details of the correct PPE will be made available to employees, no employee/contractor will be permitted to start work without the correct PPE and the necessary information, instruction and training to enable him to utilise the equipment correctly and without risks to safety and health. It will be the responsibility of each contract manager and his site foreman to monitor the wearing of PPE on sites under their control, persons found to be persistently breaching PPE rules will be subject to disciplinary procedures including ejection from site

### **3.34 Purchase Policy**

The Health and Safety at Work Act 1974 imposes duties upon Hawkes Demolition Ltd and those providing goods and services to the company. Health & Safety legislation affects purchasing decisions including the use of sub-contractors or out-sourced activities. This also includes the purchase of new or hired equipment, maintenance services and goods; but is not limited to such legislation as The Supply of Machinery (Safety) Regulations (amended in 2011), The Provision and Use of Work Equipment Regulations (PUWER) 1998 and The Control of Substances Hazardous to Health Regulations.

When purchasing or hiring machinery/equipment Hawkes Demolition Ltd will make sure it has all the relevant information and instructions on how it works, including the appropriate safety features and certifications of compliance. All suppliers of services will be competent and trained. All users of the equipment will receive suitable training and instruction before being allowed to use equipment. The equipment must be safe, meet all relevant UK and EU supply Directives and be CE marked; it will be maintained in line with current legal requirements, manufactures/suppliers guidance or ACOPS ruling at the time of use.

### **3.35 Risk Assessments**

The MD or his nominated representative will prepare a generic risk assessment covering the common risks encountered in the company's normal business. If necessary, external assistance will be sought to carry out the generic risk assessments. The significant findings of the risk assessments will be relayed to all staff.

The MD or his nominated representative will carry out site specific risk assessment for new site which the company's employees/contractors are obliged to work. Such assessments will consider the health and safety of employee/contractors and the public on site. In particular the company is aware of the number of serious injuries from the incidence of Slips, Trips and Falls. The MD therefore will pay particular attention to eliminating these hazards from each site.

All Risk Assessments will be produced using our online management system and are made available to all clients upon request. Employees should have a copy of risk assessments for the work they carry out.

### **3.36 Safety Audits and Monitoring**

At intervals the MD or his nominated representative will carry out a health & safety audit on one contract or job, selected at random. The audit will consider the effectiveness of the welfare facilities; emergency procedures, safe methods of work etc. identified at the outset, and will identify any corrective action required. Where the MD considers it necessary in order to maintain the desired level of health & safety, they may seek the assistance of an external Health & Safety Advisor in carrying out audits and identifying corrective actions.

### **3.37 Serious or Imminent Danger**

These procedures are in line with Regulation 8 of the Management of Health & Safety at Work Regulations 1999.

It is a policy of the company that no employee or sub-contractor will be made to work in dangerous conditions without due regard to health and safety and all employees should be aware that there are regulations and procedures regarding serious or imminent danger.

Managers, supervisors and employees are reminded that they must not under any circumstances undertake work or instruct others to undertake work where there is a risk of imminent danger without the correct levels of personal protective equipment, training and safety procedures being in place.

The firm authorises any employee to remove himself/herself to a relative place of safety when he/she has reason to believe he/she is at serious risk or in imminent danger. Work will not resume in that area until the problem has been neutralised.

Some emergency events can occur and develop rapidly, thus requiring employees to act without waiting for further guidance, for example, in a fire. Employees must, on arrival at new sites, make themselves familiar with the emergency procedures, escape routes and location of fire fighting equipment etc prior to starting work.

Under no circumstances will work activities take priority over safety considerations.

### **3.38 Transport & Company Vehicle Safety**

It is the policy of the company to only employ drivers who are competent.

Driver approval and competence

A person may only operate company vehicles if he or she;

1. Has held a full UK license for a minimum of 2 years
2. Has not been disqualified from driving for drink and/or drug offences in the last 5 years nor has any prosecution pending
3. Holds the correct license for the type of vehicle being operated

Drivers must inform the company of any circumstances that may lead a driver to being unfit for driving duties.

Drivers must inform the office immediately they become aware of any pending prosecution for any driving offence.

All drivers will be asked to present their licenses to the office these will be photocopied and returned.

### **3.39 Welfare**

In most cases company employees/contractors will be able to use toilet/washing facilities within the customer's premises. It will be the responsibility of the Site Manager to ascertain if this is possible prior to commencement of a contract. Where it is not possible, it will be the responsibility of the Site Manager to establish the location of suitable temporary or public facilities.

Where work is carried out in peoples homes we will make a verbal request to use their washing facilities if required.

### **3.40 Working at Height**

It is the policy of the company to comply with the Work at Height Regulations 2005. Work at height will be avoided wherever possible, where work at height can not be avoided; the site foreman is responsible for carrying out a risk assessment and selecting appropriate work equipment to access height and ensuring the appropriate safety measures to prevent falls are implemented.

Only trained and competent staff will be allowed to work at height and apprentices will be closely supervised.

Where the risk of a fall can not be eliminated the foreman will put in place measures and equipment to minimise the distance and consequences of a fall should one occur.

### **3.41 Workplace Occupational Health**

- a. It is our policy to provide, so far as is reasonably practicable, a healthy working environment for all of our employees. This means that we will take steps to monitor and prevent the occurrence of any work-related disease. We will also take steps to provide working conditions which are not only healthy and comfortable, but which will encourage optimum performance from staff.
- b. Any health risks will be managed by carrying out a risk assessment to see what, if any action is required. Should a sufficient risk be identified, any employees affected will be advised of the measures that will be taken in order to safeguard their health. If this involves any further training, or instruction in how to wear or maintain personal protective equipment, this will be arranged.
- c. We recognise the importance of having a workforce which is able to carry out the work which we require. This is important for employees' own health and safety, as well as their colleagues. For this reason, we retain the right to require any employee working in a safety-critical role to complete a health questionnaire. Such a role includes, but is not confined to, the following:

operators of heavy machinery

fork-lift truck drivers

truck/lorry drivers

chainsaw operators

those working at height.

d. Should a problem arise which needs further clarification, we also retain the right to make a referral to an independent medical advisor of our choice. Where this becomes necessary, the right of an employee to access any medical report is protected. This and any related information will also be kept in accordance with the requirements of the **Data Protection Act** at all times.

e. Should an employee have any occupational health-related concerns, please raise them with the Managing Director in the first instance. It will be dealt with promptly and where necessary, advice will be given on any further action required.





I have read and understood the contents of this Safety Policy.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Safety Policy and understand that any instructions are provided for my safety and the safety of others.

**Print Name**

**Signed**

**Date**

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