

Kings Heath Demolition Ltd

HEALTH AND SAFETY POLICY STATEMENT

In accordance with its duty under section 2 (3) of the Health and Safety at work, etc, act 1974, and in fulfilling its obligations to both employees and the public who may be affected by its activities, **Kings Heath Demolition Ltd** has produced the following statement of policy in respect of health and safety.

It is the aim of the Board of Directors, (the company), so far as is reasonable practicable, to ensure that

1. The working environment of all employees is safe and without risk to health and adequate provisions are made with regard to the facilities and arrangements for their welfare at work.
2. The provisions and maintenance of plant and systems of work are safe and without risk to health.
3. That persons who are not our employ, who may be affected by our activities, are not exposed to risks to their health and safety.
4. Information, instruction, and supervision are provided, as necessary, to secure the health and safety at work of all employees.
5. Arrangements for the use, handling, storage and transportation of articles and substances for use at work are safe.
6. Adequate information is available with respect to articles and substances used at work, detailing the conditions and precautions necessary, to ensure that when properly used, they present no risks to health or safety.
7. There is suitable provision for the safe access and egress, to and from all working areas.

The Board of Directors had direct concern for this policy and affords health and safety matters equal priority to other management functions within the company.

Company employees are reminded of the legal requirement to ensure that the company's Health and Safety and Safety Policy are observed. In particular, they are required:

1. To take reasonable care for their own health and safety at work and of those who may be affected by their actions, or by their neglect.
2. To co-operate with their employer to ensure that any duty, or requirement, for health and safety, imposed upon their employer by law, is performed, or complied with....

3. Not to intentionally, or recklessly, interfere with, or misuse, anything provided in the interests of health, or welfare.

This policy is to read in conjunction with the Organisation, Arrangements and applicable Safe Systems of work.

Signed.....Date.....

Managing Director

Kings Heath Demolition Ltd

HEALTH AND SAFETY RESPONSIBILITIES

MR. JOHN SMITH, MANAGING DIRECTOR

Mr John Smith's Health and Safety responsibilities are to ensure that:

- a) The company's policy for the prevention of injury, ill health and damage is initiated;
- b) All levels of management and employees understand the requirements placed upon them by this policy
- c) The policy is effectively administered, monitored and that necessary alterations are made to the policy to reflect changes in legislation or company development;
- d) All levels of employees receive adequate and appropriate training in their tasks;
- e) The relevant legislation is complied with in all the company's areas of operation
- f) Sound working practices are observed;
- g) Allowances are made in tendering, planning and production processes for the provision of adequate welfare facilities and the necessary equipment to avoid injury, ill health and damage;
- h) Health and safety activities are co-ordinated between all contractors working on the same site:
- i) All accidents and incidents are correctly reported and recorded and that action is taken to prevent a re-occurrence of the accident or incident;
- j) Disciplinary action is taken against all employees who do not comply with the requirements as detailed in the policy documents:
- k) Liaison with external safety and health organisations is instigated;
- l) Pertinent information is distributed throughout the company;
- m) Adequate funds are made available to meet the requirements of the policy;

- n) The appropriate insurance cover is provided and maintained:
- o) Provision is made at all meetings, including board meetings, for discussing health and safety;
- p) That any hazardous substances are stored and handled in accordance with established rules and procedures;
- q) He sets a good personal example by using the appropriate personal protective equipment;
- r) A statement on health and safety is included in the company's annual report.

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HEALTH AND SAFETY RESPONSIBILITIES

MR JOHN SMITH CONTRACTS DIRECTOR

Mr John Smith's Health and Safety responsibilities are to ensure that:

- a) He understands the Company's Health and Safety Policy and appreciates the allocated responsibilities:
- b) Tenders are adequate to cover sound methods of work and the provision of adequate welfare facilities
- c) The following are determined at the planning stage:
 - 1) The most appropriate order and method of work;
 - 2) The provision of adequate lighting
 - 3) Allocation of responsibilities with other contractors on site;
 - 4) The hazards which might occur due to overhead or underground services and other situations which may lead to improvisation on site;
 - 5) Facilities for sanitation and welfare:
 - 6) The provision of basic fire precautions
- d) Written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;
- e) The precautions and work methods are checked with site management prior to commencing work;
- f) Work is carried out as planned and the relevant legislation is complied with on site;
- g) He sets a personal example by using the appropriate protective equipment whilst on site;

- h) All employees are aware that all injuries and equipment damage will be taken into account when bonuses and promotions are being considered;
- i) All plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
- j) All plant is operated by trained and experienced personnel;
- k) All repairs to plant on site are carried out in the proper manner;
- l) The required protective equipment is issued and used correctly.

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HEALTH AND SAFETY RESPONSIBILITIES

SITE FOREMAN

The Site Foreman's Health and Safety responsibilities are to ensure that;

- a) Sites are so organised that work is carried out to the required standard with the minimum risk to personnel, equipment and materials;
- b) They understand the requirements of the applicable legislation and the Company's Health and Safety Policy;
- c) The legal requirements are observed on site and that all registers, record and reports are in order:
- d) All employees are given precise instructions of their responsibilities for the correct working methods
- e) Provisions are made for the delivery and stacking of materials to avoid unnecessary handling
- f) The electricity supply is installed and maintained so as not to present a risk to men and equipment
- g) The site is kept tidy
- h) Arrangements are implemented with other contractors to avoid any confusion about areas of responsibility;
- i) Machinery and plant, including hand tools, are maintained in good condition
- j) All hazardous materials are correctly marked, stored, handled and used;
- k) Suitable protective clothing is provided where appropriate and is correctly used;
- l) The first aid equipment, as laid down, is available on site and that employees know where it is kept;
- m) Employees are not required or permitted to take unnecessary risks;
- n) He co-operates with the Safety Advisors and acts on his recommendations
- o) He sets a personal example

- p) Disciplinary action is taken against any employee contravening the requirements of the legislation or the Company's Safety Policy
- q) Inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

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HEALTH AND SAFETY RESPONSIBILITIES

OPERATIVES

The operatives Health and Safety responsibilities are to ensure that they:

- a) Use the correct tools and equipment for the task;
- b) Use the protective equipment provided;
- c) Only use tools which are in good condition;
- d) Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards;
- e) Do not endanger themselves or other persons through their actions or failures to act;
- f) Avoid improvisation;
- g) Warn new employees of known hazards;
- h) Refrain from horseplay;
- i) Do not abuse the welfare facilities;
- j) Co-operate with the Company on all aspects of Health, Safety and Welfare;
- k) Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation;
- l) Comply with the requirements of the Company's Safety Policy;
- m) Inform management of any changes to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

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HEALTH AND SAFETY RESPONSIBILITIES

PLANT OPERATORS

The Plant Operators Health and safety responsibilities are to ensure that they:

- a) Carry out daily checks on their vehicles to ensure that they are safe and roadworthy;
- b) Comply with the traffic regulations (both on site and on the public highway) at all times;
- c) Report all defects in plant, equipment and materials, or any obvious safety or health hazards;
- d) Use the protective equipment provided;
- e) Do not endanger themselves or any other persons through their actions or failures to act;
- f) Avoid improvisation;
- g) Warn new employees of known hazards;
- h) Refrain from horseplay;
- i) Do not abuse the welfare facilities;
- j) Co-operate with the Company on all aspects of Health, Safety and Welfare.
- k) Do not drive any vehicle or machinery unless they have been fully trained and instructed in its operation;
- l) Comply with the requirements of the Company's Safety Policy;
- m) Inform management of any medical or legal impediment to their driving licence or any pending prosecutions;
- n) Properly attend to any documentation, including F9I which relates to their vehicle;
- o) Inform management of any changes to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

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HEALTH AND SAFETY RESPONSILIBITIES

DRIVERS

The Plant Operators Health and Safety responsibilities are to ensure that they:

- a) Carry out daily checks on their vehicles to ensure that they are safe and roadworthy;
- b) Comply with the traffic regulations (both on site and on the public highway) at all times;
- c) Report all defects in plant, equipment and materials, or any obvious safety or health hazards;
- d) Use the protective equipment provided;
- e) Do not endanger themselves or any other persons through their actions or failures to act;
- f) Avoid improvisation;
- g) Warn new employees of known hazards;
- h) Refrain from horseplay;
- i) Do not abuse the welfare facilities;
- j) Co-operate with the Company on all aspects of Health, Safety and Welfare;
- k) Do not drive any vehicle or machinery unless they have been fully trained and instructed in its operation;
- l) Comply with the requirements of the Company's Safety Policy;
- m) Inform management of any medical or legal impediment to their driving license or any pending prosecutions;
- n) Properly attend to any documentation, including the F9I which relates to their vehicle;
- o) Inform management of any changes to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

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HEALTH AND SAFETY RESPONSIBILITIES

Steve Harper Safety Consultants

Steve Harper Safety Consultants have been retained as the Company's Safety Advisors and shall:

- a) Carry out site inspections, as requested by the Company;
- b) Provide written reports and assessments for the Company subsequent to the inspections;
- c) Provide a telephone advisory service relating to all aspects of Health and Safety at work;
- d) Ensure that the Health and Safety Policy and documentation, as prepared by them, is reviewed and updated as required;
- e) By arrangement, provide an accident investigation service and liaise with the enforcing authority;
- f) If requested, attend meetings regarding Health and Safety, on behalf of the Company;
- g) As necessary provide Health and Safety Training to both management and staff.

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HEALTH AND SAFETY RESPONSIBILITIES

SUB-CONTRACTORS

Sub-Contractors are to comply with all the requirements of this Safety Policy and are to provide copies of their Safety Policies and any other documentation appertaining to Health and Safety that may be requested by the Company or their Safety Advisors.

Failure to do so will render the Sub-Contractor liable to suspension from the site and any financial penalties will be charged to that Sub-Contractor.

Labour only Sub-Contractors shall, for the purpose of Health and Safety only be considered as employees of the Company.

Kings Heath Demolition Ltd

ENVIRONMENTAL POLICY

Kings Heath Demolition Ltd prides itself in being one of the Midlands most innovative Demolition Contractors, with its reputation for producing excellent standards of work, combined with a high quality service. The Company recognises that, whilst the end product of its activities should enhance the quality of the environment the Demolition process, and the materials used, have a potential impact on the environment.

To deal with this potential, the Company has developed an Environmental Management System, of which this Environmental Policy is a part, with the aim of minimising the impact of its activities on the environment. In formulating the Policy, the Company has referred to the numerous guidance documents now available to support environmentally conscious businesses.

The Company will:

Communicate this Policy to all members and staff of the Company, and make it available to the public and other interested parties.

Ensure that the policy is transmitted to all Sub-Contractors we employ, and seek to ensure that they operate within the principles of this Policy.

Endeavour to comply with all current environmental legislative requirements, and with all our clients' environmental requirements.

After investigation of current consumption and waste generation, set objectives and quantitative targets to demonstrate continual improvements in environmental performance and prevention of pollution.

Monitor and review those targets on an annual basis.

Provide training for employees in order that they can meet the Company's environmental objectives.

Identify staff responsible for the day-to-day co-ordination of environmental management within the Company.

Implementation of this Environmental Policy will be the responsibility of the Managing Director. Detailed implementation will be the joint responsibility of the foreman and supervisors responsible for delivery of each individual project.

Through all of the Company's operations we will seek to:

Influence our client to improve the whole-life environmental performance of the projects in which we are involved.

Reduce waste disposal landfill.

Increase re-use and recycling.

Reduce to a practical minimum the chances of polluting the water environment, and seek to reduce emissions to air, from plant and vehicles used in our operations.

Reduce consumption of energy and water.

Protect and where possible enhance wildlife and biodiversity.

Develop and implement a formal Environmental Management System that complies with the international standard ISO 14001, as a means of controlling our environmental effects.

This policy will be revised as the Environmental Management System is developed and data becomes available to enable more-quantifiable objectives to be set. All enquiries about this Environmental Policy and its implementation should be addressed to Mr John Smith.

John Smith, Director, March 2016

Kings Heath Demolition Ltd

EQUAL OPPORTUNITIES POLICY STATEMENT

Our Company has produced the following statement of policy in respect of Equal Opportunities.

Employees WILL be treated with EQUAL OPPORTUNITIES

Our Company **WILL NOT TOLERATE HARASSMENT** on the grounds of gender, marital status or sexuality to include: Transgender, Gay or Bisexual.

Also the Company **WILL NOT TOLERATE PREJUDICE** with regards to Race, Colour, Ethnic or National Origin or Religion.