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HEALTH & SAFETY POLICY

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2.0 HEALTH AND SAFETY POLICY STATEMENT

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**2.1 Harte Demolition Ltd Health and Safety Statement
Harte Demolition Ltd.**

GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

Harte Demolition Ltd, are committed to ensuring the highest standard of Health and Safety amongst our employees and other persons under our control. The Company accepts and is committed to meeting its responsibilities under the Health and Safety at Work Order 1978, the Management of Health and Safety at Work Regulations (NI) 2000, CDM 2015 regulations and associated protective legislation both as an Employer and as a Company.

Harte Demolition Ltd. Accepts the responsibility for providing the appropriate effort for the prevention of accidents, and for ensuring the provision and maintenance of working conditions that are without risk and that our operations are executed at all times in such a way to ensure, so far as is reasonably practicable, the health, safety and welfare of all our employees and all persons likely to be affected by our operations including sub-contractors, labour only sub-contractors and members of the public.

The Company is committed to continuous improvements of its safety management systems and actively seeks to establish and maintain the highest possible standards of Health, Safety and Welfare procedures and to keep said procedures under constant review to ensure ongoing compliance with current legislation and best practice.

Ultimate responsibility for health and safety lies with the Director Responsible for Health & Safety who is responsible for the continuing implementation and enhancement of the health and safety policy and will ensure that all necessary resources are devoted to meeting these objectives. These resources will include the provision of technical and financial resources and information, training and instruction for the staff as the need arises.

The attainment of the Company's goals in relation to health, safety and welfare can only be achieved by the full co-operation of all Senior Management, Site Managers, Employees and Subcontractors, thus the Company looks to every employee and those under our control at all levels for a continuous awareness of health and safety requirements, alertness to existing and potential hazards and the need to minimise them and report them.

Harte Demolition Ltd have in their employ the services of an External Safety Advisor who will assist with the function in accordance with the regulations in force. Those employees with line management function have a duty to apply this policy throughout Harte Demolition Ltd operations.

All employees including sub-contractors and labour only sub-contractors are expected to co-operate with the Company in achieving these objectives and are reminded of their duty to take reasonable care of their own safety and that of others who could be affected by their acts or omissions.

The organisation and arrangements, which follow, are the means by which the company will meet it's objectives for Health and Safety. This document will be communicated and available to all employees and sub-contractors.

Connor Harte

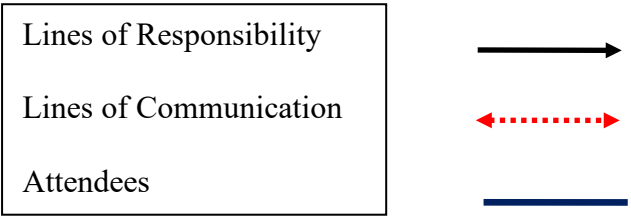
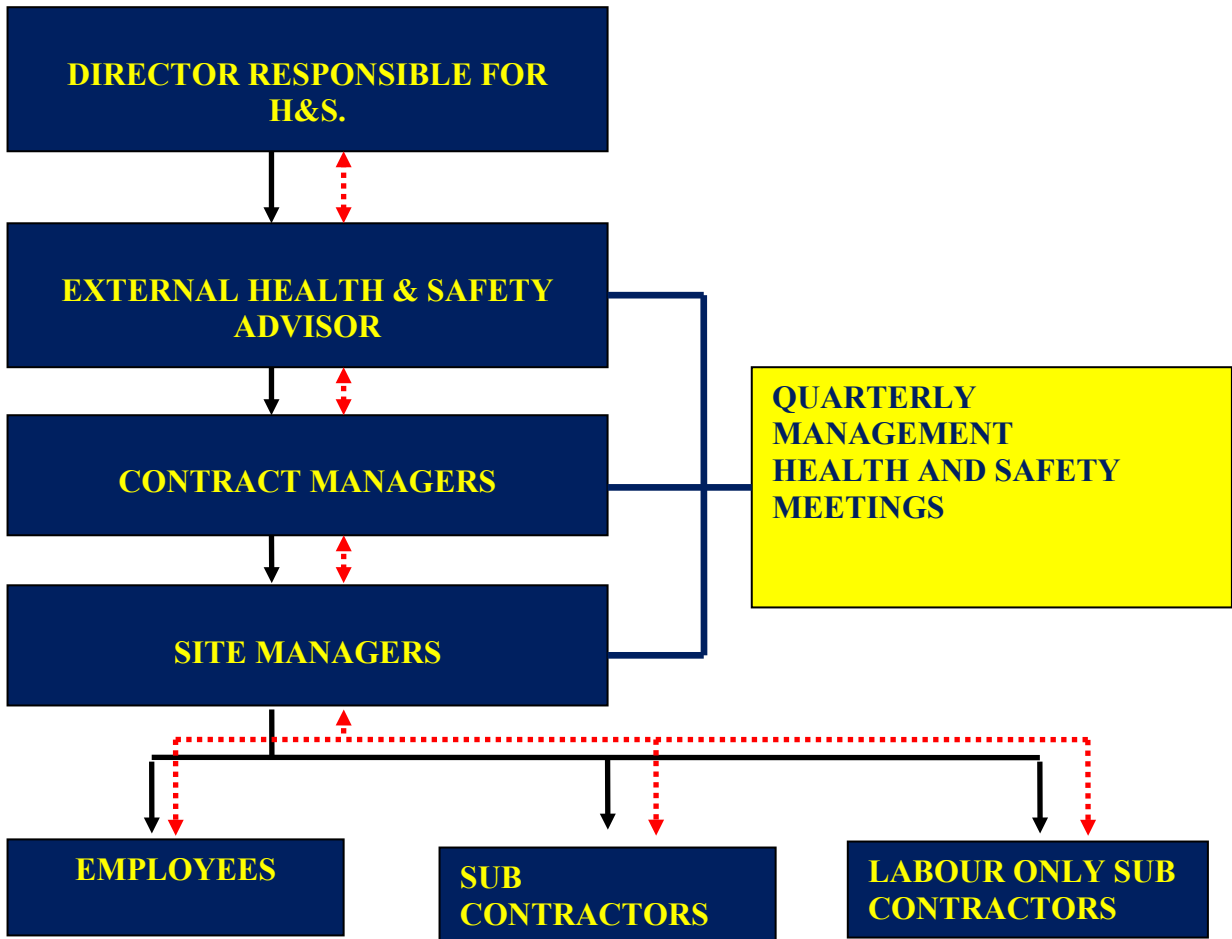
Signed:


01st January 2025

Director

Date

2.2 Health and Safety Structure



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3.0 RESPONSIBILITES

3.1 Director Responsible for H&S;

The Director Responsible for Health & Safety shall implement the requirements of all legislations and the Company Health & Safety Policy as directed under CDM 2015 regulations.

They will ensure the provision of adequate resources, so far as is reasonably practicable, to comply with legal responsibilities and arrangements stated in the Company Health and Safety Policy Statement.

The Director Responsible for Health & Safety will ensure the existence of an effectively operating safety structure and ensure the development of health and safety standards by positive commitment and support.

The Director Responsible for Health & Safety along with the External Health & Safety Consultant shall set the annual health and safety objectives.

The Director Responsible for Health & Safety is responsible for the operation of the Company Health and Safety Policy and for the administration of its requirements.

The Director Responsible for Health & Safety is Responsible for ensuring that the objectives contained in the Company Health and Safety Policy Statement are fully complied with at the Company premises and all work sites.

The Director Responsible for Health & Safety has overall responsibility for the safety of all employees and for the safety of those who may be affected by the Company's activities.

The Director Responsible for Health & Safety is ultimately accountable for adherence to health and safety legislation and the effective implementation of the Health and Safety Policy.


He shall make himself available to discuss health and safety issues with the appropriate personnel and to chair Quarterly Management meetings where they shall ensure the consolidation of requirements identified are developed into new programmes and objectives where necessary.

He shall liaise with the External Health & Safety Consultant, contract managers as required on the implementation of all health and safety management issues.

He shall understand the Company's Policy and ensure that effective procedures are in place to ensure that health, safety & welfare issues are adequately assigned, and accountability understood and accepted at all appropriate levels.

Be aware of the requirements of current and relevant forthcoming legislation and establish systems to monitor compliance.

He shall ensure the publishing and making available to all employees (at all levels), sub-contactors and suppliers' details of new health and safety procedures, legislation, rules and requirements.

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He shall ensure that adequate resources and funding is available to facilitate the necessary safety requirements.

He shall co-ordinate the activities of the Contracts department in respect of the common areas of risk management.

He shall receive copies of site inspections and audits and ensure the developments of health and safety through both individual and site objectives.

He shall ensure that both the statutory and company policy requirements of health and safety are complied with in respect of capital proposals and implementation programmes.

3.2 Health & Safety Consultant:

The Company Health & Safety Consultant is Responsible to the Director Responsible for Health & Safety for the operation of all Company Health & Safety Matters including:


- Compilation & Maintenance of the Company's General Policy & Procedures on Health & Safety.
- Monitor developments in Health & Safety law, technical developments relevant to risk control and developments in Health & Safety Management practice.
- Provide interpretations of current law and new legislation as required.
- Develop & Implement Safe working procedures and practices.
- Carryout Health & Safety Audits both on Site and in Head Office.
- Compilation of Construction Phase Health & Safety Plans, Risk Assessments, Method Statements, Project Health & Safety Files, Toolbox Talks & COSHH Assessments.
- Liaise with Enforcing Authorities and Insurance Companies.
- Undertake a thorough investigation of accidents.
- Implementation of a training schedule.
- RIDDOR reporting.
- Adhering to CDM 2015 regulations

3.3 Contract Manager:

Each Contract Manager is responsible for health and safety on contracts under their control. As such they shall ensure that submitted tenders have fully taken into account the necessity of safe methods of work and the provision of appropriate equipment and adequate facilities under CDM 2015 regulations.

They shall liaise with the Client or their agent to determine:

- The presence of hazards on site which may affect the health and safety of employees and others and the most effective risk control arrangements.
- The presence of any services either underground or overhead, which may affect the health and safety of employees and others.
- The exact requirements of the client with a view to change if it is deemed that they cannot be met using a safe method of work.
- The site arrangements reflect both the requirements of the construction regulations and the policy of the organization.

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- Represent the organization at negotiations and construction stage meetings in respect of ensuring that all statutory and company requirements are fully complied with always.

They shall obtain tender stage health and safety plans where applicable from Clients / Principal Designers for projects; review health and safety plans and prepare a construction stage health and safety plan for the work being undertaken.

Advise the Director Responsible for Health & Safety of any client/design-based health, safety or environmental deficiencies against either company or statutory requirements at any site at the earliest opportunity.

They shall liaise with Site Managers to establish written instructions detailing the most appropriate order and safe method of working and where necessary, provide written instructions to establish safe working methods to explain the sequence of operations, to outline potential hazards at each stage and indicate precautions to be adopted.

They shall ensure that appropriate risk assessment and if required method statements are prepared as far in advance of work as possible.

They shall ensure that modifications to the planned work, which impact on health, safety and welfare of employees and others, are discussed with Site Managers and necessary precautions taken to reduce the risk to an acceptable level.

They shall ensure sub-contractors' documentation is received in advance of commencement of their operations on site and review and documentation and the on-going performance on site.

They shall review safe working methods and precautions with site management before work starts.

They shall ensure that work, once started, is carried out as planned and that Health & Safety Regulations are observed on site.


They shall keep informed of the incidents or accidents, which have occurred, and the action taken to prevent a re-occurrence of the incident.

They shall ensure the development of the Health and Safety File for each Project under his control and forward the File to the Principal Designer as required.

3.4 Site Manager:

Responsible to the Contracts Manager for the safe operations of the area under their control including both employees and those who may be affected by the activities being undertaken,

The Site manager shall be familiar all legislation affecting Health & Safety at Work, and endeavour to ensure that the Company Policy is adhered to at all times, so far as they relate to matters under his control.

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They shall ensure that site specific risk assessments and method statements, as appropriate have been carried out for operations under their control.

Ensuring that all activities on his site and those carried out off-site by employees reporting to him are performed to the necessary standards required ensuring that all statutory and company objectives are met.

They shall instruct those under their control, precisely and clearly on their duties about the safety of themselves and all others and ensure that the persons under their control do not take the unnecessary risks.

They shall inform employees and those under their control of any hazards to health and safety encountered in the course of their work and the precautions taken, and of their duties to safeguard their health and well-being.

Monitor the activities of contractors to ensure they comply with Company health and safety requirements and procedures, and report deficiencies in working practices to contractor's senior representatives and to the Contracts Manager to ensure appropriate corrective action is taken.

They shall ensure that persons under their control appointed to operate plant and machinery have had sufficient training to operate them safely without risk.

They shall ensure that defective items of equipment are taken out of service, placed in a secure location to prevent unauthorised use until repaired or destroyed as appropriate.

They shall ensure that protective clothing and equipment is issued as and when required, and further be responsible for ensuring that the clothing or equipment is worn and used.

They shall monitor new employees and apprentices to ensure that they are adequately supervised at all times and comply with safety and health precautions.

They shall set a personal example to those who come under his control.

They shall receive and act upon safety reports.

They shall inspect the area under their control to check that the safety measures are being maintained and that safety instructions and safe practices are being followed in the safe method of work.


Ensure that all new equipment, materials and substances are fully evaluated prior to being put into operation on site.

Ensure that all accidents/incidents are reported in accordance with the company procedures.

Assist in the investigation of any accident/incidents being undertaken.

3.5 Employees and Self-employed individuals:

All employees' whilst at work has a duty to ensure their own safety and that of others who may be affected by their activities in accordance with both national legislation and company policy.

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All employees are required to fully co-operated with the company in respect of any proactive equipment provided or safe systems of work operating in respect of their duties.

All employees are required to report any defects in safety provisions or arrangements and to refrain from any violations in respect of their operations.

All employees are required to co-operate in the provision of training and information appropriated to their duties.

All employees are required to immediately report any accidents or incidents to their immediate supervisor.

All employees are requested to assist in the identification of hazards and safe working practices in their workplace through a positive commitment and communication.

All employees are required to be aware of the emergency arrangements for the site.

3.7 Sub-Contractors:

All contractors undertaking work for Harte Demolition Ltd have a duty to comply with all statutory and company requirements in respect of health, safety and welfare at all times.

Ensure that the company rules and preliminary undertakings are fulfilled prior to the commencement of work at the site.

Ensure that a daily record is kept of all persons working at the site and ensure that any visitors or suppliers are accompanied whilst on the site.

Ensure that effective communications are maintained with the duty holder and that all procedures are fully complied with.

Provide details of work to be undertaken and any hazardous substances or materials being brought to site,


Provide site-specific risk assessments and method statements as appropriate prior to commencement of operations on site.

Ensure that the site emergency procedures are understood and if required demonstrated prior to work being undertaken.

Advise the Site Manager immediately in the event of an accident/incident or ill health arising during the undertaking.

Co-operate fully with Harte Demolition Ltd in the event of an investigation being undertaken following an incident on site.

Forward to Harte Demolition Ltd copies of statutory reporting requirement resulting from an incident at site or copies of visits reports form enforcement agencies.

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At all times ensure that persons brought to site are competent, adequately supervised and conduct their activities in a responsible manner.

Comply with all permits to work and safe systems of work requirements detailed in either statutory duties or the Construction Phase Health and Safety Plan.

Advise the Site Manager immediately of any unforeseen hazards which arise during the undertaking and if necessary, cease all activities until the hazard has been removed or controlled.

Ensure that a representative attends all Site Safety meetings and that effective reporting occurs.

3.8 Visitors:

Visitors are the responsibility of the duty holder being visited or their nominated deputy whilst on the premises.

All visitors must sign into and off the site in the site visitor's book.

All visitors must be accompanied whilst on site, under no circumstances should they be allowed on to the site unescorted.

All visitors on an extended visit must be advised of the site emergency arrangements and the appropriate assembly points.

When visiting a hazardous area, the visitor must be advised of the hazards present and the safety arrangements fully complied with at all times.

Visitors are obliged to comply with the use of any Personal Protective Equipment provided in the interests of their safety.

No visitor may bring to site any hazardous equipment, substances or material without prior approval.


4.0 ARRANGEMENTS

4.1 Resources:

The Company recognizes that for the effective implementation of the safety procedures and policies laid down in the Company's Safety Statement adequate resources and funding must be made available.

- To ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out by the Company.
- To include health & safety considerations into all annual estimates for the running of the Company.
- Undertake that, insofar as is reasonably practicable, resources shall be made available for any upgrading, maintenance, replacement and repair of facilities & equipment.
- Undertake to provide resources for the ongoing monitoring of health & safety in the organisation and for the provision of information and training of all staff in health & safety.

4.2 Training:

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4.2.1 New Employees:

New employees are known to be more likely to have accidents than those who have had time to recognise the hazards. Formal health and safety training will form part of the induction training programme. Training will also take place when job conditions change and result in exposure to new and increased risk. It will be repeated periodically where appropriate and be adapted to any new circumstances. No health and safety training will take place outside working hours.

All employees received induction training at the Company Premises prior to deployment to their respective work area or department, which outlines the hazards involved in the nature of the work they will be involved in. Further key points also covered in induction training are:


- Review and discussion of the organisation's overall safety programme or policy, and the policy relating to the work activities of the newcomers.
- Safety philosophy; safety is as important as production or any other organisational activity, accidents have causes and can be prevented, prevention is the primary responsibility of all management, each employee has a personal responsibility for his or her own safety and that of others.
- Local, national and organisational health and safety rules and regulations will be enforced, and those violating them may be subject to some form of discipline.
- The health and safety role of Site Managers and other members of the management team include taking action on and giving advice about potential problems, and that they are to be consulted if there are any questions about the health and safety aspects of work.
- Where required, the wearing or use of personal proactive equipment is not a matter for individual choice or decision – its use is a condition of employment.
- In the event of any injury, no matter how trivial it may appear, workers must seek first aid or medical treatment and notify the Site Manager or Director Responsible for Health & Safety, as appropriate, immediately. For any work involving repetitive, awkward, heavy physical or timed movements, workers will be specifically instructed to report any adverse physical symptoms. (These will need to be recorded and investigated without delay).

4.2.2 Site Specific Induction Training:

Site-specific induction training is given to employees, self employed individuals and sub-contractors upon first entry to site, which defines the nature of the hazards present, the risk assessment(s) for the work activity (ies) and the control measures in place to combat them. Additionally, the induction will:

- Advise them of the site safety rules.
- Provide information on risk assessments relating to the project in general and their area of work in particular.
- Allow for the provision of information regarding the project in general.
- Provide information relating to the evacuation and other emergency procedures indicating the location where the procedures will be displayed.
- Allow for a check on the competence of sub contractors in relation to plant usage.
- Site Managers closely regulate new employees on site activities and inexperienced members of staff to ensure they actively comply with the control measures.

4.2.3 Job-Specific Training:

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This will include internal and external training as appropriate, providing employees with skills training, explanations of applicable safety regulations and organisation rules and procedures, a demonstration of any personal protective equipment which may be required and provided for the work (including demonstration of correct fit, method and circumstances of use and cleaning procedures), the completion of any documentation required, such as permit-to-work documents, Risk Assessments and COSHH Assessments etc.

4.2.4 General Management Training:

Training at all levels is necessary to ensure that responsibilities are known and the organisation's policy is carried out. It is not sufficient simply to tell Site Managers they are responsible and accountable for health and safety; they must be told the extent of the responsibilities and how they can discharge them. Key points that will be covered in the training of management personnel are:

- The organisation's safety programme and policy.
- Legal framework and duties of the organisation, its management and the workforce.
- Specific laws and rules applicable to the work area.
- Safety inspection techniques and requirements.
- Causation and consequences of accidents.
- Basic accident prevention techniques.
- Disciplinary procedures and their application.
- Control of hazards likely to be present in the work area, including machinery safety, fire, materials handling, hazards of special equipment related to the industry, use of personal protective equipment.
- Techniques for motivating employees to recognise and respond to organizational goals in health and safety.


Senior management will be given essentially the same information, as this give them a full appreciation of the tasks of sub-ordinates, makes them more aware of standards of success and failure, and equips them to make cost-beneficial decisions on health and safety.

4.2.5 Fire Training:

All employees will be informed of the correct action to be taken when a fire alarm sounds and this will be included in induction training. Knowledge of particular emergency plans and how to tackle fires with equipment available may be given in specific training. Training will include the following key points:

- Evacuation plan in case of fire, including the location of assembly point(s).
- How to use fire-fighting appliances provided.
- How to use other protective equipment and the need for exit routes to be unobstructed.
- How to raise the alarm.
- Housekeeping practices, which could permit fire to start and spread if not carried out, e.g. waste disposal, flammable liquid handling rules.
- Any special fire hazards peculiar to the site or premises.

Fire training will be accompanied with practices, including regular fire drills and evacuation procedures. No exception will be permitted during these.

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4.3 Communication, Consultation and Liaison:

4.3.1 Information to Employees:

The Director Responsible for Health & Safety / Contract Manager will ensure that all appropriate information on health, safety and welfare are communicated to all employees.

The Company Health and Safety Policy will be brought to the attention of all employees. Any revisions or amendments will be notified as they take place.

As part of the induction procedure the Company Health and Safety Policy will be explained in detail to new employees.

Employees will be informed of the introduction of new or revised health and safety legislation. Where such legislation requires changes in procedures or methods of work, appropriate training will be given to the employees concerned.

Employees will be clearly informed of any additional duties' places on them by new legislation.

Information will be communicated verbally or in writing as appropriate in the circumstances. The Director Responsible for Health & Safety will liaise with the Contracts Manager in all cases where health and safety information need to be communicated to employees in order to determine the most effective means to be employed.

4.3.2 Information for Contractors:

As aforementioned all of our sub contractors including self employed individuals are given a site safety induction upon first entry of site. All additional relevant health and safety information will be brought to the attention of sub contractor's senior representatives who will be responsible for ensuring that it is both passed on and understood by all their employees.

The Site Managers will monitor the activities of sub-contractors to ensure that all their employees are adequately briefed in relation to the relevant safety issues.


4.3.3 Consultation:

The Company actively encourages employee involvement in matters relating to health, safety & welfare.

If any operative or sub-contractor carrying out their work thinks it presents a hazard to health and safety, they will have the right to report this to the Site Manager so that immediate action is taken. If no action is taken and the hazardous activity continues, the operative should immediately report this to the Contracts Manager, for the project, who will take appropriate action as well as investigating why no action was taken previously.

Further Management has a responsibility to communicate with employees daily.

To enable the effective implementation of the Health and Safety Policy and Procedures, consultation must take place between the Employer and the Employees.

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All employees will be consulted on health and safety matters that may directly or indirectly affect them. The consultation process may be formal (via employee/management health and safety meetings) and/or informal (during the course of day-to-day duties). Employees will also be consulted if accident investigation findings or revised risk assessments indicate that work operations and activities may change. The Company operates an 'open door' policy whereby all employees are invited to approach management personnel with their ideas and suggestions.

All such meetings shall be minuted and the minutes made available to the employees together with details of any action already or proposed to be taken.

4.3.4 Liaison with Clients, Designers, Principal Designers and other interested parties:

The Company actively seeks and is committed to ensuring that full liaison occurs with Clients, Designers, Principal Designers and any other interested parties when undertaking our works. This is normally achieved through Contract meetings held prior to commencement of out works and through regular project meetings held throughout the term of the Contract.

4.3.4.1 Unforeseen Eventualities during Project Execution:

If, after work commences, design changes become necessary due to unforeseen circumstances arising, these changes shall be agreed with the Client, Designers and Principal Designer, as appropriate, prior to continuation of the particular construction operation affected.


Similarly, should unforeseen circumstances arise for which the Company, acting as the Principal Contractor are unable to discharge our obligations with regard to health and safety under the Law, we shall cease the particular construction operation affected immediately, advise the Principal Designer for the reason for doing so, at which point the provision of additional resources, to enable the works to proceed, shall be discussed. No attempt shall be made by the Company to progress the works in unforeseen circumstances, which constitute a risk to the health and safety of both construction personnel and the general public alike.

4.3.5 Liaison with Occupants:

As the Company on occasion undertakes work within occupied premises it is imperative that full liaison occurs with occupants of premises, to ensure that the works do not cause disruption obstruction or nuisance to the occupants or other who could potentially be affected.

During work within occupied premises the Company shall liaise with occupants and other interested parties to ensure:

- Effective co-ordination and scheduling of the works.
- Inter-employer co-operation.
- That safe access/egress to the premises and surrounding area, as appropriate is maintained at all times.
- The development, if applicable and maintenance of emergency fire systems.
- The development and implementation of an efficient traffic management system.
- Adequate security arrangements are devised and implemented.

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4.4 Co-operation:

The Director Responsible for Health & Safety will have overall responsibility for communication and passing on information between employees, sub-contractors and other relevant parties.

All communication relating to non-compliance with the contract programme, Method Statement or safety policy will be in writing with copies to all affected. The Site Manager will be responsible for securing co-operation between Contractors for health and safety purposes. The Contracts Manager shall arrange all necessary management meeting to communicate all health and safety objectives.

The Contracts Manager will be responsible for assessing work methods and communicating any changes in Method Statements to all concerned.

4.5 Risk Assessments:

The requirement for general risk assessments to be undertaken in the workplace is a fundamental principle in the approach of accident prevention.

A suitable and sufficient assessment of every work activity will be made to detect and define any hazard that employees might encounter during their work and any other person who might be affected by any operations connected to the work.

The requirement is therefore to identify the hazards to the employee and other and ensure that, dependant on the likelihood of the event occurring, suitable safeguards are introduced to reduce the level of risk to the lowest level possible. The nature of the safeguarding is clearly specified in the hierarchy of preventive measures to be considered and is strongly influenced by the potential of the hazard identified and the likelihood of its occurrence.

The Company will ensure that sufficient training and information is available as to the mechanism for risk assessment. Each work site will maintain copies of the assessments undertaken similarly risk assessments pre-training to our Company premises will maintain copies of the assessments undertaken.

Where it is required, advice may be sought form either the Company's External Safety Advisor or other specialists for more complex evaluations.


Where practical the risk assessment should be linked to work procedures, the hazards identified, and the safeguards derived attached to the work instructions as essential information. In the event of training and information being identified as the only appropriate level of safeguarding the training and information must be provided by a competent person and the under-taking formally recognized and documented.

Control measures identified will be put into place in order to remove or reduce the hazards.

Where a hazard is identified that requires it, health surveillance will be offered to employees which will be appropriate, taking into account the risks to their health and safety that have been identified.

Employees, in turn, have a duty under The Management of Health and Safety at Work Regulations to tell their employer of any work situation, which presents a risk to themselves or their workmates, or of any matter, which affects the health and safety of themselves or their workmates.

Employees will be provided with adequate information, instruction and training to be able to carry out any work task to the best of their ability and in complete safety.

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4.5.1 Company Premises:

Risk assessments have been completed and are regularly reviewed for the Company's premises and all Company operational activities. The findings of such assessments have been communicated to staff, and employees have been instructed in the control measures they must comply with.

4.5.2 Site Activities:

Risk assessments for each of our site-based activities have been completed. Site Managers review and verifies the risk assessments to ensure that all known risks associated with the work activities have been taken into account and that the control measures identified to eliminate the risk or reduce it to an acceptable level are appropriate.

The Contract Manager develops method statements for specific operation where a foreseeable high risk is identified within the risk assessment. The method statement specifies the safe systems of work to be employed to protect persons directly involved in the operation and site operatives and others not directly involved but who could be affected by the operation. Site Managers review method statements to ensure adequacy and verifies appropriateness with the Contracts Manager.

Arrangements in respect of workplace transport and access and egress to properties are assessed by the supervisor prior to commencement of the works.

4.5.3 Sub Contractors:

Where a sub contractor is engaged by the Company, prior to commencement of their operations on site, the Company must be in receipt of their site-specific risk assessment and method statements as appropriate, which upon receipt of same shall be reviewed by the Contracts Manager or Site Forman, as appropriate to ensure adequacy.

Where a sub contractors risk assessments or method statements are deemed insufficient, contract shall be made with the sub contractor and information given on areas which require attention. The Company shall not permit work to commence on site by any of our sub contractors until their respective risk assessment and method statements have been received by the Company and reviewed.


4.5.4 Safe Systems of Work

The production of safe system of work is required where hazards cannot be physically eliminated, and an element of risk remains. In this situation a formal procedure is adopted which undertakes a systematic review of the task in order to identify all the hazards, a risk assessment. This then identifies the safe method of undertaking the activity, which either eliminates the hazard or minimises the risk of occurrence to an acceptable level.

4.6 Personal Protective Equipment PPE:

Personal protective equipment (PPE) are items of clothing and equipment which are intended to be worn by a person at work and designed to provide protection against risks to their health and safety.

PPE is to be used as a last resort and steps shall first be taken to prevent or control the risk at source.

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4.6.1 Personal Protective Clothing:

Employees shall wear any protective clothing provided for their protection. Protective clothing includes for example: gloves, safety footwear, safety helmets, high visibility jackets, and clothing to protect against adverse weather conditions.

4.6.1.1 Head Protection:

The Company operates a policy where all sites are classed as “HARD HAT” sites unless deemed otherwise. The Site Managers must use their discretion as to whether safety helmets need not be worn. This can be overruled by the Company Management or Safety Adviser.

4.6.2 Personal Protective Equipment:

Employees shall wear any protective equipment provided for their protection. Protective equipment includes for example eye protection, hearing protection, respiratory protection and safety harnesses.

4.6.3 Assessment of PPE:

PPE must be suitable for the specific process for which it is provided. Prior to selection an assessment shall be made to ascertain if the proposed PPE is suitable. Suitable means that PPE is:

- Appropriate for the risks involved and the conditions.
- That the ergonomic and state of health of the person wearing it has been taken into account.
- That it fits the wearer and when more than one item of PPE is being worn that different items are compatible with each other.
- Complies with National and European (CEN) standards.

4.6.4 Issue of PPE:

When PPE is issued on a permanent basis to employees a record will be kept of the issue and of any instructions given to the wearer on care, maintenance, storage and correct use. PPE shall be visually inspected by the person issuing it prior to issue.


Employees shall be reminded of their duties in relation to PPE; namely:

- Wear PPE as directed
- Maintain it in good condition
- Report and loss or defect

The issue of PPE does not remove the requirement to consider other, more reliable, means of hazard control.

4.6.5 Accommodation:

Accommodation shall be provided for the storage of PPE when not in use.

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4.7 Control of Substances Hazardous to Health:

The requirements of the Health and Safety at Work Order and The Control of Substances Hazardous to Health Regulations (Northern Ireland) must be taken into account in all respects when considering the use of substances in the Company's premises or on any work site.

4.7.1 Assessments:

Work will not be carried out by ourselves, which is liable to expose any employees or others to any substances hazardous to health unless a suitable and sufficient assessment of the risks created by that work to the health of those employees and of the steps that need to be taken to meet requirements of these regulations.

The Company shall ensure receipt of the suppliers/manufacturers hazard data/information sheet prior to the introduction of any new substances – to ensure that existing practices are sufficient to adequately control the exposure to the substances or whether further control measures need to be implemented.

4.7.2 Health Surveillance:

Health surveillance is treated as being appropriate where the exposure of an employee to a substance hazardous to health is such that an identifiable disease or adverse health effect may be related to the exposure.

The Company shall ensure that where necessary appropriate health surveillance shall be carried out by a competent person however it should be remembered that health surveillance is not a substitute for adequate control measures, it provides an early indication of problems and may suggest that control measures are not working properly.

4.7.3 Information and Training:

It is most important that all employees have the risks properly and sensibly explained to them in order that they know why they must use the controls provided.

Where necessary appropriate training will be provided.


4.8 Noise and Vibration:

4.8.1 Noise:

The company will at all times reduce the risk of damage of hearing from exposure to noise to the lowest reasonably practical level. Assessments will be carried out as and when required by the regulations and where practicable, noise will be suppressed at source, e.g. by fitting silencers/suitable enclosures of machines or processes with personal ear protection provided to employees as and when required.

The company procurement arrangements will identify the potential noise levels prior to purchase or hire and advise the appropriate personnel if the new noise thresholds are to be exceeded.

Work equipment and items of plant will be maintained in accordance with the manufacturer's instructions, and static items will be positioned and secured to reduce noise levels as far as possible that may result from the vibration of such equipment.

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Where it is suspected that particular work activities/machines generate noise levels at or in excess of the lower exposure action values specified in the Control of Noise and Work Regulations, noise assessments will be conducted by suitably trained and qualified assessors, namely and external Health and Safety Advisor. Where assessments indicate that noise levels are at or in excess of the lower exposure action values, and it is not reasonably practicable to reduce the levels by physical means, then adequate hearing protection will be made available.

Appropriate hearing protection will be provided, and its use enforced when using noisy equipment such as jack hammers, disc saws and large items of fixed and mobile plant etc. Where exposure to noise levels above the upper exposure value is likely – hearing protection shall be provided and must be worn, and its use will be strictly enforced.

Hearing protection signs will be fixed to plant, machinery, tools, equipment and zones where exposures to noise levels above the upper exposure value are known to be exceeded.

Plant will be throttled back or switched off when not in use.

4.8.2 Vibration:

Hand-arm and whole-body vibration will be reduced to levels as far below recommended maximum exposure levels as possible.

The vibration test data of new equipment and plant will be reviewed to determine if it produces sufficiently low vibration levels, in line with recommended levels.

Where it is not possible to completely remove all vibration exposures, the work activity in question will be assessed by a competent person, to determine whether alternative work methods can be employed, or if equipment can be sufficiently ‘isolated’ to damp the vibrations passing to the operator. Or if the task can be rotate at shared interval.

We shall ensure that operators are not regularly exposed to Hand-Aim Vibration levels through the use of hand-held equipment unless they have put in place programmes of preventative measures and Health Surveillance.

4.9 Asbestos:


Harte Demolition Ltd shall ensure that on projects where there is an assessed risk of encountering Asbestos or Asbestos containing materials (ACM’s) i.e. Demolition contracts, we shall at the planning stage take reasonable measures to ascertain whether asbestos or ACM’s are likely to be encountered during work. Information on materials known to be within a building or property is normally provided to the Company by the Client i.e. Asbestos Survey Reports.

4.9.1 Removal of Asbestos Containing Materials not requiring a Licence:

The Company on occasions undertake work involving the removal of ACM’s which are not required to be undertaken by a Licensed Asbestos Removal Contractor and can be safely undertaken by ourselves.

Where work operations involving the removal of ACM’s is to be undertaken Harte Demolition Ltd, we shall ensure that said removal operations shall only be permitted to commence after:



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- ❑ Receipt of suitable information detailing the type of Asbestos and quantity, concentration, location, nature and extent of the known ACM's.
- ❑ The individual removal operation has been assessed and specific method statement developed which shall then be passed unto the Project Principal Designer for approval. The method statement devised shall detail how we intend to remove, protect, safely store and dispose of ACM's in accordance with the Control of Asbestos at Work Regulations (NI) and in accordance with the HSE Publication L27 'Work with Asbestos which does not normally require a Licence' Fourth Edition.

4.9.2 Removal of asbestos Containing Materials requiring a Licence:

Where removal of work on ACM's which are required to be carried out by a Licensed Asbestos Removal Company are identified to be carried out within the scope of a project under our control Harte Demolition Ltd shall ensure that said operations shall only be carried out by a Registered Asbestos Removal Company who possess a valid licence under the Asbestos (Licensing) Regulations with all removal operations to be carried out in full accordance with The Control of Asbestos at Work Regulations (NI) and supporting ACoP's.

Harte Demolition Ltd shall not permit the contractor to commence his operations until we are in receipt of the Registered Asbestos Removal Company's site specific risk assessments, method statements, confirmation of valid medical examinations, respiratory protection face fit tests and confirmation of arrangements for receipt of clearance certificates and asbestos waste consignments notes, which shall be reviewed by the Person Responsible for Health & Safety or the pertinent Contracts Manager, as appropriate to ensure adequacy and then subsequently issued to the Principal Designer for approval.

4.9.2 Discovery of materials of unknown content:


All Company employees have been made aware that if during the course of their work operations any person uncovers a material of unknown contents, he/she shall immediately stop work in that area and report his/her suspicions to the Supervisor, who shall contact their Contract Manager to initiate further investigation. Work shall only recommence in the area one the substance has been identified and it has been established that it is safe for work to continue.

4.10 Dust:

All work operations known to generate dust shall be undertaken in well-ventilated areas, and where possible outside. All reasonable measures shall be taken to minimise the generation of dust with the use of dust bags attached to applicable portable equipment i.e. planers and wood saws with dust sheets and portable dust partitioning provided and if deemed necessary temporary exhaust ventilation shall be utilised. Further dust shall be suppressed where possible through a wetting process. Dust masks will be provided as necessary and must be worn.

4.11 Manual Handling:

To reduce the likelihood of injuries associated with manual handling operations, all significant manual handling activities are subject of an assessment of the risk of injury and an assessment of employee's physical ability if the handling activity cannot be eliminated.

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In the event of an employee suffering an injury whilst handling any load he/she is to be referred immediately to a medical practitioner.

Employees shall be provided with all necessary information so as to allow them to handle loads safely with a minimal risk of injury.

Where practicable the Company shall provide mechanical lifting aids so as to eliminate the need for employees to handle loads manually.

Employees are to make full and proper use of any mechanical aid or system of work intended to reduce the risk of injury to them.

4.12 Work at Heights:

The Company shall where possible avoid the need for work to be undertaken at a height however notwithstanding the former where our employees or if applicable contractors under our control are to undertake work at any height where there is a risk of physical injury, then the company shall take all reasonable measures to ensure that said work operations are suitably controlled and carried out from a safe place of work with safe access and egress provided and maintained taking full account of the hierarchy of control as detailed within the Work at Heights Regulations (NI).

All work to be undertaken from a height shall be planned and the most appropriate means of access and safe working platform selected given the nature and duration of the task and environmental conditions i.e. prevailing weather conditions, space constraints, overhead obstructions etc. All access equipment shall be visually inspected prior to use with defective items taken out of service until repaired or destroyed as appropriate.

4.12.1 Scaffolding:

Where scaffolding is required to be used, it shall only be erected, modified and dismantled by competent persons and in accordance with manufacturer's guidelines and BS 5973: Approved Code of Practice for Access and Working Scaffolds in Steel, as appropriate. The Company shall further ensure that a scaffolding/work platform inspection register is established and maintained on each site and that scaffolding is inspected by a competent person prior to use, after significant modification, if exposed to adverse weather conditions or any event likely to undermine its structural integrity and within every seven days thereafter with details of the findings entered into the inspection register, which shall be retained within the respective site office for the duration of the project.


4.12.2 Light Weight Mobile Scaffold Towers:

Where light weight mobile scaffold towers are to be used, they shall only be erected, modified and dismantled by competent persons and in accordance with manufacturer's recommendations.

Scaffold towers shall be inspected by a competent person prior to use, after significant modification, if exposed to adverse weather conditions or an event likely to undermine its structural integrity.

4.12.3 Ladders and Step Ladders:



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Due to the scope of the Company works, it is foreseeable that there will be occasions where the use of ladders and step ladders will be deemed the most practicable means of carrying out specific operations. Where ladders or step ladders are required to be used, they shall only be employed for short duration work and where the use of both hands is not required however notwithstanding the former considerations shall be given to the use of low-level light weight aluminium scaffold towers, where access and available space facilitates their use. Where ladders are to be used necessary precautions shall be taken to ensure that all ladders:

- Are fit for the purpose, in good conditions and have been inspected prior to usage.
- Are secured at the top where possible and are properly footed and all times.
- Rise at least 1.05m above their landing place are properly positioned for access ensuring that necessary precautions are taken to prevent unauthorised access being gained by persons not directly involved in the work.

Where step ladders are to be used necessary precaution shall be taken to ensure that:

- Operative never stand on the top three steps of a stepladder unless the ladder has been designed to permit access to high level steps.
- Step ladders are opened fully and never be used unopened and propped against an adjacent structure.
- A firm handhold is available when using a stepladder.
- Retaining ropes/braces are intact and show no visible signs of damage.
- Where tools are to be used or the potential exists for materials to fall from a height the area below is barriered off to prevent persons form entering the danger area.

The Site Manager shall ensure that all step ladders are fit for the purpose, in good condition and have been inspected prior to usage and that they are inspected thoroughly every week.

4.12.4 Falling Objects:

Where a risk of falling objects is identified all necessary measures shall be taken to prevent falling objects during work to be undertaken at a height. Where redundant materials have to be transported from a height this shall only be done so in a safe and controlled manner.

Measures also to be taken include the establishment and maintenance of exclusion zones to protect other workers, tenants, children, members of the public etc from the risk of falling objects.


Exclusion zones shall be established through the use of barriers, fencing and signage to prevent unauthorised entry into the danger areas, as aforementioned.

4.13 Display Screen Equipment:

The Company recognizes that they have duties as an employer in relation to the Health and Safety (Display Screen Equipment) Regulations.

To ensure that DSE users are not subject to potential ill health effects, which could arise out of DSE use the Company, shall:



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- Identify those persons at risk, namely users that are persons who use DSE habitually or for continuous periods of one hour or more.
- Assess workstations to ensure that they comply with the 'Schedule' laid down in the regulations.
- Reduce the risks which are discovered.
- Plan work routines to allow for activity changes i.e. short breaks or activity changes every 45 minutes to prevent the user becoming fatigued.
- Provide information and training in regard to aspects of user's safety, including recognition of risks and their causes, adjustment of seating and equipment positions, cleaning and maintenance and the use of breaks and activity changes to reduce the risks, and
- Provide eyesight tests upon request and corrective lens, where these are deemed necessary for display screen work.

4.14 Plant, Vehicles, Equipment and Tools:

The Company recognises that hazardous situations involving plant, vehicles, equipment and tools must be controlled in order to avoid injury and damage.

4.14.1 Maintenance, inspection and examination:

The Company shall ensure that a programme exists to cover the systematic maintenance and proper functioning of all equipment. The Company shall also ensure that all necessary tests, examinations and inspections shall be carried out.

Records of weekly inspections of lifting appliances are recorded in a specific register complying with the Lifting Operations and Lifting Equipment Regulations. All inspections must only be carried out by competent persons authorized to do so.

Records of weekly inspections of scaffolding, excavations, cofferdams and caissons are recorded in a specific register complying with the Construction (Health, Safety and Welfare) Regulations. All inspections must only be carried out by competent persons authorized to do so.


Records of reports on thorough examination and inspection of lifting appliances and accessories are recorded in a specific register complying with the Lifting Operations and Lifting Equipment Regulations. All mobile plant operators and Company vehicle drivers are required to monitor and inspect the condition of such plant on a daily basis, in particular attention should be paid to:

- Tyre pressure
- All fluid levels
- Operation of clutch, foot and hand breaks, horn, windscreen wipers, indicators and hazard warning lights.

Operators and drivers must report any defects noted to their supervisor immediately. Each item of plant and vehicle will be issued with a weekly inspection register that must be fully completed by the operator.

4.14.2 New Work Equipment:

In all cases where the introduction of new plant, machinery, and processes is contemplated, the health and safety implications must be considered, and necessary action decided before their introduction. All new equipment must comply with the Supply of Machinery (Safety) Regulations and the Essential Health and Safety Requirements (EHSR's) detailed under "CE" marking.

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Such proposed changes must be notified at the earliest possible stage to the Contracts Manager who will liaise with the Site Manager in assessing the necessary actions to be taken in order to secure the health and safety of our employees and others who may be affected.

Where appropriate the Company Health & Safety Policy and procedures will be revised and amended to take account of any changes in methods or equipment. In the case of the introduction of new plant and machinery an acceptance inspection will be carried out before the plant is put into use. The plant and equipment, when properly used and maintained, must not pose a hazard to those employees who use it. In particular all dangerous parts of the machine must be safeguarded in accordance with BS5304 or the equivalent EN standard.

Danger points should be securely enclosed. Where electrical limit switches are used to interlock guards, they must be fitted in the 'failsafe' mode.

As assessment of noise levels produced by new plant or machinery, in full normal working will be carried out. If the resultant noise level is at or above the lower exposure action value as specified by the Control of Noise at Work Regulations (NI), a programme of action will be implemented to protect so far as reasonably practicable, employees and others exposed to the noise. All employees will be given adequate training to ensure that new and modified plant can be operated safely.

4.14.3 Hired Equipment or Equipment owned by a Sub-Contractor:

Sub-Contractors and hire companies will be required to ensure that all plant vehicles, equipment and tools, either owned or hired by them for use on out sites/premises, are supplied in a safe and good mechanical condition and accompanied by a thorough examination and inspection certificate, if applicable or other appropriate record which indicates when the item of equipment was last tested, inspected, maintained etc.

Any defective item of plant or equipment or any item found not to be satisfactorily inspected and maintained shall be taken out of use until appropriate action has been taken by the supplier or sub contractor to rectify the defect.

4.14.4 Mobile Plant and Vehicular Operation:

Authorized company drivers must carry out daily visual checks of their vehicles prior to use.

Employees must not drive any vehicle for which they do not hold a license and for which they have not been authorized to drive.

Employees must not carry unauthorized loads or passengers in company vehicles or use Company vehicles for unauthorized purposes.


Vehicles must not be loaded beyond their stated carrying capacity and the load must be evenly distributed over the load carrying area and properly secured prior to the vehicle being driven.

Employees must not drive or operate vehicles or plant whilst suffering from any medical condition or illness or whilst taking any prescribed medication that may adversely affect their driving or operating ability or be under the influence of alcohol or other substances.

Any accident involving a Company vehicle must be reported immediately to the Company Office and full particulars of other drivers and vehicles involved must be obtained at the time of the accident.

Vehicles must only be parked in accordance with any restrictions on public highways and on Client premises.

The reversing of vehicles can be hazardous particularly where young children may be playing near to, or on the road.

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Drivers should avoid having to reverse vehicles where possible. Should reversing of a vehicle be necessary, the second team member must observe the vehicle from the rear ensuring to maintain a safe distance from the vehicle and guide the driver through the manoeuvre.

Voice contact should be maintained at all times along with pre-arranged hand signals. If the driver loses contact with, or sight of, the observer, the vehicle should be stopped immediately until contact is regained.

All site vehicles must be fitted with Flashing Beacons.
Vehicles must not be reversed for excessive distances.

4.14.5 Mobile Phones:

The Company issue mobile telephones to selected employees, as they are an effective means of communication and ensure that the Company can be kept informed of operative's movements and alert the Company to potential problems or delays.

In line with legislation, this prohibits the use of hand-held mobile phones whilst driving. Drivers must not use mobile telephones unless using a fitted hands-free kit or Bluetooth earpiece.

Mobile Phones shall only be used on site's during Tea breaks and Lunch breaks other than in the case of an emergency.

4.14.6 Utility Providers and Statutory undertakers Equipment:

The Company shall ensure that its operatives do not impede access to or compromise the safe operation of Utility Providers or Undertakers' plant and equipment. Should damage be caused to plant or equipment the supervisor shall ensure that it is reported to the relevant authority and that the repairs are affected, further that the incident is recorded and logged.

4.15 Electricity and Electrical Equipment:


4.15.1 Company Premises:

Periodic inspection of Company premises' Electrical Equipment is carried out by suitably qualified electricians. Should any item of equipment become faulty, or is obviously damaged, it shall be taken out of service immediately, until it can be adequately examined and repaired.

Under no circumstances will members of staff be permitted to make 'repairs' to electrical equipment unless they are a suitably qualified and experienced electrician who has been given authority to do so.

In the course of their duties, all members of staff must cooperate in the day-to-day visual inspection of electrical equipment, and report any defects noted. Where maintenance work is to be carried out on electrical systems, all staff will operate to a safe method of working, with isolation arrangements to be implemented and 'locked off' to prevent accidental re-energisation of the system.

The company will appoint a competent person to undertake the responsibilities of the Electrical duty holder in respect of the electrical undertakings of the company and in compliance with the Electricity at Work regulations.

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4.15.2 Portable electrical equipment:

The electricity supply for portable electrical equipment used by the Company will be of as low a voltage as far as is reasonably practicable, e.g. 110-volt power tools, given the environment, and in all cases will comply with the Electricity/IEE Wiring Regulation and IPP rating appropriate for the working environment.

Equipment provided for use in poor environmental conditions will be suitable in all instances for the environment and the task it is required to do.

All items of portable electrical equipment used on Company premises is required to be maintained to very high standards, due to the environmental conditions which it will be subjected to, the uses it will be put to and the frequency with it will be used.

Staff members are informed of the need to look after items of electrical equipment they use and are required to report any defects noted immediately to their supervisor, who will arrange for the repair and/or replacement of the equipment.

In the event that a piece of equipment is repaired to the repairer must ensure that the equipment is compliant with the legislation,

A register of all portable electrical equipment shall be compiled and maintained within the Company's Head Office.

The register will show the type, serial number, date of inspections, tests etc and the results of said tests.

All testing other than simply visual inspections shall only be carried out by competent persons who are authorized to do so.

No attempt is to be made by any employee to repair any defective electrical equipment unless competent and authorized to do so.

Equipment will be visually inspected before use.

Leads and extension cables are to be routed so as to maximize the likelihood of damage and trip hazards.


Any portable electrical, which is known or suspected to be defective, shall be withdrawn from services and placed in quarantine until proper repairs can be carried out or destroyed if dement necessary.

4.15.3 Underground Services:

Where work is required to be carried out which may involve operations being carried out in close proximity of underground services, specific risk assessments will be detailed before work commences.

The depth and location of services will be ascertained following consultation with the Client and/or Director Responsible for Health & Safety s of the respective utilities and the following steps will be implemented.

- Reference will be made to property drawings
- Cable locating devices will be used

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- Trial holes will be dug by hand

All operatives will be instructed to work under the premise that all electrical cables located within the confines of the property boundary will be considered live unless the power supply has been isolated, and the cable tested to confirm that the cable is dead and cannot be made live. Work will then proceed in the vicinity of underground services in line with Company risk assessment findings and the Company policy and procedures for such circumstances.

Were necessary site-specific method statements for such work shall be documented in conjunction with the Company procedures and HSG47.

4.15.4 Overhead Power Lines:

Where work is required to be carried out in close proximity of or below overhead power lines, for example minor roof repairs, the respective utility Company and/or Client will be consulted to determine the nature and safe clearance distances to be maintained and if the power lines can be relocated, buried or otherwise re-directed.

Where it is not possible to move overhead power lines (e.g. due to the temporary nature of the works) then a safe system of work will be implemented whereby, temporary isolation of the lines shall be sought with sufficient warnings, barriers and signs posted to prevent the contact of plant, vehicles and long items with the power lines.

4.15.5 Work on electrical equipment:

All work to be carried out on electrical equipment or systems shall only be carried out by competent, trained and authorized electricians.

Were practicable work on live equipment shall be avoided with isolation arrangement established and maintained to prevent inadvertent re-energisation of the system. A Permit to Work System shall be utilized as and when required dependent upon the nature of the work to be undertaken.

Where work on live electrical equipment and systems is necessary i.e. commissioning and testing on safe system of work shall be established and maintained throughout the works.

4.16 Accident/Incident Reporting Procedures:


The Company have developed a specific procedure detailing the arrangements for the reporting, investigation and follow up of accidents which occur to Company employees and persons under the control of the Company and members of the public injured as a result of out work activities.

This procedure is issued to all personnel who have responsibility for communication of accident reporting requirements or the investigation of accidents. The full list of major injuries, dangerous occurrences and reportable diseases are detailed within the aforementioned procedure or alternatively ring the enforcement authority for advice.

4.16.1 In the event of an accident:



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- a. Render first aid and call an ambulance or transport to the local A&E Department if appropriate. First aid equipment is provided at the Company premises, work sites and in all Company vehicles.
- b. Stop the process that caused the accident but ensure that any evidence is preserved for subsequent investigation.
- c. Work must only be allowed to re-start if the fault or deficiency causing an accident can first to be rectified.

4.16.2 Reporting an accident:

All accidents, near miss incidents and dangerous occurrences which occur within the Company's premises must be documented in the office accident book held at the Company premises and reported immediately to the Director Responsible for Health & Safety.

All accidents, near miss incidents and dangerous occurrences, which occur on one of the Company's sites, must be documented in the accident book held in the Site Manager's Offices and reported immediately to the Site Manager.

In line with the Data Protection Act all entries into the Company accident books must have the accident reference number documented on the retention section located to the top of each individual accident book entry form with this entry form detached and forwarded to the Director Responsible for Health & Safety who will ensure that a system of secure storage and retrieval is implemented and maintained.

The Company's internal accident report form should also be completed promptly and accurately by the Site manager or Director Responsible for Health & Safety, as appropriate, for accidents resulting in an absence from normal work of more than 3 days, serious injury, a fatality, a dangerous occurrence or an accident involving a member of the public and forwarded without delay to the Director Responsible for Health & Safety.


Notification of accidents resulting in more than 3 days absence from normal work, a serious injury, fatality or a dangerous occurrence must be given to the Director Responsible for Health & Safety to ensure that he fills in and forwards an NI2508 Form to the appropriate authority within 10 days of the incident thus ensuring compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

In the event of a fatal or major injury, or dangerous occurrence as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, the Site Manager or Director Responsible for Health & Safety, as appropriate must immediately telephone the Local Office of the Health and Safety Executive in addition to making contact with the Director Responsible for Health & Safety and the Person responsible for Health & Safety.

Accidents/incidents to contractors are the responsibility of their employer unless self-employed in which case the company must report the event; in either case a copy of the report is required. An accident to a visitor to the site or a member of the public is the responsibility of the company to report and investigate.

4.16.2 Reporting a disease:



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Certain work-related diseases must be reported to the Health and Safety Executive as soon as they have been diagnosed. Therefore, any illness, which may be work related, must be reported to the Director Responsible for Health & Safety immediately. Who will upon receipt of a written diagnosis from a qualified medical practitioner will ensure that he fills in and forwards an NI2508A Form to the Health and Safety Executive?

The full list of reportable injuries, dangerous occurrences and diseases can be found in the detailed guide to the regulations or ring the enforcement authority for advice.

4.16.3 Accident Investigation and Follow-up:

The Site Manager or Director Responsible for Health & Safety, as appropriate, is required to carry out a preliminary investigation at the time of the accident and, where appropriate, take immediate action.

The Director Responsible for Health & Safety will investigate accidents resulting in an absence from normal work of more than three days or of a serious nature or potentially serious nature, with the assistance of our independent safety consultant if deemed necessary.

Accident investigations will be carried out as soon as is physically possible. The aim of the accident investigation is to determine the immediate and underlying reasons for the accident occurring, with the aim of implementing remedial actions to prevent a recurrence.

Where appropriate the Director Responsible for Health & Safety will liaise with relevant personnel in deciding action to prevent a recurrence of an accident or dangerous occurrence.

Such action may include:

- Introduction of new or modified plant and equipment.
- Establishment of a revised safe system of work.
- Introduction of new methods of work.
- Additional training or re-training as appropriate.
- Provision of new or improved personal protective equipment.

Upon identification of the measures necessary to prevent a recurrence, these will be implemented as soon as is possible and will be followed up at subsequent site inspections and safety meetings, to ascertain effectiveness.

Accidents and ill health data shall be correlated and analysed to allow for the identification of accident/ill health trends and generation of objectives and targets in relation to accident/ill health prevention.


4.17 Welfare Facilities:

4.17.1 Accommodation, sanitary conveniences and washing facilities:

4.17.1.1 Company Premises:

Accommodation is available within the Company premises for personnel and clothing. Drying facilities for themselves and wet clothing are available.

Accommodation for the storage of protective clothing used at work and a means for drying this clothing are available.

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Accommodation for personnel taking meals, affording protection against weather and includes sufficient numbers of tables, seats or benches for taking meals and facilities for boiling water.

The accommodation has facilities for heating food.

A supply of drinking water, conspicuously marked as such, is available.

Suitable washing facilities are available within the Company premises and comprise of:

- a. Sinks all having smooth and impervious internal surfaces;
- b. Suitable soap, towels or dryers;
- c. Hot and cold water.

All washing facilities described are readily accessible and will be kept clean and tidy.

Sanitary conveniences are available within the Company premises.

The Company shall ensure that sufficient ventilation and light are available and that the facilities are maintained in a clean condition at all times.

4.17.1.2 On Site:

4.17.1.2.1 Working as a Contractor to the Principal Contractor:

Where the Company is working as a sub-contractor the Construction Manager will liaise with the Principal Contractor regarding the provision of Welfare facilities.

4.17.1.2.2 Working as the Principal Contractor:

Where the Company is fulfilling the role of the Principal Contractor each work site, dependent upon its size, the number of persons anticipated to be carrying out work activities and the complexity of the work to be undertaken shall be provided with adequate welfare facilities.

These facilities shall be maintained in a clean manner, be warm, ventilated and appropriately lit and include;

Adequate toilet facilities including hot and cold or warm water for washing, preferably running, hand cleaner/soap and towels or and alternative method of drying hands.

Drinking water, clearly marked with cups or suitable drinking vessels provided.


Adequate rest facilities including chairs, tables, a kettle or urn for boiling water and a means of preparing food i.e. a gas or electric heating ring or microwave.

Adequate facilities for storing and changing clothes as appropriate i.e. clothing not worn on site, protective clothing needed for work, to dry wet clothing.

4.18 First Aid:

It is the Company's objective that at least one qualified first aider is available within our Company premises and on each site under the control of the Company in addition to the provision of appointed persons to provide emergency first aid in the absence of a qualified first aider where practicable. To this end the Company shall ensure that as part of our health and safety training review, we check that we are maintaining adequate numbers of qualified first aiders and appointed persons.

Adequate first aid facilities are provided and maintained within our premises, at all work sites and within all Company vehicles.

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The location of first aid facilities and identification of first aiders shall be made known to employees, site operatives and visitors etc.

4.19 Fire Precautions and Emergency Procedures:

The Company has developed a specific procedure detailing the arrangements for the development of Fire and Emergency Procedures. This procedure is issued to all personnel who have responsibility for development and review of fire and emergency procedures. Now withstanding the former general arrangements in relation to fire precautions and emergency procedures are detailed overleaf.

4.19.1 Work Site Fire Precautions:

All sites are required to establish and if necessary, rehearse effective fire prevention and control arrangements prior to site work commencing. Details of both the Emergency and Fire arrangements are to be obtained from the Client or Principal Contractor where the company are including external parties if they are affected.

No site is to be established without the Fire Precautions and Emergency Response arrangements being fully assessed and documented by the company.

4.19.2.1 Hot Work:

Before starting hot work, the area will be cleared of all loose combustible material and, if work is to take place on one side of a wall or partition, the opposite side will be examined to ensure no combustible materials will be ignited by conducted heat.

Suitable extinguishers of appropriate type will be in hand with a careful watch being made for fire breaking out whilst work is in progress.

Combustible materials, which cannot be removed, will be covered with sand or other non-combustible material.

When welding, cutting or grinding, the work area will be suitably screened using non-combustible materials. Gas cylinders will be secured in a vertical position and fitted with a regulator and flashback arrestor. Any suspect or damaged cylinders are to be segregated for removal from site.


Tar boilers and similar equipment will only be used under the supervision of an experienced operative and will be sited where spilled material can be easily controlled.

Gas cylinders will be a least 3 metres from the burner and at least one appropriate extinguisher will be at hand. The area of any hot work will be examined thoroughly one hour after the work has finished, further no hot works are permitted to be undertaken within 2 hours of the end of the working day.

4.19.2.2 Waste Materials:

Good housekeeping is essential in all work areas. Waste material, if allowed to accumulate, provides an excellent starting point for fire. Therefore, all waste, packing materials, wood shaving and oily rags will be regularly removed. Special attention will be paid to corners and other out-of-the-way places.

Separate metal bins, with close-fitting metal lids, will be provided for oily rags and other combustible waste.

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All collected waste materials awaiting disposal will be kept in an area away from buildings, stores or equipment.

4.19.2.3 Plant:

All internal combustion engines of powered equipment will be positioned in the open air or in a well-ventilated non-combustible enclosure. They will be separated from working areas and other buildings and sited so that exhaust gases are kept clear of combustible materials.

Fuel tanks will not be filled whilst engines are running.
Compressors will be housed singly away from other plant and in separate enclosures.
Plant and equipment will be protected against accidental impact.
Air intakes will be situated so that the air is cool, uncontaminated and free from flammable gases or vapours. Where appropriate, sand trays will be provided to absorb drips of fuel or lubricant.

4.19.3 Emergency Plans:

4.19.3.1 Working as a Contractor to the Principal Contractor:

Where the Principal Contractor on Construction sites has established emergency procedures in the event of fire, explosion, or major accident the Contracts Manager must obtain full details of the procedures before works commence. In particular the type of alarm signal used, and the procedure for raising the alarm must be clearly understood.


Full co-operation will be given in the participation of fire drills and practice evacuations. At all site's consideration must be given by plant operatives, to maintaining clear means of access for emergency services vehicles.

4.19.3.2 Working as the Principal Contractor:

On sites where the Company is fulfilling the role of Principal Contractor a site emergency plan shall be devised and implemented with said emergency plan kept under review as the project progresses and where our risk assessment indicates the introduction of additional fire risks i.e. introduction of new processes or machinery.

Each site to be worked on will be assessed on an individual basis to determine the nature and complexity of fire risks with the emergency plan developed proportional to the assessed risks, however notwithstanding the aforementioned as a minimum each site will have an established means of warning, which may involve a verbal warning system being employed as long as it is clearly audible above background noises in all areas. If however, a verbal warning is assessed as being insufficient then an alternative method of warning will be employed e.g. Klaxon.

Clear access along emergency routes and to emergency exits will be maintained at all times, with signage and appropriate fire fighting equipment provided and maintained in line with requirements identified within the fire risk assessment.

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Writer Emergency Procedures will be displayed in prominent locations and given to all site employees, sub-contractors, visitors, occupiers where work is being undertaken in occupied premises, with verbal instruction given to all operatives, visitors etc on the evacuation procedure to be employed.

4.19.3.3 Serous or Imminent danger:

Where a condition or situation is identified on site, which could result in site personnel, or others being placed in serious or imminent danger, or substantial loss or damage occurring, the Site Manager must take immediate action to stop work in the area affected and evacuate all persons at risk. Measures shall be taken to prevent any persons entering the area/equipment is isolated the Site manager shall contract the Contracts Manager immediately. The Contracts manager shall immediately make contact with relevant parties, e.g. fire service, designers, Client, equipment suppliers and service's, as appropriate to instigate immediate remedial action.

The operations, equipment, process affected shall not be permitted to recommence until satisfactory measures have been taken to rectify the situation.

The Contracts Manager shall undertake an appropriate investigation with the assistance of specialist assistance if deemed necessary as soon as is possible to identify the immediate and root causes which permitted the condition to arise with necessary remedial actions taken as soon as is possible to prevent a recurrence.

4.19.4 Evacuating a Casualty:

In the event of an accident or incident occurring, which results in a person or persons requiring evacuation for site, the Site Manager shall co-ordinate the provision of first aid to be administered by a qualified first aider to make the casualty comfortable. He shall further contact the emergency services to arrange for evacuation off site of the injured party and upon their arrival on site shall co-ordinate the safe and efficient evacuation of the casualty.

He shall contact the Contracts Manager immediately and record the accidents in the site accident book. Where a serious injury has resulted, immediate notification to the appropriate authority e.g. HSE will be undertaken.

The Contracts Manager shall make contact with the injured persons next of kin, informing them of the hospital where the person is known to have been taken to and if necessary, arrange for transport for the next of kin to the hospital.


4.20 Control of Contractors:

4.20.1 Selection Procedure:

The Company employs the use of a Pre-qualification Questionnaire when considering selection of sub-contractors. This questionnaire must be completed, and all relevant documentation forwarded to the Director Responsible for Health & Safety before any decision can be made as to the appointment of a sub-contractor.

As a minimum standard all sub-contractors will be required to provide the following information/documentation to ensure that they are competent and will make adequate provisions for health and safety:



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- Health and Safety Policy – both the Policy Statement and evidence of site procedures.
- Information relating to Health and Safety prosecutions and accidents reportable under RIDDOR within the last three years.
- Method statements and risk assessments relating to their activities on site prior to commencement of their operations.
- Current Insurance details – Employee liability, All risks and Public and Product liability.
- Method of checking the competency of their sub-contractors, if appropriate and details on how they monitor their sub-contractor's performance.
- Details of the Company Health and Safety competence and reporting structure.
- Details of any 3rd party accreditations, licenses and/or registrations held by the Company

Upon review of the information provided, the Director Responsible for Health & Safety will recommend suitable Sub-Contractors. The Contracts Manager will appoint sub-contractors.

Suppliers of plant and materials will be required to supply all information on their products pertaining to the health and safety of workers and the end user, prior to placing an order.

Suppliers of materials deemed to be hazardous under COSHH Regulations (Northern Ireland) 2003 will provide information in the form of material safety data sheets.

As a condition of contract all sub-contractors will be required to ensure that all plant, equipment, and vehicles, either owned or hired by them for use on our sites/premises, must be in good mechanical condition. Procedures and facilities for all necessary maintenance and repair must be provided. All relevant plant such as compressed air receivers and lifting equipment must have valid certificates for the required statutory inspections. Non-certified or unsafe equipment will be prohibited from use on the site.

4.20.2 Approved Sub-Contractors:

Sub-contractors already established on our approved Contractors list will be required to periodically update their health and safety information.


As a minimum standard the following information/documentation shall be requested periodically

- Updated/reviewed Health and Safety Policy – both the Policy Statement and evidence of site procedures.
- Information relating to Health and Safety prosecutions and accidents reportable under RIDDOR from the last period requested.
- Current Insurance details – Employee liability, all risks and Public and Product liability.
- Update of the Company health and safety competence and organisational structure.
- Update of any 3rd party accreditations, licenses and/or registrations held by the Company

4.20.3 Monitoring of Sub-Contractors:

The Site Manager and/or his nominee will monitor the condition and methods of use of all plant and equipment on a day-to-day basis. Further the Site Manager shall monitor sub-contractors' performance and adherence to safe working procedures; method statements etc, with non-conformance issues raised with the sub-contractors senior site representative on site and followed up in writing.

The Contracts Manager also monitors all sub-contractor's health and safety performance, with the view to their future engagement on other projects. Contractors are required to achieve the same standards as set by us, Harte Demolition Ltd.

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4.20.4 Post Contract Review:

The Company regular requests feedback from Site Managers on the health and safety performance of each sub-contractor employed by the Company. Where the performance of a sub-contractor has been found to fall short of the Company standard, it shall be addressed in writing with the respective sub-contractor. The sub-contractor shall be given the opportunity to satisfy the Company that they have rectified sub standard performance/

If, however issues are not satisfactorily addressed the Company shall remove the sub-contractor from the Company's approved sub-contractor list.

4.21 Construction Projects and Contracts as Principal Contractor:

The Contracts Manager assigned to a Project and the Director Responsible for Health & Safety will prepare the construction stage health and safety plan as compiled by the Principal Designer. The Company will specify detailed rules and methods of work to eliminate or minimize all hazards associated with the work including those identified in the tender stage health and safety plan. In addition, the Company will include all risk assessments and health surveillance relative to the project/site activities.

The Company will assign an experienced management team. The site management structure will be set out in our construction stage health and safety plan.


On site, our management will liaise with sub-contractors if employed on a day-to-day basis, and at formal periodic meetings to ensure co-operation and safe and efficient working.

Communication with site staff and personnel will be implemented orally, or in writing, as appropriate, if particular unforeseen health & safety or environmental problems arise during the works all necessary information will be communicated to all parties involved.

Sub-contractors will be required to submit systems of work and risk assessments that will form part of our construction stage health and safety plan. As previously stated, sub-contractors will be monitored by our site Managers and, by means of inspections by our Health & Safety Consultant. Subcontractors' method statements and risk assessments will be included in the construction stage health and safety plan.

As the Principal Contractor Under CDM 2015 we shall:

- plan, manage, monitor, and coordinate the entire construction phase.
- take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them.
- liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed.
- prepare a written construction phase plan (PDF) before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose.
- have ongoing arrangements in place for managing health and safety throughout the construction phase.
- consult and engage with workers about their health, safety, and welfare.
- ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase.

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- check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health.
- ensure all workers have site-specific inductions, and any further information and training they need.
- take steps to prevent unauthorised access to the site.
- liaise with the principal designer to share any information relevant to the planning, management, monitoring, and coordination of the pre-construction phase.

When working for a domestic client, as principal contractor we will normally take on the client duties as well as our own as principal contractor. If a domestic client does not appoint a principal contractor, the role of the principal contractor will be carried out by us the contractor in control of the construction phase.

Alternatively, the domestic client can ask the principal designer to take on the client duties (although this must be confirmed in a written agreement) and the principal contractor must work to them as 'client' under CDM 2015.

4.22 Policy and Procedure Monitoring:

In order to ensure that this policy and the arrangements set out within it are monitored for their implementation and effectiveness, formal performance measuring techniques shall be undertaken.

This will be done by:

- Periodic Company office and site inspections – by the Director Responsible for Health & Safety and appropriate Contracts Manager, respectively.
- Periodic site inspections – External HSQE Consultant.
- Job safety observations by the Site Manager to ensure compliance with Company work procedures.
- Weekly formally recorded site inspections carried out by the Site Manager.
- Annual health and safety review of the Company Management System – by the External Health and Safety Manager.

4.23 Health and Safety Management Review:

In order to facilitate the periodic review of the Company's Health and Safety Management System and performance review, periodic Health and Safety Management Review meetings are held. The Company Director Responsible for Health & Safety, Contracts Manager, the Director Responsible for Health & Safety and our External health and safety Consultant are required to attend.

Specific agenda items shall be discussed and reviewed including discussion on accident/incidents, site inspections, health and safety objectives, training standards, health and safety policy, risk assessments and health and safety performance by employees and contractors.

The Company health and safety objectives shall be reviewed after each meeting and issued to pertinent staff members with a copy displayed on the Company notice board and brought to the attention of all employees.