



**S J Walchester Ltd**  
**Demolition & Earthmoving**

**HEALTH & SAFETY POLICY**

**S J WALCHESTER LIMITED**

FOXFIELD WORKS  
WHITEHURST LANE  
DILHORNE  
STOKE ON TRENT  
ST10 2PG

**PREPARED BY**

KIRSTY WALCHESTER  
HEALTH & SAFETY REPRESENTATIVE

**17<sup>th</sup> July 2023**

Issue 014

Signed:

Steven Walchester  
Managing Director

Signed:

Kirsty Walchester  
Health & Safety Representative



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**HEALTH AND SAFETY POLICY AMENDMENT SHEET**

Record of Amendments

Issue No.	Date	Index Ref.	Brief Description of Amendment
Seven	Oct 18		Amended Management structure, Legislation check
Eight	June 19		Full review due to company changes
Nine	July 20		The Personal Protective Equipment Regulations 2002 The Carriage of Dangerous Goods (Amendment) Regulations 2019
Ten	Nov 20		Changes throughout to the company name Update of legislation for Management of Health and Safety at Work Regulations 1999 & Control of Asbestos Regulations 2012
Ten	May 21	Page 3	Update to policy introduction
Ten	May 21	Page 7	Amended management structure
Ten	May 21	Pages 12, 13	Incorporating new job roles
Ten	May 21	Page 24	Asbestos policy
Ten	May 21	Page 29	Addendum to conditions for temporary workers
Ten	May 21	Pages 37, 38	Addendum to OCCUPATIONAL HEALTH PROGRAMMES AND HEALTH SURVEILLANCE
Ten	May 21	Page 39	RPE & PPE selection, issue, and maintenance
Twelve	August 22	Pages 8, 15	Revised organisation chart & asbestos admin roles & responsibilities
Thirteen	August 22	Pages 31,36,9	Updated Legislation & Duties of Contactors under the CDM Regulations 2015
Fourteen	July 23	Pages, 9,25,40,47,56, 57-61	Revised organisation chart Company instruction manual version update 2 Asbestos safe working procedures version 2 HAVS policy 2023 Mobile phone policy update Subcontractor questionnaire update



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### INTRODUCTORY NOTE

This safety policy is to be read in conjunction with the SJ Walchester Ltd Integrated Management System. The "Policy" contains the general Company policy, in broad stroke form, to a variety of health and safety issues applicable to our operations. Organization, arrangements and procedures (including assessment and documentation procedures) for putting the goals of the "Policy" section into practice are contained in more specific form in the "Integrated Management System" Specific detail to be observed and adhered to during the course of Company operations can be found in the "SJ Walchester Ltd Health & Safety Plan or Method Statement Work Documents".

Such safe systems of work would be applied in conjunction with task and site-specific health and safety instructions and documentation pertinent to individual work activities and environments. Although not specifically referred to in each "document" sub section, most of the items covered will have corresponding entries in the "SJ Walchester Ltd Integrated Management System".

Company operations have expanded to incorporate Licensed asbestos removal works, a policy statement outlining these arrangements has been added to this health & safety document

### COMPLIANCE REVIEW

The SJ W Walchester Ltd Health and Safety Policy shall be formally reviewed annually, or more frequently by The Health and Safety Director. This review shall cover all sections of the Policy and shall ensure that:

- a) The responsibilities reflect the current staffing of the Company.

### SAFETY PROGRAMME

- b) The safe working procedures are still applicable.
- c) Additionally, the Policy shall be reviewed as necessary to reflect any changes in legislation,

The Health and Safety Manager shall undertake an annual review of the Company's Safety Programme to ensure that the Company is in compliant with the Policy. This review shall check that:

- a) All the responsibilities allocated in the Policy are understood and are being performed.
- b) The procedures set up in the Policy are being complied with and remain effective.
- c) Records, as required in the Policy, are being adequately compiled and retained.
- d) All the necessary reports are being prepared and forwarded to the relevant persons within the Company and the relevant Enforcing Authorities.

They will also evaluate:

- a) Management and employee attitudes to health and safety.
- b) The effectiveness of the training carried out and the requirements for further training.



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- c) The effectiveness of the Policy to reduce the incidence of accidents, incidents, dangerous occurrences, and ill health in the workplace.

The results of the review shall be compiled into a report for the Managing Director and shall include recommendations of the action to be taken to rectify any non-compliance.

## CONTENTS - GENERAL POLICY SECTION

**HEALTH AND SAFETY POLICY AMENDMENT SHEET**  
**HEALTH AND SAFETY POLICY STATEMENT**  
**MANAGEMENT STRUCTURE FOR HEALTH AND SAFETY**

### **RESPONSIBILITIES**

MANAGING DIRECTOR  
WASTE RECYCLING MANAGER  
CONTRACTS MANAGER  
QUANTITY SURVEYOR  
HEALTH & SAFETY MANAGER  
ASBESTOS MANAGER  
ASBESTOS SUPERVISOR  
ASBESTOS OPERATIVE  
OFFICE ADMINISTRATION/SALESTEAM  
ACCOUNTS DEPARTMENT  
SITE SUPERVISORS  
YARD FOREMAN  
PLANT MANAGER  
OPERATIVES  
SUB-CONTRACTORS  
DRIVERS OF COMPANY SUPPLIED VEHICLES

### **SJ Walchester LIMITED POLICIES IN OUTLINE**

ACCIDENT/INCIDENT REPORTING AND INVESTIGATION (Including Network Rail Procedures)  
ASBESTOS  
ABRASIVE WHEELS  
COMMUNICATIONS ON SITE  
COMPANY STAFF VISITING HAZARDOUS AREAS/SITES  
CONFINED SPACES  
CONSULTATION WITH EMPLOYEES  
DEMOLITION  
DRUG AND ALCOHOL POLICY  
EMERGENCY PROCEDURES  
EMPLOYMENT OF TEMP WORKERS & EMPLOYMENT AGENCY PERSONNEL  
EMPLOYMENT OF YOUNG PERSONS  
ENVIRONMENTAL POLICY  
ENVIRONMENTAL POLICY STATEMENT  
EXCAVATIONS  
FIRE PREVENTION  
FIRST AID  
GAS APPLIANCES



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HAZARDOUS SUBSTANCES

HEALTH AND SAFETY ASSISTANCE

HEALTH, SAFETY AND WELFARE ON COMPANY PREMISES

HEALTH, SAFETY AND WELFARE ON CONSTRUCTION SITES



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HIRE & SUPPLY  
HAZARDS WITHIN THE WORKPLACE  
HAZARD IDENTIFICATION  
HANDOVER OF SAFETY RESPONSIBILITY  
HOT WORKS PERMIT  
INSTRUCTION & SUPERVISION  
LIFTING OPERATIONS  
LPG (LIQUID PETROLEUM GAS)  
LONE WORKING  
MANUAL HANDLING OPERATIONS  
MECHANICAL PLANT & EQUIPMENT  
MOBILE PHONE POLICY  
NOISE AT WORK  
NEW & EXPECTANT MOTHERS  
OCCUPATIONAL HEALTH PROGRAMMES AND HEALTH SURVEILLANCE  
OUTSIDE CONTRACTORS WORKING ON THIS COMPANY'S PREMISES  
PERSONAL PROTECTIVE EQUIPMENT (PPE)  
PROTECTION OF THE PUBLIC  
PLANNING & CONTROL  
PNEUMATIC EQUIPMENT  
RISK ASSESSMENTS & METHOD STATEMENTS  
ROADWORK  
RADIATION  
SMOKING POLICY  
SAFETY AUDITS  
SCAFFOLDING  
SMOKE, FUMES, ODOURS & DUST POLLUTION  
SAFE ERECTION OF STRUCTURES  
SUB-CONTRACTORS  
TEMPORARY WORKS  
TRADE CONTRACTORS SAFETY INFORMATION  
TRAINING  
VIBRATION  
VISUAL DISPLAY UNITS  
WASTE DISPOSAL  
WORK EQUIPMENT  
WORKING ON OR ALONGSIDE ROADS OR RAILWAYS  
WORKING WITH ELECTRICITY  
WORKS FALLING UNDER THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS  
WORKING AT HEIGHTS  
WORK ON OR ADJACENT TO WATER  
WORK SAFE PROCEDURE



## S J Walchester Ltd

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### Health & Safety Policy Statement

S. J. Walchester Ltd is committed to a policy of effectively managing all aspects of health, safety and welfare. This commitment extends to all workplaces, employees and others affected by our operations.

S. J. Walchester Ltd recognizes that achieving high standards of health and safety is an integral part of Business performance. Whilst all statutory provisions will be complied with as a minimum, the Company will take all reasonably practicable measures to ensure continual improvement in health and safety standards by setting appropriate objectives and targets. This will be in the form of an annual health safety and sustainability action plans, which will be continually reviewed throughout the year and added to, as necessary.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures.
- Providing and maintaining safe work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility.
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.  
Promoting awareness of health and safety and of good practice through the effective communications of relevant information.
- providing sufficient funds needed to meet these objectives.

The Managing Director accepts that he has the overall responsibility for health, safety, and welfare and in turn, the Health & Safety Manager accepts their own health and safety responsibilities. S. J. Walchester Ltd will ensure that such resources, facilities, finances, information, instruction, training and supervision are provided, as required, to minimize the risk of injury or ill health and to maintain a positive health and safety culture and performance throughout the Group.

The S. J. Walchester Ltd management team is responsible for the implementation of this Policy and for ensuring risks to the health and safety of all persons are assessed and safe systems of work devised in line with the S. J. Walchester Ltd Health, Safety and Sustainability Management Systems. Health and safety responsibilities have been defined for all S. J. Walchester Ltd personnel and are contained within the Company's 'Organization and Arrangements' document.

S. J. Walchester Ltd is also committed to ensuring that the behaviour of our people, at all levels, is consistent with an improving safety culture. Our vision is to create and maintain an environment where care for our people, and those who work with us, is our top priority, with the belief that all accidents are preventable.

All employees and contractors are expected to co-operate with S. J. Walchester Ltd in the implementation of this Policy and the supporting Health, Safety and Sustainability Management Systems. They will ensure that their own work, so far as is reasonably practicable, is carried out with minimum risk to themselves or others. Consultation with staff and operatives will be structured to ensure feedback is encouraged to continually improve safe systems of work and prevention of ill-health.



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This S. J. Walchester Ltd Policy Statement will be issued to all employees, uploaded to the Website, displayed prominently at all workplaces and be available on request to all interested parties. The organization and arrangements for implementation of the Policy will also be available on the Website and at all workplaces for reference by any employee as required.

The Health and Safety Policy is continually being monitored and developed and will be formally reviewed annually, though on exception, amendments may be implemented at other times as required by legislative changes or work practices.

Signed:

Date: 17/07/2023

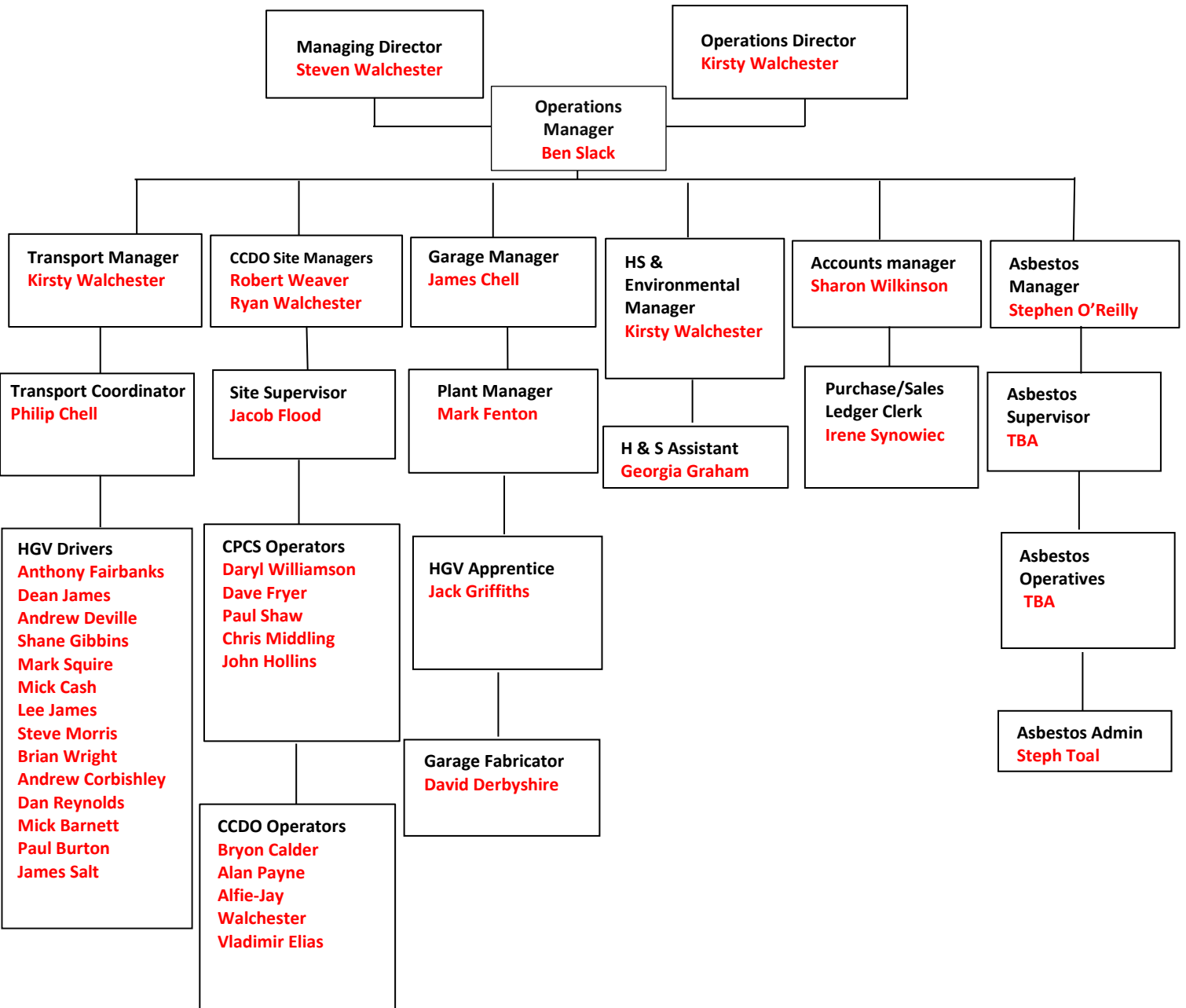
Steven Walchester  
Managing Director





**S J Walchester Ltd**  
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**MANAGEMENT STRUCTURE FOR HEALTH/SAFETY/ENVIRONMENT**





## **S J Walchester Ltd**

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### **DUTIES OF CONTRACTORS UNDER THE CDM REGULATIONS 2015**

It is S J Walchester's duty to company with the following on all projects carried out:

- Make sure the client is aware of the client duties under CDM 2015 before any work starts
- Plan, manage and monitor all work carried out by us and our workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- Check that all workers we employ or appoint have the skills, knowledge, training, and experience to carry out the work, or are in the process of obtaining them
- Make sure that all workers under our control have a suitable, site-specific induction, unless this has already been provided by the principal contractor
- Provide appropriate supervision, information and instructions to workers under our control
- Ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorized access
- Ensure suitable welfare facilities are provided from the start for workers under our control, and maintain them throughout the work

In addition to the above responsibilities, contractors working on projects involving more than one contractor must:

- Coordinate our work with the work of others in the project team
- Comply with directions given by the principal designer or principal contractor
- Comply with parts of the construction phase plan (PDF) relevant to work

Where a contractor is the only contractor working on a project, a construction phase plan (PDF) must be drawn up before setting up the site.

When working as the only contractor for a domestic client, we must take on the client duties, as well as our own as contractor. However, this should involve doing no more than we will normally do to comply with health and safety law.

Where a domestic project involves more than one contractor, the principal contractor normally takes on the client duties and the contractor will work to the principal contractor as 'client'. If the domestic client does not appoint a principal contractor, the role of the principal contractor must be carried out by the contractor as principal contractor and the client duties must be carried out by the contractor in control of the construction phase and the client duties must be carried out by the contractor as principal contractor. 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 contractor must work to them as 'client' under CDM 2015.



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### **HEALTH & SAFETY/ENVIRONMENTAL RESPONSIBILITIES**

These responsibilities are to be read in conjunction with, and to be considered part of, the Health and Safety & Environmental Policies of **S J WALCHESTER LIMITED**.

#### **MANAGING DIRECTOR**

Health, Safety & Environmental responsibilities are to ensure that:

- a) The Company's policies for the prevention of injury, ill health and damage are implemented;
- b) All levels of management and employees understand the requirements placed upon them by the Policies;
- c) The policies are effectively administered, monitored and that necessary alterations are made to the policies to reflect changes in legislation or company development;
- d) All levels of employees receive adequate and appropriate training in their tasks;
- e) The relevant legislation is complied with in all the Company's areas of operation;
- f) Sound working practices are observed;
- g) Allowances are made in tendering, planning and production processes for the provision of adequate welfare facilities and the necessary equipment to avoid injury, ill health and damage;
- h) Health and safety activities are co-ordinated between all contractors working on the same site;
- i) All accidents and incidents are correctly reported and recorded, and that action is taken to prevent a Recurrence of the accident or incident;
- j) Disciplinary action is taken against all employees who do not comply with the requirements as detailed in the policy documents;
- k) Liaison with external safety and health organisations is instigated;
- l) Pertinent information is distributed throughout the company;
- m) Adequate funds are made available to meet the requirements of the policy;
- n) The appropriate insurance cover is provided and maintained;
- o) Provision is made at all meetings, including board meetings, for discussing health and safety;
- p) Any hazardous substances are stored and handled in accordance with established rules and procedures;
- q) He sets a good personal example by using the appropriate personal protective equipment;
- r) A statement on health and safety is included in the company's annual report.



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### OPERATIONS MANAGER

Health and Safety responsibilities are to ensure that:

- a) To understand the Company's Health and Safety & Environmental Policies and their allocated responsibilities.
- b) Tenders are adequate to cover sound methods of work and the provision of adequate welfare facilities.
- c) The following are determined at the planning stage:
  - The most appropriate order and method of work.
  - The provision of adequate lighting.
  - Allocation of responsibilities with other contractors on site.
  - The hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site.
  - Facilities for sanitation and welfare.
  - The provision of basic fire precautions.
- d) The necessary contacts with emergency services regarding first aid, medical care and rescue procedures are established. The necessary firefighting arrangements are established.
- e) Written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed.
- f) The precautions and work methods are checked with site management prior to commencing work.
- g) Work is carried out as planned and the relevant legislation is complied with on site.
- h) Setting a good personal example by using the appropriate protective equipment whilst on site.
- i) All employees are aware that all injuries and equipment damage will be taken into account when bonuses and promotions are being considered.
- j) All plant on site is safe and guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- k) All plant is operated by trained and experienced personnel.
- l) All repairs to plant on site are carried out in the proper manner.
- m) The required protective equipment is issued and used correctly.



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### HEALTH, SAFETY & ENVIRONMENTAL MANAGER

Health and Safety responsibilities are to ensure that:

- a) To understand the Company's Health and Safety & Environment Policy and appreciates the allocated responsibilities.
- b) To ensure all work activities are covered by sound methods of work and the correct provision of adequate welfare facilities.
  - To ensure all employees are trained and competent.
  - The provision of adequate lighting.
  - Allocation of responsibilities with other contractors on site.
  - The hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site.
  - Facilities for sanitation and welfare.
  - The provision of basic fire precautions.
- d) The necessary contacts with emergency services regarding first aid, medical care and rescue procedures are established. The necessary firefighting arrangements are established.
- e) Written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed.
- f) The precautions and work methods are checked with site management prior to commencing work.
- g) Work is carried out as planned and the relevant legislation is complied with on site.
- h) Health and safety activities are co-ordinated between all contractors working on the same site.
- i) To set a good personal example by using the appropriate protective equipment whilst on site.
- j) All employees are aware that all injuries and equipment damage will be taken into account when bonuses and promotions are being considered.
- k) All plant on site is safe and guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- l) All plant is operated by trained and experienced personnel.
- m) All repairs to plant on site are carried out in the proper manner.
- n) The required protective equipment is issued and used correctly.



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### TRANSPORT MANAGER

Health & Safety Responsibilities are to ensure that:

- a) Ensure, Advise, and Instruct the operator to be compliant to operating legislation.
- b) Ensure & oversee that an effective vehicle defect reporting system is in place.
- c) Vehicle maintenance planning.
- d) Ensure all vehicles are operated in a roadworthy condition.
- e) Ensure & oversee that correct vehicle maintenance procedures (PMI's and repairs) are in place.
- f) Monitor External Maintenance Contractors & visit workshops regularly.
- g) Ensure vehicles are presented for PMIs on the correct dates.
- h) Ensure vehicles are booked in & presented for Mots on the correct dates.
- i) Monitor OCRS scores & encounter reports.
- j) Maintain & Audit maintenance records & ensure they are kept for 15 months.
- k) Ensure drivers conduct daily walk round checks efficiently.
- l) Liable for any shortcomings in maintenance & PG9's PG13's issued.
- m) Attend prearranged VOSA inspections at operating centres.
- n) Oversee vehicle scheduling.
- o) Responsible for effectively managing drivers.
- p) Ensure Drivers are schedule in compliance with EEC & Domestic driving rules.
- q) Ensure driver's cards & VU's are downloaded at the required intervals.
- r) Maintain and keep driving records for a period of 12 months.
- s) Regularly check driver's digital & analogue tachographs charts/printouts.
- t) Provide warnings of any driving infringements to drivers.
- u) Check driver's vocational driving licences every 6 months.
- v) Ensure, Arrange & oversee "Driver CPC Training" program.
- w) Be approachable & available for drivers.
- x) Provide training to drivers.
- y) Driver CRB checks.
- z) Operator Licence variation applications.



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### CCDO SITE MANAGER

Health and Safety responsibilities are to ensure that:

- a) They understand the Company's Health, Safety & Environment Policies and appreciates the allocated responsibilities.
- b) Tenders are adequate to cover sound methods of work and the provision of adequate welfare facilities.
- c) The following are determined at the planning stage:
  - The most appropriate order and method of work.
  - The provision of adequate lighting.
  - Allocation of responsibilities with other contractors on site.
  - The hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site.
  - Facilities for sanitation and welfare.
  - The provision of basic fire precautions.
- d) Written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed.
- e) The precautions and work methods are checked with site management prior to commencing work.
- f) Work is carried out as planned and the relevant legislation is complied with on site.
- g) They set a good personal example by using the appropriate protective equipment whilst on site.
- h) All employees are aware that all injuries and equipment damage will be taken into account when bonuses and promotions are being considered.
- i) All plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- j) All plant is operated by trained and experienced personnel.
- k) All repairs to plant on site are carried out in the proper manner.
- l) Management is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.
- m) The required protective equipment is issued and used correctly.



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### **Asbestos Manager**

Health & Safety responsibilities are to ensure that:

- a) To understand the Company's Health and Safety & Environmental Policies and their allocated responsibilities
- b) Maintain a sound and current knowledge of asbestos and general health & safety legislation
- a) Take responsibility for the day-to-day operations of the asbestos division.
- b) Liaise as necessary with enforcing authorities
- c) Preparation of ASB5 & associated Risk & Method Statements
- d) Implementation of site audit & personal air monitoring procedures
- e) Ensure all record keeping is up to date including medical examinations, exposure hours & training matrix for personnel
- f) Initial site visits to scope works and undertake risk assessments prior to compiling method statement.
- g) Ensure adequate monitoring & supervision of all removal projects.
- h) Attend site as required to brief & update supervisors & operatives.
- i) Review and upload all returned site paperwork.
- j) Attend and lead, as required, monthly Health & Safety meetings
- k) Complete as necessary PQQ's and other tender documentation.
- l) Encourage a positive approach to Health & Safety matters by actions and attitude.

### **Asbestos Site Supervisor**

Health & Safety responsibilities are to ensure that:

- a) Implement the company safety policy and adhere to the standard working procedures for both asbestos and general procedures.
- b) Achieve high standards of Site Safety through good co-operation with other parties on site, communication to operatives through site induction, the supervision of site staff to ensure that both Personal & Respiratory Protective Equipment are worn correctly, and all safety instructions are carried out in full. Ensure Hold Points are observed as detailed in the method statement.
- c) Sites are so organised that works are carried out to the required standard with the minimum risk to personnel, equipment, and materials and in accordance with the Method Statement/Risk Assessments.
- d) Completion of daily check lists including RPE inspections and site diary together with general record keeping.
- e) Liaise on site with the client and enforcement authorities.
- f) Arrangements are implemented with other contractors to avoid any confusion about areas of responsibility.





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- g) Plant, Machinery and equipment, including hand tools, PPE and RPE are maintained in good condition and that damaged items of equipment are returned to the stores following the procedures set out in ASWP 8 Defective equipment
- h) Any incident, injury, accident or near miss is reported.
- i) Set a good personal example regarding health & safety.

### **Asbestos Operative**

Health & Safety responsibilities are to ensure that:

- a) Implement the company safety policy and adhere to the standard working procedures for both asbestos and general procedures.
- b) Personal and Respiratory Protective Equipment is worn correctly, and all safety instructions are carried out in full.
- c) To ensure compliance with instructions and directions properly given by a supervisor or manager.
- d) Co-operate with the monitoring process and ensure that actions raised are completed. Ensure that all accidents, incidents and near misses are reported to the supervisor and asbestos manager.
- e) To co-operate and appropriately contribute towards the Review process. Make constructive comments to Supervisors on ways to improve work practices so that these can be suggested to managers.
- f) All instructions detailed in the method statement are followed.
- g) Complete daily Respirator inspections and record them in the RPE maintenance log.
- h) Plant, Machinery and equipment, including hand tools, PPE and RPE are maintained in good condition and that damaged or worn items are reported to the site supervisor.
- i) To ensure that the relevant Personal Protective Equipment is worn correctly. The first aid equipment, firefighting equipment and welfare/hygiene facilities are correctly used and maintained.

### **Asbestos Administrator**

- A) Compile site files
- B) Maintain training matrix
- C) Arrange deliveries to site
- D) Liaise with Site staff
- E) Assist in maintaining accurate records and entering data to spreadsheets
- F) Arrange training as and when required through engagement with the selected provider.
- G) Answering the telephone and deal with enquiries
- H) Provide support to the asbestos manager and site teams



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### **HGV GARAGE MANAGER**

Health and Safety responsibilities are to ensure that:

- a) Act as the first point of contact and take control of the planned maintenance in our client's workshop.
- b) Service, inspect and maintain their fleet of HGV vehicles and ensure repairs are completed safely & efficiently.
- c) Inspire the team and help to create a 'right first time and safety-first culture' and ensure compliance with processes and procedures.
- d) Responsible for overseeing works carried out, with a view to ensuring safe working practices and high standards.
- e) Provide guidance, advice, and expertise to junior team members, including apprentices.
- f) Provide constructive feedback to team members that supports their personal growth and technical expertise.
- g) Ensure all documents related to work carried out, are completed promptly and accurately using the management information system.
- h) Undertake regular safety audits.

### **PLANT MANAGER**

Health and Safety responsibilities are to ensure that:

- a) He understands the Company's Health, Safety & Environment Policies and appreciates the allocated responsibilities.
- b) Tenders are adequate to cover sound methods of work.
- c) The most appropriate order and method of work are determined at the planning stage.
- d) Written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed.
- e) Work is carried out as planned and the relevant legislation is complied with.
- f) He sets a good personal example by using the appropriate protective equipment.
- g) All employees are aware that all injuries and equipment damage will be taken into account when bonuses and promotions are being considered.
- h) All plant is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- i) All plant is operated and maintained by trained and experienced personnel.
- j) All repairs to plant are carried out in the proper manner.
- k) Management is informed of any change to his state of health, either temporary or permanent, which might affect his working ability or his suitability to carry out any particular task or tasks.
- l) The required protective equipment is issued and used correctly.



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#### **ACCOUNTS MANAGER & OFFICE ADMINISTRATION**

Health and Safety responsibilities are to ensure that:

- a) Employees understand the Company's Health, Safety & Environmental Policies and their allocated responsibilities.
- b) The Safety Policy is effectively implemented in all functions under individual's control.
- c) Responsibilities are correctly assigned and accepted.
- d) First aid facilities are always available.
- e) All equipment on the premises is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- f) The appropriate insurance cover is provided and maintained.
- g) Management is informed of any change to the state of health, either temporary or permanent of all employees, which might affect their working ability or suitability to carry out any particular task or duty.

#### **CCDO SITE SUPERVISOR**

Health and Safety responsibilities are to ensure that:

- a) He understands the Company's Health, Safety & Environment Policies and appreciates the allocated responsibilities.
- b) The most appropriate order and method of work are determined and followed.
- c) Adequate lighting is provided in the working area.
- d) Hazards within the working area are identified and that the appropriate action is taken to remove or reduce the hazard.
- e) Facilities for sanitation and welfare are maintained in good order.
- f) Sets a good personal example by using the appropriate protective equipment.
- g) All employees are aware that all injuries and equipment damage will be taken into account when bonuses and promotions are being considered.
- h) All plant is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
- i) All plant is operated by trained and experienced personnel.
- j) All repairs to plant on site are carried out in the proper manner.
- k) The required protective equipment is issued and used correctly.
- l) Management is informed of any change to his state of health, either temporary or permanent, which might affect his working ability or his suitability to carry out any particular task or tasks.
- m) The arrangements for Fire Precautions are in conformance with the Fire Certificate.



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### HEALTH & SAFETY ASSISTANT

Health and Safety responsibilities are to ensure that:

- m) Carry out duties as may be required by the Health and Safety Manager
- n) Assist with matters of Fire, Health and Safety.
- o) Support achieving regulatory Fire, Health and Safety Compliance
- p) Maintain accurate records relating to Fire, Health and Safety documentation
- q) Answering the telephone and deal with enquiries
- r) Provide support to the Health and Safety Manager in fulfilling their responsibility for Health and Safety Management
- s) Produce minutes resulting from the Health and Safety quarterly meeting and oversee the distribution of the supporting information to Committee members in a timely manner.
- t) Assist with the annual review of risk assessments, to include COSHH risk assessments, site wide.
- u) Co-ordinate the timely review of the annual Fire Risk Assessments.
- v) Conduct Workplace Risk Assessments (DSE).
- w) Assist in regular Health and Safety Surveillance audits, site wide.
- x) Responsible for the accurate auditing of Fire Log Books
- y) Assist with the review of Health and Safety Policies, Standard Operating Procedures and Safe Systems of Work, Risk Assessments.
- z) Support Managers/staff in completing risk assessments.
- aa) Assist with the Fire, Health and Safety training strategy.
- bb) Organize room bookings in relation to Fire, Health and Safety Training.
- cc) Assist with General Administration
- dd) Assist with the review of annual Health and Safety Audits
- ee) Oversee the provision of First Aiders, maintain records and arrange training as and when required through engagement with the selected provider.
- ff) Assist with complying with the Health and Safety requirements as stated by the Independent Schools Inspectorate.
- gg) Assist in the collation of accident and near miss data and will support accident and near miss investigations.
- hh) Evaluate accident and near miss data/trends, to ensure lessons are identified in order to inform future policy.
- w) Assist the Health and Safety Manager with monitoring activities
- x) Support the Fire, Health and Safety function in the delivery of Fire, Health and Safety Training.
- y) Attend training courses as agreed with the Health and Safety Manager as part of the Continuous Professional Development (CPD) programme.
- z) Other duties as assigned by the Health and Safety Manager.



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### **CCDO OPERATIVES**

The Operatives' Health, Safety & Environment responsibilities are to ensure that they:

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

### **HGV DRIVERS**

The Drivers' Health, Safety & Environment responsibilities are to ensure that:

- a) Daily checks are carried out on their vehicles to ensure that they are safe and roadworthy.
- b) They comply with the road traffic regulations at all times.
- c) Maintenance is carried out as required by the manufacturer's instructions.
- d) All defects are reported on vehicles and any ancillary equipment, and any additional maintenance is carried out as and when required.
- e) They do not drive any vehicle or machinery unless they have been fully trained and instructed in its operation.
- f) They comply with the requirements of the Company's Safety Policy.
- g) Information is given to management of any medical or legal impediment to their driving licence or any pending prosecutions.
- h) Management is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.



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- i) Do not use mobile telephones whilst driving a company vehicle, this is also a road traffic offence.

#### SUB-CONTRACTORS

- a) Sub-contractors are to comply with all the requirements of this Safety Policy and are to provide copies of their Safety/ Environment Policies and any other documentation appertaining to health and safety that may be requested by the Company or their Safety Advisers. Failure to do so will render the sub-contractor liable to suspension from the site and any financial penalties will be charged to that sub-contractor.
- b) Sub-contractors are required to complete a sub-contractor's questionnaire which requires them to sign if they agree to conform to the policies and procedures of S. J. Walchester Ltd. Once they have completed the questionnaire, they are added to our approved sub-contractors list.
- c) Labour only sub-contractors shall, for the purposes of health and safety only, be considered as employees of the Company.
- d) All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
- e) Scaffolding used by sub-contractors' employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the regulations and codes of practice.
- f) Sub-contractors' employees are not permitted to alter any scaffold provided for their use or use or interfere with any plant or equipment on the site unless authorised.
- g) All plant or equipment brought on to site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipment or operations to be carried out by the sub-contractor must be provided to our contracts director/manager before work commences.
- h) No power tools or electrical equipment of greater voltage than 110 volts may be brought on to site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition
- i) Any injury sustained, or damage caused by sub-contractors' employees must be reported immediately to this company's site representative
- j) Sub-contractors' employees must comply with any safety instruction given by the company's site representatives
- k) Any materials or substance brought on site which has health, fire or explosion risk must be used and stored in accordance with regulations and current recommendations and that information must be provided to any other person who may be affected on site. Assessment of risk associated with any substance or process hazardous to health which will be used on the site must be provided to our contract Director/Manager before work commences.
- l) Sub-Contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds
- m) A detailed method statement will be required for sub-contractors carrying out high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, etc. The method statement must be agreed with our contracts management before work begins and copies made available on site so that compliance with the agreed method statement can be maintained.
- n) Sub-contractors whose works package includes a design function will present those designs to the principal contractor for onward transmission to the principal designer in sufficient time to allow those designs to be considered by the design team prior to work commencing. Any such design work shall be included in the information passed to the principal designer as part of the health and safety file
- o) The sub-contractors' senior site representatives shall attend safety meetings as they are called by the principal contractor or principal designer. These meetings shall be the principal point for the transfer of information.



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### S J WALCHESTER LIMITED POLICIES IN OUTLINE

This section contains the management policy for approaching specific health and safety topics. Each policy is expanded into a management system in the procedures section of this document.

#### **ACCIDENT/INCIDENT REPORTING AND INVESTIGATION (Including Network Rail)**

For Network Rail Projects, the accident / Incident reporting procedures differ to the procedures listed below, refer to Network Rail Standard NR/L2/INV/002, Accident & Incident Reporting & Investigation, this Standard is Mandatory and is applicable from 05/12/2009. Within this document are guidance and procedures and also reference to all Standards related to Accident / Incidents, Reporting & Investigation. For reference to related Network Rail Standards please see list below

An accident can be defined as an unplanned, unwanted, unscheduled event or occurrence which may result in injury to a person or damage to property or both and includes acts of non-consensual physical violence to a person at work.

It is the policy of this Company that all accidents, whether they result in injury or not, MUST be reported to the supervisor or other premises management as soon as possible for recording in the accident book BI 510 and investigation purposes and, where necessary, for notifying the appropriate authority as required by the Regulations.

The Regulations stipulate the circumstances under which the enforcing authority must be notified immediately by the responsible person (normally by telephone) and a written report submitted using F2508 within 7 days of the occurrence; these are:

- Death at work.
- Major injury at work.
- A person not at work is injured and taken to hospital for treatment.
- Dangerous occurrence.

Where an employee of the Company is unable to return to normal duties as a result of an injury sustained during the course of work for a period of more than seven consecutive days the responsible person will, as soon as practicable, but within 15 days, send a report to the enforcing authorities.

Where an employee suffers from an occupational disease it must be reported forthwith to the enforcing authority on the form F2508A. The disease must only be reported if the responsible person has received a written statement of diagnosis of the employee by a medical practitioner.

Records of accidents and injuries will be kept for 3 years from the date it was made. Extracts of the records will be sent to the enforcing authority if and when requested.



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Sources:

**The Health and Safety at Work etc. Act, 1974**

**The Management of Health and Safety at Work Regulations 199**

**Riddor Regulations, 2013**

**GO/RT/3119. Accident & Investigation**

GO/GN3519. Guidance on Accident & Investigation

GE/RT/8047. Reporting of Safety Related Information

GE/RT/8250. Reporting High Risk Defects

NR/L2/EBM/STP001. Network Rail Standards Management Process Requirements

NR/L2/OPS/035. Dissemination of Urgent Operating Advice

NR/CS/FIR/100. Company Fire Safety Handbook

NR/L2/OCS/041 Operations Manual

NR/SP/CTM/032 Training, Competency and Assessment in Accident and Incident

Investigation. Reporting & Investigation Manual. SMS Event Matrix





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#### ASBESTOS

If any employee not employed by the asbestos division encounters suspected asbestos materials during the course of their works or is unsure about any material do not disturb the material and immediately contact your site supervisor or manager for advice.

SJ Walchester Ltd operates a licensed asbestos removal division, SJ Walchester Environmental Ltd, which is independent of the other activities of the company.

This Policy is supplementary to the Company's Health and Safety Policy and seeks to outline the arrangements required to ensure compliance with the principal statutory provisions that apply to work with asbestos, namely The Control of Asbestos Regulations 2012

These arrangements are set out in the company instruction manuals.

- Asbestos Safe Working Procedures Version 3 2023
- General Safe Working Procedures Version 3 2023
- Risk Control Arrangements Version 3 2023

And have been produced by the Company's management to comply with legislation and reflect the requirements of L143 Managing and working with asbestos - approved code of practice and guidance. HSG247 Asbestos: the licensed contractors' guide. Together with established industry best practice and the guidance given by Health and Safety Executive Inspectors at site visits, at license renewal meetings and as guidance issued via memos by ARCA and ALG.

Specifically, these manuals detail how we:

- Establish clear organisational arrangements.
- Establish clear responsibilities at all employee levels.
- Arrange for adequate assessment of risk at the planning stage of all projects.
- Adequately assess employee's exposure to asbestos and, therefore.
- Provide suitable Respiratory and Personal Protective Equipment.
- Provide suitable Training and ensure the competency of staff.
- Maintain Health Records and arrange for Medical Surveillance.
- Provide and maintain suitable Plant and Equipment.
- Produce site-specific risk assessments and method statements
- Provide adequate Supervision and monitoring of work on site.
- Establish means for the safe handling and disposal of hazardous wastes.
- Provide means of reviewing all aspects of the Company's activities to ensure compliance and provide for improvements whether technical, procedural or in response to new statutory requirements. These aims and objectives shall be shared by every Employee, Manager and Director.

Source: **The Health and Safety at Work etc. Act, 1974**  
**The Control of Asbestos Regulations 2012**  
**The Management of Health and Safety at Work Regulations 1999**  
**Construction (Design and Management) Regulations 2015**  
**HSG247 the licensed contractors' guide**  
**L143 Managing and working with asbestos – Approved code of practice**



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### **ABRASIVE WHEELS**

All employees of SJ Walchester Ltd will be trained in the safe use of all types of Abrasive Wheels; these will also be maintained on a regular basis and records/maintenance details kept. The equipment will be inspected at regular intervals. NO Persons under 18 years of age will be allowed to operate or change an Abrasive wheel.

### **COMMUNICATIONS WITH THE WORKFORCE (INCLUDING NON-ENGLISH SPEAKING)**

**The company will ensure that all reasonable steps will be taken to assist non-English-speaking persons including persons with communication disabilities, an assessment will be carried out of individual cases and suitable procedures implemented where required**

Every effort will be made by both management and employees of this Company to keep other contractors, clients and other interested parties informed of health and safety issues pertinent to this Company's operations on site. The precise nature of the form of communication to be used will be dependent on the requirements of the site and/or the client (e.g. memos, formal safety meetings, verbal, compilation of documentation, etc). The mode of communication will be agreed upon before work starts and that both site management and operatives are aware of this requirement.

Communications between management and employees of this Company will be such that legislated requirements are adhered to and that employees are aware of matters having an impact on their health and safety during the course of works. Modes of such communication can be found in "Consultation with Employees Procedures" in the Procedures Section of this Policy.

Trade contractor's/sub-contractors carrying out work for our Company are expected to have a communications procedure in place, which is suitable and sufficient for the individual work circumstances. Proof of such communication procedures is part of our vetting procedure prior to works being awarded.

Source: **The Health and Safety at Work etc. Act, 1974**  
**The Management of Health and Safety at Work Regulations 1999**  
**Construction (Design and Management) Regulations 2015**

### **COMPANY STAFF VISITING HAZARDOUS AREAS/SITES**

"Hazardous Areas" in the context of this section relates to areas within the Company premises, or on external work sites (e.g. construction sites) where Company employees are required to work/visit on Company business.

It is the policy of this Company that when Company employees are required to work in/visit external work sites or parts of the Company's premises that are deemed to be hazardous, then certain procedures will be put into place before entry or any works are undertaken. These procedures will either be in the form of a specific risk assessment or safe system of work as the case may be and might incorporate a permit to work system.

Source: **The Management of Health and Safety at Work Regulations 1999**



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### **CONFINED SPACES**

A confined space is defined in the Confined Spaces Regulations, 1997, as being a place of an enclosed nature where there arises a reasonably foreseeable specified risk. As entry, working and exiting from confined spaces are within our Company remit it will be ensured that such work is done in a safe manner as prescribed by legislation. This will include the provision of suitable and effective emergency arrangements, risk assessment prior to any working in a confined space and a Company safe system of work for entry, exit and working in confined spaces. Our Company employees will not be required to work in confined spaces if it is reasonably practicable to carry out the work in another way. Detailed Company procedures for entry, exiting and working in confined spaces can be found in the safe systems of work section of this safety policy.

Source: **Confined Spaces Regulations, 1997**

### **CONSULTATION WITH EMPLOYEES**

- SJ Walchester actively promote and encourages consultation on all matters relating to health, safety & welfare. All employees have the right to raise any concerns they have, in the first instance, with their immediate line manager and or the health & safety manager
- Changes to work procedures, legislation, introduction of new equipment, plant / machinery will be discussed with employees prior to introduction
- Quarterly health and safety meetings are held at head office where an agenda has been developed based on site audits, client feedback & peer review.

### **Persons to be consulted**

As required by law the consultation required with the employees of this Company will be with the employees directly, or if elected to the position by this Company's employees, a representative of employee safety. Where a representative of employee safety has been elected then the Company management will inform Company employees of the names of those representatives and the group of employees represented by those representatives.

Sources: **The Health and Safety at Work etc. Act, 1974**  
**HSG65 Managing for health & safety**  
**Construction (Design and Management) Regulations, 2015**  
**Management of Health and Safety at Work Regulations, 1999**



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#### DEMOLITION

It is the policy of this company that all demolition activities be carried out as safely as is practicable. In order to administer this policy, it shall be necessary to ensure that all operatives and supervisors will be suitably trained to carry out their task safely. All equipment shall be in good order and be properly maintained such that it remains so, and all relevant legislation and guidance notes are adhered to.

The following notifications to the relevant local authority shall be made, where applicable:

- The relevant local authority, under the Building Act 2011; or
- The District Surveyor in the Inner London area, under the London Building (Amendment) Act 1939; or
- The Building Authority of Scottish Burghs or Counties, under the Building (Scotland) Act 2003.
- Noise - application for prior consent under the Control of Pollution Act 1989.
- Notification of the intention to dispose of specified wastes under the Control of Pollution (Special Waste) Regulations 1996.
- Request for drains and sewers to be sealed to prevent the entry of vermin onto the site.

The following notifications shall be made to the Health and Safety Executive, as appropriate:

- Notification of the commencement of building operations, or works of engineering construction, if the duration of the work is expected to be more than 30 days and include 20 persons at any one time or will utilise more than 500 person days. This notification will be on Form 10 and is a duty of the Planning Supervisor.
- Notification of intended work with Licensable asbestos materials, where applicable.
- Where radioactive materials or contamination are present, notification, Safe Systems of Work and Risk Assessments are required under the Dangerous Substances and Explosive Atmospheres Regulations 2002.

Notification to the statutory authority and requests for:

- The location of underground services, with detailed plans wherever possible;
- The arrangement for the isolation or diversion of underground and overhead services, if possible
- The provision of temporary supplies for site operations.

Source: **The Health and Safety at Work etc. Act, 1974**  
**Management of Health and Safety at Work Regulations,**  
**Dangerous Substances and Explosive Atmospheres Regulations 2002**  
**Provision and Use of Work Equipment Regulations, 1998**  
**Control of Asbestos Regulations, 2012**  
**The Control of Substances Hazardous to Health, 2002**  
**The Control of Lead at Work Regulations, 2002**  
**Control of Noise at Work Regulations, 2005**  
**The Personal Protective Equipment Regulations 2002**  
**Manual Handling Regulations, 2002**  
**Construction (Design and Management) Regulations, 2015**  
**Work at Height Regulations 2005**  
**BS 6187:2011 Demolition**  
**Control of Vibration at Work Regulations 2005**

**The above list is an example of current legislation; this Policy is not limited to the above Regulations**



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#### **DRUG AND ALCOHOL POLICY**

To assist in the safe performance of our duties, this company operates a strict policy of **NO ALCOHOL** and **NO DRUGS** in the workplace.

No alcohol or drugs will be tolerated on site. Anyone who presents themselves for work under, or apparently under the influence of drugs or alcohol will be refused entry to the workplace.

For their own safety, that of their workmates and members of the public any member of staff believing that another is under the influence of drugs or alcohol should report this to their direct manager immediately.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct manager **must** be informed of that circumstance.

Random drug & alcohol testing may be carried out without prior notice or permission

Source: **The Health and Safety at Work etc. Act, 1974**  
**Management of Health and Safety at Work Regulations, 1999**

#### **EMERGENCY PROCEDURES**

In order to ensure the safety of employees, and any other person, it is the policy of this Company that documented procedures are put in place regarding situations presenting serious and imminent danger. The individual emergency procedures contained in the Procedures Section, set out clear guidance on when employees and others at work should stop work and how they should move to a place of safety. In some cases, this will require full evacuation of the workplace. In other cases, it might mean some or all, of the workforce moving to a safer part of the workplace.

A sufficient number of competent persons within the workplace will be nominated to implement those procedures, which relate to evacuation of any part of the workplace.

Sources: **The Health and Safety at Work etc. Act, 1974**  
**Management of Health and Safety at Work Regulations, 1999**

#### **EMPLOYMENT OF TEMPORARY WORKERS AND PERSONNEL OBTAINED FROM EMPLOYMENT BUSINESSES**

This Company recognises that it has duties to ensure the health and safety of employees who are temporary workers, or employees obtained from an employment business. These duties include the following:

1. To provide any operative whom he has employed under a fixed term contract of employment (i.e. Temporary Worker), or who has been provided by an employment business with comprehensible information on:
  - a) any special occupational qualifications or skills required to be held by that employee if he is to carry out his work safely (e.g. working at height); and
  - b) Any health surveillance required to be provided to that employee by legislation.
2. To ensure that the person carrying on the employment business has been provided with comprehensive information on:



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- a) any special occupational qualifications or skills required to be held by the operative if he is to carry out his work for this Company safely; and
  - b) The specific health and safety features of the jobs in this Company to be filled by operatives obtained from employment businesses.
3. To check that the information provided by this Company, to an employer carrying on an employment business, is received by the operative (although it is appreciated that the person carrying on the employment business has a legal obligation to pass this information on once received from this Company).
  4. Informing the persons responsible for the provision of health and safety assistance to this Company of the employment of temporary workers or of operatives obtained from an employment business. It is the policy of this Company to adhere to the requirements above, and the responsibility for its implementation will be accorded to this Company's director, or a designated subordinate.
  5. The use of Temporary Workers / Agency Supplied labour by the licensed asbestos removal division is detailed in General Safe Working Procedures 2021 Version 1 number 14

Source: **Management of Health and Safety at Work Regulations, 1999**  
**Control of Asbestos Regulations 2012**

### EMPLOYMENT OF YOUNG PERSONS

This Company does not generally employ young persons (defined in the Regulations as someone under 18 years of age) in the course of Company business (including for training purposes). However, in the event that this should change, risk assessments will be carried out on any risks to young persons before they start work in accordance with legislation. The young person's risk assessments carried out by this Company will follow the same procedure as that for other risk assessments as described in the Procedures Section of this safety policy, but will specifically take the following into account:

- The young person's inexperience, lack of perception of danger and immaturity;
- Their workplace and workstation;
- Any exposures to physical, chemical and/or biological agents;
- Any work equipment used;
- The work activities and processes to be undertaken;
- Any training provided, and any risks from specified agents and processes (listed in the original Directive).

The restrictions on work to be done by a young person, as required by legislation, will be complied with by this Company as will the requirement to notify the local careers office of the employment or transference of young persons as required under Section 119A of the Factories Act 1961.

Source: **Management of Health and Safety at Work Regulations, 1999**



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### ENVIRONMENTAL POLICY + SEE SJ Walchester Ltd DEMOLITION ENVIRONMENTAL POLICY

The Control of Pollution Act and the Environmental Protection Act impose a duty on everyone to prevent pollution to the environment. In order to fulfil its obligations, it is the policy of this Company that all work activities will be assessed with regard to the level of risk to the environment.

Environmental Risk Assessments will be carried out in a similar manner to normal Risk Assessments, but from the perspective of the environment not the worker. Details of these assessments can be found under Environmental Risk Assessment Procedures in the Procedures Section of this safety policy.

#### EXCAVATIONS

(GE700/15)

1. Before any excavations are commenced the positions of any underground services in relation to the proposed excavation work will be determined by consulting with the appropriate service authorities e.g. electricity, gas, water and telephone, and by considering the appropriate drawing or plans and conducting on-site investigations with suitable service location equipment. The positions of any such services will be marked and appropriate warning signs erected. The relevant personnel will be instructed on the position of such services and given details of any protection required, and of the system of work to be employed. Furthermore, only personnel competent to carry out the excavations in a safe manner will be used.
2. Supplies of suitable shoring materials will be made available and used as appropriate.
3. An adequate number of access ladders of the correct length will be available for use and used where appropriate.
4. All excavations will be inspected in accordance with the current legal requirements and a report made using the Statutory Inspection Report form.
5. A competent person will be appointed for carrying out statutory inspections and maintaining records of such inspections.
6. The edges of excavations into which a person may fall will be protected with guard rails and/or fencing, and/or covered, where appropriate or where a statutory requirement exists.

#### FIRE PREVENTION

SJ Walchester Ltd are committed to the principle of fire risk assessment (the effective ongoing evaluation of our premises and other workplaces where our employees may be required to work to determine fire risks and control measures required to eliminate or reduce the risk of fire to as low a level as possible).

Where necessary the assistance of suitable persons and/or companies will be enlisted. This Company is also committed to the provision of adequate and suitable fire fighting equipment, training in the use of such equipment to identified members of staff, and any other such measures as required by the stipulations contained in relevant legislation. The Fire Risk Assessment and Fire Risk Checklist Sections in the Procedures Section of this policy, detail the way in which this Company will conduct fire risk assessment, as well as a checklist of items to be inspected on our premises.

**Source: The Regulatory Reform (Fire Safety) order 2005**



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#### FIRST AID

It is the policy of this Company to provide, or arrange to be provided, equipment and facilities which are adequate and appropriate for rendering of First Aid to employees. Additionally, a sufficient number of trained and suitable persons will be appointed to render First Aid to employees, taking into account the specific risks that an employee may encounter in the course of his daily tasks. The risk assessment process will be used to determine specific risks as necessary.

The procedures outlined in the Procedures Section of this policy will be used as a guide to enable this Company to determine suitable numbers of First Aid trained personnel.

Employees will be informed of the arrangements concerning First Aid, including the location of the equipment, facilities and personnel. The location of First Aid boxes/equipment and the names of First Aiders will be indicated by signage. Wherever reasonably practicable COSHH data sheets and assessments will be available for use by First Aiders

Employees are instructed to record all accidents, including injuries requiring First Aid only, in the accident book provided for this purpose. First Aiders/appointed persons are made responsible for the safekeeping and maintenance of First Aid boxes/equipment and their contents, and to report deficiencies to Company management for action.

**Source: Health and Safety (First Aid) Regulations 1981 & Health and Safety (First Aid) Regulations, 2013**

#### GAS APPLIANCES

**Any work involving mains Gas will only be performed by a Gas Safe Registered operative, Gas Safe Certification must be provided prior to any work taking place. Any Gas appliances or equipment used must only be operated and maintained by a Gas Safe Registered Operative.**

#### HAZARDOUS SUBSTANCES (COSHH)

Hazardous Substances encompass all those substances - liquid, solid, gaseous, or biological, that may pose a hazard to health.

It is the policy of this Company that all substances used by our employees or affecting our employees, will be assessed with regard to the health risks imposed on the employee and others. Where potential hazardous substances will be substituted by a less harmful substance. The company will also take due regard to the storage and transport of hazardous substances.

Assessments made under the Regulations for controlling hazardous substances will be recorded and retained for future reference by employees and First Aiders. The procedure for making such assessments can be found in the Procedures Section of this policy.

**Sources: The Health and Safety at Work etc. Act, 1974  
Management of Health and Safety at Work Regulations, 1999  
Control of Substances Hazardous to Health Regulations, 2002  
Dangerous substances and Explosive Atmospheres Regulations (DSEAR) 2002**





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### **HEALTH AND SAFETY ASSISTANCE**

When required, external H&S Consultants may be used by the Company for the purpose of assisting the Company in keeping up to date with changes in the law in relation to their employees' working practices and to provide advice on all matters relating to health and safety at work

### **HEALTH, SAFETY AND WELFARE ON COMPANY PREMISES**

It is the policy of this Company that close attention is paid to the provision of suitable and sufficient facilities and measures to ensure compliance with requirements on health, safety and welfare of its employees at work. Where such a duty extends to outside contractors, visitors or others attending our premises, then procedures will be implemented to ensure their health, safety and welfare whilst on our premises. The Company's risk assessment procedure will be used to identify risks to health and safety on the Company's premises. A breakdown of the various requirements for health, safety and welfare under the relevant health and safety legislation can be found in "Health, Safety and Welfare in the Workplace" in the Procedures Section of this policy.

Source: **The Health and Safety at Work etc. Act, 1974**  
**Management of Health and Safety at Work Regulations, 1999**  
**Workplace (Health, Safety and Welfare) Regulations, 1992**

### **HEALTH, SAFETY AND WELFARE ON CONSTRUCTION SITES**

This Company is committed to providing a safe working environment for its employees required to work on construction sites. The standard that is used to achieve this goal, as well as monitoring of compliance, where a particular site activity (e.g. erection of scaffolding) is not part of our Company operation then this Company will make all reasonable enquiries to ascertain compliance by other parties responsible for provision of such aspects of the works. The Procedures Section of this Safety Policy contains various aspects of health and safety on site (i.e. CDM Roles and Responsibilities, Site Documents, Site Monitoring and Auditing Procedures, Temporary Structures, Emergency Procedures, Transport, etc).

Source: **The Health and Safety at Work etc. Act, 1974**  
**Management of Health and Safety at Work Regulations, 1999**  
**Workplace (Health, Safety and Welfare) Regulations, 1992**



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### **HAZARDS OF THE WORKPLACE**

1. The hazards associated with the operations of SJ Walchester Ltd., are those normally encountered in the building and civil engineering industry, and can be summarised as: -
  1. Falls from height of persons or objects
  2. Work in excavations and confined spaces
  3. The use of lifting appliances and other plant and equipment
  4. The stability of temporary works
  5. The handling, use, storage and transportation of materials and substances,
  6. Operations involving grinding, chipping, cutting, welding, burning etc.
  7. Energy sources, such as electricity, compressed air, liquefied petroleum gas and other gases
  8. Environmental health hazards such as dust, fumes, noise, waterways and live sewers.
  9. Although the above list is not exhaustive, it does indicate prime areas of concern where it is necessary to control or guard against hazards or risks by the implementation of safe systems of work, and to the correct use of protective clothing and devices. The Company's accident prevention programme can only be successful if the whole workforce gives a commitment to matters of health, safety and environmental protection, and follow correct procedures designed to minimise hazard and risk in the workplace.

### **HANDOVER OF SAFETY RESPONSIBILITY**

1. If major organisational or process change is required (e.g. when there is a change in Site Agent - Site Safety Supervisor, on a contract, due to holiday, sickness or transfer), then a site handover meeting shall be held.
2. Normally this meeting should be with the existing Site Agent, the new Site Agent and the Contracts Manager in attendance. Where the handover is due to the existing Site Agent being unable to continue because of sickness, then the meeting will be between the new Site Agent and the Contracts Manager.
3. The handover meeting is designed to ensure continuity of the Safety Management Systems and it is important to ensure that continuity is maintained at the interface with the Client's Safety System.



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#### **WORKSAFE PROCEDURE**

Where an employee identifies an unsafe work practise, he/she must stop work and inform the line manager of the situation immediately, in the event a line manager requests an employee to perform a work task that the employee feels is unsafe and may cause harm, the employee must contact the H&S Manager and provide full details of the situation, the H&S Manager will provide support and advice, the employee will be able to raise such concerns without fear of retribution or detriment to the individual, SJ Walchester Ltd encourage this to all employees

#### **HOT WORKS**

##### **PERMITS**

Any hot works must be covered by a Hot Work Permit prior to the work being allowed to take place, a permit should be issued by a person in control and issued to the person intending to carry out the works, and they must both sign the permit on and then sign when work is complete

#### **HIRE & SUPPLY**

##### **Hire**

Where equipment is hired in there is a duty under The Provision and Use of Work Equipment Regulations 1998 to ensure that:

- The equipment hired is suitable for the task and conditions that it is to perform;
- It has been properly maintained and inspected before work commences, with proof in the form of an inspection certificate or similar form;
- It is supplied with all relevant information (maintenance schedule, etc.) and operating instructions;
- Any necessary instruction and training is given to site operatives;
- A qualified or competent person is available to use the equipment;
- Any maintenance/inspection that is required, is carried out at the correct intervals by a competent person;
- Any equipment hired complies with The Provision and Use of Work Equipment Regulations 1998.

##### **Supply**

Where equipment is supplied there is a duty under The Provision and Use of Work Equipment Regulations 1998 to:

- Ensure that it is supplied in good working order accompanied by a current inspection/test certificate;
- Ensure that it is supplied with all relevant information and instruction;
- Provide any training as required by the hirer;
- Provide maintenance/inspection schedules as required;
- Ensure that any equipment supplied complies with The Provision and Use of Work Equipment Regulations 1998.

Source: **Provision and Use of Work Equipment Regulations, 1998**



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#### **LIFTING OPERATIONS**

It is the policy of this company that all Lifting Operations carried out by or on behalf of this company by others will at all time be carried out in a safe manner. This policy also extends to any Lifting Equipment used by the company, or others on its behalf and includes equipment that may be wholly owned or hired in by the company or others working on its behalf.

Lifting equipment means any chain, sling, shackle, crane or hoist or any other piece of equipment designed to raise or lower a load. Also included is equipment that is designed to raise or lower persons such as lifts, mobile elevated work platforms and ropes used for climbing work.

All those persons who use lifting equipment whilst carrying out work for this company and those who supervise them will at all times have adequate health and safety information available to them.

A competent person will plan all lifting operations and only those persons who are specifically trained and authorised will be allowed to operate the equipment. A suitable lift plan & method statement will be prepared specifically for each lift

It is the policy of this company that all equipment used for the purposes of lifting will be supported by the correct and up to date testing & inspection maintenance documentation. This includes 12 monthly inspections carried out by a competent person

Sources:                               **The Health and Safety at Work etc 1974**  
  **Provision and Use of Work Equipment Regulations, 1998**  
  **Lifting Operations and Lifting Equipment Regulations, 1998**

#### **LPG (LIQUID PETROLEUM GAS)**

Any works involving LPG will be required to be carried out by a competent person; all equipment must conform to current British Standards, be stored in a safe place and secured, be in a well-ventilated area. A Safe System of Work must be implemented prior to use, regular inspections of the LPG bottles and fittings must be carried out checking for leaking valves/pipes etc. Works must stop if defects are found until a competent person has carried out repairs for re-use.

#### **LONE WORKING**

Specific procedures will be required to be in place prior to any worker being allowed to work in situations alone, risk assessment of the task, workplace etc, where this situation cannot be avoided, control measures such as the issue of walkie talkies or mobile phone with a call service at specific times to check the worker is ok, a log of the calls will be kept, the operative will make contact at end of each shift to confirm work complete and they have left the site.

#### **MANUAL HANDLING OPERATIONS**

Manual Handling means any transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying or moving by hand or by bodily force.

In accordance with the Regulations for Manual Handling, this Company will endeavour to avoid the need for employees to undertake manual handling operations that involve a risk of injury. If this is not reasonably



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practicable then the Company will make a suitable and sufficient assessment of the task and reduce the risk to the lowest level that is reasonably practicable. This will include, where possible, the provision of information and general indications on the weight of each load and the heaviest side of any load whose centre of gravity is not positioned centrally.

Assessment will be recorded and reviewed if no longer valid, or there is significant change in the matter to which it relates.

The requirement that the employee has a duty to make full and proper use of any system of work provided by this Company (as the employer) to alleviate or reduce the risk of manual handling operations, will be communicated to the Company's employees.

Sources:           **The Health and Safety at Work etc. Act, 1974**  
                          **Management of Health and Safety at Work Regulations 1999**  
                          **Manual Handling Operations Regulations, 2002**  
                          **Manual Handling Operations Regulations 1992**

#### **MECHANICAL PLANT & EQUIPMENT INCLUDING MEWP**

(See GE700/15)

1. The Company uses a variety of mechanical plant and equipment on its contracts.
2. The drivers and operators of such equipment will be at least 18 years of age, trained, competent, and where appropriate, hold the relevant CPCS Training Achievement or similar certificate. The certificate must state the classification of the machine or equipment certificated to be operated and be within the date of expiry. All such certificates must be presented to the Site Safety Supervisor for verification before the operation of any such mechanical plant or equipment on site.
3. Unless proper provision has been made, the carriage of passengers on any machine, or trailer, is prohibited.
4. All mechanical plant and equipment will be subject to daily inspections by the operator and defects reported to site management. Mechanical equipment owned by the Company will also be subject to annual inspections and regular maintenance by Plant personnel. All maintenance is carried out and recorded by suitably qualified and experienced staff who will use specific defect recording paperwork. All paperwork will be stored in the site safety manual on site throughout the job and then filed at the main office.
5. At all times mechanical plant will be operated in a safe manner, and due regard will be taken of hazards such as overhead or underground services, and environmental considerations such as noise and dust.
6. No mechanical plant will be operated without the provision of appropriate guards and safety devices
7. When operating a MEWP (Mobile Elevated Work Platform), all operatives must be fully trained and competent before being allowed to use the MEWP, the operator must be competent to understand the weight restrictions, correct use of the outriggers, to understand safe system of work and to always ensure edge protection is in place at all times, Safety Harnesses must be worn and clipped to the safe attachment point within the MEWP. (where required)



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#### **NOISE AT WORK**

Excessive noise in the workplace presents a risk to all personnel and may lead to irreparable hearing damage. Regulations regarding noise at work require that employers make provisions to protect their employees from levels of noise that could pose a risk to their hearing.

It is the policy of this Company to comply with the Noise at Work Regulations, 2005, insofar as they affect our own employees and those persons not in the employ of the Company. A noise survey will be carried out by a competent person to ascertain the actual levels, where any doubt exists as to whether any machinery or plant owned or used by Company employees has a noise output in excess of 80dB(A), or a peak output in excess of 200 Pascal's.

Where the level is less than 80dB (A) no further action will usually be necessary, although it is the policy of the Company to keep all noise to a minimum level consistent with good commercial practice.

Where the level exceeds 80dB (A), but is less than 85dB (A), then all persons affected shall be advised of the survey results, instructed about industrial hearing loss and advised to wear hearing protection. The Company shall supply, maintain and replace such protection free of charge.

Should the survey reveal levels of over 85dB(A), and/or peak levels of over 200 Pascal's, then the Company shall do all that is possible to reduce these levels so far as is reasonably practicable. Identified areas will be marked as Ear Protection Zones in accordance with BS 5378, and the wearing of hearing protection shall be made mandatory.

Employees have a duty under these Regulations to wear protection provided. Records will be kept of all surveys and subsequent action taken.

Sources:           **The Health and Safety at Work etc. Act, 1974**  
                          **Management of Health and Safety at Work Regulations, 1999**  
                          **Control of Noise at Work Regulations, 2005**

#### **NEW & EXPECTANT MOTHERS**

**A specific risk assessment will be carried out in all cases of new or expectant mothers prior to allowing the new or expectant mother to commence work.**

#### **OCCUPATIONAL HEALTH PROGRAMMES AND HEALTH SURVEILLANCE**

SJ Walchester Ltd have an Occupational Health Surveillance Plan in place, an annual medical is carried out using an external private healthcare organisation (Mobile Health Surveillance), see HR dept for full company details

The arrangements include for the testing for Noise, Dermatitis, Respiratory Issues, and Vibration & Lead in Blood Levels

The Organisation will carry out a fully detailed test on all employees in March of each year, exact dates to be confirmed, all employees will be subject to the medical examination

All operatives will be monitored and asked on a regular basis for details of their current health status, during a typical site safety induction all operatives are required to complete a short medical questionnaire, these details are reviewed by the H&S Manager and held in an employee file held in the HR records dept, should any review show a need for further investigation by a qualified doctor, the H&S Manager will arrange



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Our assessment procedures are reviewed on a regular basis to take into account the introduction of new technologies, new information about products used by this Company (and their effects on health) and legislative requirements. Additionally, we will employ the services of an external independent health and safety consultancy to provide advice on such matters

Following the introduction of both licensed and non-licensed asbestos removal works all employees involved in these operations will be subject to an asbestos medical every two years. Full details are contained within Asbestos Safe Working Procedure number 4 Health Surveillance

Sources: **Management of Health and Safety at Work Regulations 1999**  
**Control of Asbestos Regulations 2012**

#### **OUTSIDE CONTRACTORS WORKING ON THIS COMPANY'S PREMISES**

It is the policy of this Company that in situations where outside contractors (e.g. utility company personnel, cleaners, maintenance personnel) enter our premises to perform tasks in areas where there may be a risk to their health and/or safety, measures will be taken to reduce that risk to the lowest level practicable under the circumstances. These measures may include any or all of the following:

- Induction training (to include the hazards and/or risks posed by this Company's operations);
- Supervision by a competent representative of this Company who is aware of the hazards presented in the area of works to be performed;
- Ensuring that personal protective equipment has been provided and is being worn, as required;
- Verifying that the outside contractor is competent and trained to carry out the proposed tasks;
- Ensuring that outside contractors' employers have received appropriate safety information relative to their proposed tasks, issued by this Company, and that outside contractor employees have been informed of such information prior to their works commencing.

The measures to be taken will be dependent upon the hazard presented and the control measures as recommended by the risk assessment procedures. Likewise, this Company requires that any proposed works by outside contractors' employers which includes elements of risk or hazard to this Company's employees, is communicated by that employer to this Company's authorised representative in the form of a risk assessment or similar, prior to works commencing on the premises.

Source: **The Health and Safety at Work etc. Act, 1974**  
**Management of Health and Safety at Work Regulations, 1999**

#### **OFFICE SAFETY PREVENTION OF ACCIDENTS IN THE OFFICE**

The six main categories of serious injury to office workers are:

1. Falls from a height e.g. down a staircase or from overreaching
2. Contact with electricity e.g. from damaged cables or badly wired repairs
3. Struck by falling objects e.g. goods from a shelf
4. Repetitive strain injuries
5. Contact with moving parts of office machinery e.g. shredders, guillotines
6. Struck by moving vehicles e.g. fork lift trucks

There are two direct causes of accidents, i.e.: Unsafe Acts and Unsafe Conditions

**UNSAFE ACTS** may include:

1. Using defective equipment
2. Using equipment incorrectly



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3. Failing to use or incorrectly using PPE
4. Leaving equipment in a dangerous state
5. Using defective equipment

Staff must report any unsafe condition to your immediate superior for action.

**UNSAFE CONDITIONS** include:

1. Bad underfoot conditions
2. Defective equipment
3. Excessive noise
4. Exposure to radiation or other pollutants
5. Fire hazards
6. Inadequate fire warning systems
7. Lack of or inadequate guarding
8. Poor housekeeping
1. Poor lighting or ventilation

This list is not exhaustive - **IF IN DOUBT CHECK**

### **RESPIRATORY & PERSONAL PROTECTIVE EQUIPMENT (RPE & PPE)**

Personal Protective Equipment means all equipment, including accessories, additions and clothing used as weather protection, which is intended to be worn or held by a person at work to protect that person against one or more risks to health or safety.

It is the policy of this Company that suitable and sufficient personal protective equipment (PPE) is provided at no cost to our employees where risk assessment has shown a significant risk to their health or safety while at work.

All staff on site are required to have a P3 filtered mask accompanied by a face fit certificate. It is the responsibility of the employee to keep the mask clean and in good condition.

A monthly check of the mask will be carried out by the health and safety representative to ensure the condition of the mask and the relevant paperwork will be completed

Licensed asbestos removal staff have additional arrangements in place for both RPE & PPE these arrangements are detailed in

Asbestos Safe Working Procedures Version 2 2023

- Procedure number 1 RPE Selection and Issue
- Procedure number 2 RPE Maintenance
- Procedure number 3 PPE

All site employees are provided with:

- Hard Hat
- Gloves
- High visibility vest
- High visibility coat
- Safety glasses
- Ear protectors
- Site boots





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It is also a legal requirement that the employee uses the protective equipment provided by the Company, where practicable store personal protective equipment in a safe place for re-use. Report any defects or loss of PPE to the Company immediately.

PPE will only be utilised when engineering controls and safe systems of work are not sufficient or practicable in reducing the risk to an acceptable level.

This Company also recognises that they are legally required to provide training to their employees in the proper fitting and use of RPE, and the provision of accommodation for the RPE it provides to its employees when it is not in use.

Sources:           **The Health and Safety at Work etc. Act, 1974**  
                          **Management of Health and Safety at Work Regulations, 1999**  
                          **Personal Protective Equipment at Work Regulations, 1992**  
                          **Personal Protective Equipment Regulations, 2002**  
                          **Control of Asbestos Regulations 2012**

#### **PROTECTION OF THE PUBLIC**

The protection of the public is to be as important a function as the protection of any other person involved in the execution of the task. The possibility of injury or ill health occurring to a member of the public as a consequence of the Company's activities is to be identified in the risk assessment procedure and the control measures required preventing such injury or ill health implemented as part of the risk assessment procedure.

Source:            **Health and Safety at Work etc. Act, 1974**  
                          **Management of Health and Safety at Work Regulations, 1999**

#### **PLANNING & CONTROL**

(See GE700/15)

Detailed planning for health, safety and environmental control on the Company's contracts starts at the contract award stage, when proper account is taken of Statutory and Company Health, Safety and Environmental requirements. Any particular features of the work, which may have an adverse effect on health and safety or the environment, are identified, and measures to eliminate or control the risk are included in the Project Plan.

1. Health, safety and environment planning is fully considered during contract launch meetings at which the management team responsible for the project discuss potential hazards and define the appropriate controls and procedures to be adopted. The Project Plan is to be sufficiently developed in health, safety and environmental matters for the commencement of the construction phase.
2. Pertinent health, safety and environmental matters are discussed at pre-order meetings with potential sub-contractors to ensure that each sub-contractor is adequately briefed about the relevant hazards and precautions to be taken during the contract. The meetings are conducted in accordance with a formal agenda and followed by comprehensive and detailed minutes on all matters that may have health, safety and environmental implications. The following paragraphs describe in general terms the arrangements for promoting consistent standards of health, safety, environment and welfare across all parts of the business, so that individual sites implement procedures to eliminate, control or guard against risks arising from the Company's activities.



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#### **PNEUMATIC EQUIPMENT**

**Operatives required to use this type of equipment will be fully trained and competent, all equipment will be compliant with the current British Standards, be tested and Inspected at regular intervals, and records will be kept. A task specific risk assessment will be carried out prior to any works being carried out or any equipment being used, HSE Guidance will be used along with Manufacturers guidance documents and specific training brief.**

#### **RISK ASSESSMENT**

The purpose of risk assessment is to identify the risks to health and safety to Company employees, as well as others affected by this Company's activities, in order that measures can be taken to either remove such risk to health and safety from the workplace or reduce those risks to as low a level as practicable.

In order to comply with legislation this Company will require that written risk assessments be compiled by designated Company personnel on activities that could be deemed to, or do, present a health and safety risk to either our own employees or others affected by our activities. These assessments will be held at places where the risk is likely to be encountered and measures will be taken by this Company to ensure that the assessment findings and precautionary measures to be taken are communicated to persons at risk to which the assessment refers. All risk assessments compiled will be subject to review if the designated person suspects that the assessment is no longer valid, or if there has been a significant change in the matters to which the assessment relates.

Company procedures for carrying out risk assessments can be found in the procedure section of this safety policy.

Sources:           **The Health and Safety at Work etc. Act, 1974**  
                          **Management of Health and Safety at Work Regulations, 1999**

#### **ROAD WORKS**

(See GE700/15)

1. Whenever work is undertaken on a public highway, the work will be undertaken in accordance with the New Roads and Street Works Act 1991.
2. The work area will be suitably safeguarded and provided with signs in accordance with the recommendations of the Approved Code of Practice "Safety at Street Works and Road Works" and Chapter 8 of the "Traffic Signs Manual" and, if necessary, following consultation with Police and Highway Authorities.
3. All operations will be planned to take into account proximity of live traffic and the need to eliminate encroachment of the works into live traffic lanes.

#### **RADIATION**

During warm sunny periods, all operatives will be pre notified of the risk involved with working in the sun and the affect UVA & UVB rays can have on the individual, where required Sun block will be issued as standard to each operative, where possible operatives will be removed from the sun to an alternative task. Other measures may be screens to protect from the sun, long sleeved shirts/caps with neck covers.

Where welding work is taking place, guards, visors, full face visors etc will be worn, these will conform to British Standards and ensure the operatives remain safe at all times.



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### **SAFETY AUDITS**

Progressive improvement in Health and Safety can only be achieved through the constant development of policy, approaches to implementation and techniques of risk control. It is the policy of this Company that a systematic audit of all safety arrangements will be carried out at the start of a project and at regular intervals throughout in order to observe all activities on site.

Regular inspections of work areas will be carried out at the start of a project and at regular intervals throughout in order to commensurate with the level of risk imposed by the activity within that area.

Where appropriate the Company's health and safety manager, will visit the workplace to carry out Safety Inspections and Audits.

Records of Safety Inspections and Audits will be kept in order that Management can monitor the performance of the Company and improve the overall safety culture within the workforce.

An example of a typical audit form can be found in Site Auditing and Monitoring Procedures in the Procedures Section of this policy.

Sources:           **The Health and Safety at Work etc. Act, 1974**  
                          **Management of Health and Safety at Work Regulations, 1999**



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**SETTING UP SITE  
PROCEDURE**

1. Check that welfare facilities will be adequate for all programmed manpower requirements
2. Discuss and agree the provision of welfare facilities for subcontractors.
3. Put the Health and Safety Policy Statement and Accident Book in a prominent position and ensure that the Policy document is readily available.
4. Display HSE Notification details as supplied by the Principal Designer
5. Verify the contents of the Site Safety Plan against the contents list to ensure the availability of all listed documentation.
6. Display regulatory notices as listed and supplied in the Site Safety Plan.
7. Prepare health and safety registers as appropriate (*excavations, lifting appliances etc.*)
8. Review and agree emergency /fire/accident procedures (*general examples are available in the site safety Plan*) ensure that they are prominently displayed.
9. Prominently identify all emergency muster/fire assembly points and sign escape routes if appropriate.
10. Ensure that the first aid box and equipment is adequate for the needs of the site.
11. Ensure that the first aid post is prominently marked and easily found.
12. Identify First Aider(s) or appointed person as appropriate to size of contract. (*Ref. GE700/26*)
13. Prepare Site Specific Safety Information and display on notice board. –
14. Review and agree site rules. Ensure that they are prominently displayed.
15. Carry out site induction to ensure that all personnel are made aware of site-specific health and safety information and fully understand the relevant procedures.
16. Ensure that only people that are authorised have access to site (*Fence off the site or work areas and use permit system for restricted areas*). Advise visitors of relevant Site Safety Information
17. Issue any necessary personal protective equipment and provide training in use if required.
18. Check that all machine operatives have registers and that they are up to date. (*Make sure you include hired in machines*).
19. Check that all lifting equipment has current certification especially hired in and sub-contractors plant. (*We are held responsible*).



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#### **SMOKE, FUMES, ODOURS, & DUST & POLLUTION**

(See GE700/15)

1. SJ Walchester Ltd. will take adequate precautions to avoid the release of oils, coolants or other pollutants into the environment. In the event of any spillage the Company shall ensure that these are removed and disposed of in accordance with the Environmental Protection Act 1990 and the Waste Management Licensing Regulations 1994

#### **SAFE ERECTION OF STRUCTURES**

(See GE700/15)

1. To ensure that structures of all kinds are erected safely the Company adopts the principles of the HSE Guidance Note GS28 (1-4), and the recommendations referring to planning and design, site management procedures, working places and access, and training.

#### **SUB-CONTRACTORS**

All sub-contractors contracted to carry out any works on behalf of S. J. Walchester Ltd will be required to complete a Sub-contractors Questionnaire. This will be provided along with the requested supporting information.

All sub-contractors will provide a set of RAMS for review and all works will be monitored and inspections carried out at any point.

#### **TEMPORARY WORKS**

Temporary works on site would mainly consist of the temporary heras fencing used to create designated exclusion zones where necessary. If further temporary works are required a TWC should be instructed and follow the below procedures:

Contractors should be able to demonstrate that they have in place effective arrangements for controlling risks arising from the use of temporary works. These are usually captured in a temporary works procedure which will contain most or all of the following elements:

- Appointment of a Temporary Works Co-ordinator (TWC)
- Preparation of an adequate design brief.
- Completion and maintenance of a temporary works register
- Production of a temporary works design (including a design risk assessment and a designer's method statement where appropriate).
- Independent checking of the temporary works design.
- Issue of a design/design check certificate, if appropriate.
- Pre-erection inspection of the temporary works materials and components.

Control and supervision of the erection, safe use, maintenance and dismantling of the temporary works – ie, procedures to:

- Check that the temporary works have been erected in accordance with the design, and issue a formal “permit to load” where necessary.
- Confirm when the permanent works have attained adequate strength to allow dismantling of the temporary works, and issue a formal “permit to dismantle” where necessary.
- The procedure should include measures to ensure that the design function, the role of TWC, and Temporary Works Supervisor(s) where appropriate, are carried out by competent individuals.



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#### TRADE CONTRACTORS' SAFETY INFORMATION

Safety information, which forms an integral part of the Company's Health and Safety Policy, is applicable to all Trade Contractors and persons under their control and forms part of the Terms of Contract. Trade Contractors are required to ensure that:

1. They, and all persons under their control, familiarise themselves with the site and any hazards to be found on the site;
2. Their activities are conducted in accordance with the safe practices as detailed in this Policy, taking precautions to protect all employees and others who may be affected by their actions or failures to act;
3. They comply with all the relevant legislation applicable to the workplace;
4. They provide the correct protective equipment and clothing to their employees at the contractor's expense;
5. Employees remain within the designated areas of their work;
6. They only employ persons who are sufficiently trained and experienced in the performance of their duties. If persons under training are employed, the contractor is to ensure that they are adequately supervised.

Nothing in the above information relieves the contractor of their duties and obligations under Statute or Common Law. Failure to comply with our Company's Health and Safety Policy or any legal requirements will lead, at our Company's discretion, to suspension of the contractor's work, at no cost to the employer, or to termination of the contract.

Source: **Health and Safety at Work etc. Act, 1974**  
**Management of Health and Safety at Work Regulations, 1999**  
**Construction (Design and Management) Regulations 2015**

#### TRAINING

In order that personnel can work safely and efficiently it is important that each person receives training appropriate to the job they are required to do. Whilst appropriate qualifications are required by the Company before employment, it is not accepted that training will cease for that employee. It is the policy of this Company that all employees continue training during the course of their employment by various methods ranging from attending residential courses to "toolbox talks".

All employees will receive appropriate induction training that will include the standard introduction programme, making them aware of their statutory duties, the emergency procedures and an explanation of the Company Safety Policy. An awareness of safety issues at all levels is an important feature in the promotion of this Safety Policy. Accordingly, in all forms of training, the safety requirements related directly or indirectly to the task or

work area will be an integral part of occupational training and appropriate training will be given to anyone who undertakes a new task.

All training will be mandatory, and records kept of courses and qualifications. Examples of training records can be found in "Consultation with Employees Procedures" in the Procedures Section of this policy.

Sources: **The Health and Safety at Work etc. Act, 1974**  
**Management of Health and Safety at Work Regulations, 1999**  
**Provision and Use of Work Equipment Regulations, 1998**



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### VIBRATION

#### HAND ARM VIBRATION POLICY 2023

It is the intention of SJ Walchester Ltd to follow the guidelines and safe-working procedures as stated in the HSE booklet (INDG 175) and also the HSE booklet (INDG 126) Health Risks from Hand Arm Vibration.

Each operative will be issued with a copy of these guidance booklets, a Medical questionnaire will also be issued requesting information about the operative's daily exposure times and type of equipment used.

Prior to using equipment, the HSE issued Hand-Arm Vibration Calculator (version 5.6) will be completed by a competent person and the resultant permitted exposure duration time will not be exceeded

This questionnaire will form the starting point to provide all operatives with Medical surveillance.

SJ Walchester Ltd intends to use suppliers and manufacturers who can provide equipment that has been modified to include anti vibratory devices.

This equipment will comply with the current standards required to comply with the present Health & Safety Regulations.

Risk assessments will be carried out in all cases to ensure the user has been provided with the correct equipment along with any P.P.E requirements.

Toolbox talks will be given on a regular basis to ensure any new products or safe working practises are communicated to the workforce.

The following items will be taken into account when assessing the task that may require tools and equipment that could have an affect on the operatives.

- 1/ See if the task can be done without the use of high vibration tools
- 2/ Make sure that new tools have vibration control built in
- 3/Modify existing tools to reduce vibration levels or the grip force required
- 4/Arrange work to give more breaks from vibration (rotation)
- 5/Training in the correct use of tools, how to identify early symptoms of HAV
- 6/Arranging advice and routine Health checks
- 7/ Help to keep operatives warm in cold weather (supplying PPE)

The Management of SJ Walchester Ltd will endeavour to ensure that all practical measures are taken to comply with the above items as part of the company's overall commitment to Health & Safety

**Source. Control of Vibration at Work Regulations 2005**



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### **VISUAL DISPLAY UNITS (VDU's)**

The introduction of VDU's and other display screen equipment has been associated with a range of symptoms relating to the visual system and working posture, e.g.: fatigue and stress, upper limb pains and discomfort, etc. The workstation assessment form attached seeks to identify any potential problems relating to a person's workstation before harm to health and safety is realised.

The provision of good ergonomic and environmental conditions must be considered in the planning of the work station for VDU's

#### **Posture and Good Practice:**

Since each user is an individual size and shape the user must participate in the organisation of their workstation:

To find the best working position sit on your chair, then sit rigidly upright, and then relax a little. Now adjust your chair to support your back in this position.

Use a foot rest if that helps.

Adjust the height of the chair such that when your fingers are resting comfortably on the keyboard's "home keys" the elbow is at an angle of approximately 90 degrees.

It is often more comfortable to have 100mm of workbench in front of the keyboard to rest the hands upon

Arrange the VDU in such a manner that you do not face or have a window as a background and so that the light sources do not reflect glare into your eyes.

Adjust the screen height such that the top row of the characters on the screen is level with or just below your eye level.

When copy typing use a copy holder or some other device which allows you to look from copy to screen without excessive head or neck movement. If the copy and screen are the same distance from your eyes, then your eyes will not have to constantly change focus

Leave sufficient space to gain access to the VDU for any maintenance that may be needed.

Cables must be kept tidy at all times and not cause an obstruction to the operator or others who may have cause to enter the work area.

#### **Work Patterns**

VDUs should not be used continually. It is not the length of break taken away from the VDU that is important but the frequency. Break up work patterns with other tasks so that you get a regular rest from the VDU.

#### **Eye and Eyesight Tests**

According to the Guidance to Regulations, there is no reliable evidence that work with display screen equipment causes any permanent damage to eyes or eyesight, but it may make users with pre-existing vision defects more aware of them. This (and/or poor working conditions) may give some users temporary visual





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fatigue or headaches. It is recognised that uncorrected vision defects can make work at display screens more tiring or stressful than it should be, and that correcting defects can improve comfort, job satisfaction and performance. In accordance with the Health and Safety (Display Screen Equipment) Regulations, 1992, this company will arrange for sight testing for users of display screen equipment, as defined in the regulations, for users who request such testing.



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### WORKSTATION ASSESSMENT CHECKLIST

Name:

Date:

The following is a self-assessment of your own workstation. Your views enable us to ensure your comfort and safety at work. Please tick the box that best describes your opinion, for each of the questions listed.

#### 1. LIGHTING

Is the lighting at your usual workstation adequate?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Are there distracting reflections on your screen?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
	occasionally	<input type="checkbox"/>
Do you have control over local lighting?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
	some	<input type="checkbox"/>

#### 2. TEMPERATURE AND HUMIDITY

Are you usually comfortable at your workstation?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Is the air around your workstation?	comfortable	<input type="checkbox"/>
	too dry	<input type="checkbox"/>
	too humid	<input type="checkbox"/>

#### 3. NOISE

Do you find the noise from work equipment distracting?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>

#### 4. SPACE

Is there enough space around your workstation?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>

#### 5. CHAIR

Is the seat height adjustable?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Is the angle and height of the backrest adjustable?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Is the chair stable?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Is the chair in a good state of repair?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
If your chair has arms, do they get in the way?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>



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Is the chair comfortable?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>

#### 6. DESK

Is the desk surface large enough?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Is the height of the desk suitable?	yes	<input type="checkbox"/>
	no	Too high <input type="checkbox"/>
		Too low <input type="checkbox"/>
Does the desk have a non-reflectant surface?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Do you need a footrest?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Has one been supplied?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>

#### 7. DOCUMENT HOLDER

Do you need a document holder?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Has one been supplied?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Can you adjust your document holder to the right angle?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>

#### 8. DISPLAY SCREEN

Is there a brightness control on your screen?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Is there sufficient difference between characters and background	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Does your screen move freely?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Is the screen image stable and free from flicker?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Is the screen at a comfortable height for you?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>

#### 9. KEYBOARD

Is the keyboard separate from the screen?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Is the keyboard height adjustable?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Are the symbols on the keys easily visible?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Is the space in front of the keyboard sufficient to rest your hands?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Are your forearms parallel to the work surface and your wrists comfortable?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>



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Do you understand how to use the software?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>

#### 10. OTHER EQUIPMENT

Is your phone conveniently situated?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Is there enough space to load paper into printers and copiers?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Can you easily get to shelves above and below the workstation?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Do you have other equipment problems?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>

If yes, please give details:

#### 11. TRAINING

Have you been trained to make your workstation comfortable?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Have you been trained in the use of software?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
If you were to have a problem relating to display screen work, do you know who to ask for help?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>
Do you understand the arrangements for eyesight tests?	yes	<input type="checkbox"/>
	no	<input type="checkbox"/>

Your comments please



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#### **WASTE DISPOSAL**

It is the policy of this company that where waste is generated during the course of company activities then that waste shall be disposed of in a controlled, safe and proper manner. Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then laid down company procedures will be followed to render such waste removal inoffensive and free of risk so far as reasonably practicable. Such procedures are specified in the Procedures Section of this safety policy where applicable or are covered separately in the Safe Systems of Work Section of this policy.

Source: **Carriage of Dangerous Goods (Amendment) Regulations, 2009**  
**The Carriage of Dangerous Goods (Amendment) Regulations 2019**

#### **WORK EQUIPMENT**

It is the policy of this Company that all work equipment used in the course of Company activities, whether provided by the Company, on lease or loan to or from another Company, or belonging to individuals, should be safe for use, suitable for the task and properly maintained in accordance with the manufacturers/suppliers instructions and at intervals set by this Company.

Work Equipment means any machinery, appliance, apparatus or tool and any assembly of components which, to achieve a common end, are arranged and controlled so that they function as a whole.

All personnel who use work equipment, and those who supervise them, will have available to them adequate health and safety information and, where appropriate written instructions in the safe use of that equipment.

All personnel who use work equipment, and those who supervise them, will receive adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment, any risk which may be generated by that use and the precautions to be taken.

Where there is a specific risk associated with the use, repair, modification, maintenance or servicing of any equipment, only those personnel specifically trained and authorised will be permitted to carry out such operations.

Machinery which is considered to be in any way dangerous will be fitted with the appropriate guarding and other safety devices required to reduce that danger to the lowest practicable level, and only those personnel specifically trained and authorised will be permitted to use that equipment. Where applicable, manufacturers and/or suppliers of work equipment to this Company will be approached by management to supply pertinent safety instruction and information relating to the work equipment's function and safe usage.

Sources: **The Health and Safety at Work etc. Act, 1974**  
**Management of Health and Safety at Work Regulations, 1999**  
**Provision and Use of Work Equipment Regulations, 1998**

#### **WORKING ON OR ALONGSIDE ROADS OR RAILWAYS**

The operations of this Company include the need for employees to work on or alongside public roads. Such operations are recognised as being hazardous to Company employees, pedestrians and road users alike. This Company's management undertake to minimise the hazards presented by assessing the hazards and likely risk and implementing control measures to reduce the risk as far as reasonably practicable. Control measures will be based on the findings of risk assessments (together with any other assessments required by legislation) and



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the requirements of specific legislation dealing with work on or alongside roads. Additionally, it is the policy of this Company to devise and implement safe systems of work that address the risks posed by working on or alongside public roads.

SJ Walchester Ltd regularly work on or near Railways/Bridges, all operatives carrying out these works have been specifically trained (PTS) and each passed specific medical examinations (Drug & Alcohol) to confirm they are fit and competent to work in this type of environment. Operatives are made aware of the correct type of PPE required, the details of the track possession or programme of oncoming trains etc, a full-time watchman is also included when carrying out risk assessments for this type of work.

Source: **The Health and Safety at Work etc. Act, 1974**  
**The Road Traffic and Street Works Act, 1991**  
**Management of Health and Safety at Work Regulations, 1999**

#### WORKING WITH ELECTRICITY

It is the policy of this Company that no person in its employ will be allowed to work on or near any live conductor, except where the live conductor is insulated to prevent danger, or there is an absolute need for the equipment to be live in order for work to be carried out. The following factors will be considered when determining whether work with live conductors is justified:

1. When it would not be practicable to carry out work with the conductors dead (e.g. testing purposes);
2. If making the system dead will create hazards for other users of the system, or for continuously operating plant, etc
3. The need to comply with other statutory requirements
4. The level of risk involved in working on the live equipment and the effectiveness of the precautions available set against the economic need to perform that work.

This Company recognises that statutory legislation only permits persons at work to be near live conductors if it is not feasible to do the work at a safe distance from the live conductors. Additionally, persons whose presence near the live conductors is not necessary should not be so near the conductors that they are at risk of injury.

Portable electrical equipment will be tagged, tested and maintained on a regular basis. The recommended maintenance frequencies under Electrical Procedures at Work in the Procedures Section will be used as a reference point for all items of electrical equipment utilised by this Company.

Sources: **The Health and Safety at Work etc. Act, 1974**  
**Management of Health and Safety at Work Regulations, 1999**  
**Electricity at Work Regulations 1989**



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#### **WORKS FALLING UNDER THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015**

This Company has the ability to assume roles and responsibilities under the above regulations, dependent upon the duty holder role decided upon at the pre-tender stage of the works. It is our aim to comply with the Regulations in so far as they relate to our work activities and our relations with other duty holders during the course of the works, and to ensure that all duties and responsibilities assigned to us under the relevant statutory provisions are fulfilled in as competent a manner as possible. The detail of the requirements of various roles under CDM are described in "CDM Roles and Responsibilities" in the Procedures Section of this policy, and it is the intention of this Company to adhere to its responsibilities in performing whatever role it assumes during a project which falls within the scope of the CDM Regulations.

Source: **Construction (Design and Management) Regulations, 2015**

#### **WORK ON OR ADJACENT TO WATER**

(See GE700/15)

1. From time-to-time persons undertake work on or adjacent to water. This presents a number of hazards beyond those normally encountered.
2. Where such work is undertaken special attention will be paid by site management to the need to prevent employees, and other persons, falling into the water. Working platforms and access platforms adjacent to water will be of the correct statutory width and equipped with toe board and guard-rails. Employees and sub-contractor's personnel will be expected to wear buoyancy aids, or life jackets, that are suitable for both the work and the hazard.
3. The Company will provide suitable rescue equipment such as lifebuoys and grab lines and, where it is considered appropriate, a suitably equipped rescue boat, readily available, manned by an experienced boatman.
4. Specific precautions to avoid pollution must be taken and detailed within method statements

#### **ZOONOSIS**

Zoonosis are diseases that can be transmitted from animals to humans. There are approximately 40 potential zoonosis in the UK and approximately 300,000 people in a variety of occupations are potentially exposed. HSE funded research in a farming population has shown high prevalence of antibodies to:

- coxiella (which causes Q fever),
- chlamydia (which causes psittacosis/ovine chlamydiosis) and
- Toxoplasma (which causes toxoplasmosis).

The numbers of infections per year were also quite high for some diseases; 2% per year and 4% for ringworm, suggesting about 4,300 and 12,500 cases annually. Although most of these infections are mild and self-limiting, there is increasing evidence some acute infections may cause long term health effects. Therefore, it is company policy that all staff on site will wear the protective PPE issued by SJW.



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### **WORKING AT HEIGHTS**

(See GE700/15)

1. Where personnel are required to work at height, careful consideration will be given to the provision of safe access and safe working places, so as to minimise the risk of falls of persons, materials or other items.
2. Precautions will normally involve the use of working platforms fitted with effective physical barriers e.g. Guard rails and toe-boards.
3. Where such precautions at height may not be practicable, such as on leading roof edges or piling rig leaders, adequate fall arrest equipment will be provided, and used.

**Source. Work at Height Regulations 2005**

### **SMOKING POLICY**

Due to recent complete smoking ban in all public places including the workplace, it is the SJ Walchester Limited Policy to ban smoking in all offices/site welfare/offices/cabins. Smoking will only be allowed in a designated smoking area. Smoking will also be banned from all company vehicles; No Smoking signs will be placed in clear view to all company vehicles and offices.

Any employee found smoking in any place of work other than a designated smoking area will be issued with a written warning, this will be held on the individual employee file for a period of six months from the date of the warning, any further warnings within this period will result in a further written warning being issued with possible instant dismissal.

### **MOBILE PHONE POLICY**

**The use of mobile telephone equipment is prohibited on sites at all times unless during a break time in a designated safe area or authorised by the site manager/supervisor, the use of means making or receiving any calls. Due to a recent significant number of accidents/Incidents involving operatives being harmed whilst using a mobile phone, the company has made it policy to ban all use especially whilst operating items of plant or equipment**

**Employees using company vehicles should not make or receive calls at any time whilst driving, it is also an offence to use a mobile phone whilst driving unless approved hands free or similar approved car kits have been installed and approved by SJ Walchester Ltd Senior Management**

**Anyone found to be in breach of the above policy will be subject to disciplinary procedures**

Signed

Steven Walchester  
Managing Director  
Date: 17/07/2023





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# Subcontractor & Supplier Questionnaire

All Sections MUST be Completed

Please answer the following questions and supply relevant information as requested providing supporting details and documentation.

<b>1.0 Company details</b>			
<b>1.1 Company name:</b>			
<b>1.2 Date established:</b>			
<b>1.3 Company address:</b>			
<b>1.4 Telephone number:</b>			
<b>1.5 Contact name:</b>			
<b>1.6 Contact email:</b>			
<b>1.7 Products / Services provided:</b>			
<b>1.8 Web Address:</b>			
<b>1.9 Unique Tax Reference:</b>			
<b>1.10 Company Registration No.</b>		<b>1.11 VAT Registration No</b>	

If you answer "Yes" to 2.1, 2.2 & 2.3 & enclose a copy of certificates or have answered "Yes" to 2.4 & enclosed a copy a recognised Sip certificate please complete section 7 onwards only.

<b>2.0 Accreditation held by your company</b>				<b>Certificate enclosed</b>		
2.1	Is your company accredited to OHSAS 45001 (If yes provide copy of certificate)	Yes	No	Yes	No	N/A
2.2	Is your company accredited to ISO 14001 (If yes provide copy of certificate)	Yes	No	Yes	No	N/A
2.3	Is your company accredited to ISO 9001 (If yes provide copy of certificate)	Yes	No	Yes	No	N/A



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2.4	Does your company hold any other relevant accreditations? <i>(If yes please detail below)</i>	Yes	No	Yes	No	N/A
-----	---	-----	----	-----	----	-----

Accreditations held: ARCA / CHAS / Safe Contractor etc. / BS8902 / BES 6001 etc.

3.0 Health & Safety Management <i>(circle to indicate enclosed)</i>		Enclosed		
3.1	Copy of current signed Health & Safety policy	Yes	No	N/A
3.2	Copy of health & safety procedures for implementation of policy	Yes	No	N/A
3.3	Copies of completed example risk assessments	Yes	No	N/A
3.4	Copy of completed example method statement	Yes	No	N/A
3.5	Copy of recent site health, safety & environmental inspection / audit report	Yes	No	N/A
3.6	Details of how you ensure subcontractors / suppliers appointed by your company are competent	Yes	No	N/A

4.0 Training & Competence				Details enclosed		
4.1	Are all your general employees CSCS / CPCS registered?	Yes	No	Yes	No	N/A
4.2	Do your site supervision receive relevant training (e.g. SMSTS, ISOH etc.)	Yes	No	Yes	No	N/A
4.3	Does your company carry out relevant training in relation to the works you carry out / service you provide? (E.g. manual handling, banksman etc.)	Yes	No	Yes	No	N/A

5.0 Competent health & safety advice				Details enclosed		
5.1	Does your company employ an internal health & safety manager/ officer/ advisor <i>(If yes provide details of qualifications held)</i>	Yes	No	Yes	No	N/A



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5.2	Does your company use the services of an external health & safety consultancy <i>(If yes provide details)</i>	Yes	No	Yes	No	N/A
-----	--	-----	----	-----	----	-----

6.0 Workforce involvement				Details enclosed		
6.1	Does your company have safety representatives or a safety committee?	Yes	No	Yes	No	N/A
6.2	Does your company consult with employees on health & safety matters?	Yes	No	Yes	No	N/A

7.0 General company documentation						
7.1	Copy of current insurance certificate & schedule <i>Employers Liability, Public/ Product Liability, Contract Works, Professional Indemnity</i>			Yes	No	
7.2	Details of previous projects carried out by your company <i>(include contact details &amp; references)</i>			Yes	No	N/A
7.3	Copy of Inland Revenue letter stating UTR No.			Yes	No	N/A
7.4	Copy of VAT registration details			Yes	No	N/A
7.5	Copy of Company Registration details			Yes	No	N/A

8.0 Incident reporting & enforcement action <i>Please complete table below</i>					
	Previous year	Previous year	Previous year	Previous year	Current year to date
Average workforce					
Fatalities *					
Major injuries *					
Lost time accidents *					
Minor accidents					
Improvement/ prohibition notices *					
Prosecutions for breaches of H&S leg. *					
* <i>Provide further information for these fields:</i>					



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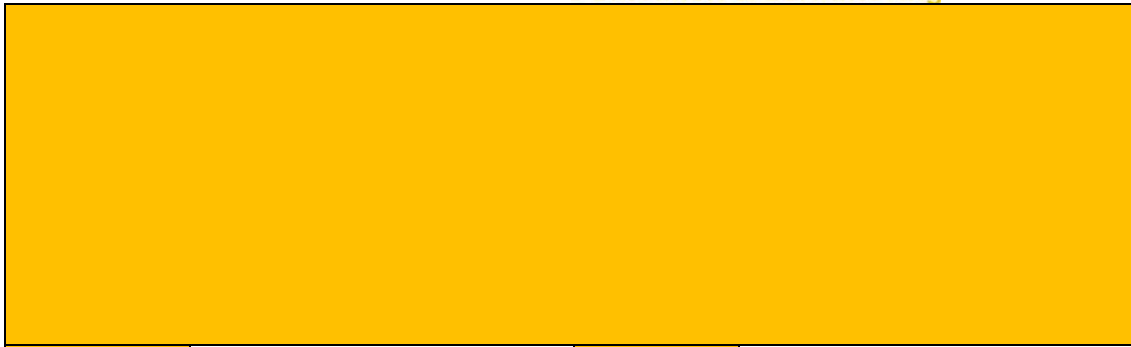
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9.0 Responsible sourcing				Details enclosed		
9.1	Does your company have a responsible procurement policy?	Yes	No	Yes	No	N/A
9.2	Does your company supply with its products the necessary documentation in relation to health & safety information, duty of care, chain of custody etc.	Yes	No	Yes	No	N/A
9.3	Does your company have a current slavery & human trafficking policy? If so, please provide a copy. If not please confirm you will operate to the GBM policy whilst working on behalf of the company.	Yes	No	Yes	No	N/A
9.4	Does your company have a Equality / diversity Policy? If so, please provide a copy. If not please confirm you will operate to the GBM policy whilst working on behalf of the company.	Yes	No	Yes	No	N/A
9.5	Can you confirm your company undertakes checks to ensure its employees are entitled to work within the United Kingdom in accordance with the Nationality, Immigration and Asylum Act?	Yes	No	Yes	No	N/A

10.0 Declaration
<p>The information contained within this document and all accompanying documentation requested is, to the best of my knowledge correct at the date shown below.</p> <p>I understand the sender of this document may request further information to enable verification of certain matters contained within and accompanying documentation.</p> <p>If any of the information contained within or accompanying this document is altered, revoked or amended within one month of the date below I will notify the sender and provide full details of the alterations, revocations and/ or amendments as soon as reasonably practicable.</p> <p><b>SCAFFOLDING:</b> Only contracting members of the National Access and Scaffolding Confederation (NASC) shall be used for scaffolding operations on S. J. Walchester Ltd sites.</p>



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<b>Print name:</b>		<b>Date:</b>	
<b>Company:</b>		<b>Signature:</b>	

**FOR OFFICE USE ONLY**

<b>Supporting Evidence</b>	<b>Provided</b>
Insurance details with copy of certificate	
Accreditation information checked	
H&S, Quality and Environmental policy provided	
Company checked on Experian	
Trade references checked	

Company Approved	Yes	No
<b>Sign</b>	<b>Date</b>	



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**EMPLOYEES OF SJ WALCHESTER LTD**

I \_\_\_\_\_(Name)

I acknowledge that I have read and am aware of the SJW Ltd Health & Safety Policy and Safety Procedures. I have also been made aware of my Roles & responsibilities detailed within this policy, I confirm that I will abide by the Rules and instructions given to me that are detailed within this policy.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Position in Company: \_\_\_\_\_

One Copy:      Retained by S J Walchester Ltd  
                     Retained by Employee



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