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Change History			
Date	Issue	Approved	Reason for Amendment
14/02/2014	1	SN	First issue
02/04/2015	2	SN	Add – Preconstruction Health & Safety Plan to Section 7.2 List.
01/07/2015	3	SN	Amending procedure to reflect upon recent audit findings
06/06/2017	4	CH	Amending procedure to reflect upon recent audit findings. Also add MSF 203 DSE Risk Assessment to the references section of the procedure.
14/07/2018	5	CH	Addition of MSF 301 Evaluation Form (for RAMS).
01-10-19	6	CH	Update Section 3 regarding Scope – references OHSAS 18001 and old versions of the ISO. Update Section 9 so that it states that it is the responsibility of the line manager to ensure that a DSE Assessment is organised for staff.

1. Purpose

This procedure describes the processes Goody Demolition Ltd uses to identify actual and potential workplace hazards and risks associated with business practices with the aim to continually improve their health and safety performance and reduce their effects on the environment and quality of their services and products.

2. Scope

This procedure is applicable to all locations and to all work performed by Goody Demolition Ltd and its subcontractors. This procedure and the work instructions contained within meet the requirements of ISO 45001:2018, ISO 9001:2015 and ISO 14001:2015.

3. Responsibility

It is the responsibility of the Managing Director to ensure the requirements of this procedure are implemented and followed at all times.

4. References

- Management System Policy Manual MSP 001
- Sales Enquiries and Order Processing MSP 003
- Nonconformities, Corrective and Preventive Action MSP 011
- Nonconformity Report Form MSF 005
- Workshop Control MSP 006
- Staff Training and Competence MSP 012
- Purchasing and Supplier Control MSP 004
- Identification and Control of Significant Environmental Aspects MSP 009
- Accident and Incident Reporting and First Aid Arrangements MSP 017
- Approved Supplier List
- Internal Audit Reports MSF 307
- Site Inspection Reports MSF 325
- Accident Reports and Statistics
- Risk Assessments
- Dynamic Risk Assessments
- Method Statements
- Evaluation Form MSF 301
- General Permit to work MSF 311
- DSE Risk Assessment MSF 203

5. Definitions

<u>Health:</u>	The protection of the bodies and minds of people from illness resulting from the materials, processes or procedures used in the workplace
<u>Safety:</u>	The protection of people from physical injury
<u>Accident:</u>	Any unplanned event that results in injury or ill health of people.
<u>Dangerous Incident:</u>	An unplanned event that has either led to damage to property or whilst no damage to property occurred or injury to persons sustained, the event still had the hazard potential to do so.
<u>Hazard:</u>	The potential of an activity or process to cause harm.
<u>Risk:</u>	The likelihood of an activity or process to cause harm
<u>Residual Risk:</u>	The level of risk remaining when controls have been implemented
<u>Environmental Protection:</u>	Arrangements to cover the activities in the workplace which could affect the environment.

6. General Considerations

- 6.1. Quality Environmental and Health & Safety Hazards should be identified, risks assessed and controls determined prior to the introduction of:
 - New Projects
 - Modifications to an operational process
 - New equipment – i.e. equipment with new features/functions
 - Changes to service offering
 - Changes to procedures where quality, safety or environmental performance could be affected
 - Changes to staff
 - Changes to legislative and/or other requirements
- 6.2. This procedure applies to all departments and activities within Goody Demolition Ltd. The methods described in this procedure describe how to take action to reduce risk, and how to set organisational objectives to improve quality, health and safety and environmental performance and implement appropriate management programs to achieve them.
- 6.3. Goody Demolition Ltd continually monitors its activities, facilities, equipment, employees and subcontractors for consistency with the Management System policies and the objectives, targets and management programs as described in this procedure. Any necessary changes to the objectives, targets and management programs arising from such monitoring are processed in accordance with this procedure.
- 6.4. Any new hazards identified during initial or on-going monitoring are evaluated in accordance with sections 9 through 11 of this procedure.
- 6.5. Any new process, adaptation to existing process, introduction of new technology, premises adaptation, and purchase of new chemicals will be brought to the attention of the Operations Manager for investigation and consultation between the interested parties to identify any Hazards that with the information provided and the experience and technical knowledge of all persons involved can be reasonably expected to foresee

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7. Identification of Workplace Hazards

- 7.1. All potentially harmful tasks performed by or on behalf of Goody Demolition Ltd are evaluated for their hazards and the risks associated with these hazards are identified and recorded in the risk assessments.
- 7.2. The following pertinent information will be used as appropriate to assist in the prioritisation and identification of workplace hazards:
- Current Project Plans
 - List of Regulations and Requirements
 - Communications from interested parties
 - Site Inspection, audit and monitoring results
 - Consultation with Site Manager and Client
 - Site plans
 - Purchasing information
 - Material Safety Data Sheets
 - Maintenance of equipment
 - Consultation with Manufacturers and Operation/maintenance manuals
 - Employee consultation
 - Accident log and incident reports
 - Preconstruction Health & Safety Plan
- 7.3. Safe Systems of work will be regularly reviewed to identify any new tasks that need to be added or any modified tasks that need to be re-analysed due to significant modifications
- 7.4. Safe systems of work may be reviewed by a competent member of staff and countersigned by the Operations Manager. The review may be conducted through on-site evaluation of the job or by group discussion of the task and its related hazards. In all cases affected workers should be an integral part of the review
- 7.5. The identification of potentially harmful tasks and hazards shall take into account:
- a) Routine and non-routine activities
 - b) Activities of all persons having access to the workplace (including contractors and visitors)
 - c) Human behaviour, capabilities and other human factors
 - d) Identified hazards originating outside the workplace capable of adversely affecting the health and safety of persons under the control of the organization within the workplace.
 - e) Hazards created in the vicinity of the workplace by work related activities under the control of the organization
 - f) Infrastructure, equipment and materials at the workplace, whether provided by the organization or others
 - g) Changes or proposed changes in the organization, its activities, or materials
 - h) Modifications to the OH&S management system, including temporary changes, and their impacts on operations, processes, and activities
 - i) Any applicable legal obligations relating to risk assessment and implementation of necessary controls
 - j) The design of work areas, processes, installations, machinery/equipment, operating procedures and work organization, including their adaption to human capabilities.
- 7.6. All tasks of significant risk or hazard potential will be evaluated using the relevant Project Plans along with assessor's knowledge. Hazard categories to be considered are included in the following table:

Quality Hazards	Description
Poor Service	<i>The service provided would fail to meet the company and customer expectations</i>
Materials	<i>Are the materials appropriate for the job? Are they of the required/specified quality?</i>
Customer Satisfaction	<i>Is there a risk of reducing customer satisfaction in our services and or products?</i>
Penalty Clauses	<i>Are there agreed penalty clauses for failing to meet set milestones within the project plan?</i>
Environmental Hazards	Description
Pollution	<i>Is there a risk of pollution to surrounding areas, and or water courses?</i>
Emissions	<i>Are there any emissions likely to be released as a result of the task i.e. dust, gas odour etc.?</i>
Wildlife	<i>Does the activity create a danger to local wildlife?</i>
Flora and fauna	<i>Is there any risk to the flora and fauna in the local area?</i>
Mechanical Hazards	Description
Crushing	<i>Caught between a machine/mobile plant and a fixed object</i>
Shearing	<i>Scissor type movement caught between machine fixed and moving parts</i>
Cutting/Severing	<i>A sharp edge rotating or moving backwards and forwards</i>
Entanglement	<i>Clothing or loose hair caught in moving parts of machinery</i>
Drawing-In or Trapping	<i>Appendages being drawn into opposing rotational machinery parts</i>
Impact	<i>Being hit by a moving part of machinery or mobile plant</i>
Ejection	<i>Particles ejected from a work piece or machine</i>
Stabbing or Puncture	<i>Appendage coming into contact with a pointed fixed object, contact with sharp objects such as glass.</i>
Friction and Abrasion	<i>Contact with a rotating part of machinery</i>
Injection	<i>High pressure fluid or gas injection into a person's body or appendage or contact with biological contaminants during use of pressure systems</i>
Non Mechanical Hazard	Description
Noise	<i>Audible (attenuation) emission of plant, processes or activities</i>
Vibration	<i>Structural born noise emission through transfer of noise or actuation energy</i>
Electricity	<i>Contact with electrical power actuated machinery or tools, or contact with electrical cables and fixed power installations</i>
Temperature	<i>Exposure to extremes of temperature Heat/Cold</i>

Radiation	<i>Exposure to non-ionizing radiation such as ultraviolet radiation from the sun or electric arc welding</i>
Biological Hazard	<i>Contact with biological organisms through human physical interaction</i>
Hazardous Substances	<i>Substances classed as Irritants, Toxics Corrosive or Cacogenics under CHPR, COSHH and associated EH40 guidance</i>
Inhalation of Dust/Fumes	<i>Airborne particulates that may give rise to adverse health effects or may have an impact on the surrounding environment</i>
Lighting	<i>Lighting conditions that may adversely affect the safe application of a given work task</i>
Slip Trip Falls	<i>Floor areas that or task areas that may have the potential of slip trip fall hazards giving rise to risk of bodily injuries</i>
Suffocation	<i>Work areas that may cause suffocation through poor ventilation or substances and processes used in an area which may adversely affect oxygen levels</i>
Fire	<i>Processes and applications that may give rise to combustion of materials</i>
Manual Handling	<i>The movement of a load by human effort alone</i>

8. Hazard Risk Assessment

8.1. The assessors shall assess the risks for each new hazard identified in section 9.0 and shall document the results of the assessment on the Risk Assessment. This assessment shall consider the severity of the hazard and its likelihood of occurrence.

8.2. The hazard severity potential and risk likelihood shall be rated using the following table:

		Likelihood of Occurrence					
		Highly Unlikely (1)	Unlikely (2)	Possible (3)	Probable (4)	Regular (5)	Continuous (6)
Severity of Harm	Trivial (1)	2	2	3	4	5	6
	Minor (2) (Under 7 day injury)	2	4	6	8	10	12
	Major (3) (Over 7 day Reportable injury)	3	6	9	12	15	18
	Fatality (4)	4	8	12	16	20	24

Severity Rankings

- Fatality:** Incident that results in the death of an employee or other persons
- Major Injury:** Over 7 day reportable injury, amputations, major fractures, poisonings, multiple injuries, cancer, other life-threatening diseases or major damage to or loss of facilities.
- Minor:** Under 7 day reportable injury, lacerations, burns, concussion, serious sprains, non-major fractures, deafness, dermatitis, long-term repetitive motion types of injuries.
- Trivial:** superficial injuries, minor cuts and bruises that do not result in any lost work days, eye irritation from dust, nuisance and other irritation, short-term discomfort.

Note that all severity rankings are determined without consideration of existing controls.

Likelihood of Occurrence Rankings

- Continuous:** Accidents or near-misses occur frequently (more than 1/month),
- Regular:** Accidents or near-misses have a high potential for occurrence due to lack of controls, frequency of action, and absence of compounding events.
- Probable:** Accidents or near misses have occurred in the past within the company.
- Possible:** Accidents or near-misses rarely occur, but have occurred regularly in industry, and there are some controls in place that are effective if properly used
- Unlikely:** Accidents or near-misses rarely occur, but have occurred regularly in industry, and there are some controls in place that are effective if properly used.
- Highly Unlikely:** No accidents or near-misses, rarely happens in industry, and/or very effective engineered safeguards that are not easily by passed, and/or requires multiple events to cause injury.

8.3. All risk assessments will require re-evaluation and re-assessment when:

- Initial assessment is no longer valid -e.g. A change of process and or procedure

- A change of circumstances – e.g. Introduction of new technology or change of personnel
- After a specific period of time – e.g. Risk assessments should be kept up to date on an annual basis
- After an accident or Dangerous Incident
- After the serving of an HSE or EA enforcement notice or written observation or opportunity for improvement.
- After a change in legislation applicable to the risk assessment
- Following a customer or interested party complaint
- Following a requirement identified during Management Review.
- Following a review of NCR's

8.4. The Safe Systems of Work and related risk assessment shall be filed on the company server with hard copy formats available at the points of use

8.5. Site surveys will be conducted prior to the commencement of work wherever necessary

8.6. Dynamic risk assessments will be carried out prior to the start of each job

9. Hazard Risk Assessment (DSE)

9.1. Display screen equipment (DSE) risk assessments will be carried out annually using the DSE Risk Assessment Form MSF 203.

9.2. Each employee that uses display screen equipment as part of their daily activities will be required to complete the questionnaire on MSF 203 on an annual basis.

9.3. It is the responsibility of the line manager of the member of staff to ensure that an in-date DSE Assessment is in place or that an assessment is organised when a new member of staff joins or when an existing member of staff gets new equipment / changes their working position.

9.4. The completed questionnaire MSF 203 shall be reviewed by the Operations Manager or other competent person and any issues raised shall be discussed with the individual and corrective action taken where necessary. All corrective action should be recorded on MSF 203 section 13 Assessors comments.

10. Hazard Risk Assessment (Fire)

10.1. A fire risk assessment shall be carried out and recorded. The level of risk shall be evaluated using high, medium or low against the number of sources of ignition, the amount of fuel available and the amount of oxygen available in each area.

11. Other Risk Assessment Activities

11.1. All new projects will be subject to a risk assessment using form MSF 213 Risk Assessment Template, the purpose of this assessment is to identify the risks involved in the project or task and the controls necessary to reduce to risks to an acceptable level.

11.2. All fixed electrical system installations will be inspected every 5 years in accordance with the regulations. This activity will be carried out by a competent subcontractor.

11.3. An Asbestos survey or clearance certificate will be obtained by Goody Demolition Ltd prior to the commencement of work on any existing property. Goody Demolition Ltd will maintain an asbestos plan for any buildings they occupy for the purpose of conducting the company's business.

12. Risk Reduction Actions

- 12.1. All identified hazards shall be targeted for improvement actions based on its risk category and available resources. Actions shall be taken to reduce the risks of identified hazards as outlined below:
- **Low** No actions required. Reduce risk as far as reasonably practicable. Monitor and maintain
 - **Medium** Reduce risk through balanced improvements.
 - **High** Immediately take action to reduce risks. Do not carry out activity until improvements made unless special temporary controls are in place that will safeguard workers. Operations Manager's permission required to restart activity

13. Determination of Control Measures

- 13.1. When determining controls, or considering changes to existing controls, consideration shall be given to reducing the risks according to the following hierarchy:
- a) Elimination
 - b) Substitution
 - c) Engineering controls
 - d) Signage/warnings and/or administrative controls
 - e) Personal protective equipment

13.2. The risk assessment shall list the control measures in accordance with the hierarchy stated above and the residual risk determined after applying each control measure.

13.3. Any changes made to control measures should also be made taking into account the hierarchy of control measures above

14. Establishing and Maintaining OH&S, Quality and Environmental Objectives

- 14.1. Any member of staff may propose Quality and environmental objectives for general categories of hazards. Objectives shall be consistent with the Goody Demolition Ltd Management system policies. In establishing objectives consideration shall be given to:
- Legal and other requirements
 - OH&S, quality and environmental hazards and risks
 - Technological options
 - Financial, operational and business requirements
 - Views of interested parties.

14.2. Objectives shall be documented and approved during the management review. Performance against objectives shall be reviewed monthly and reported to the management team at each management review meeting.

15. Establishing and Maintaining OH&S, Quality and Environmental Management Programs

- 15.1. The management team shall establish and maintain management programs for achieving the objectives set; these programs will be reviewed at the management reviews.
- 15.2. Management Programs shall identify the means, time frames and those responsible for achieving associated objectives and targets.

16. Additional Considerations

- 16.1. Risk Management activities shall be conducted by staff that are competent and knowledgeable of the appropriate functional areas. Outside assistance (e.g. safety specialists, consultants etc.) may be used when considered necessary.
- 16.2. The hazards associated with the operations of semi-permanent staff and subcontractors are covered by this procedure.