



# CAMCAI LTD

## HEALTH AND SAFETY POLICY

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**Contents Pages**

Introduction .....5

General Health and Safety Policy Statement.....6

1.0 Organisation.....7

2.0 Responsibilities .....8

2.3 Contracts Managers.....9

2.4 General Foremen / Managers..... 10

2.5 Supervisors ..... 10

2.5 Operatives/Employees and Labour only Sub-contractors ..... 11

2.6 Contractors ..... 12

2.7 Drivers of Company Vehicles ..... 13

2.8 First Aiders..... 14

2.9 Premises Management Services (NW) Ltd ..... 14

3.0 Arrangements..... 15

3.1 Abrasive wheels/Cut Off Discs ..... 15

3.2 Accident Investigation and Incident Reporting ..... 15

3.2.3 Accident investigation procedure ..... 16

3.3 Alcohol and Drug Abuse ..... 17

3.4 Asbestos ..... 18

3.5 Changes to Legislation..... 18

3.6 Communication and consultation..... 18

3.7 Confined Spaces ..... 19

3.8 Compliance with CDM Regulations 2015..... 19

3.9 Display Screen Equipment..... 22

3.10 Driving ..... 23

3.11 Electrical Safety ..... 23

3.12 Emergency Procedures ..... 25

3.13 Fire Precautions ..... 25

3.14 First Aid ..... 25

3.15 Gas Safety ..... 26

3.16 Hand Arm Vibration Syndrome (HAVS) ..... 27



3.17	Health Surveillance .....	28
3.18	Housekeeping.....	28
3.20	Hazardous Substances.....	29
3.21	Lifting Equipment and Lifting Operations .....	29
3.23	Lone Working .....	31
3.24	Management of Sub-Contractors .....	31
3.25	Manual Handling Operations .....	32
3.26	Monitoring and Review of Safety Performance .....	33
3.27	Noise.....	34
3.28	Office Safety .....	35
3.29	Permit to Work Systems .....	35
3.30	Personal Protective Equipment (PPE) .....	35
3.31	Protection of the Public .....	36
3.32	Risk Assessments and Method Statements .....	36
3.32.1	Vulnerable persons.....	37
3.33	Smoking .....	37
3.34	Stress.....	38
3.35	Training .....	38
3.36	Welfare Facilities on site / offices .....	39
3.37	Work at Height .....	39
3.38	Work Equipment .....	42
3.39	Young Persons .....	42
	ACKNOWLEDGEMENT .....	43



## **Introduction**

This policy document has been prepared to define the way that CAMCAI Ltd intends to manage health and safety and meet the requirements of Section 2(3) of the Health and Safety at Work Act 1974. This section of the act requires an employer to prepare a statement of general policy with respect to health and safety at work and the organisation and arrangements set up to carry out that policy.

The Policy and its associated documents apply as defined to all personnel employed or contracted to the Company as appropriate to the work being undertaken. It is the duty of personnel so involved to apply the requirements of these documents to their work.



## General Health and Safety Policy Statement

CAMCAI Ltd is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of its employees and other persons who may be affected by its activities. Our ultimate objective is to create a positive health and safety culture which is embedded in all areas of the business to ensure that all risks are adequately controlled. The Company is committed to complying fully with the requirements of the Health and Safety at Work etc. Act 1974 and the legislation made under it, including the Management of Health and Safety at Work Regulations 1999.

Effective health and safety management is an integral part of our company culture and is recognised as a key driver in respect to achieving success in our business objectives. CAMCAI Ltd conducts their activities with the following aims in order to achieve our policy objectives:

- Ensure our business operations are undertaken in accordance with best practice procedures which reflect compliance with current statutory health and safety legislation.
- Meet our responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Ensure the necessary resources are provided in relation to health and safety, including finance, equipment personnel and time.
- Provide and maintain safe working environments that are, so far as reasonably practicable, without risks to health, safety and welfare.
- Ensure all employees play an active part in the health and safety of the Company by consulting with them and providing them with adequate information, instruction, training and supervision for them to understand their role within the Company and ensure they are competent to fulfil that role.
- Prepare and record risk assessments for all significant risks within the business.
- Ensure that all plant and equipment is provided and maintained in a safe condition, and is subject to routine and statutory inspections and examinations.

**James Herraghty** is the Managing Director of CAMCAI Ltd and has overall responsibility for Health Safety and Welfare. This is underpinned by other managers and colleagues who also have responsibilities in various areas of Health and Safety throughout the business. While the Directors and Managers of CAMCAI Ltd will do all that is within their powers to ensure the health, safety and welfare of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the Company. As a condition of our employment we require our employees to co-operate with us to ensure we meet with our objectives. In particular we require our employees to:

- Take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a threat to the wellbeing of themselves or any other person.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

The Company will communicate the Health and Safety Policy to all employees, and it will be freely available to customers and the general public. This policy will be reviewed and updated annually or more frequently if necessary, particularly when changes in the scale and nature of our operations occur, or there are changes in health and safety legislation.

Signed:

Date: 01 January 2020

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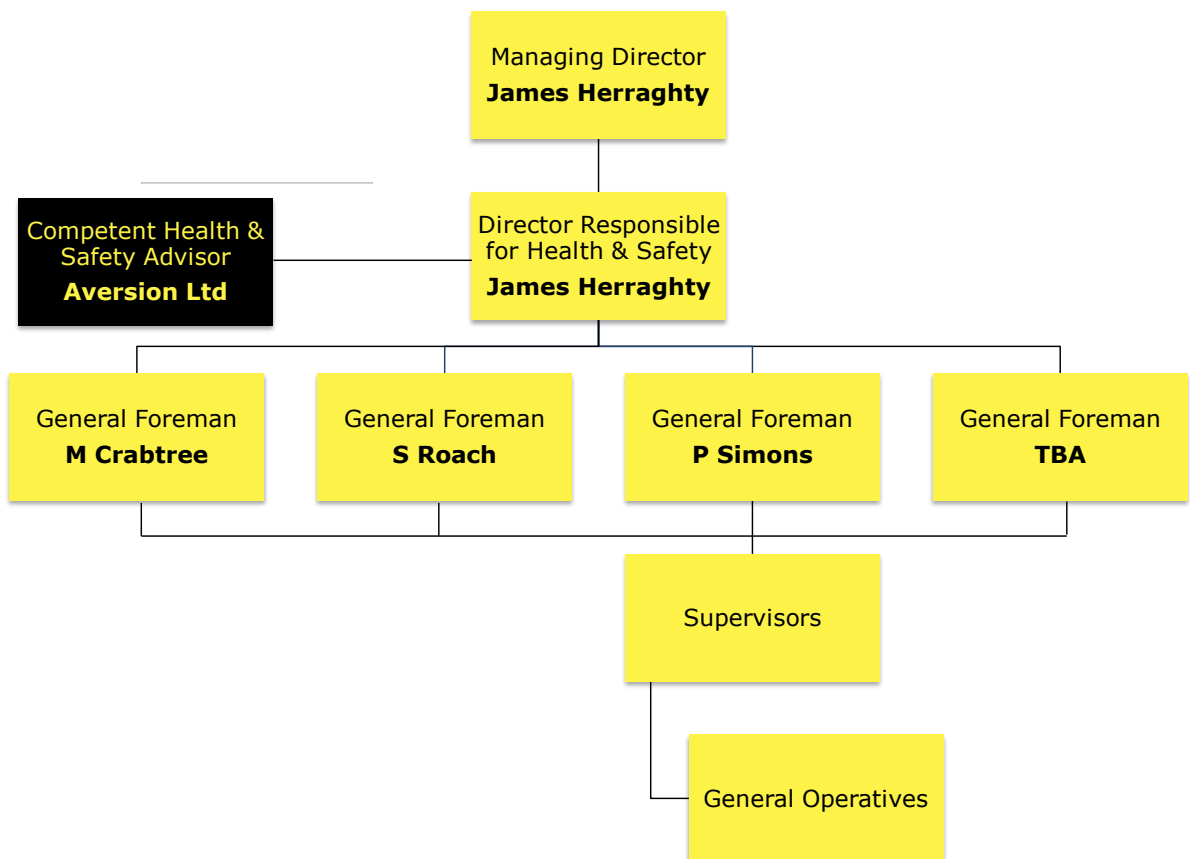
James Patrick Herraghty, **Managing Director**  
For and on behalf of CAMCAI Ltd

## 1.0 Organisation

The person with overall and final responsibility for health and safety within CAMCAI Ltd is the Managing Director.

The management of CAMCAI Ltd will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy. CAMCAI Ltd communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, and by example.

### 1.1 Management Organogram



**NB: From March 2013, competent health & safety advice is received from Premises Management Services (NW) Ltd. The contact person is Michael Foote, Tel 07711 453154.**

## **2.0 Responsibilities**

The ultimate responsibility for Health and Safety within CAMCAI Ltd lies with the Managing Director.

We CAMCAI Ltd recognise that safety is the responsibility of everyone and is not just a function of management. All employees have specific duties and responsibilities to comply with the letter and spirit of the policy. Employees have a legal obligation to take reasonable care for themselves and others who may be affected by their activities, and to co-operate fully with the company. All employees are expected to co-operate with management and are responsible for understanding and carrying out the responsibilities and duties as outlined below. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform their duties under this policy.

### **2.1 Managing Director**

To have overall responsibility for health and safety within the company.

Review, sign and date the Health and Safety Statement annually, and ensure that necessary alterations are made to the policy to reflect changes in legislation or company development.

Appoint competent person(s) to manage health, safety and the environment within the Company, and liaise with the competent person(s) when necessary to seek advice or additional resources.

Ensure sufficient resources and facilities are made available to meet the requirements of the health and safety policy.

Reprimand any member of staff failing to satisfactorily discharge the responsibilities allocated to them.

Ensure tenders are adequate to cover safe methods of work and the provision of adequate welfare facilities.

Set a personal example.

### **2.2 Financial Director**

Initiate and administer the company's health and safety policy, bring it to the attention of all staff, and ensure that all levels of management and employees understand the requirements placed upon them by this Policy.

Ensure that the objectives outlined within the health and safety policy are fully understood and observed by persons under their control.

Monitor the effective implementation of the Company's Health and Safety policy and periodically review the company's health and safety performance.

Annually review training needs and ensure adequate and appropriate training is provided and maintained in accordance with the training matrix.

Monitor the necessary resources within their control and ensure that appropriate equipment and PPE is available to all employees.

Institute proper reporting and investigation of injury, ill health, damage and loss; promote action to prevent recurrence.

Ensure that appropriate insurance cover is provided and maintained for all liabilities.



Monitor all contractors and ensure they are assessed for competence prior to appointment.

Initiate disciplinary action against all employees/contractors who do not comply with the requirements as detailed in the policy documents.

Set a personal example.

### **2.3 Contracts Managers**

Familiarise themselves with the Company Health and Safety Policy and comply with it at all times.

Ensure a suitable and sufficient risk assessment is undertaken, and where applicable written instruction is provided in the form of a comprehensive method statement, for any work activity entailing significant risk. The purpose being to establish working methods, to explain the sequence of operations, and outline potential hazards at each stage and identify the precautions to be adopted. These risk assessments/method statements should taking into consideration the following:

- Pre-construction information from the Client;
- Access equipment needed for work at height, and any other tools and equipment required;
- Any site specific hazards, for example asbestos or electrical hazards;
- Facilities for sanitation and welfare;
- The provision of basic fire precautions and fire fighting arrangements;
- The necessary emergency arrangements, including first aid provision;
- Arrangements for management and supervision.

Ensure work programmes are realistic and achievable, and that tenders are budgeted to include adequate health and safety arrangements.

Ensure that all company activities within their control are carried out in accordance with the Company Safety Policy.

Ensure that all persons in their team are competent to fulfil their duties/roles, have received adequate and appropriate training, and are fully aware of any hazards that may affect them.

Carry out periodic site visits as requested to ensure that once work has started that it is carried out as planned, good standards of housekeeping are being maintained, and that relevant legislation and site rules are observed on site.

Ensure that all plant and equipment is maintained in good working order and safe condition, and has the required certificates of inspection or examination where applicable.

Allocate the necessary resources within their control and ensure that appropriate equipment and PPE is available and correctly used by the persons under their control.

Ensure that all sub-contractors are assessed in accordance with company procedures before commencement of site operations.

Set a personal example.

## **2.4 General Foremen / Managers**

Familiarise themselves with the Company Health and Safety Policy and comply with it at all times.

Ensure that the objectives outlined within the health and safety policy are fully understood and observed by persons under their control.

Ensure that all persons under their control are competent to fulfil their duties/roles, have received adequate and appropriate training, and are fully aware of any hazards that may affect them.

Ensure all CAMCAI Ltd workers and sub-contractors on site attend site inductions as required by the Principal Contractor and Main contractor.

Monitor the allocation of the necessary resources within their control and ensure that appropriate equipment and PPE is available and correctly used by all persons under their control.

Ensure that all plant and equipment is maintained in good working order and safe condition, and has the required certificates of inspection or examination where applicable.

Ensure a suitable and sufficient risk assessment is undertaken, and where applicable written instruction is provided in the form of a comprehensive method statement, for any work activity entailing significant risk. The purpose being to establish working methods, to explain the sequence of operations, and outline potential hazards at each stage and identify the precautions to be adopted.

Ensure good standards of housekeeping are maintained within their departments.

Ensure rebar ends which have been left unprotected are covered with mushroom caps or similar and do not pose a hazard to the workforce.

Ensure that accidents and near-misses are recorded, reported and investigated in accordance with company procedures and statutory requirements, and all relevant records are kept.

Set a personal example.

## **2.5 Supervisors**

Familiarise themselves with the Company Health and Safety Policy and comply with it at all times.

Ensure that adequate supervision is provided and maintained at all times, and that young or inexperienced workers are not left to work unsupervised.

Ensure all workers are familiar with the content of the risk assessment and method statement, where applicable, and the health and safety precautions to be taken before at the start of each job.

Ensure all CAMCAI Ltd workers and sub-contractors on site attend site inductions as required by the Principal Contractor.

Allocate the necessary resources within their control and ensure that appropriate equipment and PPE is available and correctly used by operatives on site.

Ensure all machinery and plant, including hand tools, are maintained in good working order and safe condition, and are only operated by trained and authorised personnel.

Ensure any necessary permits are in place to enable high risk activities to be undertaken in accordance with a safe system of work.



Ensure all hazardous materials are correctly marked, stored, handled and used.

Ensure that good standards of housekeeping are maintained within their area(s) of responsibility, and that the site is left safe and secure at the end of each day.

Ensure rebar ends which have been left unprotected are covered with mushroom caps or similar and do not pose a hazard to the workforce.

Co-ordinate and co-operate with other contractors in all matters of health and safety.

Ensure that all defects, hazards or any health and safety matters reported to them are promptly reported to the appropriate person and rectified.

Report any employee contravening the requirements of health and safety legislation or the Company's health and safety Policy to the appropriate person.

Ensure details of any accident/incident reported to them are recorded in the Company accident book and reported in accordance with company procedures.

Set a personal example.

## **2.5 Operatives/Employees and Labour only Sub-contractors**

Co-operate with the Company on all aspects of health, safety and welfare.

Familiarise themselves with the Company Health and Safety Policy and comply with it at all times.

Always comply with any site induction procedures given, familiarise themselves with the content of any risk assessments or method statements, and work in accordance with the safe systems of work.

Use the correct tools and equipment for the job; only use work equipment, as authorised, instructed and trained.

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 (PAT every 3 months).

Use safety equipment and PPE as required by the risk assessment and site rules.

Maintain all work equipment and PPE in good working order and safe condition.

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

Report any defects in plant or equipment, or any other matter which they consider to be a health and safety risk to themselves or others to their Supervisor/Foreman, or other responsible person.

Take reasonable care for the health and safety of themselves and others, and not carry out work in any way which may recklessly endanger themselves or anyone else who may be affected by their actions (or inactions). In particular, avoid improvisation that entails unnecessary risk, refrain from horseplay, and keep the site tidy.

To be aware of and understand the emergency procedures in the event of a fire or an accident.

To report all accidents, incidents and near misses to the supervisor/foreman or other responsible person.

Attend toolbox talks and induction procedures as required by the Principal Contractor and Main Contractor.

Ensure Medical Assessment & Health Surveillance Screening Form is completed honestly and returned to the General Foreman before starting work.

Ensure rebar ends which have been left unprotected are covered with mushroom caps or similar and do not pose a hazard to the workforce.

Co-operate with the Company on all aspects of health, safety and welfare, and comply with all aspects of the Company's health and safety policy.

Co-ordinate and co-operate with other contractors in all matters of health and safety.

Set a personal example.

## **2.6 Contractors**

Sub-contractors are to comply with all the requirements of this health and safety policy and are to provide copies of their health and safety policies and any other documentation appertaining to health and safety that may be requested by the Company.

A detailed method statement must be provided where requested. 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 and checked.

Ensure all workers are familiar with the content of the risk assessment and method statement, where applicable, and the health and safety precautions to be taken before at the start of each job.

Always comply with any site induction procedures given, familiarise themselves with the content of any risk assessments or method statements, and work in accordance with the safe systems of work, statutory requirements, and site rules.

Ensure that adequate supervision is provided and maintained at all times, and that young or inexperienced workers are not left to work unsupervised.

All plant or equipment brought on to site by contractors must be maintained in good working order and safe condition, fitted with any necessary guards and safety devices, and have the required certificates of examination or inspection available for checking, where applicable.

Use the correct tools and equipment for the job; only use work equipment, as authorised, instructed and trained.

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 (PAT every 3 months).

Any injury sustained or damage caused by sub-contractors employees must be reported immediately to this Company's site representative.

Sub-contractor's employees must comply with any safety instructions given by the Company's site representative or the Principal Contractor.

Any materials or substance brought on site which has health, fire or explosion risks 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. A risk assessment for any substance or process hazardous to health which will be used on the site must be provided to this Company before any such work commences on site.

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

Report any defects in plant or equipment, or any other matter which they consider to be a health and safety risk to themselves or others to their Supervisor/Foreman, or other responsible person.

Take reasonable care for the health and safety of themselves and others, and not carry out work in any way which may recklessly endanger themselves or anyone else who may be affected by their actions (or inactions). In particular, avoid improvisation that entails unnecessary risk, refrain from horseplay, and keep the site tidy.

Contractors shall attend site inductions, meetings and tool box talks as required by the Principal Contractor.

To be aware of and understand the emergency procedures in the event of a fire or an accident.

Co-ordinate and co-operate with other contractors in all matters of health and safety.

Set a personal example.

## **2.7 Drivers of Company Vehicles**

To ensure that the driver holds a full UK driving licence and this fully covers the vehicle being driven and that the driver has been authorised to use a company vehicle or own vehicle for company use.

To ensure that the relevant business car insurance is obtained for use of any vehicle used for company use and that it covers for the transfer of passengers and theft of company articles.

For non company cars, to ensure that all required Road Tax, MOT's (if applicable) are in date and ready for inspection if so requested by the company.

Carry out regular checks on their vehicles to ensure that they are safe and roadworthy, and check oil, water, tyre pressures etc. in accordance with manufacturer's instructions.

Comply with road traffic regulations at all times.

Ensure that vehicle is periodically serviced in accordance with the manufacturer's instructions, and maintained a roadworthy condition.

Check all internal and external loads they are carrying to ensure that they are secure and that the vehicle is not loaded in excess of the legal maximum weight permitted.

Report any defect on vehicles or any ancillary equipment and ensure any additional maintenance is carried out as and when required.

To only park in designated parking areas.

Be responsible for paying any parking tickets or fixed penalty notices served on the vehicle whilst under their control, and notify the company of all driving convictions/offences and accidents that occur whilst carrying out company business.

Provide information to management of any legal impediment to their driving licence or any pending prosecutions.

Inform Management of any change to their state of health, either temporary or permanent, or medication which might affect their driving ability or their suitability to carry out any particular task or tasks.

Not drive any company vehicle whilst under the influence of alcohol or any controlled substance (controlled drugs as detailed in the Misuse of Drugs Act 1971).

## **2.8 First Aiders**

Give immediate assistance for the emergency treatment of injuries or illness without endangering themselves.

Arrange for emergency services to be called, and/or prompt and appropriate referral of casualties to medical aid as required.

Provide treatment for minor injuries which do not require referral to a medical practitioner.

Maintain first aid facilities, including first aid equipment, and periodically check and restock first aid kits.

Make records of all cases treated, including the name of person injured, date and time of the accident, circumstances and injuries and treatment given.

Record all injuries in the company accident book, and report all accidents and incidents in accordance with company procedures.

## **2.9 Premises Management Services (NW) Ltd**

Advise CAMCAI Ltd on the preparation, promulgation and review of a company Health, Safety and Environmental Policy.

To provide advice on the following:

- Legal requirements affecting health, safety, welfare and the environment.
- Personal protective clothing and equipment.
- Working methods, equipment or materials, which could reduce risks.
- Potential hazards on new sites, health and safety factors affecting the selection of plant and equipment etc.
- Specialist services including substances hazardous to health, noise, asbestos.

### 3.0 Arrangements

The general details of CAMCAI Ltd arrangements for the management of health, safety and welfare are provided within this section.

#### 3.1 Abrasive wheels/Cut Off Discs

Abrasive wheels are at risk of bursting if they are operated outside the specified maximum rotation speed. In order to avoid bursting the correct wheel must be used with regard to its type, size and speed. Every abrasive wheel, which is large enough, must be clearly marked with its maximum rotation speed. The machine must also be clearly marked with the (RPM) of the power-driven spindle. Lower speed rated wheels must not be mounted on a faster speed rated spindle.

Workers who use abrasive wheels must be provided with adequate information, instruction and training in their correct handling and mounting (including pre-mounting and storage procedures) and be certificated as proof of training.

Persons operating an abrasive wheel machine must wear the recommended form of protection, as determined by the risk assessment and depending upon the circumstances, box goggles or face-shield to (BS EN 166,167 & 168) Grade 1 impact, and suitable hearing protection.

All operatives, employees and sub-contract employees using these types of equipment will be trained in the safe use and operation.

#### 3.2 Accident Investigation and Incident Reporting

All accidents, cases of industrial ill-health, and dangerous occurrences will be investigated to identify the origins and underlying causes and record, report and document any failures in the H&S management system (with a view to improving health & safety and to be able to manage potential legal action).

All personnel on our premises and other work sites must report accidents and near-miss incidents whilst carrying out work activities on behalf of the Company. The four most important steps are to:

- Make sure that all the relevant details are reported as soon as possible, in accordance with Company procedures.
- Remove residual hazards that may pose a risk for other people in the area.
- Notify management of any injury or damage resulting from a work activity.
- Review existing systems of work to prevent a recurrence.

##### 3.2.1 Procedure to be followed in the event of an accident:

The following procedures must be followed for all accidents, incidents and near misses.

Accident Book/Form must be completed for ALL injuries, no matter how minor.

Notice of Incident Accident or Near Miss form<sup>1</sup> must be completed by the supervisor responsible for that particular work place or activity.

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<sup>1</sup> CAM001\_HSP\_App 004\_Notice of Accident, Incident or Near Miss Form

Managing Director and/or \*named individual\* must be informed by telephone of all RIDDOR reportable injuries and incidents.

The Incident Reporting Flow Chart<sup>2</sup> outlines the procedure to be followed if an accident occurs.

Advice is to be sought from Premises Management Services (NW) Ltd in relation to the reportability of the accident or incident under RIDDOR.

### **3.2.2 Reporting under RIDDOR**

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), management must report serious injuries, incidents or diseases to the Enforcing Authority in the following circumstances:

- Any person dies as a result of or in connection with work.
- Any person suffers a specified injury or disease, as specified in the Schedules to the RIDDOR Regulations, a result of or in connection with a work activity.
- A person is incapacitated for work for more than 7 consecutive days due to an accident as a result of or in connection with a work activity.

Any person not at work (Visitor, member of public, etc.) who is injured as a result of an accident at a workplace and is taken straight from the scene for treatment at a hospital.

The procedure for reporting Major injuries and fatalities is to contact the Incident Contact Centre by any of the following means:

- Telephone the RIDDOR National ICC Reporting Line on 0845 300 9923 (8.30am - 5.00pm Monday - Friday).
- Completed on-line form F2508 and email to: The Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG via <http://www.riddor.gov.uk>.
- Once contacted the ICC will pass the details that you have given regarding the incident to the relevant enforcing authority (HSE or Local Authority Environmental Health Department).

All other reportable work related injuries should be reported using the online system found on the HSE's website: [www.hse.gov.uk](http://www.hse.gov.uk)

If in doubt please seek the advice of your health and safety advisor, Premises Management Services (NW) Limited, telephone 07711 453154

Record and store accident information for any employee who is not able to perform their normal duties for over 7 days. These types of accident are reportable under RIDDOR.

### **3.2.3 Accident investigation procedure**

CAMCAI Ltd view accident investigation as a valuable tool in the prevention of future incidents. The investigation procedure should begin at the earliest opportunity, if necessary with assistance from the Health and Safety advisor.

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<sup>2</sup> CAM001\_HSP\_App 005\_Incident Reporting Flowchart



The prime purpose of an incident investigation is to establish the causes of the hazard or incident so as to identify actions necessary to prevent a recurrence.

The investigation should begin as soon as possible after the hazard or incident is reported and the medical needs of any injured people have been met. For this to happen, incidents must be reported as soon as possible after they occur.

Nothing at the accident site should be disturbed until after the completion of the investigation, other than what is necessary to prevent further injury, loss or contamination, until the investigating officer has authorised clearing away.

Where necessary, photographs or video footage should be taken and equipment held for subsequent examination or test.

It is desirable to take statements from witnesses as soon as possible after the incident. Witnesses should be interviewed separately so that facts and opinions are not confused.

It should be emphasised that the purpose of investigation is not to assign blame for the incident but to establish the causes so as to identify actions necessary to prevent a recurrence.

The investigation should be sufficiently broad to identify the immediate and underlying causes, and should include an assessment of the full range of technical, human and administrative factors involved in the hazard or incident.

Following an incident, it is the responsibility of senior management to take steps to prevent a recurrence. This will generally be achieved by implementing the recommendations arising out of the investigation.

### **3.3 Alcohol and Drug Abuse**

Alcohol or drug abuse by employees and contractors can adversely affect the health and safety of themselves or others in the workplace due to impaired judgment and co-ordination, and effectively being semi-detached from reality. Particularly where plant, equipment and machinery are concerned, being semi-detached from reality could easily lead to serious accidents.

Therefore, it is the policy of CAMCAI Ltd that alcohol or drugs are prohibited in the workplace. All employees are informed of the Company Health and Safety Policy on alcohol and drug abuse during induction - no employee, agent or sub-contractor may enter any Company vehicle or site or perform any service for CAMCAI Ltd while under the influence of alcohol or any controlled substance. (Controlled drugs are detailed in the Misuse of Drugs Act 1971). As a consequence, anyone considered to be under the influence of alcohol or illegal substances whilst at work (whether consumed during working hours or not) will be subject to disciplinary proceedings.

If CAMCAI Ltd reasonably believes that anyone is under the influence of drugs or alcohol at work as a result of a drug abuse or drinking problem, then the outcome of any disciplinary procedure will generally include suggesting that the person seek professional help. As part of the disciplinary proceedings CAMCAI Ltd will consider the extent to which the individual has sought such professional help.

All operatives are required to notify their supervisor or line manager of any prescription or other legally available drugs they are taking which may affect their capacity to carry out their day to day work activities, for example antibiotics or strong painkillers which may cause drowsiness and affect your ability to drive or operate machinery safely.

### **3.4 Asbestos**

CAMCAI Ltd's UK office is owned and operated by a Landlord and under the lease arrangements CAMCAI Ltd are not able to alter or adapt any of the fabric of the building. If this were necessary CAMCAI Ltd would request a copy of the Landlords ACM Management Survey prior to any work being undertaken.

CAMCAI Ltd employees are unlikely to work within building structures which contain ACM's, as this is not likely due to the nature of our work. CAMCAI Ltd If this position changes any employees who are likely to disturb ACMs during their normal work will be trained to such a level as to understand the typical locations in which asbestos materials are likely to be found and the detrimental health effects associated with inhalation of airborne fibre, they will be made aware of the visual characteristics of asbestos containing materials and the actions to be taken in the event of suspect materials being discovered (Asbestos Awareness Training).

Should suspected ACMs be discovered during any works conducted by CAMCAI Ltd then all works will be stopped and only resumed following sampling and analysis by an accredited laboratory which returns a negative result, or on receipt of a suitable certificate of reoccupation following specialist removal.

### **3.5 Changes to Legislation**

The Managing Director is kept up to date on changes in legislations and other health and safety issues by regular Alerts and Averts from our health and safety advisors, Premises Management Services (NW) Ltd. Issues which relate to the business operations are brought to the attention of all staff via the General Foremen, and appropriate actions are implemented. Other sources may be used at appropriate times such as seminars and the internet.

### **3.6 Communication and consultation**

CAMCAI Ltd undertakes to consult with staff over issues related to health, safety and welfare and to provide the information staff require, in order for them to carry out their duties. Constructive suggestions to improve health, safety, welfare and environmental awareness in the Company are welcomed from any employee.

Open communication systems will encourage comments and ideas from individuals in the workplace, and will include:

- Any proposed change which may substantially affect their health and safety at work e.g. changing a work procedure, equipment or ways of working;
- When introducing new technology, tools or working processes;
- Informing employees of the likely risks and dangers arising from their work, measures to remove or reduce these risks and what they should do if they have to deal with a risk or danger;

The following information will be displayed at head office:

- Health and Safety Policy Statement;
- HSE Law poster;
- Employer's Liability insurance certificate;
- Fire safety instructions;
- Names of Fire Wardens and First Aiders; and

The Company will use various methods to communicate the health and safety message to the Staff, including but not limited to the following:

- All staff will be asked to read a copy of the Company Health and Safety Policy , and are required to sign and return the declaration issued with the Policy stating that they have read the Policy and understand the Company's and their own responsibilities with respect to safety.

Health and safety will be on the agenda of all management meetings, and all persons attending are invited to put forward any ideas, concerns or observations. Information on specific topics or general issues via ongoing dialogue, inductions, briefings, tool box talks, posters, notice boards, bulletin boards, memos, risk assessments, housekeeping checklist inspections, fire drills, and any other means as appropriate.

### **3.7 Confined Spaces**

The Confined Spaces Regulations 1997 cover work associated with confined spaces. For the purpose of safety, the term 'confined spaces' covers a great variety of work places which, because of their enclosed nature, have associated reasonably foreseeable 'specified risks' to a worker, including:

- Serious injury due to a fire or explosion.
- Loss of consciousness due to excessive heat.
- Loss of consciousness because of exposure to gas, fumes, vapour or lack of oxygen.
- Drowning because an increase in the level of liquid.
- Asphyxiation because of the presence of a free flowing solid.

Where reasonably practicable to do so, entry into a confined space will be avoided. Where entry into a confined space is unavoidable, a risk assessment will be carried out to identify a safe working method that eliminates or reduces the risks to an acceptable level. The control measures will include arrangements for emergencies and rescue, and may include atmospheric testing and monitoring. The work may be controlled via a permit to work system.

### **3.8 Compliance with CDM Regulations 2015**

CAMCAI Ltd shall liaise with other contractors, so far as reasonably practicable, to facilitate compliance with the general principles of Part 2 of The Construction (Design and Management) Regulations 2015 (CDM) relating to co-ordination, co-operation and competence.

CAMCAI Ltd will ensure that they comply with the requirements of the CDM 2015 Regulations dependant on what role they are undertaking in pursuance of their activities:

#### **General Management Duties:**

- All Duty holders under the regulations shall ensure that:
- They and all personnel appointed are competent to carry out their duties or under the direct supervision of a competent person.
- That effective cooperation is both sought and given to all parties involved in construction work and that all matters likely to affect the health and safety of all involved.

- That effective coordination between all parties to ensure, so far as is reasonably practicable the health and safety of persons carrying out, or affected by the construction work.
- To take account of the "General Principles of Prevention" i.e., elimination, reduction and control for all duties during all stages of the project.
- If CAMCAI Ltd takes on the role of any of the duty holders below they will ensure that they comply with the duties placed on them as specified in the regulations.

#### **Contractor Duties:**

- We will not commence construction work until we are satisfied that the Client is aware of their duties under the regulations.
- We will manage and monitor construction work under our control, without risks to health and safety, so far as is reasonably practicable.
- We will ensure that any worker under our control is provided with any information and training required to enable them to complete their works safely.
- We will ensure that welfare arrangements are provided in compliance with Schedule 2.

#### **Notifiable Projects**

Where the project is notifiable we will:

- Not undertake any construction work until we have been provided with the names of the Principal Designer and Principal Contractor for the project, and have been given access to such parts of the construction phase plan as is relevant to our works.

On all notifiable construction projects for which CAMCAI Ltd have been appointed as a sub-contractor, we will:

- Liaise with the Principal Contractor and ensure that any risks not addressed by the health and safety plan are brought to their attention.
- Monitor the day to day on-site CAMCAI Ltd work activities.
- Co-operate with the Principal Contractor on all issues of health and safety, and bring any defects to the Principal Contractor's attention.
- Provide information for the health and safety plan as necessary (this will probably involve risk assessments and method statements).
- Ensure compliance with the health and safety plan, any site rules and relevant health and safety legislation.

CAMCAI Ltd will liaise with the Principal Contractor to ensure that the requirements of CDM 2015 are complied with in regard to matters under their control, as appropriate to the work activities undertaken by CAMCAI Ltd:

It is the duty of all persons at work on the site to report any defect that may endanger the health and safety of themselves or others.

### **Reg 17 Safe places of work**

CAMCAI Ltd will provide and maintain suitable and sufficient safe access to and egress from every place of work, and ensure that every place of work is made and kept safe for any person at work there. Each place of work shall have sufficient space for the person(s) working, their activity and any work equipment necessary to undertake their works.

### **Reg 18 – Good Order and Site Security**

Every part of the construction site shall be maintained in good order and work areas kept in a reasonable state of cleanliness.

No timber or materials with projecting nails (or similar sharp object) will be used in any work or allowed to remain in place if the nails present a danger to any person.

### **Reg 19 - Stability of Structures**

All steps must be taken where necessary to prevent danger to any person to ensure that any new or existing structure which may become unstable, or in a state of temporary weakness or instability as a result of construction work, does not collapse.

Any temporary support or structure must be adequately designed, installed and maintained so as to perform under the loads imposed and is only used for the purpose of its design.

No structure should be loaded so as to make it unsafe to any person.

### **Reg 22 – Excavations**

Excavations can impose risks not only to persons working in an excavation, but also to persons nearby. All excavation sides must be adequately supported or the sides of the excavation battered to a safe angle. The type of supports and method of support will vary depending on the ground condition, nature of work to be carried out in and around the excavation and the environmental conditions etc.

Spoil heaps must be kept at a safe distance from the edges of excavations so that they do not impose additional loading on the excavation sides and so that unobstructed safe access can be maintained on all sides of excavations.

A competent person should inspect the excavations at the start of each shift. Excavations should also be inspected after any event that may have affected their strength or stability, or after a fall of rock or earth. Any faults found should be rectified immediately. A record should be kept of all inspections.

### **Reg 30 – Emergency Procedures**

Suitable and sufficient arrangements for dealing with a foreseeable emergency, including arrangements for evacuation, will be implemented and maintained. Such arrangements will take account of:

- The type of work being undertaken.
- The characteristics and size of the construction site.
- The work equipment being used.
- The numbers of persons on site that could be affected.
- The physical and chemical properties of any substances or materials being used on site.

The arrangements will be communicated and should be familiar to all personnel on site and tested by being put into effect at suitable intervals.

### **Reg 34 – Temperature and Weather Protection**

So far as is reasonably practicable, a reasonable temperature will be maintained in any workplace during working hours. Persons will be provided with adequate protection from adverse weather.

### **3.9 Display Screen Equipment**

We will implement arrangements and procedures for the assessment of risks from the use of Display Screen Equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Workstations will be set up using appropriate ergonomic principles and equipment, and we will encourage staff using screen and keyboard equipment to adopt good practice in relation to work posture.

The Office Manager will ensure that the following arrangements are carried out in connection with the use of DSE equipment:

- Identify the equipment which is classed as a workstation and provide a DSE Self-Assessment Checklist<sup>3</sup> for completion by the user (a 'user' as defined in the DSE Regulations means an Employee who habitually uses DSE as a significant part of their normal work). Where this identifies any issues related to DSE or the Workstation review these in conjunction with the Health and Safety Consultants and produce an action plan where necessary to resolve the issues.
- Plan work activities so that, where possible, short breaks away from the display screen are a regular feature. If this is not possible then deliberate breaks or pauses must be introduced.
- Organise eye/eyesight tests at the request of the users and ensure the provision of suitable basic spectacles etc., where these are required for the display screen work concerned.
- Arrange for relevant health and safety training of users, and provide adequate information regarding these aspects.
- Instruction will be provided for those persons defined as users of display screen equipment, and will cover the health and safety aspects associated with the equipment, including recognition of risks, and their causes, adjustment of seating and equipment positions, cleaning and maintenance, use of breaks, consultation arrangements, eye test arrangements.

Eyesight tests will be available to all users or potential users at the expense of the Company, as required by law. Eyesight tests will be repeated at a frequency recommended by the optician/optometrist (usually every 2 or 3 years). We will reimburse the DSE user for the eyesight test and for any corrective appliances where solely required for DSE use, as follows:

- The cost of spectacles with corrective lenses solely for DSE use is limited to the basic cost of prescription spectacles and lenses (the cost of tinted lenses, special coatings or designer frames will not be reimbursed).
- Users who already wear spectacles for normal use, and who need additional special spectacles solely for DSE use may opt to combine the two requirements (e.g. by purchasing variable focal type lenses) but will only be entitled to claim the cost of a basic pair of spectacles which would otherwise have been necessary. Such claimants will be required to produce evidence of what

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<sup>3</sup> CAM001\_HSP\_App 006\_DSE Self-Assessment Checklist

the lenses and frames solely for DSE use would have cost had they been purchased as a separate pair of spectacles.

### **3.10 Driving**

CAMCAI Ltd recognises the potentially fatal risks to drivers when at work. CAMCAI Ltd's policy is that all drivers must be in full control of their vehicle at all times. This means no electronic devices are to be used even for the shortest period when in control of a vehicle. Mobile telephones or other means of communication are only to be used if the vehicle has stopped in a safe place and the hand brake is applied, unless a hands free kit is fitted to the car to enable the phone to be used safely and in accordance with current legislation.

All drivers are to be fit to drive. Any employee who is under the influence of drugs, alcohol or any substance likely to cause a danger to themselves or others is forbidden to drive. All employees must inform their Manager or Supervisor immediately of any change to their state of health, either temporary or permanent, or any medication they are taking, which might affect their driving ability.

Only those employees who hold a current valid driving licence and appropriate insurance for business use of the vehicle type they plan to drive are permitted to do so.

Only authorised drivers are permitted to drive company vehicles. A copy of the full UK driving licence will be held on file for all authorised drivers, and a copy of all convictions/offences will be requested.

Drivers will be made of their responsibilities under the "Responsibilities" Section of this Policy.

Road tax and MOT's (if applicable) will be maintained in date for all company vehicles and a register kept and held on file.

All company vehicles will be periodically serviced in accordance with the manufacturer's instructions, and maintained a roadworthy condition. Suitable provisions will be made for times when vehicles are off the road due to repairs, breakdowns etc.

### **3.11 Electrical Safety**

The fixed electrical installation will be inspected and tested in accordance with BS7671 (the IEE "Wiring Regs") every 5 years. Office based portable electrical appliances will be PAT tested at appropriate frequencies (see below for further details).

No work will be undertaken by any CAMCAI Ltd employee on or in the vicinity of live electrics. Managers and Supervisors are responsible for obtaining certification to ensure that any permanent electrics have been disconnected or isolated before allowing work on the system to commence.

Only battery operated or 110V equipment (or less) will be used on site for power tools.

Inspection and PAT testing of portable and transportable equipment will be undertaken at appropriate intervals, and records maintained. The frequency will depend on the environment in which the equipment is used and the conditions of usage, but will not normally exceed every 3 months for equipment used on site and every 12 months for equipment used in an office environment.

Further to this all employees are responsible for carrying out a visual inspection of any electrical equipment before use.

## Portable Electrical Appliances

Portable electrical equipment is defined as any item of electrical equipment that is not fixed in position and is not permanently connected to the hard wiring of the electrical system.

Inspection and testing of portable and transportable equipment will be undertaken at appropriate intervals, and recorded on the Portable Appliance Register<sup>4</sup>. The table below gives guidance on suggested frequencies of user checks, planned formal visual inspections and combined visual inspection and testing (PAT testing) of portable electrical equipment:

Further to this all employees are responsible for carrying out a visual inspection of any electrical equipment before use to check the following:

- Bare wires are not visible, the cable covering is not damaged and there are no taped or other non-standard joints in the cable.
- The plug is in good condition and the cable covering is gripped where it enters the plug or equipment.
- The outer casing of the equipment is not damaged or loose.
- There are no signs of overheating on the plug, cable or equipment.
- Residual Current Devices (RCDs) are working correctly (the test button should be pressed daily).

Portable Appliance Testing records will be held at head office.

Equipment/application	Voltage	User check	Formal visual inspection	Combined inspection and test
Battery operated power tools and torches	Less than 25v	No check	No check	No
25v Portable hand lamps (confined or damp situations)	25v Secondary winding from transformer	No check	No check	No
50v Portable hand lamps	Secondary winding centre tapped to earth (25v)	No check	No check	Yearly
110v Portable and hand-held tools, extension leads, site lighting, moveable wiring systems and associated switchgear	Secondary winding centre tapped to earth (25v)	Weekly	Monthly	Before first use on site and then 3 monthly
230v Portable and hand-held tools, extension leads and portable floodlighting	230v mains supply through 30mA RCD	Daily/every shift	Weekly	Before first use on site and then monthly
230v Equipment such as lifts, hoists and fixed floodlighting	230v Supply fuses or MCB's	Weekly	Monthly	Before first use on site and then 3 monthly
RCD's	Fixed**	Daily/every shift	Weekly	*Before first use on site and then 3 monthly

<sup>4</sup> CAM001\_HSP\_App\_Portable Appliance Register



Equipment in site offices	230v office equipment	Monthly	6 monthly	Before first use on site and then yearly
* Note: Residual Current Devices (RCDs) need a different range of tests to other portable equipment and equipment designed to carry out appropriate tests on RCDs will need to be used.				

### 3.12 Emergency Procedures

Written emergency procedures for reasonably foreseeable incidents will be assessed at all workplaces. All employees will be informed, instructed and where necessary, trained in the emergency procedures. These procedures will be practiced regularly and records will be maintained. Appointed persons will be identified to take control in the event of an emergency incident.

### 3.13 Fire Precautions

The main legislation relating specifically to fire safety is the Regulatory Reform (Fire Safety) Order 2005. Under the Order, a nominated "Responsible Person" – detail in responsibilities section above will carry out a Fire Safety Risk Assessment<sup>5</sup> and implement and maintain a fire management plan, to include the following:

- Ensure there are adequate means of escape from the premises and that they are maintained and inspected monthly
- Carry out emergency evacuation drills on a periodic basis (suggested frequency 6 monthly).
- Ensure there are an adequate number of fire fighting appliances, i.e. extinguishers, and that they are checked monthly and serviced annually.
- Inform Staff of the Company fire safety policy and procedures in the event of a fire.
- Post the appropriate fire safety signs - fire exits, fire exit direction signs, and fire action procedures.
- If fire exit routes or other means of escape are to be altered in any way, make sure this is acceptable to the fire authority before making any alterations.
- Carry out a weekly check of the Fire Alarm.

Information on what to do in the event of a fire is presented to all employees on induction and displayed in all areas of the business premises.

The fire safety risk assessment will be reviewed periodically, or if circumstances change.

### 3.14 First Aid

We will endeavour to provide an appropriate number of qualified First Aid staff and first aid facilities at each workplace, taking into consideration the nature of the hazards and the number of employees at that workplace.

<sup>5</sup> CAM001\_HSP\_App \_Fire Safety Risk Assessment



It is the Company's intention to ensure that at least one person trained in first aid is present on each site. On sites for which there is a Principal Contractor, by prior arrangement we may agree that it is their responsibility to provide adequate first aid provision for that site.

Where no Principal Contractor exists CAMCAI Ltd will provide trained First Aiders who will be available at all workplaces, to administer first aid treatment.

Adequate first aid equipment will be provided at all workplaces, under the control of the First Aider, to include:

- First aid kits.
- Eyewash stations.
- A suitable place or room for the administration of simple first aid procedures.

The selection of personnel to undergo first aid training will consider their willingness for the role, capacity to deal with injury and illness and ability to act calmly in an emergency.

Training will be provided by a trainer accredited by HSE. Records of training will be carefully maintained and refresher training will be arranged as necessary.

In addition, records of all cases treated will be kept for a minimum of 3 years, including information as the name of person injured, date and time of the accident, circumstances and injuries and treatment given.

List of qualified First Aiders:

Name	First Aider / Appointed Person	Expiry Date

### 3.15 Gas Safety

It is our policy to ensure that all gas appliances are maintained and serviced at appropriate intervals by a competent person (it is good practice to ensure a gas boiler is serviced at least every 5 years).

All staff should ensure that no combustible materials are stored within the vicinity of the incoming gas main and meter; this will also be inspected as part of the Quarterly/Monthly\* Health and Safety Inspection Checklist<sup>1</sup>.

If you smell gas or suspect there may be a gas leak:

- Switch off the gas supply at the main valve.
- If working with or operating machinery or equipment that could cause a fire or explosion in a gas rich atmosphere, switch off/make safe that piece of machinery or equipment.
- Open windows.

- Do not search for the leak using a naked flame.
- Do not switch on electric lights or operate electrical switches.
- Telephone the gas emergency service Transco on 0800 111 999.
- Leave the affected area, ensuring that equipment/processes have been left in a safe condition.
- Meet the gas emergency services and fully brief them on the events and any hazards on site that could affect their health and safety

### 3.16 Hand Arm Vibration Syndrome (HAVS)

The regular and prolonged use of vibrating tools can cause the users to suffer damage to the blood vessels or blood supply, causing a condition known as 'hand-arm vibration syndrome' (HAVS). The most common form of damage caused is vibration white finger. Damage to nerves of the finger causing permanent loss of feeling and other damage to muscles and bone may also contribute to pain and stiffness in the hands and wrists.

It is not envisaged that CAMCAI Ltd Ltd's employees are likely to carry out tasks where they are likely to be exposed above the exposure action value ( $2.5 \text{ m/s}^2 \text{ A(8)}$ ) of the Control of Vibration at Work Regulations 2006. CAMCAI Ltd supervisors will ensure where the cutting of steel is required with tools emitting vibration that the work load is evenly shared among the workforce to prevent the exposure action value (EAV) is never exceeded. If this cannot be avoided then the task will be subject to a risk assessment process and control measures will be implemented to reduce likely exposures to below the daily exposure action value. Please contact your health and safety advisor Premises Management Services (NW) Ltd on 07711 453154 for further advice if necessary.

When selecting and purchasing power tools and equipment, consideration must be given to procurement of equipment which is the least harmful in terms of vibration generated. In addition, operatives will receive information and instruction on the correct use of vibrating tools, the recognition vibration symptoms and the need to report them to the supervisor.

All CAMCAI Ltd Operatives will be required to complete the Company Medical Questionnaire<sup>6</sup> (see Section 3.\*\*), and to promptly report any work related health conditions. Any person who is medically confirmed as suffering from HAVS must not be permitted to use power tools which have damaging vibration emissions.

CAMCAI Ltd employees will be restricted to the maximum usage of equipment in a day's work as listed below. If using tools not listed within the table please contact your health and safety advisor Premises Management Services (NW) Ltd on 07711 453154 for further advice if necessary.

<b>Equipment</b>	<b>Maximum trigger time to reach EAV (<math>2.5 \text{ m/s}^2 \text{ A(8)}</math>)</b>
Sthil Saw TS400	1hr 30mins
Sthil Saw TS410	3hrs
Sthil Saw TS420	3hrs
Sthil Saw TS500	1hrs 30mins
Partner Saw K650	1hrs 30mins
Partner K750	3hrs

<sup>6</sup> CAM001\_HSP\_App 003\_Company Medical Questionnaire

5" Makita Grinder	58mins
9" Makita Grinder	30mins

### 3.17 Health Surveillance

It is the policy of CAMCAI Ltd to avoid and control exposure of employees to hazardous agents to preclude the necessity for statutory health surveillance. For example, exposure to noise and vibration will be controlled so that personal exposures are not likely to be above the first action level of the Control of Noise at Work Regulations or the exposure action value of the Control of Vibration at Work Regulations.

Similarly, it is our policy that exposure of workers to hazardous substances is avoided where practicable, or minimised and adequately controlled in all other cases. Where workers may be exposed to chemicals or wet products which may cause dermatitis then it is the company policy that suitable personal protective gloves be worn, and to encourage the use of skin care creams if necessary to reduce the risk of dermatitis to the lowest level reasonably practicable.

The Company's COSHH and risk assessments should identify where additional health surveillance may become necessary and what type should be implemented.

All employees are required to complete the Company Medical Health Questionnaire, and should advise their supervisor or line manager if they have any work related health issues, or any concerns related to their health which may affect or be affected by any work activity.

### 3.18 Housekeeping

It is the responsibility of all persons to maintain their working area in a tidy and safe condition, and to report any unsafe conditions which may endanger themselves or others.

Lay down areas for reinforced steel must be managed in such a way to ensure safe access to steel. Bandings and ties must be removed from the work area on an on-going basis and prevented from becoming a trip hazard. Steel deliveries should only be called off and taken delivery of when adequate lay down areas have been arranged.

Ty Wire must be stored and managed in a safe manor and not allowed to become a trip hazard in work areas.

A periodic inspection of housekeeping will be carried out as part of the Weekly Supervisor\* Health and Safety Inspection Checklist<sup>1</sup>. All identified unsatisfactory conditions shall be recorded, reported, and remedial actions taken where appropriate. A formal record of these Inspections will be maintained.

### 3.19 Pre Fabricating Reinforced Steel Sections

When reasonably practicable steel will be pre-fabricated and then lifted into position using mechanical means. This will greatly reduce the need for steel fixers to stoop for long periods and improve greatly the ergonomics of the task of steel fixing.

All pre fabrication work must be planned and managed by a competent person to ensure hazardous are not needlessly introduced to the work place. The following must be considered before pre fabricating any steel section:

- How is the section to be lifted, if it is to be lifted with a crane it needs to be designed by a competent person and have the correct temporary works sign off. Lifting points must be clearly marked and the section checked in line with the design before lifting.
- If the section is to be lifted manually then the method must be agreed with the operatives carrying out the work, specify the numbers required when team lifting. Refer to the manual handling section 3.25 for weights of steel and guidance on the manual lifting of materials. Pre-fabricated sections weighing over 80kg should not be lifted manually regardless of the numbers involved in the lift. Guidance on team lifting can be found in the HSE MAC Tool
- The combined weight of the section must be calculated, this will determine what will be used to support the section under construction. Suitable supports must be provided which are capable of supporting the weight of the complete section.
- How pre-fabricated sections are to be stored when completed, adequate lay down areas must be agreed with the client to ensure that the integrity of the section is not damaged during storage and that the sections can be reached safely when required.
- Adequate space is provided to ensure safe access and egress is provided to the work area and that housekeeping is managed on an on-going basis, tie wire, bandings and steel cut offs must be managed during the process.
- Where rebar ends are left unprotected and cause a hazard to the workforce then adequate protection is provided by means of mushroom caps or similar.

### **3.20 Hazardous Substances**

CAMCAI Ltd will ensure that exposure of workers to hazardous substances is avoided or minimised, and adequately controlled in all cases. So far as reasonably practicable the use of hazardous substances will be eliminated or substituted with less harmful alternatives.

A risk assessment will be conducted of all work involving exposure to hazardous substances using the COSHH Assessment Form<sup>7</sup>. The assessment will be undertaken by a member of the CAMCAI Ltd Management team and will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

Hazardous substances will only be released to site on completion of this COSHH assessment, which should identify the safe working practices, any control measures required, and the appropriate personal protective equipment (PPE).

All workers who will come into contact with hazardous substances will receive appropriate training and information on the health and safety issues relating to that type of work before the work commences.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

### **3.21 Lifting Equipment and Lifting Operations**

There are many different types of lifting appliances, for example, tower cranes, telescopic jib mobile cranes, hoists, forklifts, gin wheels and pulley blocks, etc.

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<sup>7</sup> CAM001\_HSP\_App\_COSHH Assessment Form

Lifting equipment must be suitable for the task (including consideration of environmental conditions), and adequate information should be obtained from the installer on the safe and proper use of the equipment. Careful consideration must be given when selecting suitable lifting appliances, including the weight and nature of the items to be lifted, ground conditions, potential obstructions, and weather conditions. All lifting appliances must conform to all current Regulations, Approved Codes of Practices and British Standards.

Operation of lifting equipment and slinging of loads should only be carried out by trained and competent persons.

There are occasions where CAMCAI Ltd may use lifting equipment on site for the lifting of Pre-Fabricated Steel Sections. If this is the case then the lifting operation must be covered by a risk assessment method statement and suitable temporary works design. CAMCAI Ltd will not lift any pre-fabricated steel section until this has been provided. The General Foreman will be responsible for ensuring this information has been obtained and briefed to the relevant operatives.

Adequate pre-use checks, maintenance, examinations, and tests of lifting equipment should be carried out at appropriate\* intervals, in accordance with statutory requirements and the manufacturer's instructions. Suitable records must be kept.

The safe working load of any lifting equipment must not be exceeded, and the equipment must not be used in a way or for a purpose for which it is not intended.

### 3.22 Mobile Elevated Work Platforms (MEWP)

The use of Mobile Elevated Work Platforms (MEWP) such as scissor lifts and telescopic booms or cherry pickers can greatly reduce the need for operatives to work from scaffold towers; podium steps and ladders.

MEWP's have a number of benefits and greatly reduce the risk of working at height and can often speed the work process up. However if MEWP are not managed correctly on a project they can also introduce a number of hazards.

#### Risk Assessment

A thorough risk assessment must be produced for all the work involving the MEWP; a copy of which should be with the MEWP. All operatives using the MEWP must be briefed onto this risk assessment and sign to confirm that they have understood the risks and relevant control hazards.

#### Training

Anyone using a MEWP must hold a current IPAF card have the correct classification to operate the machine as stated below

<b>1A</b>	Static Vertical
<b>1B</b>	Static Boom
<b>3A</b>	Mobile Vertical
<b>3B</b>	Mobile Boom
<b>PAV</b>	Push around Vertical (POP UP)
<b>IAP</b>	Insulated Ariel Device

#### MEWP Manager

At the beginning of the project a Supervisor must be identified who will manage the MEWP activities. This Supervisor will be responsible for ensuring that all work is planned, the correct MEWP is selected

for the task, the MEWP are in good working order and have a current certificate of thorough examination, that daily and weekly inspections are being carried out, and that when a fault is detected the MEWP is isolated and prevented from being operated, tagged and clearly marked as being unserviceable and reported to the Plant department. Unauthorised use must be prevented.

### **Daily Checks**

Before using any MEWP the operator is responsible for carrying out the relevant checks. A daily check sheet must be held with each MEWP and completed each day before first use; if any defects are found the MEWP is isolated from being operated, tagged and clearly marked as being unserviceable and reported to the Supervisor, who will be responsible for taking the MEWP out of service and reported it to the Plant department or MEWP supplier. Unauthorised use must be prevented.

### **Exclusion Zones**

Whenever using a MEWP it is essential to exclude all non-essential personnel from the work area. It may be necessary to erect temporary barriers around the area and sign appropriately; this exclusion zone must be extended should the deck extension be deployed.

### **Safety Harnesses**

It is not required for operatives to use a harness when operating the 3a scissor lift however a full body harness fitted with a fall restraint short/adjustable lanyard must be used and connected to the designated point within the basket when operating a 3b mobile boom.

### **Ground Conditions**

Before using any MEWP the ground conditions must be fully inspected by a competent person to ensure that the ground is suitable.

When working within the building any voids which may be covered by timber must be clearly marked and protected in order to prevent a MEWP driving over them.

### **Emergency descent from a MEWP**

Whilst any work is being carried out, with the platform in the elevated position, an emergency descent procedure must be in place. In all situations without exemption an operative must be positioned at the ground controls, he must be familiar with the emergency descent procedure for the MEWP that is in use. This operative does not have to hold an IPAF card, but must be competent in how to use the emergency descent system.

### **3.23 Lone Working**

Due to the nature of the work undertaken by CAMCAI Ltd no lone working is permitted

### **3.24 Management of Sub-Contractors**

It is the company's policy to minimise the use of subcontractors, however due to location and workloads it is sometimes necessary to employ them. Before sub-contractors are appointed, CAMCAI Ltd shall assess them on their health and safety competence prior to starting work on site and there shall be a pre-start meeting to discuss health and safety issues and assess whether a contractor has allocated adequate resource to fulfil his health and safety obligations in terms of health and safety law before the commencement of any contract. The responses obtained from the contractor and thorough evaluation of the contractor's responses will also serve to gauge their commitment to health and safety

and adherence to recognised standards of competence. A Competency Questionnaire<sup>8</sup> is completed for all contractors before appointment, and reviewed on an annual basis.

Once appointed, the ongoing performance of CAMCAI Ltd sub-contractors on site shall be monitored by the manager responsible to ensure that all works are carried in accordance with the statutory requirements and best practice and any unsafe acts or unsafe conditions caused or created by the sub-contractor shall be formally brought to the sub contractor's attention.

### 3.25 Manual Handling Operations

Almost all Steel Fixing work requires manual handling of some type; therefore it is essential that all manual handling tasks are assessed to ensure that they can be carried out in a safe manor.

At the beginning of each contract CAMCAI Ltd will assess the manual handling hazards and where reasonably practicable mechanical means will be used to reduce the need to handle materials manually and steel prefabricated at waist height to avoid the need for stooping for long periods.

Where manual handling is required good practice and team lifting must be utilised, no individual should lift any weight that he is not comfortable with and must seek guidance from the Steel Fixing Foreman.

All pre-fabricated steel must have the approximate weight calculated by the Steel Fixing Foreman and clear instruction provided, this information will be recorded by the foreman and then communicated verbally to the operatives before any lifting takes place. Where ever practical manual handling assessments will be submitted.

#### **MANUAL HANDLING - WEIGHTS OF REINFORCEMENT BAR PER METER**

Recommended lifting weight / person = 25kg

High Yield Bar Size (mm)	Mass (Kg per m)	No of 12m bars Per Tonne	Metres per 25kg
6	0.222	375	112.61
8	0.395	211	63.29
10	0.616	135	40.58
12	0.888	94	28.15
16	1.579	53	15.83
20	2.466	34	10.14
25	3.854	22	6.49
32	6.313	13	3.96
40	9.864	8	2.53
50	15.413	5.4	1.62

<sup>8</sup> CAM001\_HSP\_App \_Competency Questionnaire for Contractors



**GREEN**  
**LIGHT GAGE STEEL LOW RISK**

**RED**  
**HEAVY GAGE STEEL HANDLE WITH CARE**  
**MEDIUM RISK**

If in doubt please seek the advice of your health and safety advisor, Premises Management Services (NW) Limited, telephone 07711 453154.

Employees must notify their Manager immediately should they suffer any acute injury or develop health problems related to manual handling operations.

For further guidance on lifting see the HSE MAC Tool at - <http://www.hse.gov.uk/pubns/indg383.pdf>

### 3.26 Monitoring and Review of Safety Performance

The Financial Director has a specific responsibility to monitor the implementation of the Company's Health and Safety policy and to review the company's performance. Monitoring will include both proactive and reactive monitoring, and will provide:

- Feedback on H&S performance.
- Information to determine whether the day-to-day arrangements for hazard and risk identification, prevention and control are in place and operating effectively.
- The basis for decisions about improvement in hazard identification and risk control, and the health and safety management system.

Proactive monitoring will be undertaken by Surveyors and Managers and may include:

- Periodic inspection of work systems, premises, plant and equipment using the Weekly Supervisors\* Health and Safety Inspection Checklist<sup>9</sup> and PUWER Plant and Equipment Inspection Checklist<sup>10</sup> as a guide. All identified unsatisfactory conditions shall be recorded, reported, and remedial actions taken where appropriate. A formal record of these Inspections will be maintained.
- Day to day supervision and surveillance to ensure a safe working environment and safe systems of work are provided and maintained.
- Where appropriate or required, periodic site health and safety inspections may be carried out by Surveyors, Managers, and/or external health and safety advisors to ensure that work is being carried out as planned and that relevant legislation and site rules are observed on site.
- Measurement against any safety objectives which may be set at periodic management meetings and annual health and safety review meetings.

Reactive monitoring will include the identification, reporting, investigation and trend analysis for:

- Work-related injuries, ill health (including monitoring of aggregate sickness absence records), diseases and incidents;

<sup>9</sup> CAM001\_HSP\_App 002\_Weekly\* Health and Safety Inspection Checklist

<sup>10</sup> CAM001\_HSP\_App 006\_PUWER Weekly Equipment Inspection Register

- Other losses, such as insurance claims or damage to property;
- Any deficiencies in safety and health performance, and Health & Safety management system failures.

Periodic reviews of the health and safety management system will be carried out at a frequency and scope according to our needs and conditions; this will generally be annually, or more frequently if required due to changes in legislation, and will generally cover the following:

- The overall strategy of the health and safety management system to determine whether it meets planned performance objectives.
- Evaluation of the H&S management system's ability to meet the overall needs of the Company and its stakeholders, including its workers and the regulatory authorities;
- Identify what action is necessary to remedy any deficiencies in a timely manner.
- The results of work-related injuries, ill health, diseases and incident investigations and trend analysis; performance monitoring and measurement.
- Review of any new legislation, guidance notes, HSE initiatives, or other internal or external inputs which may affect the health and safety management system.
- Review the Safety Management System, working procedures and training requirements, as appropriate.
- Any changes will be communicated to all employees.

### 3.27 Noise

Damage to a person's hearing can occur when that person is constantly subjected to a noisy environment. All work tasks where employees are likely to be exposed above the first action value (80dB(A)) of the Noise at Work Regulations 2005 will be subject to a risk assessment process and all reasonably practicable control measures will be implemented to reduce likely exposures to below the first action value. Where the daily noise dose reaches the second action value of 85 dB(A) ear protection becomes compulsory, and it is the responsibility of the supervisor to ensure that employees make use of it within designated ear protection zones. CAMCAI Ltd will do everything that is reasonably practicable to lower the daily noise dose to below 85 dB(A).

When selecting and purchasing power tools and equipment, consideration must be given to procurement of equipment which is the least harmful in terms of noise generated. In addition, operatives will receive information and instruction on the damage caused by noise, and how to use and maintain hearing protection.

All employees, contractors and visitors will obey any site instructions and warning notices with regard to wearing of hearing protection in designated areas.

Plant and equipment is to be selected and maintained to minimise noise levels, employees will be instructed in their safe and efficient use to minimise noise levels.

All CAMCAI Ltd Operatives will be required to complete the Company Medical Questionnaire<sup>11</sup> (see Section 3.\*\*), and to promptly report any work related health conditions. Any person who is medically confirmed as suffering from noise induced hearing loss may not be permitted to use power tools which cause damaging noise exposures.

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<sup>11</sup> CAM001\_HSP\_App 003\_Company Medical Questionnaire

### 3.28 Office Safety

CAMCAI Ltd will ensure that all offices are maintained in a clean, orderly and safe condition, in accordance with the Workplace (Health, Safety and Welfare) Regulations 2002, and are laid out and maintained to minimise slip and trip hazards. A safe means of access and egress from all workplaces will be provided and maintained, so far as reasonably practicable. All workplaces will have appropriate arrangements for the storage and use of hazardous substances, without risk to health.

### 3.29 Permit to Work Systems

A Safe System of Work will be instigated where a risk assessment identifies a hazard that cannot, so far as is reasonably practicable, be eliminated. For high-risk or non-routine works, or entry into a hazardous area, a Permit to Work system may be established and implemented to control the health, safety and environmental hazards.

Activities for which implementation of a Permit to Work system should be considered to ensure that the necessary controls are in place include:

- Hot Works<sup>12</sup>
- Confined Space Entry<sup>13</sup>
- Live Electrical Work.
- Permit to Dig/Drill<sup>14</sup>
- General Hazards - overhead cables etc.

Permits will be obtained from the Principal Contractor or Client when identified and required

### 3.30 Personal Protective Equipment (PPE)

All workers who may be exposed to a risk to their health & safety while at work will be provided with suitable, properly fitting and compatible personal protective equipment. This must be worn correctly when the applicable risk assessment identifies that it is required.

All personal protective equipment provided by CAMCAI Ltd will be properly assessed prior to its provision, and all employees will be provided with appropriate information, instruction and training on the correct use and maintenance of PPE.

Individuals will be asked to sign a declaration to confirm that they understand the need for PPE and agree to use it correctly in accordance with the training/instruction they have been given, and to report any defects or losses.

Supervisory staff will ensure that suitable and adequate quantities of PPE are available at all workplaces and used appropriately and maintained in good working order. A PPE Log<sup>15</sup> will be maintained of PPE issued.

<sup>12</sup> CAM001\_HSP\_App 00??\_Hot works PTW

<sup>13</sup> \*\*\*001\_HSP\_App 00\*\_Confined space entry PTW

<sup>14</sup> \*\*\*001\_HSP\_App 0\*\*\_Permit to excavate/dig

<sup>15</sup> \*\*\*001\_HSP\_App 019\_PPE Log

All management, supervisory staff, employees, contractors and visitors shall wear appropriate PPE whilst on site, including safety helmets, high visibility jackets/ waistcoats, safety footwear and other PPE as directed or required by site rules.

Operatives must inform their foreman/supervisor/ person in charge immediately of any loss of or damage to their PPE, and obtain replacements.

### **3.31 Protection of the Public**

Arrangements shall be made to ensure, so far as is reasonably practicable, that no member of the public will be exposed to significant risks to their health and safety as a result of CAMCAI Ltd activities.

General public areas must be kept free from any unsafe obstructions and activities that could be a hazard. Where general necessary temporary safeguards must be provided and adequate control measures put in place to keep members of the public away from hazardous work activities.

Every reasonable precaution must be taken to keep unauthorised persons, especially children, out of Company premises and sites. Considerations must be given to safeguard trespassers should they gain entry, plant and equipment should be left immobilised (disconnected/locked off) and in a safe condition.

Where third parties or visitors are allowed onto Company Premises or site locations, they should be made aware of safety standards and any special hazards. They should be accompanied by a responsible person and provided with protective clothing/equipment where appropriate.

### **3.32 Risk Assessments and Method Statements**

Risk assessments are a key part of the arrangements for health and safety. Employees will be actively encouraged to participate in the risk assessment process. Management and supervisory staff are required to ensure that risk assessments are carried out for all work activities which entail a significant risk to health and safety. Significant findings will be recorded, and where applicable the risk assessments will be used to inform written instructions in the form of safety method statements. These documents are a key part of the health and safety management system, the purpose being to ensure hazards are identified and eliminated or reduced to the lowest level reasonably practicable by implementing appropriate control measures and safe systems of work. The method statement should outline working methods, explain the sequence of operations, and identify the precautions to be adopted. These risk assessments/method statements should taking into consideration the following:

- Pre-construction information from the Client.
- Competency and training requirements.
- Access equipment needed for work at height, and any other tools and equipment required.
- Any site specific hazards, for example asbestos or electrical hazards.
- The provision of basic fire precautions and fire fighting arrangements.
- The necessary emergency arrangements, including first aid provision.
- Arrangements for management and supervision.

A copy of the risk assessment and method statement will be available at the workplace, and the findings will be brought to the attention of all employees affected by it, this will be undertaken by way

of site briefings by supervisors, so that those undertaking the activity understand what they have to do and the control measures to be implemented.

- Risk Assessment(s)<sup>16</sup> is/are in place for Manual Handling.
- Risk Assessment(s)<sup>17</sup> is/are in place for Pre Fabrication of Steel.
- Risk Assessment (s) is/are in place for use of MEWP's
- Risk Assessment (s) is/are in place for cut off machines
- Risk Assessment (s) is/are in place for Working at Height

All managers and supervisors are trained in carrying out risk assessments, and will use the Risk Assessment Proforma<sup>18</sup> and/or Method Statement Proforma<sup>19</sup> as necessary to record any site specific risk assessment or method statement. Any significant changes to the safe system of work which deviate from either the risk assessment or method statement should be recorded by the named responsible person(s) and the changes communicated to all employees and others affected.

The Principal Contractor/Person in control of the premises\*\* is to be requested to ensure that the requirements of the method statement are met, where the PC has control over these.

For potentially hazardous tasks, (e.g. hot works, entry into a confined space) a Permit to Work system may be established and implemented.

### **3.32.1 Vulnerable persons**

The Company has an obligation to take extra precautions for vulnerable persons in our employment, if the risk of injury to particular individuals is greater than other individuals who are not at the same risk. Accordingly, additional risk assessments will be carried out for the following persons:

- Lone workers. (See Section 3.23.)
- Young persons. (See Section 3.39.)

### **3.33 Smoking**

Smoking is prohibited at all times in all enclosed and substantially enclosed public or private areas in the workplace. Employees are only permitted to smoke whilst off duty (in official break times only) and in unenclosed designated areas.

Smoking is prohibited in vehicles belonging to or leased by the company and in staff private vehicles if ever used to transport members of staff or members of the public whilst carrying out their duties as an employee.

Any member of staff who does not comply with this policy shall be liable to disciplinary action in accordance with the company's Disciplinary Procedure.

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<sup>16</sup> RA

<sup>17</sup>

<sup>18</sup> CAM001\_HSP\_App 008\_Site specific RA proforma

<sup>19</sup> CAM001\_HSP\_App 009\_Site specific MS proforma

### **3.34 Stress**

It is not envisaged that employees of CAMCAI Ltd are likely to be adversely affected by stress due to work related factors, such as workload or excessive working hours. However, we recognise our responsibility to control the health, safety and welfare of their employees and this includes reviewing the impact of stress at work.

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress that can be detrimental to health.

All employees are encouraged to report any concerns they may have regarding the impact or effect of work related stress. Any persons known to be, or strongly suspected of being, affected by stress should be referred to the appropriate Manager who will arrange for appropriate measures to be taken, including reviewing their workload and encouraging them to visit their G.P.

### **3.35 Training**

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation be trained to perform his or her job effectively and safely.

CAMCAI Ltd will continually review of health and safety training needs of their employees and ensure suitable competency is in place.

Records of training provided will be maintained. The training needs will be agreed by the management team and budgets allocated. The Finance Director will monitor that the training is carried out and maintained in accordance with the training schedule.

Each new employee will receive a Safety Induction at the start of their employment, where any additional training needs maybe identified. The induction will cover:

- The Company Health and Safety Policy and Company Handbook, and general health and safety policies, rules and procedures;
- Emergency procedures including action to take in the event of a fire, and first aid arrangements;
- The significant risks, safe systems of work, and precautions to be taken. Method statements and risk assessments where applicable;
- The PPE requirements. Where/how to obtain additional PPE as required;
- Procedures for reporting accidents, injuries and property damage.

Further training needs may also be identified via other means, such as via site inspections or management meetings or annual health and safety review.

Ongoing and informal training and supervision will also be provided by all managers and team leaders within the business.

Plant and machinery must only be operated by trained and authorised personnel, in accordance with the written safe operating procedures. The safe operating procedure and list of authorised personnel is displayed alongside each piece of equipment within the workshops.

Where requested by the Principal Contractor, Tool Box Talks will be conducted on site. Records of TBT's will be kept.

### **3.35.1 Site Induction Training**

All site based staff must comply with site induction procedures as required by the Principal Contractor and client. In addition, the Company site supervisor must ensure that all operatives are aware of the content of any relevant method statements and risk assessments etc., site specific rules, specific hazards related to their working area, and emergency arrangements. No operative will be permitted to work on site without attending an induction.

Where appropriate a CAMCAI Ltd representative shall attend site meetings as necessary to ensure that any relevant information discussed in the meeting that may have an effect on health and safety of the site personnel can be passed on to the workforce.

### **3.36 Welfare Facilities on site / offices**

CAMCAI Ltd will ensure before starting any project that adequate welfare has been arranged by the Principal Contractor.

Suitable and sufficient welfare facilities for all notifiable construction projects will be available to all employees, contractors and visitors, including:

- Toilet facilities, including separate facilities for men and women, and special facilities for the disabled where reasonably practicable.
- Washing facilities, including sink(s) large enough to get forearms in, a supply of warm or hot running water, soap and towels or other means of drying hands.
- Accommodation for clothing, with drying facilities if necessary.
- Facilities for rest and to eat meals where necessary.
- Drinking water.

All facilities will be maintained to a satisfactory standard, with regard to accessibility, ventilation, lighting, and cleanliness/hygiene.

The Welfare Facilities for a site will be detailed in the Construction Phase Health and Safety Plan and be compliant with CDM 2015.

### **3.37 Work at Height**

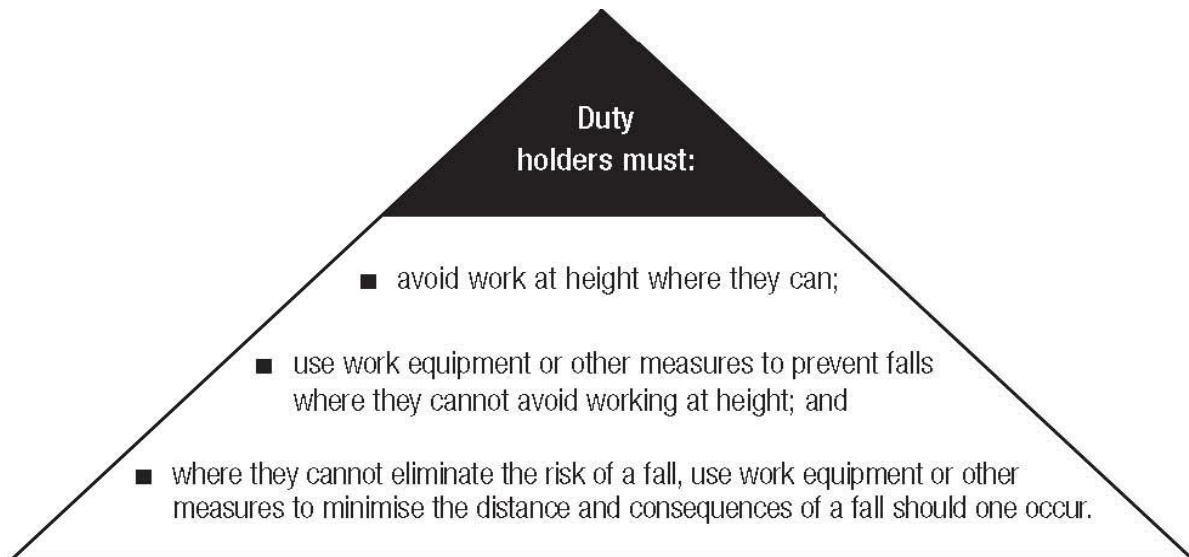
As working at height access equipment is used every day by our operatives this is an area which we take very seriously. CAMCAI Ltd will make sure that all work at height is planned and carried out in accordance with the relevant risk assessment, and in accordance with the Work at Height Regulations 2005.

The most suitable access equipment will be provided for the work activity, giving priority to collective measures (e.g. guard rails) over personal measures (e.g. harnesses). Regular inspection of all equipment required for working at height, will be carried out, particularly where there is a statutory requirement to do so.

Employees must inspect any work at height access equipment immediately prior to use and ensure any defective equipment is exchanged or repaired before use.

CAMCAI Ltd will ensure that all working at height operations follow the Hierarchy as shown below, and also ensure the following:

- All work at height is properly planned and organised.
- All work at height takes account of weather conditions that could endanger health and safety.
- Those involved in work at height are trained and competent (or, if being trained, is supervised by a competent person).
- Equipment for work at height is appropriately inspected.
- The risks from fragile surfaces are properly controlled.
- The risks from falling objects are properly controlled.



### **Ladders and Step-ladders**

CAMCAI Ltd will only allow operatives to use ladders as a work platform when no other suitable means have been proven to be suitable, that it is for a short duration and the work is basic enough to be done safely from a ladder.

Ladders, steps and trestles are not to be used on clients' premises unless it has been agreed that there is no other alternative but to use this type of equipment to complete the job.

Ladders, steps and trestles are not to be used:

- If they are found to be defective in any way.
- On sloping ground.
- On top of moveable objects.



- In front of a door which may be opened.
- Against a slippery or unstable surface.
- At a shallow angle, or used horizontally as a plank.
- At too steep an angle.
- Leaning to one side.

### **Scaffolding and Mobile Towers**

All reasonable steps will be taken by CAMCAI Ltd to provide a safe working environment for employees required to use scaffolding and mobile scaffold towers during their working day.

The company will liaise with any other persons involved in the work activity. Scaffolding will normally be provided by the Principal Contractor or client, in which case the Company's on site supervisor should check that a handover certificate has been issued confirming that the scaffold has been erected by a competent person in accordance with a generally recognised scaffolding standard, and that it has been inspected by a competent person within the last 7 days before using it.

Mobile tower scaffolds will only be erected or dismantled by or under the direct supervision of a suitably trained and competent person. All operatives and supervisors involved in the erection of mobile tower scaffolds are required to attend a training course (PASMA) on the erection of prefabricated aluminium scaffolding.

All equipment is clearly identified, registered and is inspected at regular Intervals. As with all work at height access equipment, the user is responsible for carrying out a visual inspection of the equipment prior to use, and must inform the relevant supervisor about any item of scaffold equipment that is found faulty when used on site.

In addition all users of mobile towers and supervisors are to ensure that:

- Outriggers and stabilisers are used when required.
- All bracing members, guardrails and toe boards are fitted in accordance with the instructions.
- The castors are locked, before anyone works from the platform.
- The tower is clear of overhead obstructions, before moving.
- Access to the working platform is gained in the correct manner.
- Personnel do not to remain on the platform whilst the tower is moved.

### **3.38 Work Equipment**

CAMCAI Ltd will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used, and is maintained in good working order and safe condition in accordance with the Provision and Use of Work Equipment Regulations 1998 and the manufacturers' instructions.

All workers will be provided with adequate information, instruction and training, and appropriate personal protective equipment, to enable them to use work equipment safely.

The use of any work equipment, which could pose a risk to the wellbeing of persons in or around the workplace, will be restricted to authorised persons.

It is the responsibility of all persons using work equipment to use the correct tools and equipment for the job, and to carry out a visual check before use to ensure that it is in a safe condition. Anything which they find to be defective must be immediately taken out of use and reported to the supervisor or other relevant person for the appropriate action to be taken. In addition, users must not use unsafe defective equipment until it has been put back in good safe condition and must not attempt to repair or maintain equipment unless they have been properly trained to do so, particularly when it may involve the removal of safety guards or live electrics.

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain plant, machinery and equipment.

### **3.39 Young Persons**

Due to the nature of the works undertaken by CAMCAI Ltd it is company policy that no one under the age of 18 years will be employed.



**ACKNOWLEDGEMENT**

Return to:

**CAMCAI Ltd,  
Regus House  
Herons Way  
Chester Business Park  
Chester  
CH4 9QR**

I confirm that I am in receipt of CAMCAI Ltd Health, Safety and Environmental\* Policy.

Signature .....

Full Name (in capitals) .....

Date .....

**NEXT OF KIN DETAILS**

These are needed in case of accident or emergency at work.

Name ..... Relationship .....

Address .....

.....

.....

Telephone ..... Mobile .....

Name of person to be contacted in case of emergency if different from above:

Name ..... Relationship .....

Address .....

.....

.....

Telephone ..... Mobile .....