
Policies

Health & Safety Policy Statement

Overall and final responsibility for health and safety in Camouflage Contracts is that of the Board of Directors who are advised by Tim Neate, the director responsible for health and safety within the company.

The company will comply with the Health and Safety at Work Act 1974, and other relevant legislation and meet the standards required to protect all of our employees whilst at work and any person likely to be affected by our work operations. The objective of this policy is to sustain high standards of health and safety performance throughout the company and detail the standards expected of employees and sub-contractors who under take work on its behalf.

Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These standards will be attained, so far as is reasonably practicable by:

- The provision of information, instruction, training and supervision such as is necessary to ensure the health, safety and welfare of employees of the company.
- Adequate arrangements for suitable and sufficient assessment of work activities in order to identify associated hazards and control the risks arising.
- The provision and maintenance of safe access to and egress from any workplace under the control of the company plus safe systems of work.
- The co-operation of employees of the company to enable statutory obligations to be met.
- A visible management commitment to higher standards of health and safety achieved through monitoring performance and the continuous improvement of the health and safety culture throughout the company.
- The provision of first aid, fire prevention and control, welfare facilities and working environments that are, so far as is reasonable, without risk to health.
- Arrangements for ensuring safety and the minimising of risks to health in connection with the use, handling, storage, transportation and disposal of articles and substances.
- The provision of personal protective clothing and equipment deemed necessary as the result of a risk assessment.
- The provision and maintenance of machinery, plant and systems of work that are safe and without risk.

Health & Safety Policy Statement [continued](#)

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it is implemented will be reviewed at least annually.

The Company's duties will, 'so far as is reasonably practicable', be:-

- To observe the requirements of the Health and Safety at Work Act 1974.
- To provide and maintain working environments, machinery, equipment and systems of work that are safe and without risks to health.
- Arranging safe systems of use, handling, storage and transport of materials, machinery and equipment etc.
- To carry out risk and COSHH assessments in respect of all activities, bringing them to the attention of operatives involved in those activities and preparing method statements as required.
- To ensure that appropriate personal protective equipment (PPE) is provided.
- To provide suitable and sufficient information, instruction, training and supervision so as to ensure the health and safety of employees.
- To consult with the company's employees on safety matters.
- To promote co-ordination and co-operation of all 'duty holders' involved in construction projects.
- Provide adequate first aid arrangements and welfare for employees whilst at work.
- To comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995.
- To ensure that all contractors comply with this Policy, health & safety plans, method statements and risk assessments that are relevant to their work.
- To ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with.
- To prevent any person working whilst under the influence of alcohol or drugs.
- To provide satisfactory levels of funding, human resources, time to commit to improving health and safety at all times.

Management duties

- To monitor the implementation of this Policy, the Client's safety requirements and statutory responsibilities.
- To ensure adequate financial provision is made for health and safety.
- To assess the risks to health and safety of all operations and ensure adequate control measures are in force to pre-plan safe methods of work.
- To ensure co-ordination and co-operation between all parties involved in construction.
- To encourage good health and safety practises.
- To ensure site supervisors are competent.
- To ensure sites are adequately protected and signed.
- To ensure that members of the public, affected by the Company's operations are adequately protected.
- To ensure that statutory notices are displayed.
- To ensure provision of adequate welfare facilities.
- To set a good personal example by wearing the appropriate personal protective equipment.
- To ensure that relevant information, instruction, supervision and training is provided, monitored and recorded.
- To ensure that incidents, accidents, dangerous occurrences and near misses are thoroughly investigated and reported to the relevant statutory authorities.
- To monitor the maintenance of all relevant site safety records.

Site Manager/Foreman

- To carry out day to day supervision of the site.
- To comply with this Policy and enforce it on site.
- To organise and co-ordinate site work with minimum risk to health and safety.
- To ensure that operatives are competent.
- To ensure agreed methods of work, codes of practice, risk assessments, method statements are adhered to and all registers and records are kept up to date.
- To ensure that operatives are given precise instructions in respect of health and safety.
- To ensure that the storage of materials and substances are safe and, comply with statutory requirements.
- To maintain site accommodation and welfare facilities in a clean and hygienic state.
- To maintain a tidy organised site.
- Produce and maintain a traffic management plan to separate pedestrians from site traffic and to provide safe access to and egress from, working areas.
- To ensure that all work equipment is used for the purpose designed, properly maintained and safe to use.

Site Manager/Foreman

continued

- To ensure the requirements of the First Aid Regulations 1981 are met.
- To ensure the site rules with regard to personal protective equipment are observed and to set a good personal example.
- To implement reporting procedures for all accident and dangerous occurrences and record all injuries in the accident book.
- To meet and liaise with visitors to the site and co-operate with statutory authorities.
- To appoint a competent person to take charge during his temporary absence.
- To rectify defects notified by the safety adviser, HSE Inspector or clients representatives.
- To ensure that adequate induction training is given.
- To closely supervise young persons and ensure risk assessments in respect of them have been produced and available.
- Ensure that a fire risk assessment is completed, a fire plan produced and complied with.

All Operatives

To comply with this Policy.

- To work in compliance with risk assessments and method statements appropriate to their work.
- To comply with all warning notices regarding site safety and personal behaviour.
- To only use suitable work equipment for which they are trained and authorised to operate or use providing such proof as required.
- To report defects in equipment and machinery to their Site Supervisor.
- To wear PPE as appropriate or directed. To wear it correctly and not misuse or abuse it.
- To report any accident, dangerous occurrence or near miss to their Site Supervisor.
- To take care of the safety of themselves and others who may be affected by their work.
- To avoid improvised arrangements and suggest safe ways of eliminating hazards.
- Not to travel as a passenger on plant or vehicles unless it has been designed for such purpose.
- To ensure that suitable guards are in position whilst plant and equipment are in use.
- To make unattended plant safe and secure, to switch off and remove keys.
- To dismount from dumpers whilst they are being loaded.
- To inform their employer if they suffer from any allergy, health problem or are receiving medication that is likely to affect their ability to work.

Accident at work

Persons who are injured at work are responsible for entering those details in an accident book or ensuring that such details are recorded on their behalf. All such incidents will be reported to site management. Accident books will be compliant with the requirements of the Data Protection Act 1998.

- Where required, we will notify the Health and Safety Executive in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- In the case of a major accident or dangerous occurrence the Site Supervisor will telephone:-
 - The Safety Director, or
 - The Managing Director,
 - The Health and Safety Executive and
 - Arrangements will be made for a Safety Adviser to investigate the incident if circumstances merit it and prepare a written report if necessary.

Emergency accident at work

- Personnel trained in First Aid to be available on site at all times.
- Fully equipped first aid box, eye wash etc to be available on site at all times.
- Details of First Aider identity and the location of the first aid kit will be included within site induction.
- Telephone numbers and details of emergency services to be exhibited.
- Site telephone number and correct address to be exhibited.
- Ambulance authority to be advised when more than 25 operatives work on site.
- Where necessary, contingency plans for dealing with accidents of potential high casualty rate will be made in association with the emergency services.
- A fire plan will be produced and displayed on site.
- Details of the fire plan will be included within site induction.
- Operatives will be instructed as to their duties i.e how to:-
 - raise the alarm
 - fight the fire - if appropriate
 - escape and evacuate the premises
 - location of the assembly point
- Adequate storage will be provided in respect of highly flammable liquids, materials, fuels and liquid petroleum gases that comply with the appropriate regulations.

Smoking policy

We will conform to the requirements of the current Smoking legislation. Smoking will not be permitted in the company's offices, buildings, premises that are enclosed or substantially enclosed or vehicles. Signs that conform to these regulations will be displayed within all of our vehicles and buildings over which we have control or responsibility. All our employees and sub-contractors will be informed of this policy at induction into the company and onto site.

Misconduct

Disciplinary procedures may be instigated in respect of any operative who commits any of the below acts of misconduct:-

- Demonstrates symptoms of drug or alcohol abuse.
- Smokes in our buildings, offices and vehicles whilst at work.
- Drives vehicles or operates plant and machinery when not authorised.
- Engages in horseplay, aggression, acts of violence, harassment, sexual or abusive behaviour.
- Damage to, or abuse of, safety equipment.
- Removal of safety devices without authority, e.g. edge protection, guards, warning signs or notices.
- Smokes or uses naked lights in prohibited places.
- Abuse of welfare amenities.
- Removal of materials and equipment from site without authority.
- Overloading plant, equipment and structures beyond safe limits.
- Giving false information to obtain employment or during enquiries or investigations into accidents or occurrences.
- Failure to report defective equipment or hazardous situations and operations.
- Failure or refusal to wear personal protective equipment.

PPE

The company will ensure that suitable and sufficient protective clothing and equipment is provided, and worn wherever there are risks to health and safety that cannot be controlled in other ways.

PPE will be:-

- Properly assessed before use to ensure it is suitable for purpose.
- Employees consulted regarding its selection.
- Properly maintained and stored.
- Provided with instructions how to use it safely.
- Used correctly by employees.

PPE

Continued

Types of PPE will be compatible to other PPE that is also worn or used, appropriate for the risks and where necessary, adjustable for the comfort of the wearer. PPE will be 'CE' marked and comply with the Personal Protective Equipment Regulations 2002.

Employees are responsible for safeguarding such items, reporting defects and using the equipment as required.

COSHH

Any material used, or encountered during work, which has the potential for harming health, will be subject to an Assessment carried out under the Control of Substances Hazardous to Health Regulations 2002.

Hazardous substances include:-

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents).
- Substances generated during work activities (e.g. fumes).
- Naturally occurring substances (e.g. grain dust).
- Biological agents (e.g. bacteria and other micro-organisms).

When using such substances we will:-

- Establish whether the substance has an Occupational Exposure Limit (OEL) or a Workplace Exposure Limit (WEL).
- Assess the risks.
- Decide what precautions are needed.
- Prevent or control and monitor the exposure.
- Carry out health surveillance.
- Ensure our operatives are suitably trained, informed and supervised.
- Obtain Data Sheets in respect of those substances.
- Relevant assessments will be provided to operatives. Operatives will ensure that precautions outlined in the relevant assessments are implemented.
- Any equipment preventing or controlling exposure to hazardous substances will be maintained and tested periodically, and as required.
- Employees who are required to make appropriate use of such equipment must report any defects immediately.

Lifting

The company will endeavour to provide employees and sub-contract personnel with a safe and healthy working environment and recognises the importance of implementing the Manual Handling Regulations 1992. In all cases, a suitable and sufficient risk assessment will be carried out in accordance with the regulations and training will be given. All personnel are to:-

- Avoid hazardous manual handling activities so far as is reasonably practicable.
- Assess any hazardous manual handling activities that cannot be avoided.
- Reduce the risk of injury, so far as is reasonably practicable.
- Provide or obtain information on the load to be handled.
- When considering how to deal; with manual handling activities, we will consult with The HSE MAC Charts and ensure that the below factors are addressed:-
 - The task.
 - The load.
 - The working environment.
 - Individual capacity.
 - Other factors that may affect the activity.
- Make full and proper use of handling aids.
- Inform their supervisor of any physical or medical condition that might affect their ability to undertake manual handling operations in a safe and controlled manner.
- Inform a supervisor immediately of any injury incurred through manual handling.