

KAMM Civil Engineering Ltd.



Health & Safety Policy

01	01/01/2024	Re-issued	ACS/NKM	NKM
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Amendment

The following table notes amendments which have been made to the Health & Safety Policy as a result of reviews and /or changes to legislation.

Issue	Section	Amendment
April 2020		Addition of an amendment list.
	First Aid	Inclusion of arrangements for Mental Health & Wellbeing.
	Monitoring	Amended to regular health & safety inspections undertaken by KAMM Health & Safety Manager.
	Health Surveillance	Reference to Data Protection Act amended to General Data Protection Regulations.
	Welding	Inclusion of the requirement to use RPE or local exhaust ventilation for all welding.
Jan 2021		Reviewed
Jan 2022		Reviewed
Jan 2023		Reviewed
Sep 2023	Policy Statement	Policy Statement amended to meet the requirements of BS EN 45001:2018
Jan 2024		Reviewed

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HEALTH & SAFETY POLICY STATEMENT

The intent of the policy is to prevent injury and ill health by reducing the risk of accidents and incidents occurring to employees and members of the public and in recognition of the company's legal obligations under, but not limited to, the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work regulations 1999, the Construction (Design and Management) Regulations 2015 and to meet the requirements of ISO 45001:2018.

Overall responsibility for Health and Safety management is held by the Directors, supported by the Health & Safety Manager. This policy commits the company to:

- Prevent injury and ill health from accidents and incidents by providing adequate control of health and safety risks arising from work activities.
- Ensuring the Company meets all its legal duties in relation to its Health and Safety requirements.
- Ensure all significant hazards are assessed, so far as is reasonably practicable, are eliminated, or reduced to an acceptable level.
- Provide adequate training to ensure the workforce is competent to undertake their work.
- Provide the appropriate instruction, supervision and information for the workforce.
- Consult with the workforce on matters affecting their health and safety.
- Implement emergency procedures.
- Maintain safe and healthy working conditions.
- Ensure plant, equipment and machinery is operated and maintained safely.
- Ensure that sufficient and suitable resources are allocated to enable this policy to be implemented.
- Continue to strive to improve health and safety management systems within the requirements of current legislation and ISO 45001:2018

KAMM Civil Engineering Limited is committed to sending everyone home at the end of the working day safe and well, just the same as when they arrived at work. Safety is a major consideration in all aspects of our activities. However, no safety policy is likely to be successful unless it actively involves everyone at work and those affected by our activities.

This statement will be displayed on all notice boards and will be reviewed annually.



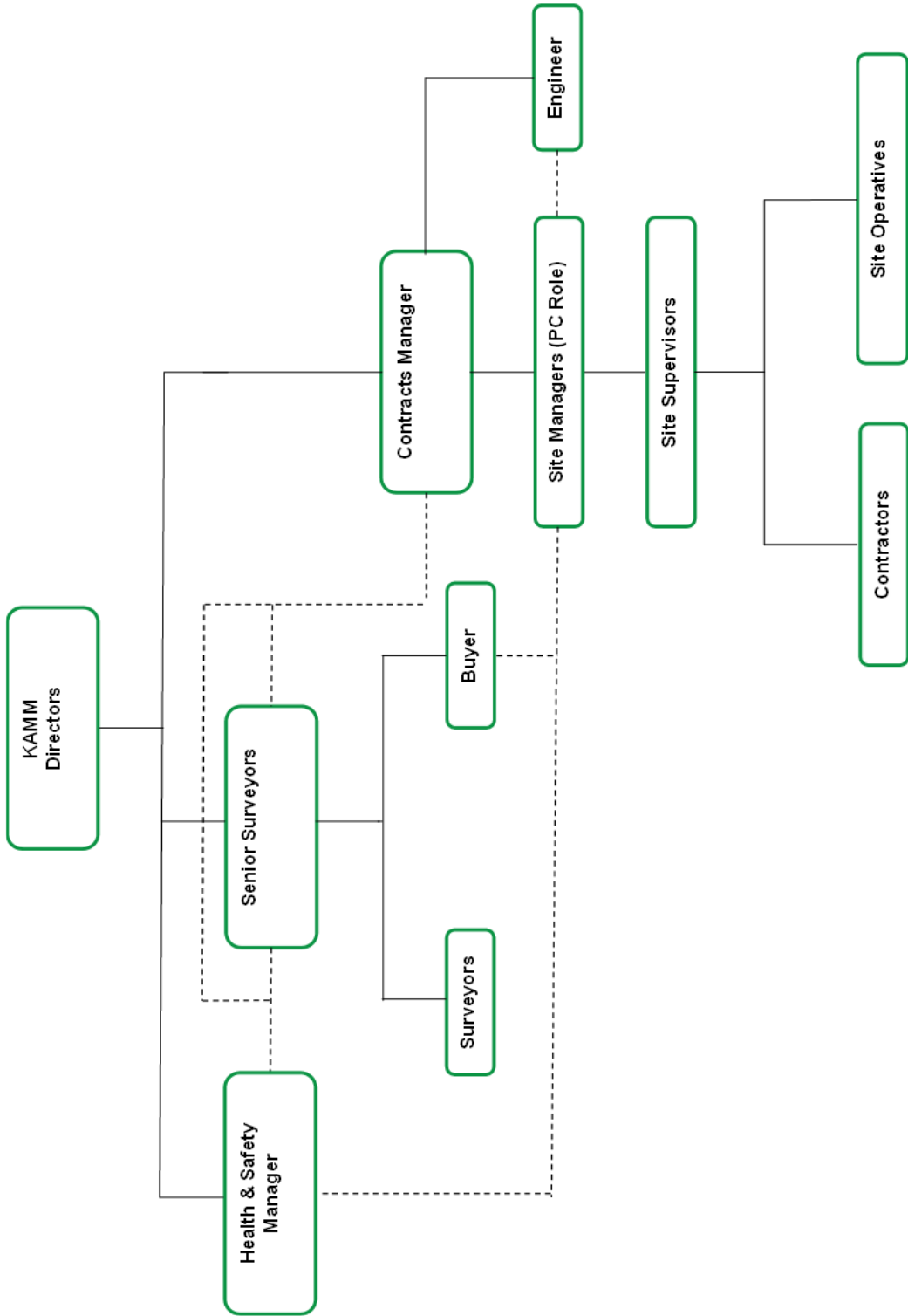
.....
Adam McCormack
Director
1st January 2024



.....
Keith McWilliams
Director
1st January 2024

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Organisational Structure Chart



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Health and Safety Responsibilities

Directors

The Directors have been named as the persons with overall responsibility for health and safety within KAMM. Their duties are as follows:

- To have full knowledge of all parts of this policy and how it relates to the management system.
- To provide adequate resources to secure compliance with the policy.
- To fully support the Health & Safety Manager in carrying out his responsibilities.
- To set a personal example in safety matters and acknowledge suggestions for improvement.
- To implement required training for staff at all levels.
- To initiate disciplinary action against staff who do not comply with their duties under the policy or statutory requirements.
- To ensure our workforce have knowledge of this policy and that they are updated when any changes are made.
- To seek the advice of the Health & Safety Manager whenever needed and heed the advice given.
- To inform the Health & Safety Manager in good time of work he is required to do.
- To consult with the workforce over any changes that may affect health or safety.
- To ensure that any contractor appointed or self-employed person working on our behalf is competent to do the work.
- To ensure that plant and machinery used by the company is to a suitable standard.
- To keep records as required by legislation and retain documents for the appropriate time periods.
- To liaise with the Principal Designer, Principal Contractor and other contractors as required for effective project management and under the requirements of the Construction (Design and Management) Regulations 2015.

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The Health & Safety Manager has been named as the person with day to day responsibility for health and safety within KAMM. His duties are as follows:

- To have full knowledge of all parts of this policy and how it relates to the management system.
- To use as required the services of the safety consultants within the scope of the membership agreement.
- To issue a monthly newsletter/safety bulletin and any other correspondence received and to distribute this to appropriate personnel.
- To report to the Directors any matters of concern.
- To complete an Annual Safety Review meeting with the Directors and safety consultants.
- To implement actions from the Annual Safety Review Report within the agreed timescales.
- To attend relevant health and safety seminars or to allow other representatives of the company to attend if appropriate.
- To ensure that all of the workforce have received a copy of the policy and have signed to indicate that they have read and understood it.
- To ensure the training matrix remains up to date and accurate.
- To organise training that is required before expiry and to give attendees sufficient notice to attend.
- To ensure that effective safety meetings are held regularly, that minutes are taken and points raised are actioned by the appropriate personnel within an agreed timescale.
- To ensure that toolbox talks or other in-house training is carried out as required and that records are kept.
- To ensure that records are kept of competency checks on subcontractors and self-employed persons who work for KAMM.
- To ensure that documentation related to safe working practices is produced and distributed to the appropriate personnel.
- To ensure that workplace safety inspections are carried out regularly by competent persons.
- To ensure that health questionnaires are completed as required and that regular inspections of tools and equipment are carried out including Portable Appliance Testing.
- To report serious accidents or incidents immediately to the Directors and undertake investigations into accidents and incidents.

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Contracts Managers

- To organise the contract or site to fully comply with company policy.
- To understand and implement KAMM's responsibilities as Contractor under the CDM Regulations 2015.
- To control any sub-contractors in order to ensure that they comply with their duties under the CDM Regulations 2015.
- To ensure cooperation and coordination between contractors.
- To ensure that the integrity of the site is maintained through good security procedures.
- To establish and maintain adequate first aid provision and welfare facilities.
- To accompany any visiting HM Inspector during their tour of inspection.
- To maintain a good working relationship with any appointed safety representative or safety committee.
- To release designated personnel as necessary for safety training.
- To ensure that work activities are only carried out by suitable and competent operatives, especially where mechanical equipment is used or installed.
- To instruct subordinates in precise terms as to the work methods and by direct supervision ensure compliance.
- To reprimand or discipline any person who is persistently careless in regard to their own or other's safety. To encourage and reward those persons who consistently show awareness and attention to safety related matters.
- To encourage by example and instruction to subordinates the use of protective equipment where there is a risk to health and safety.
- To be familiar with and to observe all regulations applicable to the industry. To co-operate with senior management in all matters relating to the training in health and safety matters when an opportunity arises.
- When written or verbal advice is given by safety personnel, to heed that advice.

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Site Manager (KAMM operating in the Principal Contractor Role)

- To organise the contract or site to fully comply with company policy.
- To understand and implement KAMM’s responsibilities as a Principal Contractor under the CDM Regulations 2015.
- To control any sub-contractors in order to ensure that they comply with their duties under the CDM Regulations.
- To ensure cooperation and coordination between contractors.
- To ensure that the integrity of the site is maintained through good security procedures.
- To establish and maintain adequate first aid provision and welfare facilities.
- To accompany any visiting HM Inspector during their tour of inspection.
- To maintain a good working relationship with any appointed safety representative or safety committee.
- To release designated personnel as necessary for safety training.
- To ensure that work activities are only carried out by suitable and competent operatives, especially where mechanical equipment is used or installed.
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Supervisors

- Ensure that all personnel have individually signed into the Principal Contractors office and received site induction.
- Ensure that operatives are familiar with method statements and risk assessments, carrying out toolbox talks to ensure full understanding if necessary.
- Ensure that any permit to dig requirements are adhered to.
- Take note of and enforce site rules including ensuring that all personnel are wearing the appropriate PPE, following security procedures and using access routes as designed.
- Liaise with all parties to ensure the updating of traffic management arrangements.
- Familiarise themselves with the host's health and safety policy, especially procedures for fire, first aid facilities and accident reporting.
- Report any defects in health and safety systems to the Site Manager, Project Manager or Health & Safety Manager as appropriate.
- Be aware of their responsibilities under section 7 of the Health & Safety at Work etc. Act 1974 to take reasonable care of themselves and those who may be affected by their acts and omissions.
- Ensure that their operatives tidy away any debris, packaging materials, off cuts etc. that could cause a slipping or tripping hazard to themselves or other trades.
- Ensure that tools are checked before use and ensure that they are used only by those trained to do so.
- Take note of any comments on health and safety matters raised by site operatives and pass these on to the Health & Safety Manager as appropriate.

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Operatives

- To be familiar with company policy and to cooperate in its implementation at all times.
- To carry out instructions given by managers and supervisors.
- To observe safety regulations at all times.
- To attend site inductions provided by the Principal Contractor and to adhere to the safe working practices explained within the induction.
- To fully understand the contents of risk assessments for the tasks to be undertaken.
- To ask questions if in any doubt as to the correct course of action.
- To take reasonable care for the safety and health of themselves, fellow team members and anyone else who may be affected by their acts or omissions and to cooperate with others in the discharge and execution of their duties.
- To wear the appropriate and approved protective clothing at all times or as otherwise instructed.
- To report all hazards to their immediate supervisor.
- To report all accidents or near misses whether persons are injured or property is damaged, to their immediate supervisor.
- NOTE: It is a criminal offence under the Health and Safety at Work etc Act 1974 to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions.

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Office Staff

- To be familiar with company policy and to cooperate in its implementation at all times.
- To carry out instructions given by managers and supervisors.
- To observe safety regulations at all times.
- To take reasonable care for the safety and health of themselves, fellow team members and anyone else who may be affected by their acts or omissions and to cooperate with others in the discharge and execution of their duties.
- To wear the appropriate and approved protective clothing when required.
- To report all hazards to their immediate supervisor.
- To report all accidents or near misses whether persons are injured or property is damaged, to their immediate supervisor.
- NOTE: It is a criminal offence under the Health and Safety at Work etc. Act 1974 to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions.

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Health and Safety Arrangements

Health & Safety Assistance

KAMM employ a Health & Safety Manager as their competent advisor on matters of Health and Safety under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

KAMM maintains a Safety Management System (SMS) which comprises of the following sections

Safety Advice

Contact Details
Newsletters / Correspondence
Annual Safety Review

Policy

Signed Policy
Signed return sheets

Workforce

Training Matrix and Certificates
Minutes of Safety Meetings
Tool Box Talks and Safety Briefings
Subcontractor details
Young person risk assessment

Working Safely

Risk Assessments and Method Statements
CoSHH Assessments
Manual Handling Assessments
Company Vehicles
Head Office health & safety

Monitoring

Safety Inspections
Annual Health Questionnaires
Records of inspections of plant & equipment
Accident Reports

Reviews and Updates

KAMM will undertake an Annual Safety Review. The review will be attended by the directors and senior management. The review will involve discussion of the previous year's safety performance, including a check on compliance with the management system, any updates needed for this policy, future training requirements and any other safety or health needs that are relevant.

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The Policy will be updated as required within a month of the Annual Safety Review taking place.

A copy of the Annual Safety Review report will be stored in the SMS.

KAMM shall remain current on matters of health and safety by receiving a monthly newsletter / e-bulletins and attending safety forums. In addition, KAMM employees shall attend as appropriate seminars through the year in addition to any other training.

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Monitoring

Day to day safety of on-site works will be monitored by site supervisors. Any problems that cannot be dealt with by the supervisors should be referred to the Health & Safety Manager.

The Health & Safety Manager will ensure that each work site is visited regularly and liaise with the supervisor and the Principal Contractor's site manager over any safety issues that may arise. The Health & Safety Manager will carry out regular inspections of work sites.

When requested, HCS Safety will carry out an independent safety inspection and provide a report.

Health Surveillance

It is the aim of KAMM that our workforces are able to carry out their working duties without risks to their health. In order to monitor the effectiveness of health protection systems surveillance will be undertaken.

KAMM will provide a health surveillance questionnaire which should be completed and returned to the Health & Safety Manager.

All answers provided in the questionnaire will be held in confidence under the requirements of the General Data protection Regulations 2018.

Any issues identified during the surveillance process will be discussed with the employee in question and the Health & Safety Manager. Appropriate action will be taken to protect employees from further risk and where possible to arrange support services and medical care.

Completed health surveillance forms will be stored in the SMS in a secure location with authorised access for privacy reasons.

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Consultation with the Workforce

Feedback from the workforce and subcontractors is welcomed by KAMM management as it displays good interest and awareness of health and safety.

Regular safety meetings with site supervisors and administration staff will be held, during which any points raised by employees and subcontractors will be discussed.

Site supervisors will be responsible for gathering points that persons wish to make, although by arrangement, any person may attend the safety meetings in order to promote an open and healthy safety culture.

A guide of discussion will be:

- Accident records including near misses, ill health and sickness absence.
- Results of any accident investigations and subsequent action.
- Results of inspections of the workplace.
- Risk assessments and method statements – feedback.
- Health and safety training requirements.
- Issues arising from working for different Principal Contractors.
- Any changes affecting the health, safety and welfare of employees and subcontractors.

Minutes of meetings will be stored in the SMS.

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Duties as Principal Contractor under CDM 2015

On projects with more than one contractor, the company may be appointed by the Client to undertake the role of Principal Contractor under the Construction (Design & Management) Regulations 2015.

The Company will comply with their duties as Principal Contractor under Regulations 13 and 8 as follows. Project specific details on how these duties will be achieved will be found within their Construction Phase Plans.

Regulation 8 duties

The Company will:

- Only accept an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- Not appoint a Designer or Contractor unless they have the necessary skills, experience, training and organisational capacity to carry out work safely.
- Cooperate with others involved in all projects in order to promote health and safety standards.
- Inform their workforce and all others on site of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- Ensure that information is provided in a comprehensible form and as soon as is practicable.
- Undertake the duties of the Client where they are a Domestic Client, in collaboration with the Designer or Principal Designer.

Regulation 13 Duties

The Company will:

- *Plan, manage, monitor* and coordinate the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.
- Take into account the General Principles of Prevention when making decisions regarding the *design, technical* and *organisational* aspects of a project, when estimating time required and when programming work.
- *Organise cooperation between contractors* (including successive contractors on the same construction site).
- *Coordinate implementation* by the contractors of applicable legal requirements for health and safety.
- Ensure that *employers* and *self-employed persons* apply the *general principles of prevention* when undertaking their work.
- Ensure that employers and self-employed persons *follow the construction phase plan*.
- Provide a suitable *site induction*.
- Take the necessary steps to *prevent access by unauthorised persons* to the construction site.
- *Provide suitable and sufficient welfare facilities throughout the construction phase*.
- *Liaise with the Principal Designer* for the duration of his/her appointment and *share information with the Principal Designer* relevant to the planning, management and

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monitoring of the pre-construction phase, as well as the coordination of health and safety matters during the pre-construction phase.

Regulation 14 Duties

The Company will:

- Make the necessary arrangements for cooperation between themselves and all others involved in the work.
- Make the necessary arrangements to consult with the workforce on site in good time.
- Provide the facilities necessary to enable workers to take copies of relevant information.

Duties as a Contractor under CDM 2015

When undertaking the role of Contractor under the Construction (Design & Management) Regulations 2015, KAMM will comply with their duties under Regulations 15 and 8 as follows:

For all projects:

KAMM will:

- Only accept an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- Only undertake construction work once they are satisfied that the client is aware of their duties.
- Plan, manage and monitor their work and that of others under their control to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- Not appoint a designer or contractor unless they have the necessary skills, experience, training and organisational capacity to carry out work safely.
- Not employ a person unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out tasks safely.
- Provide their workforce with appropriate supervision, instructions and information. This information will include a suitable site induction, (where not already provided), procedures to be followed in the event of serious and imminent danger and any other necessary information on risks to health and safety.
- Ensure that information is provided in a comprehensible form and as soon as is practicable.
- Cooperate with others involved in all projects in order to promote health and safety standards.
- Inform the workforce of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- Not begin work unless reasonable steps have been taken to prevent access by unauthorised persons to the site.
- Be satisfied that welfare facilities are provided as required under Schedule 2 of the Regulations.

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For multiple contractor projects where the Company is NOT Principal Contractor

KAMM will:

- Comply with any directions given by the Principal Designer or the Principal Contractor
- Adhere to relevant parts of the Construction Phase Plan.

For projects when the Company is the only contractor:

KAMM will:

- Take account of the general principles of prevention when design, technical and organisational aspects are being decided in order to plan the various items or stages of work, as well as when estimating the period of time required to complete the work or work stages.
- Draw up, or make arrangements for a Construction Phase Plan to be drawn up, as soon as is practicable prior to setting up a construction site.
- Undertake the duties of the Client where they are a Domestic Client, in collaboration with the Designer or Principal Designer.

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Competence of Subcontract Companies

Specialist trade subcontract companies will be engaged by KAMM when needed. These may include:

- Traffic management specialists.
- Specialist drainage contractors.
- Formwork contractors.
- Tarmac contractors.
- Block Paving contractors.
- White Lining contractors.
- Drainage surveys and jetting contractors.
- Substructure bricklayers.
- Crane Hire companies.

These organisations will be required to pass the core criteria for demonstrating competence as set out in Regulation 8 of the Construction (Design & Management) Regulations 2015.

If the contractor can demonstrate that they hold a current accreditation with a member of the Safety Schemes in Procurement Forum e.g. SMAS, CHAS, then this will exempt them from the questionnaire. Contractors who cannot demonstrate current accreditation will be issued with a questionnaire which they must have satisfactorily completed before working for KAMM.

The person responsible for ensuring that subcontract companies comply with the criteria above is the Health & Safety Manager. Records of competency assessments and accreditations will be stored in the SMS.

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Competence of Self Employed labour

KAMM will ensure the competence of self-employed subcontractors by ensuring the following:

- Each self-employed subcontractor engaged to work on site on behalf of KAMM must hold a current recognised competency card at the appropriate level and have the sufficient experience necessary to carry out the work. This will be established by the Contracts Manager before allowing the worker to start on site.
- Each self-employed subcontractor will be assessed by the Site Supervisor during the first 2 weeks to see if he is a suitable worker. The findings of the supervisor will be discussed with the Contracts Manager before a final decision is made as to whether to continue with the engagement.
- Self-employed subcontractors will be expected to comply with all requirements of this policy when working on behalf of KAMM.
- Self-employed subcontract labour will be expected to work to our safe systems of work when working on behalf of KAMM.

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Safety Training

A training matrix reflecting training already carried out and training planned for the future is stored in the SMS along with certificates.

All personnel working for and on behalf of KAMM will receive induction training prior to commencing work.

Induction Training into the company will include:

- KAMM statement of Health and Safety Policy.
- Procedures for reporting of accidents and near misses.
- Risk assessments.
- First aid arrangements.
- Sources of health and safety information.
- Correct use of personal protective equipment where provided.
- The consultation procedures.

Safety Awareness Training:

The company has adopted the CITB Site Safety Plus scheme for the provision of safety awareness training for employees at all levels:

- 1 day Health and Safety Awareness for Operatives.
- 2 day Site Supervisors Safety Training Scheme for Supervisors.
- 5 day Site Management Safety Training Scheme for Directors.

Specific training will be given as required. This may include:

- First Aid.
- Abrasive Wheels.
- Confined Spaces.
- Streetworks.
- Manual Handling.
- Vibration Awareness.

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Risk Assessments and Method Statements

Risk assessments should be carried out for tasks that involve significant risks to employees, contractors or others. Method statements outline the safe working procedures and should be read and understood in conjunction with the risk assessment.

Principal Contractors will require method statements for all hazardous activities to be carried out on their sites, and need the information to enable them to co-ordinate other contractors. Risk assessments will be communicated to the workforce by means of toolbox talks/safety briefings and by making copies available to those individuals involved in the task.

The following procedure will be used to write risk assessments:

- Identify hazards and who is affected and how.
- Evaluate risks taking into account the likelihood and severity.
- Control the risk using the hierarchy of risk control (see below).
- Monitor the effectiveness of the above.
- Review periodically and as necessary.

The following hierarchy of risk is laid down in Schedule 1 of the Management of Health & Safety at Work Regulations 1999

- Avoiding risks at source.
- Evaluating those risks which cannot be avoided.
- Combating risks at source.
- Adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods.
- Adapting to technical progress.
- Replacing the dangerous by the non-dangerous or less dangerous.
- Developing a coherent overall prevention policy, which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.
- Giving collective protective measures priority over individual protective measures.
- Giving appropriate instructions.

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Welfare Facilities

When appointed as a contractor we will ensure that the Principal Contractor provides suitable and sufficient welfare facilities as specified in CDM 2015. This may well be in the form of a self-contained unit which will include:

- Canteen in good order and of a sufficient size to allow access to all on site. If this is not feasible, a rotation system will be implemented at break times. The canteen should contain adequate seating (with backs) and tables at which to eat.
- The Canteen will be maintained in a clean and orderly state.
- Means of heating food.
- A wholesome supply of fresh drinking water.
- Hot water, running so far as is reasonably practicable.
- A drying area if staff are expected to work in the wet.
- Adequate toilets sufficient for the numbers on site.
- Peripheral items such as soap, means of drying hands and toilet paper.

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Accidents and Incidents

All accidents on site must be entered in the accident book, and reported to your supervisor, the Site Manager and the Health & Safety Manager as soon as possible. The Health & Safety Manager is responsible for informing the Directors of any serious accidents or incidents.

The office number is 01202 828226.

Major Injuries or fatalities must be reported to the HSE immediately.

The Health & Safety Manager will be responsible for informing the HSE of all reportable incidents. Accidents and Dangerous Occurrences (incidents) that are reportable under Reporting of Injuries Diseases Dangerous Occurrences Regulations (RIDDOR) will be investigated by the Health & Safety Manager and a report produced.

Information on accidents that have occurred will be stored in the SMS. This information must not contain personal details of those involved.

Accidents and incidents will be discussed at regular safety meetings and publicised to other employees if appropriate so that others can learn from these events.

On the following page is an outline of what injuries and Dangerous Occurrences are reportable under RIDDOR.

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Injuries and Dangerous Occurrences that are reportable under the above Regulations

Reportable Injuries/Diseases:	Dangerous Occurrences
<p>Deaths:</p> <p>All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.</p> <p>Specified injuries to workers:</p> <ul style="list-style-type: none"> ▪ A fracture, other than to fingers, thumbs and toes. ▪ Amputation of an arm, hand, finger, thumb, leg, foot or toe. ▪ permanent loss of sight or reduction of sight; ▪ Crush injuries leading to internal organ damage. ▪ Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs). ▪ scalping (separation of skin from the head) which require hospital treatment; ▪ Unconsciousness caused by head injury or asphyxia. ▪ Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours. <p>Over-seven-day injuries to workers:</p> <p>This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).</p> <p>Reportable occupational diseases:</p> <ul style="list-style-type: none"> ▪ carpal tunnel syndrome; ▪ severe cramp of the hand or forearm; ▪ occupational dermatitis; ▪ hand-arm vibration syndrome; ▪ occupational asthma; ▪ tendonitis or tenosynovitis of the hand or forearm; ▪ any occupational cancer; ▪ any disease attributed to an occupational exposure to a biological agent. 	<p>Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:</p> <ul style="list-style-type: none"> ▪ The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment. ▪ Plant or equipment coming into contact with overhead power lines. ▪ Explosions or fires causing work to be stopped for more than 24 hours. ▪ The complete or partial collapse (including falling, buckling or overturning) of (a) a substantial part of any scaffold more than 5 metres in height; (b) any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or (c) any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold. ▪ Structural collapse- The collapse or partial collapse of any building involving over 5 tonnes of material, or a collapse of any false-work. ▪ Failure of a pressure vessel. ▪ Electrical incidents causing explosion or fire Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either- (a)results in the stoppage of the plant involved for more than 24 hours; or (b)causes a significant risk of death. ▪ Explosion or fire - Any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises, for more than 24 hours.

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Company Vehicles

Only those personnel holding valid licences for the class applicable and authorised by KAMM Directors may drive company vehicles. Licences must be submitted for examination before being authorised and on an annual basis thereafter.

Authorised drivers must notify management immediately of all accidents, insurance claims on any policy and convictions both current and pending.

Drivers are responsible for carrying out daily serviceability checks on the following:

- Check all lights working.
- Check screen wiper operation - front and rear.
- Check screen washer bottle for content - front and rear.
- Check screen washers for operation - front and rear.
- Check operability and security of seat belts.
- Check operation of horn.

Weekly serviceability checks on the following:

- Tyre pressures and condition.
- Cooling water reservoir level.
- Engine oil level.
- Any defects must be reported to the Supervisor using a defect report form.
- Loads must not exceed the capacity of the vehicle and must be secured in a safe manner.

Passengers are not permitted unless there is adequate seating and they are on KAMM business or otherwise authorised.

Drivers of company vans are reminded that private journeys are not permitted or covered by insurance unless previously agreed with the Directors.

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Drugs and Alcohol

The consumption of illegal or non-medicinal drugs and alcohol is not permitted on company premises or other sites where work is being undertaken by the company.

Company vehicles must not be driven whilst under the influence of illegal drugs or non-medicinal drugs or alcohol.

Anyone attending work whilst suffering from, or suspected of suffering from, the effects of illegal drugs or non-medicinal drugs or alcohol will be dismissed from the site.

Anyone taking prescribed or other medicinal drugs that may cause drowsiness or other side effects that may affect their ability to undertake work must inform their supervisor.

Persons taking prescribed or medicinal drugs that cause drowsiness must not operate plant or machinery.

It is not permitted to bring illegal or non-medicinal drugs and alcohol on to the company premises or other sites where work is being undertaken by the company. Anyone found in possession of illegal drugs or non-medicinal drugs or alcohol will be dismissed from the site.

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Fire Procedures

The fire risk assessment for the company premises is to be found in the SMS. The Health & Safety Manager is responsible for ensuring that sufficient trained staff are available within the building to manage the situation in the event of a fire. This will include the testing of evacuation procedures and logging of any comments arising from the evacuation drill.

Information regarding the identity of the fire wardens and the position of fire extinguishers and routes of escape is to be found on the safety notice board.

Everyone working on construction sites should be made aware of the fire plan for that site at the time of their induction. Any work carried out that increases the risk of fire, for example refuelling of petrol disc cutters, grinding, drilling into metal or cutting must have the correct fire extinguisher nearby.

KAMM will co-operate with the Principal Contractor on all matters of fire management. These will include taking part in emergency evacuation drills, signing in and out and informing the site manager if any fire escape routes will be redirected or signs need to be removed as part of preparation work.

You must only ever tackle a fire if it is safe to do so. The colour of labels on extinguishers refers to the contents. These are as follows:

Label Colour	What can it be used for and how does it work?
Water	Paper, wood, textiles – carbon based material (Cools the fire)
Powder	Any type of fire including electrical up to 10,000v (Blocks Oxygen)
Carbon Dioxide	Electrical fires, can be used on any fire (Blasts Oxygen out of the way)
Foam	Flammable Liquids (Blocks Oxygen)

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First Aid

Offices - The name of the first aiders within the office will be displayed on the safety notice board. The first aiders will regularly check and replenish the first aid boxes when required. They will also be responsible for ensuring that accidents are recorded in the accident book and reported to the Health & Safety Manager. First Aid information can be found in the SMS.

Construction Sites - A qualified first aider is required to be present on all construction sites. This is to be provided by KAMM however when agreed by both parties this may well be the clients or principal contractors Site Manager or his assistant. The location of any first aid equipment should be brought to the attention of employees by the principal contractor at the time of their site induction.

Where KAMM provide a first aider it will be that individual's responsibility to ensure that boxes are checked regularly and replenished as necessary.

Mental Health & Wellbeing

KAMM recognise that the mental health & wellbeing of our workforce is just as important as physical health.

We aim to raise mental health awareness and combat the stigma's associated with it.

We encourage open communication between workforce, supervision and managers. If anyone has a work-related problem, or a problem that is affecting their work they can speak openly to their supervisor who in turn is obliged to listen and help search for a mutually satisfying solution together. We also encourage our workforce to speak to our trained mental health first aiders.

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Personal Protective Equipment

KAMM shall ensure that suitable PPE is provided to those who may be exposed to a risk to their health and safety while at work. PPE must:

- Be of a standard that will adequately protect the person from the risks.
- Be replaced when worn out.
- Be properly looked after by the person using it.
- Be compatible with other PPE if more than one item is required.
- Be regarded as the last resort in risk control.

Different standards of basic site PPE are required by different Principal Contractors. KAMM will comply with these requirements.

Examples of PPE required by our workforce are below:



Type	Standard
Hard hat	BSEN 397
Goggles	BSEN 166 B
Ear defenders	EN 352 At least 30dB(A) attenuation
Gloves	EN 388 As required by COSHH Assessments
Respiratory protection	EN149 FFP3 for silica
High Viz jacket or vest	EN 471
Boots	EN 345 Steel toe caps and midsoles

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COSHH Procedures










KAMM use various substances, including but not limited to:

- Cement/concrete products.
- Aggregates.
- Lubricating oils.
- Fuel including diesel and petrol.

COSHH Assessments will be provided to users of these substances and other substances to inform them of hazards and how to use, handle and store them safely.

COSHH Assessments will be stored in the SMS.

Hazard warning markings on containers must also be heeded. An explanation of the common warning signs follows:

	Acute toxicity, Very toxic (fatal), Toxic etc.		Harmful to the environment
	Gasses under pressure		Oxidising gases, oxidising liquids, oxidising solids
	Harmful skin irritation, serious eye irritation		Respiratory sensitizer, mutagen, carcinogen, reproductive toxicity, systemic target organ toxicity, aspiration hazard
	Corrosive (causes severe skin burns and eye damage), serious eye damage		Flammable gasses, flammable liquids, flammable solids, flammable aerosols, organic peroxides, self-reactive, pyrophoric, self-heating, contact with water emits flammable gas
	Explosive, self-reactive, organic peroxide		

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Health Hazards

Leptospirosis

Two types of leptospirosis infection can affect workers in the UK.

Weil's disease: This is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats.

The **Hardjo** form of leptospirosis: This is transmitted from cattle to humans.

Both diseases start with a flu-like illness with a persistent and severe headache, which can lead to vomiting and muscle pains and ultimately to jaundice, meningitis and kidney failure. In rare cases the diseases can be fatal.

The bacteria can get into your body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water; such as in sewers, ditches, ponds and slow-flowing rivers.

Prevention and Protection:

Reasonable attempts should be made to clear the site of rats before work starts.

Wash cuts and grazes immediately with soap and running water and cover all cuts and broken skin with waterproof plasters before and during work.

Wear protective clothing.

Wash your hands after handling any animal, or any contaminated clothing or other materials and always before eating, drinking or smoking.

What else should I do?

Report any illness to your doctor. Tell the doctor about your work. Leptospirosis is much less severe if it is treated promptly. If your doctor decides you have leptospirosis tell your employer, who must then report it to the Incident Contact Centre (Tel: 0345 300 9923). If you are self-employed you must report it yourself.

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Hepatitis B

This virus can be found in blood, faeces and other body fluids and so is a hazard to workers who may be in contact with sewage. The following precautions must be taken when working with foul drainage:

- Do not allow eating, drinking, smoking in working areas where there is a risk of contamination.
- Prevent puncture wounds, cuts and abrasions, when working with foul drainage.
- Cover all breaks in exposed skin by using waterproof dressings and suitable gloves.
- Protect the eyes and mouth by using a visor/goggles/safety spectacles and a mask, where splashing is possible.
- Avoid contamination by using water-resistant protective clothing.
- Wear rubber boots when ground may be contaminated.
- Use good basic hygiene practices, such as hand washing.
- Dispose of contaminated waste safely.
- Arrange to be vaccinated against Hepatitis B.

Contaminated Land

Brownfield sites can be contaminated by the previous use of the land and some contaminants can cause either acute or chronic ill health.

Under CDM 2015, the Client has a duty to find out if the land is contaminated. This information will be passed to the Principal Contractor at tender stage in the Pre-Construction Information pack.

Different types of contamination carry various health hazards and must be treated on a site specific basis. How to deal with the contamination will be set out in detail in the risk assessment for the work and in the Construction Phase Plan.

Contaminants can include:

- Arsenic.
- Asbestos.
- Zinc.
- Hydrocarbons.
- Various residues from industrial processes.

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Respirable Silica

Respirable crystalline silica dust is present in all concrete products and is released when these products are cut with high speed cutting tools and dust is produced.

High risk products that are common in ground works are:

- Kerbs.
- Concrete blocks.
- Lintels.
- Pile caps.
- Concrete drainage pipes.
- Any other concrete product or product containing sand as an ingredient.

The fine dust produced by fast cutting is dangerous as it can enter deep into the lungs where it can cause the disease silicosis and increase risks of other serious lung diseases.

In order to reduce exposure to silica, all cutting operations that have to take place on site must be wetted down to reduce the amount of dust produced.

In addition to this, the correct grade of mask must be worn – a EN147 FFP3 mask is suitable, and the mask must be face fit tested to be effective.

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Manual Handling

All loading and unloading involves lifting and handling to some extent. Although mechanical equipment should be used whenever practicable, some of the work will inevitably continue to be carried out manually. The risk of injury can be greatly reduced by a knowledge and application of correct lifting and handling techniques.

KAMM will aim to reduce risks by carrying out the following:

- Highlighting the specification of heavy materials and design features at pre-contract stage if possible.
- Plan and sequence the work to enable the use of lifting appliances (including excavator machines).
- Establish the availability of storage areas, traffic routes and lifting equipment at pre-start meetings.
- If Manual Handling cannot be avoided, an assessment must be made and included with the risk assessment for the task.
- Training will be provided to staff in safe handling techniques.

Use the Kinetic system of lifting and carrying

Correct Stance: Your position should ensure that the major part of the work will be performed by those muscles which are most suited to the job.

Straight Back: If the back is straight the muscles controlling it will be relaxed. It is not possible to strain muscles unless they are under tension.

Chin In: This will automatically lock the spine in position.

Grip: Always use the palm of the hand or the roots of fingers rather than finger tips.

Arms Straight: Keep them as close to the sides as possible. To bend the arms will, in itself, impose a strain on the muscles.

Foot Position: Always one foot in front of the other - forward foot pointed in direction of travel, rear foot ready to thrust and follow through.

Use of Body Weight: Use it to counterbalance weight of object and to supplement or even take place of muscular effort.

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Noise

Excessive noise can cause permanent damage to hearing. The damage is often gradual and is always irreversible. Even a small amount of hearing loss can have a debilitating effect on the quality of life. Please read the points below carefully and wear your hearing protection if in doubt. Wear the protection that is the most comfortable, and always wear it exactly as indicated on the packaging. Wearing hearing protection incorrectly will make it far less effective.



When selecting work equipment (eg disc cutters, wacker plates) information on the noise (and vibration) output of the machine will be sought from the manufacturer or hire-company. Quieter machines (with lower vibration magnitude) will be selected over inferior equipment.

Even well designed equipment can still produce dangerous noise levels, and so ear defenders or ear plugs will be provided. These must have a suitable attenuation level in order to be effective. An average disc cutter produces around 114dB (A) and so hearing protection should have an attenuation level of at least 29dB (A) in order to be effective.

KAMM will provide noise awareness training, and this will include:

- How the ears work and how damage occurs
- Action levels and time limits
- Choosing ear defenders
- Estimating noise levels

At 80Db (A) employers are required to make hearing protection available and make the workforce aware of the risks and attempt to reduce noise levels. At 85dB (A), employers are required to ensure hearing protection is used and to attempt to reduce noise levels. If you have to shout to be heard by someone standing 2m away, the noise is probably over 85dB (A).

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Vibration

The table below contains advice on exposure times for the use of vibrating tools. Vibration for ground workers will come from a variety of machinery, including petrol driven disc cutters, whacker plates, power floaters and breakers.

If using hired equipment, information on vibration magnitude (and noise) will be sought from the hire company, and the table below used to determine safe exposure times for employees.

Exposure is measured on a points system (see below). Exposure is to be kept below 100 points. If the daily exposure exceeds 100 points (the Exposure Action value), KAMM must endeavour to reduce exposure, keep records of exposure and carry out health monitoring of those affected.

If daily exposure exceeds 400 points, the exposure must cease immediately.

Vibration Magnitude m/s ²	40	800									
	30	450	900								
	25	315	625	1250							
	20	200	400	800							
	19	180	360	720	1450						
	18	160	325	650	1300						
	17	145	290	580	1150						
	16	130	255	510	1000						
	15	115	225	450	900	1350					
	14	98	195	390	785	1200					
	13	85	170	340	675	1000	1350				
	12	72	145	290	575	865	1150	1450			
	11	61	120	240	485	725	970	1200	1450		
	10	50	100	200	400	600	800	1000	1200		
	9	41	81	160	325	485	650	810	970	1300	
	8	32	64	130	255	385	510	640	770	1000	1200
	7	25	49	98	195	295	390	490	590	785	865
	6	18	36	72	145	215	290	360	430	575	720
	5.5	15	30	61	120	180	240	305	365	485	605
	5	13	25	50	100	150	200	250	300	400	500
	4.5	10	20	41	81	120	160	205	245	325	405
4	8	16	32	64	96	130	160	190	255	320	
3.5	6	12	25	49	74	98	125	145	195	245	
3	5	9	18	36	54	72	90	110	145	180	
2.5	3	6	13	25	38	50	63	75	100	125	
2	2	4	8	16	24	32	40	48	64	80	
1.5	1	2	5	9	14	18	23	27	36	45	
1	1	1	2	4	6	8	10	12	16	20	
	15m	30m	1h	2h	3h	4h	5h	6h	8h	10h	
Daily exposure time											

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Asbestos

Asbestos is a fibrous mineral that can cause fatal lung diseases if inhaled. It was used extensively in buildings up to the early 1980s; it may have been used in buildings up to as late as 1999. The material cannot be easily identified by appearance only and is often concealed by other materials or coatings.

Asbestos contamination can occur following demolition work where the asbestos was not properly removed prior to the demolition or if it has been buried illegally.

Some drainage pipe-work contains asbestos.



Before starting construction work the Client has a duty to provide information on the project. This will include having a survey carried out to identify any asbestos containing materials.

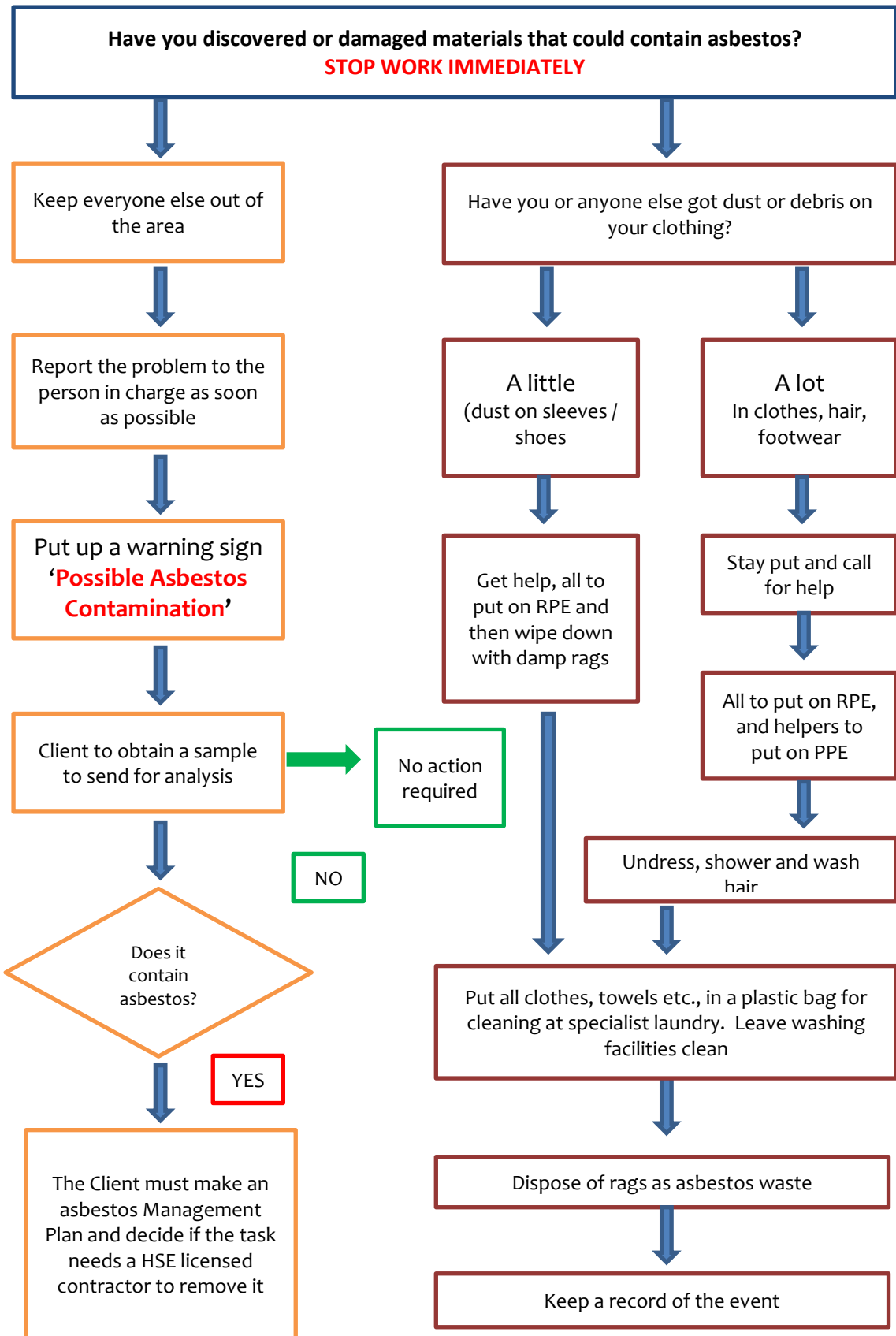
There is however a chance that asbestos may remain, therefore all workers must be aware of the risks and of how to act on discovering the substance.

All operatives who could potentially disturb asbestos during their work must have training in Asbestos Awareness.

KAMM will not be carrying out non-licensed work with asbestos.

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Procedure if asbestos is disturbed on site:



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Abrasive Wheels

Abrasive wheels are common on construction sites and can be very hazardous. For this reason, only persons trained in the mounting and use of abrasive wheels will be permitted to use them on site. Discs should be kept in a safe place and discarded as soon as they begin to show signs of excessive wear or unevenness of edge.

PPE will be worn by those using abrasive wheels. Competent users should not need telling about the devastating effects of a burst wheel.

Goggles to BS EN 166 (B)

Ear defenders with an attenuation level of at least 35dB (A)

Dust masks to EN471 FFP3 (fit tested)

Dust should be controlled by damping down the cutting operation. All disc cutters should be fitted with a water feed. In addition to this, FFP3 masks are also required (see section on silica).

Petrol powered disc cutters must be re-fuelled in a safe area, which will not create an increased fire risk. Users should be aware of the fire hazards associated with both spark travel and spilt fuel.

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Compressed Air

The following rules must be followed to avoid injury from compressed air.

Air hoses should be of the correct quality, regularly inspected and tested, (including connections).

Air hoses should be protected from damage, eg by vehicles, preferably by running them off the ground. They must be suitably supported. They must not be subjected to extremes of heat.

Always ensure that the hose is tightly secured to the tool before operating and that whip arrestors are fitted.

When an in-line oiler is required ensure that it is operative.

Ensure that the work piece is secure.

Blow the airline out for 2-3 second before use. Extreme caution is to be exercised to ensure that this is done in a controlled manner.

Always insert the bit or tool before connecting. Do not rely on the operating switch. Always isolate from air supply. The same applies when carrying out adjustments.

When the job is finished shut the air supply valve then operates the tool to bleed the air pressure before disconnecting.

Always clean the tool and accessories after use and store in the correct fashion.

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Excavations

The following requirements of the CDM Regulations 2015 must be complied with to ensure safety within and around excavations.

All practicable steps must be taken to prevent danger to any person, including, where necessary, the provision of supports or battering, to ensure that:

- No excavation or part of an excavation collapses.
- No material forming the walls or roof of, or adjacent to, any excavation is dislodged or falls.
- No person is buried or trapped in an excavation by material which is dislodged or falls.
- Suitable and sufficient steps must be taken to prevent any person, work equipment, or any accumulation of material from falling into any excavation.
- Suitable and sufficient steps must be taken, where necessary, to prevent any part of an excavation or ground adjacent to it from being overloaded by work equipment or material.

Construction work must not be carried out in an excavation where any supports or battering have been provided in accordance with guidance provided by a competent engineer unless:

- The excavation and any work equipment and materials which may affect its safety have been inspected by a competent person as follows:
 - At the start of the shift in which the work is to be carried out.
 - After any event likely to have affected the strength or stability of the excavation.
 - After any material unintentionally falls or is dislodged.
 - The person who carried out the inspection is satisfied that construction work can be safely carried out there.
- Where the person carrying out an inspection informs the person on whose behalf the inspection is carried out of any matter about which they are not satisfied (under regulation 24(1)), construction work must not be carried out in the excavation until the matter has been satisfactorily remedied.

In order to comply with the above, the following precautions should be implemented:

Where excavations cannot be suitably battered back, trench sheeting, trench boxes or other means of shoring must be installed to prevent danger to persons from collapse or falling materials.

Suitable barriers must be erected to prevent persons falling into excavations where it is reasonably practicable to do so. In circumstances where it is not reasonably practicable to provide edge protection, then the number of persons working alongside the excavation will be kept to an absolute minimum. Long handled equipment will be used so that persons do not need to work close to the sides of the excavation. KAMM accepts that individual excavations

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may require different control measures and these can be arranged with Principal Contractors as part of the tendering process if required.

Where necessary vehicle stops such as timber baulks must be placed to prevent vehicles approaching too close to excavations.

Plans must be viewed and scans/surveys made to locate underground services prior to digging.

Confined Spaces

All operatives on site need to be aware of the dangers of working in confined spaces. These may include manholes, some deep excavations and any areas in which there is limited access and inadequate ventilation. If a confined space is identified, a safe system of work needs to be established which may incorporate a permit to work system if appropriate. A safe system of work should incorporate the following:

- Only fully trained staff to be involved in the operation.
- Adequate means of escape.
- Gas testing and monitoring.
- Adequate fresh air.
- Communications with those on the surface.
- Communications with the emergency services.
- Rescue procedures.

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Street works

Those supervising street works should hold a Supervisors qualification under the New Roads and Street Works Act (Chapter 8). Operatives should hold the corresponding Operatives qualification. The following guidelines should be followed for street works:

- Signing, lighting and guarding should be carried out in accordance with the requirements of Chapter 8.
- Street works should be planned beforehand to ensure that all items required are in place before commencing.
- High Visibility clothing should be worn at all times by both supervisors and operatives.
- All signs should be maintained in good order and clearly visible.
- A walk through should be carried out to ensure that any traffic control makes logical sense and is workable and achievable.

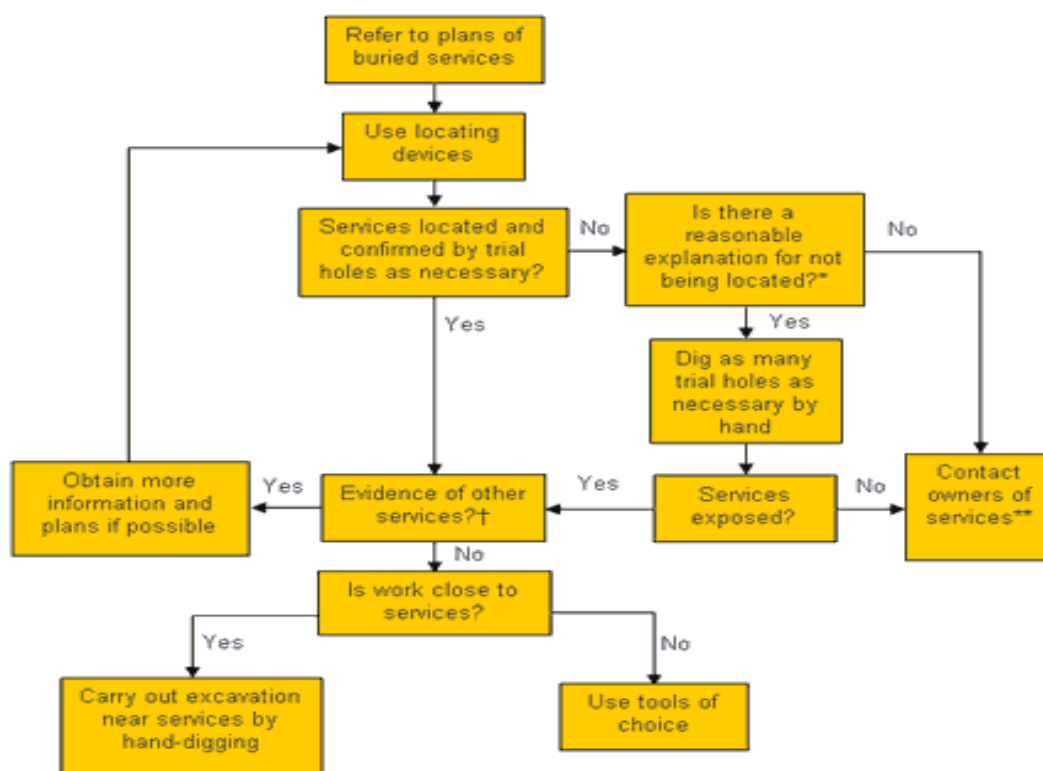
Some street works may involve significant traffic management, in which case, KAMM may engage the services of a competent subcontractor.

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Overhead and Underground Services

Underground services are commonplace, dangerous and often difficult to locate. Please use the flow chart below to indicate what action to take. Principal Contractors should supply information on the services already present, but there is no guarantee that this information will be complete or accurate.

Where a permit to dig is required, read it carefully and ensure that it is worked to.



New Installations

Where KAMM are responsible for new services installations on site, the following must be observed:

- Excavate accurately so that the services are in the correct position and at the correct depth. This will be specified by the NJUG (National Joint Utilities Group).
- Use the best industry practice methods to make the services easy to identify in the future. These may include sand, marking tape, additional precautions as specified for high voltage installations and compiling as built drawings.

Overhead Services are extremely dangerous. Contact with overhead electric lines can be lethal whether they are carrying a voltage as high as 400 000 V or as low as 230 V.

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Overhead lines consist usually of bare (un-insulated) conductors (cables) supported via insulators by wooden poles or metal towers and structures. Many people mistake overhead power lines carried on wooden poles for telephone wires.

If a crane jib, tipper lorry, excavator, scaffold tube, or similar object makes contact with or approaches near to these lines, an electric current can flow with a risk of fatal or severe shock and burns to any person in the immediate vicinity.

This can also occur with objects made from materials such as wood or plastic, which are normally regarded as electrical insulators. If damp or dirty, these may also be capable of transmitting sufficient current to cause dangerous or fatal electric shocks.

Actual contact with a power line is not necessary to result in electric shock. A close approach to the line conductors may allow a 'flashover' or arc to take place. The risk of flashover increases as the line voltage increases. An electrical current will arc a greater distance in damp conditions.

When working on sites where overhead services are present, KAMM will work in accordance with the HSE guidance: GS6 Avoidance of danger from overhead electric power lines.

Site specific precautions will be set out in detail in both the construction phase plan and in risk assessments for work.



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Mobile Plant and Equipment

Mobile plant and equipment including excavators, dumpers and ride on rollers must be:

- Suitable for carrying persons.
- Fitted with seats and seatbelts.
- Fitted with roll over protection.
- Have all round visibility.
- Have warnings (visible/audible).
- Used only by trained and authorised personnel who hold up to date CPCS or equivalent competency cards.
- Pre-use checks are completed by the operator and safe to use.
- Inspected on a weekly basis and the results of the inspection recorded.
- Used for the purpose for which it was intended.
- Maintained and serviced in accordance with manufacturer's guidelines and statutory and legislative requirements. A notice shall be displayed on the equipment showing due date for next Inspection/service.
- Switched off before refuelling. Extreme caution must be exercised during refuelling to avoid spillage and contact with sources of ignition.
- Fitted with a dry powder fire extinguisher.
- Prevented from unintentional movement.
- Towed or loaded safely.
- Loaded when the driver has dismounted and moved to a safe place.

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Lifting Operations and Lifting Equipment

- All lifting equipment is individually identified. Records of testing and inspections are kept in the appropriate registers at Site Offices.
- Before using lifting equipment it must be checked for defects.
- Only trained and authorised personnel can use lifting equipment, sling loads or direct lifting operations.
- Those involved must ensure that all other persons are clear of the work area.
- Thorough Examination Certificates must be kept up to date for all lifting equipment including excavator machines. These are required to be updated every 12 months.
- A periodic inspection of lifting equipment is required. This should be carried out weekly by the operator, and the inspection and any comments should be recorded. It is recommended that the records of these inspections are kept with the machine.
- If the Principal Contractor requires that a weekly inspection is recorded in a central file in the site office then this should be carried out in addition to the above.

Work at Height

Potential exposure to the risks from work at height come when working close to deep excavations or when involved in concrete structure works. KAMM will comply with the Work at Height Regulations by ensuring the following:

- Physical barriers or fencing is provided to prevent falls into deep excavations.
- For shallower excavations physical barriers must also be provided to prevent access to it.
- Signage to indicate “Deep Excavations” must be posted.
- Edge protection must be provided when working on concrete frame structures.
- Suitable access equipment must be arranged for concrete frame works such as pouring columns.

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Welding

The following precautions will be taken as control measures for welding work.

- Only trained and authorised personnel are to undertake welding work.
- Correct storage of gas cylinders.
- Oxygen cylinders should be stored at least 3m away from acetylene.
- Flammable materials must be kept out of the way of welding work so far as is possible.
- If this is not possible, fire resisting sheets should be used to protect surroundings from flame and spatter.
- At least one fire extinguisher should be available in the area of welding work.
- Hands, arms, legs and feet should be protected by wearing chrome leather garments or those of similar protective qualities.
- Heavy duty leather safety footwear must be worn.
- Face shields may be worn to prevent reddening caused by heat.
- Eyes must be protected by infra-red and visible light by using goggles to BS 1542 and filters to BSEN 169 and 171.
- Arc welding will require eye protection with housing to BS 1542 and filters to BSEN 169 and 170.
- Screens must be erected to prevent damage to others in the vicinity.
- Ensure proper ventilation to cool the work area, particularly in small areas that heat up quickly.
- Ensure that liquid refreshment is available to avoid dehydration.
- Lone working must be avoided unless absolutely necessary. If lone working, suitable measures must be taken to minimise risks.
- Ensure First Aid is available.
- Before carrying out welding work, the materials involved must be identified, the risks assessed and the necessary control procedures established.
- Natural ventilation is not sufficient, so the use of RPE or local exhaust ventilation in the form of extractor hoods must be used for all welding.

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Environmental Issues

Diesel Bunds:

Diesel tanks must be banded to 110% of their capacity in case of accidents or spillage. Best efforts must be made to minimise drips and leakage from fuel hoses on site.

Contamination of Water Courses:

KAMM will seek to conduct its operations in a responsible manner so as not to contaminate any water courses. This may include protecting streams from run-off from site activities, and ensuring pumped, silt-laden water from excavations is not allowed to enter watercourses.

Spill Kits

KAMM will ensure that spill kits are present on all sites. At induction, the location of the nearest spill kit should be identified.

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Office Safety

The Company is fully aware that accidents can happen in the office, as well as on site, and will endeavour to reduce the risk of such an accident by the following means:

- Waste paper bins and packing materials should be removed daily.
- Management of cables to defined routes, so that they do not present a trip hazard or an over-load to a circuit.
- Training of office staff in the correct use of fire extinguishers.
- Check on lights and lighting levels to ensure they are suitable for the tasks being undertaken.
- Shelves and storage areas are to be such that stretching and awkward lifting is avoided.
- Cleaning chemicals kept away from foodstuffs in the kitchen area.

Display Screen Equipment

KAMM will comply with the provisions of the Display Screen Equipment Regulations 1992 by ensuring the following:

Work Stations will be analysed and assessed to reduce risks to health. (Records of DSE assessments can be stored in the SMS).

Work Stations will comply with the requirements of schedule 1 of the regulations in relation to the equipment used. This will include the desk, chair, screen and other relevant items.

The daily work routine of users allows for breaks away from the screen and/ or changes in activity.

Eye and eyesight tests carried out by competent persons are provided on a regular basis, for those who use Display Screen Equipment.

If deemed appropriate by the person carrying out the tests, corrective visual appliances will be provided by the company, if this is required under the regulations.

Training in the use of Display Screen Equipment will be provided to users.

Information on all aspects of health and safety relating to work stations will be provided to users. This will include any risk control measures and information on any hazards associated with the equipment.

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Young Persons Risk Assessments

Young Persons are those who have left school but are under the age of 18 are required under the Management of Health & Safety at Work Regulations 1999 to have a specific risk assessment carried out.

We need to assess the risks that young people face, as there are special issues that can affect them as a result of lack of experience in the workplace, lack of awareness of risk, risk perception and physical vulnerability.

Our young persons' risk assessment will be undertaken on a personal basis with each young person that we employ. The assessment will identify particular hazards, specify and name a mentor who will be responsible for the welfare of the young person and will also stipulate any restrictions on the work to be done.

Assistance will be sought from the Health & Safety Manager in producing a Young Persons risk assessment.

These documents will be stored in the SMS.

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Health & Safety Policy Communication 2024

It is the duty of every company to prepare and update as necessary a policy for Health, Safety and Welfare. It is also a duty to communicate this policy to their workforce.

For the purposes of ensuring health & safety on site, employees and subcontractors will be expected to read, understand and adhere to this policy.

A copy of this policy is issued to you on induction. It is important that you read through the policy carefully, as it will contain important information on company health & safety procedures and safe systems of work. It also contains responsibilities for you to undertake and comply with.

Any changes or updates to this policy will be communicated to you and confirmed by a new Health & Safety Policy Communication.

Updates to the 2024 version of the Health & Safety Policy include:

Update to the KAMM Health & Policy Statement to address the requirements of BSI ISO 45001:2018

If you have any questions about the Safety Policy, please ask KAMM. If you have any suggestions as to how safety could be improved for this company, please pass these on also.

Name	
Date	
Occupation	
Signature	

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