



# Health and Safety Policy

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## Documentation Control

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<b>Explanatory Note</b> This policy is made up of five elements, which together cover the health & safety procedures followed by the Company along with risk assessments and method statements for various tasks. Parts 1 - 4 will always be submitted together, part 5, which comprises the site specific risk assessment and method statements, will be submitted as appropriate to the contract.	

- Part 1**      **Health & Safety Policy and Procedures**
- Part 2**      **Environmental Policy Statement**
- Part 3**      **Diversity & Equality Policy Statement**
- Part 4**      **Insurance Details**
- Part 5**      **Risk Assessments & Method Statements (separate document)**



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# Part 1

## Health & Safety Policy and Procedures

### Health & Safety Policy

Atticbest Limited, trading as Kayam Theatre & Concert Structures (the Company), based at Gotham Farm, Chiselhampton, Oxford, OX44 7XG.

Kayam tents are modern tensile structures designed to eliminate the problems experienced in staging today's shows and events in yesterday's traditional marquees, big tops and circus tents. The Kayam tents and larger Valhalla tent are now an established feature at festivals and shows in Europe and Worldwide.

Kayam tents are a first choice whenever a temporary venue or large temporary structure is needed. Kayam is a well established big-top tent hire company offering a range of modular tensile structures that host events ranging from dinner-dances to rock 'n' roll tours.

Apart from their established reputation in the UK, they now have a growing reputation in Europe and around the world, having supplied events and many other tours and shows, from the Outer Hebrides to Istanbul.

The Company is owned and operated by Martin Peers and has a number of full time employees; Martin Peers is the Managing Director and oversees all day to day operations; any additional sub-contractors or freelance staff who may be required to complete a specific task will be engaged because of their specific skill set and with the agreement of the client. Any sub-contractors will be expected to have the requisite skills, knowledge, training and experience in their field of operations as well as suitable insurance cover. Any sub-contractors and freelancers will be expected to abide by this health & safety policy and any risk assessments and control measures produced by the Company.

#### 1. Health & Safety Policy Statement

The Managing Director of the Company has the overall responsibility for ensuring this health & safety policy is effectively implemented and that sufficient resources are made available to achieve this.

Final Authority on all aspects of Health & Safety in relation to the Company's operations lies with the Managing Director

The Managing Director will ensure that operational and supervisory responsibilities are properly assigned and will continue to monitor the performance of the Company in respect of its compliance with statutory health & safety requirements.

Signed: 

Martin Peers  
Managing Director

1<sup>st</sup> March 2025

## ***Purpose***

The purpose of this document is to provide information for the protection of workers, contractors, members of the public and those that are affected by the Company's operations.

The main objectives of this document are to:

- Protect people from injury and occupational ill health, both workers and others who may be affected by Kayam operations
- Comply with legal requirements and avoid prosecution
- Manage health and safety on a cost-effective basis

## ***Scope***

The scope of this policy includes all work undertaken for any event period or contract that Kayam undertakes.

Geographically, this policy covers all on-site operations undertaken by the Company and under their supervision at any location in the United Kingdom or worldwide; where the Company is working in jurisdictions with substantially different health & safety regulatory requirements, the Company will always endeavour to operate within this policy.

This policy will be reviewed on a regular basis.

## ***Legal and Regulatory Requirements***

The Company is regulated under UK and European law, in particular the Health and Safety at Work etc Act 1974 and the Health and Safety at Work Management Regulations 1999; in addition, a proportion of their work now falls within the remit of the Construction (Design and Management) Regulations 2015.

The Company will ensure that all projects that are undertaken comply with European and United Kingdom legislative and standards framework or standards from other appropriate jurisdictions.

Where relevant, legislative, and technical standards are noted in the risk assessments (Risk Assessments are available as a separate document). A full list of the various standards and regulations referred to will be appended to that document.

Where no legislative or regulatory requirements exist, or they are inappropriate, risk will be assessed against current best practice as established in the activity in question. Various sources, including guidance and practices developed by those with quantifiable expertise within the field will be consulted.

## **2. Health and Safety Management**

The Company's Managing Director is responsible for day-to-day operations although local management may be delegated to a nominated project manager (often known as a Tentmaster); any additional freelance staff or sub-contractors who may be required to complete a specific task will be brought in because of their specific skill set; any freelancers will be expected to have the requisite insurance cover and as part of their agreement with The Company will be expected to provide any equipment required for the task they are employed to carry out (other than where The Company is required to provide them with personal protective equipment), they will be expected to abide by this Health & Safety Policy and any risk assessments and control measures produced by The Company.

Kayam will ensure that all freelance staff and sub-contractors have the requisite skills, knowledge, training, and experience to enable them to carry out the tasks for which they have been employed. All contractors and sub-contractors will be required to demonstrate their competence by presenting relevant method statements and risk assessments relating to the work they are contracted to carry out. In addition, contractors should carry appropriate insurance and be able to produce other, technical, safety documentation as necessary.

The health & safety responsibilities of individuals within the management structure are shown below in s.3.

### **3. General Company Health and Safety Policy**

The policy which The Company will follow will, so far as is reasonably practicable: -

- Provide adequate control of the Health and Safety risks arising from work activities under their control.
- Provide instruction, training and information to any workers, freelance staff, sub-contractors, or other persons who may require it, to enable them to perform their work safely.
- Maintain any workplace under the control of The Company in a safe condition for workers, sub-contractors, and visitors.
- Ensure that all employees and sub-contractors are fully aware of and have access to the company's Health and Safety at Work Policies, Risk Assessments and Method Statements.
- Ensure safe handling, storage, transportation, and use of substances where necessary and when under the control of the Company.
- Ensure equipment is available for implementing safe work practices, including Personal Protective Equipment, as and when required and where this is the responsibility of the Company.
- Prevent accidents and cases of work-related ill health so far as is reasonably practicable.
- Consult with clients, workers, other contractors, and sub-contractors on matters affecting their Health and Safety.

The Company will periodically review this Health and Safety Policy and associated risk assessments and ensure that any changes in circumstances, legislation or work environments are reflected in the relevant risk assessment and health & safety policy.

All managers, workers, suppliers, and contractors have statutory duties under the Health and Safety at Work etc. Act 1974 and relevant EU legislation, which means health & safety is the responsibility of everyone; Kayam ask for your co-operation to ensure that all employees, workers and sub-contractors take reasonable care for their own safety and for those likely to be affected by their acts or omissions and to co-operate with the company in performing any statutory obligation.

This document is not exclusive and should be read in conjunction with any other health & safety, operational and contingency documentation issued by any relevant Client, Principal Contractor, Principal Designer, or other duty holders.

## **4. Health & Safety Arrangements within the Company**

### ***Responsibilities of the Directors***

The Directors will ensure that suitable time and resources are dedicated to maintaining and improving the objectives outlined in this policy. Where any concern regarding health & safety is raised with the Directors, they will ensure, without prejudice to the individual reporting the incident, that sufficient and suitable investigation, action, or remedial work is instigated as appropriate. The directors will ensure that health & safety features prominently in the Company's objectives and that this is reflected in company meetings.

### ***Responsibilities of the Managing Director***

The Managing Director will ensure, by delegation where necessary, that the Health and Safety Policy is adhered to and monitored throughout all stages of the company's operations and any employees, freelancers and sub-contract workers are aware of the company's policy and procedures.

This policy and any accompanying procedures are supported by suitable and sufficient risk assessments, which are carried out or reviewed, when required, for any individual task. All risk assessments will be adhered to, and appropriate control measures implemented, where necessary.

The Managing Director will: -

- Ensure that all Health and Safety responsibilities are properly assigned and performed as required by the Management of the Health and Safety at Work Regulations 1999.
- Ensure that risk assessments are monitored, reviewed, and updated as and when necessary and on a job specific basis, when required.
- Ensure that suitable and sufficient training and information on all aspects of general Health and Safety is given as and when required; including ensuring correct working practices are carried out in all areas of any operations under the control of the Company. Any job specific training will be carried out prior to undertaking any task, where this may be required.
- Ensure that full co-operation and assistance is given to any Health and Safety Executive Inspector (or any local authority Environmental Health Officer acting in an enforcement role), in the monitoring of safe practices by co-operating with any investigation of accidents, and additionally, co-operate with any reporting under RIDDOR 2013 (Reporting of Incidents, Diseases and Dangerous Occurrences Regulations). The Company will carry out any remedial action where it is deemed necessary and agreed to be appropriate.
- Ensure that all clients and any other host or contractor of the company visiting any workplace controlled by the Company will receive all information relating to any risks to any person's Health and Safety, caused by the company's operations.
- Similarly, Health and Safety information obtained from clients and hosts of the company about their undertakings, which are relevant to operations, shall be collated and communicated to any relevant person or organisation working for, or on behalf of, the Company.
- Ensure that any changes in Health and Safety legislation or standards that may affect the company are reflected in the Company's documentation and working practices. The Health and Safety Policy and its associated procedures will be reviewed on an annual basis and, if necessary, revised.

### ***Responsibilities of the Manager Responsible for Health & Safety***

The Managing Director will appoint one of the senior managers within The Company as the manager responsible for health & safety, this individual will:

- Ensure that The Company's health & safety policies and associated safety documentation are up to date and relevant to The Company's operations.
- Ensure that all workers have access to The Company's safety policies and encourage workers to contribute to safety processes and documentation.
- Ensure that the correct PPE is issued to all workers where required.
- Ensure that training and training records are up to date.
- Where new equipment, processes or substances are introduced, that suitable training and instruction is given to employees and workers.
- Obtain relevant health & safety and pre-construction information from clients so that The Company's workers can be briefed accordingly.
- Ensure that any accidents, incidents or near misses are investigated appropriately and the results recorded and reviewed by the directors.
- Seek advice from The Company's health & safety advisors where necessary.

### ***Responsibilities of any Employees, Freelance Staff or Sub-contractors***

It is a legal duty that everyone at work must take reasonable care for their own Health and Safety, and that of others who may be affected by what they do, or do not do. Employees and sub-contractors also have a duty to be aware of the company's Health and Safety Policy and standing procedures therein.

The Company expects all its employees, freelance staff, and sub-contractors to: -

- Co-operate with the Managing Director to ensure that a safe and healthy workplace is maintained and to comply with all procedures and policies the Company institutes to enable it to meet its legal duties.
- Not to interfere with or misuse anything provided to them in the interests of Health and Safety.
- Correctly use all work items supplied by the company, in accordance with their training and the instructions they receive.
- Notify the Managing Director or manager responsible for health & safety, without delay, of any work situation, which may present serious and imminent danger.
- Notify the Managing Director or manager responsible for health & safety of any areas of concern in the Health and Safety arrangements; even when no immediate danger exists, so that appropriate remedial action can be taken.
- Where Personal Protective Equipment (PPE) is provided by the company; employees and sub-contractors shall take reasonable care of it, follow any instructions for its use and shall store it appropriately after use. Any loss or obvious defect in PPE should be reported as soon as possible to the Managing Director.
- Raise any concerns they may have about the serviceability of PPE with the manager responsible for health & safety as soon as is reasonably practicable to do so.

- Ensure that all floors, emergency exits, and traffic routes are kept free from obstructions at all times.
- Ensure that they follow any site rules, or safety procedures set by any client, while working on premises controlled by that client
- Where freelance staff or sub-contractors are employed for a specific task, they will be expected to supply and use the appropriate PPE, in line with the Company's PPE policy.

Failure to comply with the company's Health and Safety Policy and subsequent procedures, may result in disciplinary action being taken against the employee concerned or contractual relationships being terminated.

### ***Responsibilities of Local Crew***

The company often uses local crew supplied by the client to complete their operations; the skills and PPE requirements for these local crew will be specified by the Project Manager, however the responsibility for ensuring these crew are suitably equipped and competent rests with the crew supplier and client. Freelance and sub-contract personnel are similarly responsible for demonstrating competence and supply of their PPE.

The company has a legal duty to notify contract employees and local crew of any risks to their Health and Safety whilst working for the company and will include them in site orientation and toolbox talks; in turn the company requires all sub-contract employees and local crew to comply with the company's Health and Safety arrangements and working practices. If contract employees or local crew have any Health and Safety concerns whilst working on behalf of the company, which they do not feel are adequately addressed, they should notify the project manager or crew boss as soon as possible.

## **5. Construction (Design and Management) Regulations 2015**

As part of its day-to-day operations, the Company may assume various roles, classified as 'construction' which are legally designated by the Construction (Design & Management) Regulations 2015 (CDM 2015).

### ***Principal Designer***

Where the Company is engaged to act in the role of Principal Designer, it will ensure that the duties assigned to that role by CDM2015 are carried out; this includes (but is not limited to) planning, managing, and monitoring the pre-construction phase, coordinating pre-construction health & safety and apply the principals of prevention during the design and pre-construction phase.

### ***Designer***

Where the company is acting as a designer, working with other designers or design teams, the Managing Director will ensure that due consideration is given to the principles of prevention; in addition, Kayam will liaise with other designers and the Principal Contractor and issue such documentation as is necessary.

### ***Contractor***

Where the Company is acting as a contractor, the Managing Director will ensure that the Company's tasks are planned, managed, and monitored, that suitable arrangements are in place for the safety and welfare of any persons working on behalf of the Company and that the Company complies with arrangements made by the Principal Designer and Principal Contractor. When engaging personnel or sub-contractors, the Company will ensure that they have the relevant skills, knowledge, training, and experience to correctly carry out the role they have been contracted for.

Where necessary, the Company will engage the services of health & safety specialists to ensure their obligations are correctly fulfilled.

### ***Co-operation between suppliers and sub-contractors***

The Company is aware that its operations can only be successfully achieved through effective communication with other employers and contractors who are engaged on the same project or use or share its facilities whilst on site.

The Company will ensure that all information relating to potential hazards created by its activities are shared with any other organisation or individuals who may be affected; where the Company is presenting a hazard to other by its actions, it will put in place appropriate control measures and ensure the provision and use of any additional PPE that may be required.

Similarly, where workers or sub-contractors are in a position where they may be affected by the operations of others, the Managing Director, or delegated Project Manager will ensure that any relevant safety information received is communicated to the project team.

Where possible, or relevant, the Company's project manager will attend production, project or planning meetings with other contractors to ensure actions are coordinated and sufficient safety controls are in place.

## **6. Controlling and Measuring Health and Safety Performance**

When undertaking any new developments or projects in its operations the company will consider any Health and Safety implications before commencing any work. Risk assessments will be undertaken to assess all Health and Safety issues and as a result of these any risk will be eliminated or minimised, so far as is reasonably practicable.

The company is aware of its responsibilities under The Management of Health and Safety at Work Regulations 1999 to undertake risk assessments; the company, in co-operation with the Health and Safety Manager or nominated agent, will carry these out as and when required. The assessments will identify significant hazards and assess the risks to employees and any others who may be affected by their areas of operations; a risk assessment pertaining to the company's general operations at its base as well as specific operations on-site will be made available to all staff.

Once risk assessments have been carried out, the company will develop safe systems of work for particular tasks, these systems will be developed in conjunction with the company's safety advisors and senior experienced staff members and distributed as method statements; these documents together form the company's Health & Safety Pack.

All accidents and near misses will be suitably recorded when on-site, it will be the duty of the Project Manager to maintain these records and reported to the Health & Safety manager as soon as possible.

Health and safety audits will be undertaken at the company's workplaces, at the direction of the manager responsible for health & safety, looking into the safe working practices in those areas of operation within the company's control and to which the procedures and policies which support this document apply.

Where reasonably practicable, risks will be eliminated by the careful planning of any processes or projects undertaken.

Wherever possible the company's actions will meet current "best practice" as well as mandatory requirements, where there are no mandatory controls, the company will apply best practice. This may involve steps to introduce improvements over the medium or long term.

## **Monitoring and Review**

The company employs the following strategies to gain information about Health & Safety performance and management:

- Regular meetings and feedback from Directors and Project Managers
- Audit of the company's operations
- Completion of accident and near miss records
- Investigations of accidents and near misses where applicable

The results of the meetings, assessments, audits, accidents, and near-miss investigations, as well as the application of Health and Safety legislation, procedures, and risk control measures, will be monitored by the Director, in conjunction with the company's manager responsible for health & safety and the Company's external safety advisors.

Appropriate resources of time and money will be allocated to undertake improvements and remedial action to achieve a healthy and safe workplace where necessary.

Employees and workers will be provided with and have access to the company's Health and Safety Policy and any relevant safety documentation and project managers will be responsible to the Director for ensuring that delegated obligations are met.

## **7. ARRANGEMENTS AND PROCEDURES FOR HEALTH & SAFETY**

### **7.1 Accident/Near-miss Reporting and Investigation Procedure**

#### **Accidents**

Whenever an accident occurs it is important that the correct medical treatment is received promptly and if necessary, an ambulance or first aider, if available, should be called without delay. If the injured person is taken to hospital, a member of staff, when practical to do so, should accompany the injured person.

#### **Near-Misses**

A near-miss is an accident, which has not caused any injury, damage, or loss at the time, but has the potential to do so. If the accident were to occur again it could cause actual injury, damage, loss, or ill health and needs to be reported through the correct channels to ensure that suitable remedial action is carried out.

#### **Procedure**

All accidents or near misses, however minor, must be reported to the manager responsible for health & safety, through the relevant Head of Department or company representative and an accident report form must be completed. The accident/near-miss report should be completed by the member of staff, in co-operation with a line manager if required.

In addition, accidents or near misses should be reported to the client's representative, so that the necessary action in that jurisdiction may take place.

Accident and near miss reports and any ensuing investigations will be collated by the manager responsible for health & safety and assisted by the company's health & safety advisors.

Certain specified major injuries, health conditions and dangerous occurrences are reportable to the local enforcing authority under the **Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013**. If these occur the clients' health & safety manager must be notified immediately to ensure the report is made and to determine whether any other parties need to be informed. If this were to happen during operations on site then this should be reported to the line manager on site and also the venue/site manager for their records, that information should then be reported to the Managing Director.

### ***Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013***

The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) makes it a legal requirement to report certain types of accident, or incident to the Health & Safety Executive; in summary, these are:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system, or other vital organs
- any scalding requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours

Additionally, certain occupational diseases and 'near misses' are also reportable (a full list of reportable occurrences can be found in Regulation 4).

Where any person working for, or under the control of the company suffers a 'reportable' incident, a report will be completed on the HSE online portal at <http://www.hse.gov.uk/riddor/report.htm>.

### **7.2 First Aid**

All company vehicles carry a small first aid kit.

When the Company's personnel are working on client premises the Project Manager will ascertain the emergency medical arrangements for the site and ensure that crew are briefed as to these.

### **Accident Procedure**

It is important that all workers are aware of the following: -

- If an accident occurs firstly make sure that nobody is in any immediate danger e.g., from electrocution, structural collapse etc.
- Send someone to call for medical assistance.
- Don't be afraid to ask people to help.
- If trained, administer first aid, or otherwise summon a trained first aider.
- If the patient is conscious reassure them.
- NEVER give the injured person food or drink.
- Clear bystanders and onlookers from the area but keep a note of any witnesses.
- When the patient has been cleared from the premises/office, complete an accident witness report form.
- Think how the accident might have been prevented and discuss this with your line manager.

### **7.3 Workplace Health, Safety and Welfare**

All operational sites that the company undertakes projects on are managed by clients, or their agents, or other third parties. The Project Manager will ensure that these third parties are aware of their obligations to provide a minimum standard of welfare facilities and that these facilities are, in fact provided.

Where the client has failed to provide the minimum level of welfare facilities, the project manager will, as soon as notified, endeavour to have the facilities installed, or source a suitable alternative.

#### **Temperature, Ventilation and Lighting**

Kayam will, where possible, ensure that working conditions are suitable, although it must be accepted that by their very nature, many of the Company's work sites are exposed to weather and the elements.

Where workers are engaged outdoors, the Company will ensure they have access to suitable protective and foul weather clothing; where circumstances dictate, the Company will supply sunscreen, water, and ensure suitable breaks are taken to account for weather conditions.

The Company will ensure that suitable facilities for the storage of equipment, particularly PPE and the taking of meals are available for workers and that these facilities are maintained in a suitable state as regards to temperature and ventilation.

Where Kayam workers are expected to work during the hours of darkness, or in limited light conditions the project manager will ensure additional lighting is supplied.

### **7.4 Fire Safety**

Other than on its own premises, the company does not have control of fire safety arrangements on the sites on which it is engaged.

Where a client engages the company, it is the responsibility of the client and their agents to inform the Kayam Project Manager of fire alarm, firefighting, and fire escape procedures.

The project manager should ensure all workers are aware of the following when working at any premises:

- The nature and means of raising the fire alarm
- The procedures for summoning assistance
- Fire escape routes
- The location of fire-fighting equipment
- The location of any muster or rendezvous point
- Any site-specific rules relating to hot work, smoking, and storage of materials.

The Project Manager will be responsible for accounting for all Kayam workers in the event of a fire evacuation.

Kayam workers have the following duties:

- Not to interfere with any article installed for the purposes of fire safety
- Not to introduce materials or process' which may increase the risk of fire
- To familiarise themselves with the locations of fire exits and firefighting equipment.

#### **Action on Hearing a Fire Alarm:**

- Leave the area quickly and calmly by the nearest escape.
- Do not stop to collect personal belongings.
- Assist any person less able than yourself to escape.
- Report to the fire assembly point.

Standard European Fire Safety Signage is shown below



Fire Exit



Assembly Point



Fire Extinguisher

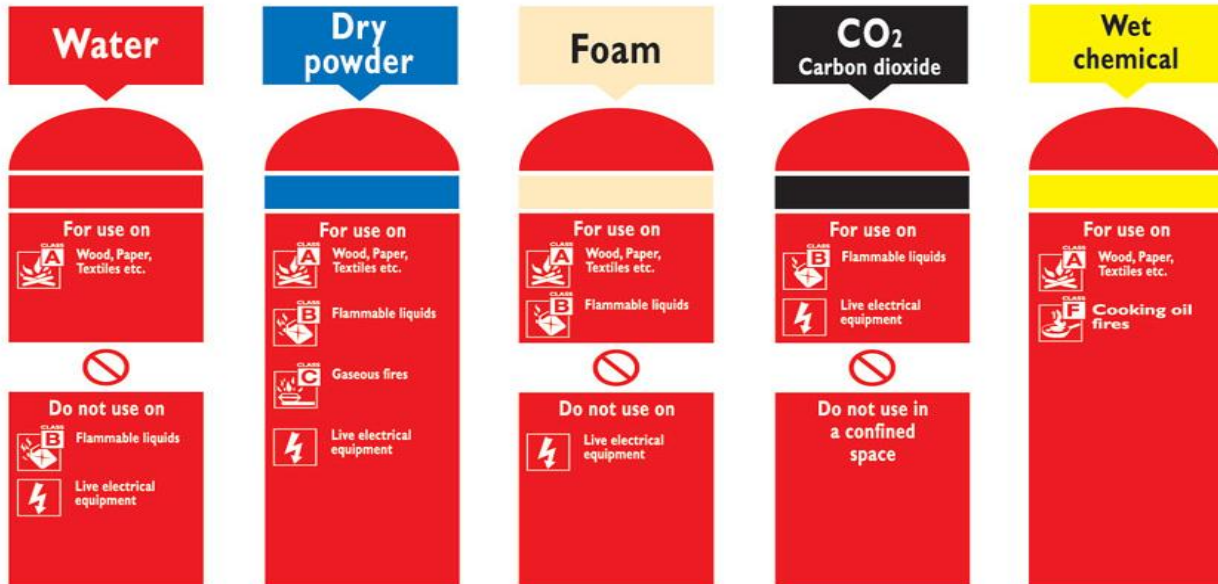


Fire Alarm



Extinguisher Types

### Fire Extinguisher Classification



### 7.5 Control of Substances Hazardous to Health

Although The Company does not, as a rule, use substances covered by COSHH Regulations, the Managing Director is aware that the Company has legal responsibilities for the health, safety, and welfare of employees over and above their general duties; some of these are detailed in the specific Regulations on **The Control of Substances Hazardous to Health 2002 (COSHH)**. This policy sets out the framework that will ensure that these responsibilities are carried out.

The Company will ensure that exposure to hazardous substances is eliminated or limited, as necessary, and set up systems to monitor the use of such substances, on an on-going basis.

All substances that may be considered under COSHH Legislation will have a COSHH assessment completed and filed with the relevant MSDS, a sample of the COSHH Assessment is appended to this document.

Particular attention will be given to the introduction of new substances and their method of use, and any associated risks will be assessed, as required.

The Company will ensure that any necessary advice is given on COSHH, and will communicate information to all employees, as and when required.

#### **Hazard Information Obtained from Suppliers and Hazard Data Sheets**

Any hazard or data information received from suppliers about products held in the office will be kept as close to the products as is reasonably practicable to do so allowing them to be easily accessible to all employees.

Safety information will be obtained from the supplier on every substance with a potential for risk of harm used in the workplace. This information will be held in a file as close to the products, therefore allowing employees to receive guidance on the safe use of the substance and to give information on how to deal with problems such as inhalation, spillage, and ingestion. All users of a product or substance must ensure that these guidelines are followed and understood.

#### **Monitoring and Enforcement**

In line with the company's risk assessment procedures, employees are required to regularly and adequately monitor their work areas to ensure that the safety precautions required under this policy are being followed. It is a legal requirement to record any non-conformance with COSHH procedures; a record of monitoring will be held in the product file.

#### **Training**

Where required, appropriate guidance and training for handling hazardous substances will be given to all employees to ensure the safe use of any substance as and when it may be required.

#### **7.6 Personal Protective Equipment (PPE)**

The company will ensure that all provisions under *The Personal Protective Equipment at Work (Amendment) Regulations 2022* will be adhered to and followed.

All safety equipment purchased for use by the company, or used by freelance staff, or sub-contractors working on behalf of the Company, will be in accordance with the appropriate European Standard and will carry CE marking.

If PPE is required, employers must ensure their workers have sufficient information, instruction and training on the use of PPE. Freelance workers and sub-contractors will be notified of the requirement for PPE as part of their terms of engagement.

Minimum Standards for PPE used by Company workers are as follows:

EN 397:2012	Safety helmets
EN 166:2002	Eye protection
EN 388:2016	Gloves
EN ISO 20345	Footwear
EN 352:2020	Hearing protection
EN ISO 20471	Hi visibility clothing
EN 358:2018	Work Positioning and Work Restraint Systems

EN 360:2023	Retractable Fall Arresters
EN 355:2002	Energy Absorbing Fall Arrest Lanyards
EN 362:2004	Connectors
EN 365:2004	Full Body Harness
EN 353:2014	Guided type fall arresters
EN 354:2010	Lanyards
EN 363:2018	Personal Fall Protection Systems
EN 12841:2006	Rope adjustment devices

Information on provision, maintenance and use of protective clothing or equipment in accordance with the regulations and good working practices will be made available to all workers who are issued PPE.

Before work starts, Project Managers will ensure that any special protective clothing or equipment required is available and all workers have the appropriate clothing and equipment.

All managers and project managers will set a good example by wearing, protective equipment and or suitable footwear, etc. and will use all protective clothing and equipment, where required.

All employees will wear suitable footwear while at work or whilst on site.

All employees issued with protective clothing, or equipment, must immediately report to the Project Manager, or manager responsible for health & safety, any loss or defect in the equipment.

All managers, employees, contractors, and sub-contractors will wear safety helmets that conform to current regulations when:-

- Carrying out any work where there is a risk from falling objects or any overhead working.
- Working and or visiting any other premises where they are required.
- In an area where work is being carried out overhead.

Freelance staff will be expected to provide their own PPE as part of the terms and conditions of their engagement, unless the Company has agreed to provide it; Project Managers will ensure freelance workers have the correct PPE before starting work.

## **7.7 Working at Height**

The company is aware of its responsibilities under *The Working at Height Regulation 2005* and will implement hierarchical control in order to minimise the hazards inherent in work at height.

In the first instance, work at height will be planned out of the project where possible; when work at height is carried out, it must be in accordance with the method statements in the Kayam H&S series and in particular Kayam/MS/6.2\_2024, or any other process where a prescriptive method is described.

Where possible, Kayam workers will use powered access when they need to work at height; only workers who can demonstrate their competence through a recognised scheme are permitted to operate powered access equipment.

All use of Mobile Elevated Work Platforms (MEWPs) will be carried out in line with current guidance and best practice, in particular UK HSE publication *MISC 614, Preventing Falls from Boom-type MEWPs*.

When working in MEWPS, workers will use a full body harness, and a short lanyard attached to manufacturers approved fixing point.

When access from a MEWP is not available and workers have to climb structures, they will use the full range of work at height PPE.

MEWPs must only be used within the capacity stated by the manufacturer and only for access, not as lifting equipment.

If the wind speed alarm sounds while using a MEWP, the platform must be lowered to ground level immediately.

When climbing masts/kingpoles workers will use a double lanyard, prusik knot or sliding fall arrestor (ASAP) at all times.

Once in position to carry out a task, workers at height will use work positioning lanyards and two points of contact to always secure themselves.

All tools to be used at height must be attached to the worker by a lanyard.

A clear area must be maintained below anywhere work at height is being carried out.

When work at height is being carried out, a suitable rescue plan must be in place and details of this plan communicated to all workers.

The project manager should monitor weather conditions and forecasts and stop any work at height when weather conditions dictate.

### **7.8 Manual Handling**

The company will take all reasonably practicable action to eliminate manual handling, and where this is not possible, reduce the risk to all its employees from manual handling. All manual handling should be carried out in accordance with the Company's method statements and standing procedures.

Where possible, mechanical aids will be used to move equipment, tools, and components. Kayam will engage workers who can demonstrate the required skills, knowledge, training, and experience when using fork-lift trucks (FLT) and telescopic reach trucks.

Where it is not possible to eliminate the risk of manual handling in any task, an assessment of the residual risks will be undertaken by the company in conjunction with employees. The assessment will address the tasks, individual capability loads, the environment (TILE) and any other factors that can affect the risk associated with manual handling.

Loads will be designed to facilitate easy handling where possible, heavy loads will be marked at despatch or on the technical drawings.

The results of the assessment will be recorded and communicated to all employees affected. Any training required will be given by competent persons and appropriate equipment provided, where necessary.

Employees will co-operate with the company over any protective measures introduced on manual handling.

Many workers have taken part in manual handling training and a simple manual handling check list/assessment is available to enable loads to be assessed.

### **7.9 Guidelines for all Staff in the Use of Electrical Equipment**

All electrical equipment purchased for use by the company will be in accordance with the appropriate European Standard and CE/UKAS marked.

In order to maintain a coherent approach with regards to monitoring electrical appliances a general inspection of all appliances will be carried by the Company out on an annual basis, thereby enabling the Health and Safety Manager to monitor the overall general condition of all equipment in use.

Where possible, the company will select battery operated tools if suitable. With mains powered equipment all employees will be expected to carry out their own visual inspection of plugs and leads on a regular basis.

Workers must look for: -

- Damage to the cable
- Broken plugs
- Damage to the cord grip where the cord meets the plug
- Signs of overheating
- Exposed wires
- Evidence of tampering.

Workers must not attempt to repair or make alterations to equipment and never remove permanently fixed covers from appliances.

Workers should report any defective items of equipment immediately to the Project Manager or Managing Director and label the item "OUT OF ORDER" to prevent others from using it. Kayam workers must not use any equipment that is damaged or defective.

Workers should ensure that cables do not present a hazard.

All electrical services provided on site should be complete from source to point of use, Kayam workers should not attempt to operate generators or distribution equipment unless qualified to do so.

### **7.10 Noise**

The nature of the industry that Kayam are engaged in means that inevitably, workers carrying out their duties may occasionally work in Mandatory Hearing Protection Zones, or in areas where the noise level is above the secondary action level.

The company will ensure all employees are informed of any areas of work with high noise levels and will issue appropriate PPE, which MUST be used in Mandatory Hearing Protection Zones. All sub-contractors and freelance staff will be informed if high noise levels are likely to be encountered and should ensure they, or their staff, have suitable PPE

As Kayam employees are not exposed to high levels of noise on a regular basis, or to periods of continuous loud noise, above the daily exposure limits, there is currently no process for monitoring of hearing; the directors will keep these arrangements under regular review.

### **7.11 Workplace Transport and Plant**

Moving vehicles and plant in the workplace accounts for a large percentage of accidents, for example, collisions with people or other vehicles and overturning.

All persons working on behalf of Kayam will only use vehicles for which they can demonstrate competence through a recognised scheme; the company will maintain records of all workers competency and refresher dates.

When using vehicles or plant provided by the client or their agents, Kayam workers should ensure they complete the daily checks recommended by the manufacturer or supplier and record that inspection.

- Drivers should take care when negotiating rough or uneven ground
- Safety belts should be worn if provided
- Drivers and operators should obey any site speed limit
- Forklift Trucks and Telescopic Reach Handler operators must know the lift capacity of their machine.
- Large or articulated vehicles should be banked when reversing.
- Drivers should stay on approved routes
- Passengers must not be carried on plant where seats are not provided
- Forklift Trucks and Telescopic Reach Handlers must be parked with the forks grounded
- Forklift Trucks and Telescopic Reach Handlers must not be used in excess of their design load capacity
- Workers who may be working around vehicles must wear hi visibility clothing
- Reversing alarms must not be muted or disabled

### **7.12 Good Housekeeping**

It is recognised that a clean and tidy workplace is a contributory factor to reducing hazards in the workplace.

Kayam work areas should be regularly cleared of waste and debris and tools and equipment returned to their correct storage area.

All employees, sub-contractors or contractors should ensure that their work area is kept free from clutter and rubbish; this also reduces the risk of fire from build-up of accumulated waste.

### **7.13 Process for approving SWL to structures**

If loads are to be flown from the structure i.e. Kingpoles or Cupolas, then the relevant Safe Working Loads (SWL) will be supplied to the promoters/production company. Structural calculation and drawings will be made available and sent to the relevant parties. CAD drawings for new structures will also be made available.

Once KAYAM are signed-off.

## Part 2

# Environmental Policy Statement

The Company believes that it is the responsibility of every organisation to minimise the impact of its activities on the environment; as a company, Kayam has marginal impact on the environment as a result of its activities however, the following measures will be implemented as far as is possible, to maintain that minimal impact.

Atticbest Limited t/a Kayam Structures will:

- Meet or exceed any environmental legislation applicable to its operations
- Where possible, use public transport, or car share to minimise carbon emissions
- Use telephone or video conferencing where possible to reduce transport requirements
- Where possible, separate and recycle any waste
- Ensure that lights and power sources not in use are switched off
- Minimise water usage and waste generation
- Give weighting to suppliers who can demonstrate that they are reducing environmental impact.
- Seek to source rental equipment from renewable sources where possible
- Use recycled products, or products from sustainable sources where possible
- Reduce energy usage as far as possible and consider the energy consumption and efficiency of any new equipment or services when purchasing
- Use locally based staff, or locally sourced products where possible

The Managing Director will constantly monitor the environmental performance of the Company and where necessary, impose measures, or take steps to improve that performance.

This policy will be reviewed on a regular basis and any developments and innovation will be considered for incorporation.

Martin Peers  
Managing Director

February 2025

## Part 3

# Equality & Diversity Statement

The Company believes and is committed to creating an environment in which all staff are safe, welcomed and treated fairly. Kayam has set out to achieve a work environment that ensures the standards of equality, diversity and inclusion are maintained.

Kayam aims to:

- Be fair in all interactions and dealings with any and all people that we have relationships with.
- Prevent a workplace that is discriminatory.
- Eliminate prejudice within the workplace.
- Ensure that equality, diversity, and inclusion is at the forefront of everything we do.
- Eliminate discrimination on the basis of gender, age, disability, race, religion, sexuality, or social class.

Kayam intends to embed its equality and diversity values into everyday practice, policies, and procedures so that equality and diversity becomes the norm for all.

**Equality** is not about treating everyone the same, it is about ensuring that access to opportunities is available to all by taking account of people's differing needs and capabilities.

**Diversity** is about recognising and valuing differences through inclusion, regardless of age, disability, gender, racial origin, religion, belief, sexual orientation, commitments outside work, part-time or shift work, language, union activity, perspectives, opinions, and person values etc.

The Managing Director will constantly monitor the equality and diversity of the company and where necessary, impose measures, or take steps to improve its performance.

Martin Peers  
Managing Director

February 2025

# Part 4

## Insurance Details

### Employers Liability Certificate

### Combined Liability Schedule



#### Certificate of Employers' Liability Insurance<sup>(a)</sup>

*(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy).*

Policy No: **B1671146259516**

- |    |   |  |
|----|---|--|
| 1. | Name of policy holder:                    | <b>ATTICBEST LTD T/AS KAYAM STRUCTURES</b> |
| 2. | Date of commencement of insurance policy: | 12 <sup>th</sup> January 2025              |
| 3. | Date of expiry of insurance policy:       | 11 <sup>th</sup> January 2026              |

**We hereby certify** that subject to paragraph 2:-

- the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in any waters outside the United Kingdom to which the Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies<sup>(b)</sup>; and
- the minimum amount of cover provided by this policy is no less than £5,000,000<sup>(c)</sup>; or
  - ~~the cover provided under this policy relates to claims in excess of £~~  
**but not exceeding £**

Signed on behalf of those Lloyd's Underwriters subscribing to the above policy (Authorised Insurers)

.....Signature

- where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- Specify applicable law as provided for in regulation 4(6) of the Regulations.
- See regulation 3(1) of the Regulations and delete whichever of the paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

*Note: The information below this line does not form part of the statutory certificate. Those Underwriters at Lloyd's on whose behalf this certificate is issued require the following information to be entered by the issuing intermediary:*

*Name and address of issuing intermediary:*

**Clear Insurance Management Ltd, 1 Great Tower Street, London, EC3R 5AA.**

*Issuing intermediary's reference:*

*(if different from the Policy Number stated above)*

**IN ACCORDANCE WITH EMPLOYERS LIABILITY (COMPULSORY INSURANCE) REGULATIONS 1998 THIS CERTIFICATE MUST BE RETAINED FOR A PERIOD OF 40 YEARS**

NMA2838 (28/1/99)