



Basecamp UK - Health and Safety Policy

Introduction

The company attaches the utmost importance to the safety, health and welfare of its employees.

The company will comply with the provisions of the Health and Safety Act 1974 and all subsequent regulations, including those implementing EC directives.

The Company Management team will take steps so far as is reasonably practicable to ensure that the workplace is a safe and healthy environment in which its employees and others can work.

The management team will make the necessary assessments, identify safety training and provide information and supervision for employees at all levels.

It will provide the necessary safety devices and protective clothing, provided that a safer working environment cannot be achieved by any other means.

Focus

Basecamp UK work programs will, so far as is reasonably practical, adopt good safety practices. These will include:

- The safe use, storage and handling and transport of shower units.
- The provision of adequate information, instruction, training and supervision for employees including temporary employees and contractors.
- The provision of safe machinery and equipment regularly maintained, including the operation and maintenance of gas boilers and systems of work.
- The provisions of a safe and healthy place of work including adequate facilities and arrangements for the welfare of employees at work during events.
- The provision of a safe place for clients and public to reside and use the facilities.

Co-operation

All aspects of health and safety remain a management responsibility. However a safe and healthy workplace can only be achieved with full co-operation of every employee.

Employees are duty bound to act responsibly and to do everything possible to prevent personal injury to themselves and to others.

They must also safe guard the companies customers and all those whom the company owes a duty of care, namely people who may come into contact with their work.

To achieve this employees must:

Obey all the safety rules and procedures, including the wearing of protective clothing and the use of protective devices if they are specified.

Exercise their awareness, alertness, self control and common sense at work.

Report promptly to their supervisor or the owner of the company, Dave Mistry Pain of all hazards, potential hazards, defects in equipment and any any shortcomings in the companies work systems or procedures. Notes can also be made on the individual present in each unit.

Employees should not be in any doubt that the company will apply disciplinary procedures to any employee who is in breach of the company's health and safety policy. This includes any specific safe systems of work, instructions, training and procedures laid down for the protection of those involved in the company's operations, and for those who may become involved in them.

Basecamp UK Showers has a strict No Alcohol and Drug Policy. Employees suspected of being under the influence of alcohol or drugs whilst at work will be relinquished of their duties and asked to leave the site.

Accident Reporting

All accidents should be immediately reported to the company owener Dave Mistry Pain, who will keep a record of the event and take the necessary steps to rectify the situation, avoid any repetition and investigate the reasons for it.

Any accidents must also be reported to the on site manager.

Correct Lifting

Material handling is safe providing the correct lifting techniques are applied. Manual handling injuries are caused by incorrect/poor lifting techniques such as stooping, twisting, over stretching and having parallel hands and feet.

All crew must follow these fundamental guidelines to the base lifting technique:

- **Assess** the load and route to the final destination.
- **Feet** – place the feet asymmetrically either side of the load.
- **Knees** – with the heel of the forward foot staying on the ground, bend both knees.
- **Back** – keep your back straightened and relaxed throughout.
- **Neck & Head** – look ahead (not down or around)
- **Grip** asymmetrically with your whole hand, instead of your fingertips.
- **Hold** the load as close to the body as possible.

IF YOU CANT MANAGE ON YOUR OWN ASK FOR HELP!

Safe Working with Tools and Equipment

- Use the right tool for the job and use it properly.
- If a tool is defective - **Don't use it!**
- Always clear tool away and put them where they belong as they can become a trip hazard or danger.
- Always wear protective clothing when loading and unloading units.

Before leaving the event site

- All equipment will be cleared and all areas restored to their former conditions (weather dependent).
- No litter or stray equipment should be left on site.
- All vehicle and trailer checks should be carried out.

Driving on event sites

- Always adhere to site speed limits.
- Drive cautiously and slowly pedestrians always have right of way.
- Try to avoid congested areas
- Ask at site office if you are unsure of your destination and plan route in advance.
- Carry a hi-visibility vest and wear if necessary.
- Sometimes a steward or guide is required in pedestrian areas and arenas.
- Check site policy on using Hazard lights.

Safe Driving Practice

These are guidelines & you should always stop in a safe place and take a break if you

are tired.

After a driving period of no more than 4.5 hours, a driver must immediately take a break of at least 45 minutes unless they take a rest period. A break taken in this way must not be interrupted.

Alternatively, a full 45 minute break can be replaced by one break of at least 15 minutes followed by another break of at least 30 minutes. These breaks must be distributed over the 4.5 hour period. Breaks of less than 15 minutes will not contribute towards a qualifying break, but neither will they be counted as duty or driving time. The EU rules will only allow a split-break pattern that shows the second period of break being at least 30 minutes

A driver 'wipes the slate clean' if they take a 45 minute break (or qualifying breaks totalling 45 minutes before or at the end of a 4.5 hour driving period. This means that the next 4.5 hour driving period begins with the completion of that qualifying break, and in assessing break requirements for the new 4.5 hour period, no reference is to be made to driving time accumulated before this point.

The maximum daily driving time is 9 hours

The maximum daily driving time can be increased to 10 hours twice in a fixed week

The total accumulated driving time between the end of one daily rest period and the beginning of the following daily rest period

The total accumulated driving time between a daily rest period and a weekly rest period (or vice versa)

Note: All off road driving between rest periods will also count towards the daily driving limit where there is also driving on the public highway between those same rest periods. Where there is no driving on the public highway between rest periods then any off road driving is considered to be 'other work'

The maximum weekly driving limit is 56 hours, which applies to a fixed week.

Health and safety management

The owner Dave Mistry Pain has overall responsibility for the implementation of the policy and will ensure that sufficient finance is available to support the policy.

- In order to achieve the aims and objectives of the health and safety policy these issues will be brought regularly to the attention of the company's management meetings.
- A copy of the policy will be given to all employees when they join the company. When changes have been made to the policy employees will be notified.