



**Carmichael**<sup>UK</sup>  
INTELLIGENT RECRUITMENT

# Health & Safety Policy

Civil Engineering | Construction | Highways | Rail

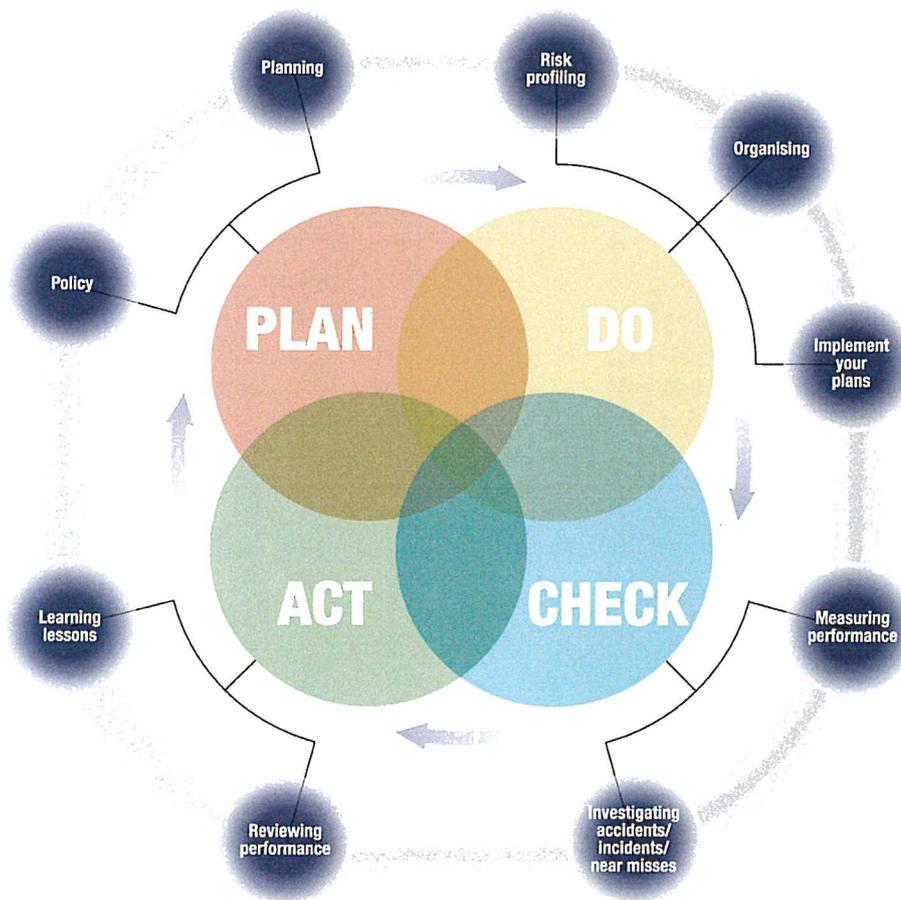
## Introduction

Carmichael<sup>UK</sup> is a privately-owned recruitment company and subcontractor, specialising in the civil engineering market in the UK and Ireland. We have been trading successfully for over twenty years and work with most of the top tier clients within the construction industry. We provide quality staffing solutions across civil engineering, construction, rail and highways sectors. We are able to offer professional, technical, trades and labour and facility management solutions on a contract or permanent basis.

Many of our consultants have worked on site which helps us to understand the complexities of the projects that we are recruiting for and assists us in choosing the best candidate for the role.

We have assisted thousands of candidates to further their careers while helping our clients to successfully complete their projects. We are specialists and aim to offer innovative solutions to our clients using our expert knowledge of the construction industry. We can adapt to the needs of our clients and candidates by being flexible, resourceful and tenacious in our approach.

Our aim is to be the agency of choice for both candidates and clients and to offer honest and impartial advice based on our complete understanding of the construction industry.



## Structure of the Management System

The H&S Management System documentation is structured in three levels:

### Level 1 – Policy

This high-level document contains the context, structure, management organisation and overall policy intentions and objectives of the organisation, as an introduction to the H&S Management System.

It is to be communicated to all persons working on behalf of Carmichael<sup>UK</sup> and is also available to our stakeholders as an overview of our process and commitment.

### Level 2 – H&S Arrangements

Supporting the Policy Manual, procedures containing the specific arrangements for ensuring the health, safety and welfare of all employees, contractors and third-parties is contained within three main documents:

#### General

Covering employees based at our operational locations in the UK

#### Contractors

Arrangements to ensure the H&S of individuals working in placements under the control of our clients

#### Rail

Specific requirements and arrangements for contractors placed within the rail industry

The purpose of these documents is to describe and facilitate the way in which things are done, to ensure that the key processes of the organisation are operated in an appropriate and consistent manner, by all persons involved.

Details of our procedures shall be provided to individuals, as appropriate to the activity being undertaken, and must be adhered to in order to ensure compliance of the organisation's processes.

### Level 3 – H&S Documentation

Each of the processes is administered through defined operational controls. This third level comprises, for example; computer databases, spreadsheets, standard forms, document templates or other planning and recording systems. The purpose of these is to ensure that necessary information is effectively specified, communicated and recorded.

Traceability throughout the process must be maintained through the proper implementation of these control measures.

## Scope and Context

### Company Details

Organisation: Carmichael Site Services Limited (trading as Carmichael<sup>UK</sup>)  
Registered Office: 34 Upper High Street, Thame, Oxfordshire, OX9 2DN  
Company Number: 03335763  
Incorporation Date: 19/03/1997

### Operational Locations

London	Oxfordshire	Warrington	Birmingham
5, Vicarage Lane London, E15 4HF	34, Upper High Street Thame, OX9 2DN	The Outset, Sankey Street, Warrington WA1 1NN (serviced office)	The Colmore Building, 20 Colmore Circus, Birmingham B4 6AT (serviced office)
020 8522 8888	01844 212058	0161 242 2888	0161 206 2888

### Certifications and Registrations



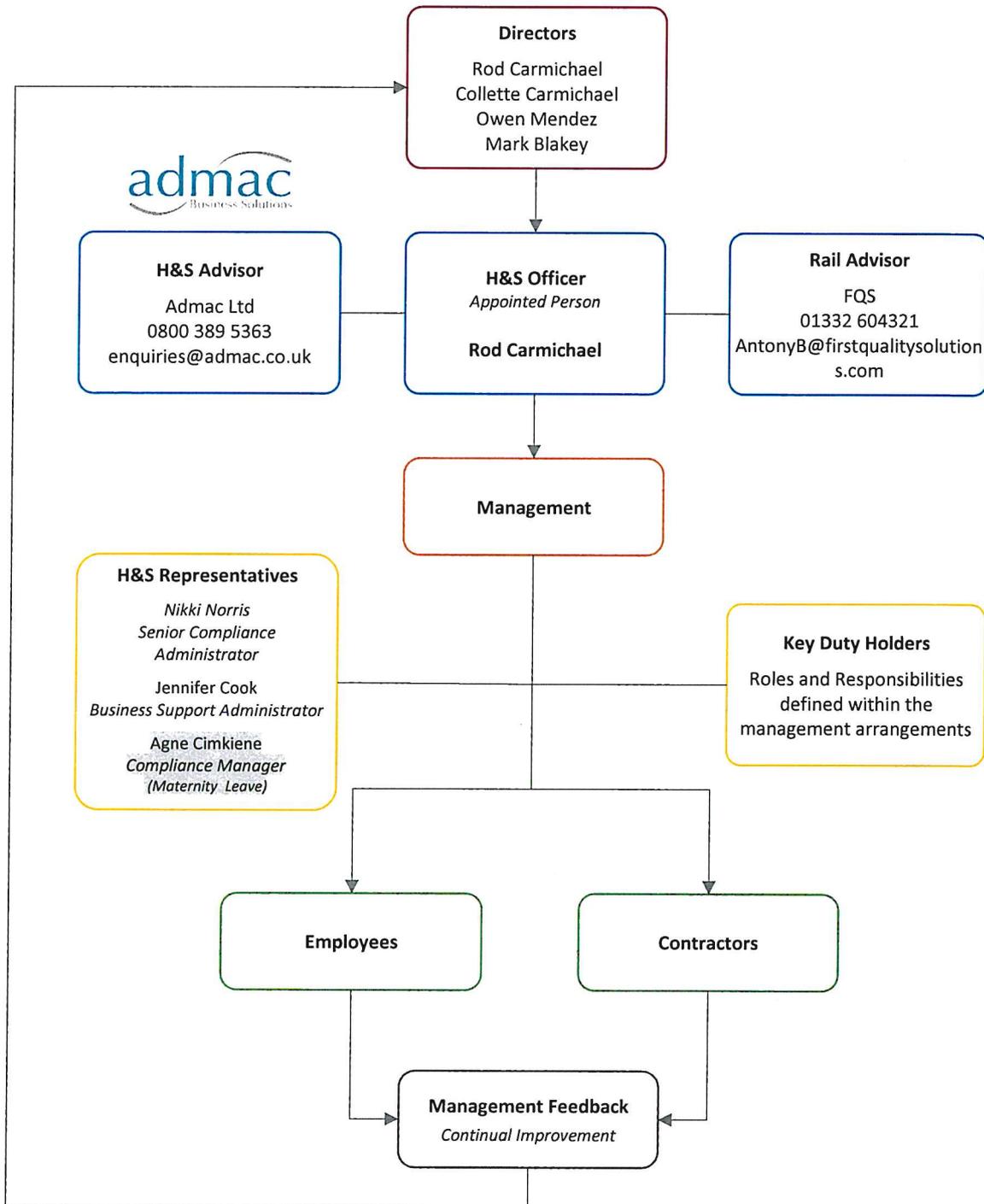
Carmichael<sup>UK</sup> are externally audited each year for Contractors Health & Safety Assessment Scheme (CHAS) registration, following the Safety Schemes in Procurement (SSIP) core criteria for pre-qualification in the construction supply chain.



The Railway Industry Supplier Qualification Scheme (RISQS) is the supplier pre-qualification service used by buyers of all products and services throughout the GB rail industry.

## Management Organisation

The schematic below outlines the organisation and interaction between key H&S posts within the company.



## Policy Statement

The Health & Safety at Work Etc. Act 1974 requires Carmichael<sup>UK</sup> to ensure, so far as is reasonably practicable, the health and safety of our employees and anyone else who may be affected by our acts or omissions.

It is our belief that the health and safety of people is a top priority requirement in any workplace, and all other elements of business management must be built around this. There are also numerous legal and other requirements that regulate occupational health and safety with which we must comply. We will provide sufficient resources to ensure that proper provision for health and safety can be made.

For Employees who are under the direct control of Carmichael<sup>UK</sup>, we aim to:

- Identify hazards in the workplace, assess the risks related to them and implement appropriate preventative and protective measures
- Provide and maintain safe work equipment
- Provide a safe working environment
- Provide appropriate training and instruction for employees to carry out their task safely

For Contractors who work under the control of Carmichael<sup>UK</sup> clients, we aim to:

- Ensure that the client they are working for have a Health & Safety Policy
- Ensure that the contractor is made aware of the requirements to attend the client's site safety induction and risk assessment/method statement (RAMS) briefing before commencing work
- Use only contactors who are deemed competent by qualifications/experience to work for our clients
- Carry out regular inspections on our clients to ensure the health and safety of our contractors on site

It is our objective to achieve a safe working environment for all. Both employees and freelance contractors are encouraged to co-operate with Carmichael<sup>UK</sup> and our client's requirements, and contribute actively towards achieving a safe working environment. We will set and monitor health and safety objectives to continually improve health and safety performance and prevent injury and ill health.

This policy statement is to be read in conjunction with the company health and safety responsibilities, arrangements and procedures documentation, which together forms the Carmichael<sup>UK</sup> health and safety management system.

Our Health & Safety Policy will be reviewed at least annually to monitor its effectiveness and to ensure that it reflects the company activities.

We believe that people are our greatest resource, and are the key to the safe management of our activities, so all should be motivated to understand that working safely, and professionally, is the only way forward

**Signed:** Rod Carmichael  
**Position:** Managing Director  
**Date:** 15/8/19