



Health & Safety Policy

1. Statement Of Intent

Trustseal is directly responsible for the health and safety and welfare of its entire staff and actively ensures that the health and safety provisions laid down by the Health and Safety at Work Act 1974, The Management of Health and Safety Regulations, and all other current applicable regulations and codes of practice, so far as is reasonably practicable. are put into practice. This document sets out the high standards of health and safety that will be maintained, and outlines the responsibilities of staff at all levels.

The management will ensure that it provides all necessary resources, including:

- Significant risks are assessed, and suitable and sufficient measures are adopted to allow each employee to carry out their duties safely and without risk to their health.
- All Health and Safety matters are adequately funded.
- Time.
- The company shall strive to achieve continuous improvement in Health and Safety performance through training for both management and operatives.
- Personal protective equipment.
- Adequate equipment/tools.
- Maintenance of equipment.
- External advice where necessary.
- Other resources necessary to ensure the Health, Safety, and welfare of our staff.
- Encourage employees to consult with management on matters relating to health and Safety.

All employees will be made aware of their responsibility for their own health and safety and that of others.

The company will seek external advice as necessary to keep its health and safety, working practices, and equipment up to date and in accordance with current legislation.

Reviews of the Health and Safety Policy will be made annually. The ultimate responsibility and the monitoring of all issues relating to this policy is the responsibility of the Managing Director.

Jon Wragg

Managing Director

7th February 2023

Trustseal Ltd

Reviewed By

Rob Horne

2. Roles and Responsibilities

Organisation and Managerial Responsibilities.

The Health and Safety Structure

Everyone, by law, has a safety responsibility however the responsibility for the effective implementation of Health and Safety legislation lies with Trustseal (“The Company”).

Communication within the Health and Safety framework is as follows:

Mr. Jon Wragg, Joint Managing Director/Operations

The Managing Director is responsible for the coordination of all health and safety matters within the company and has specific management responsibility for all operations.

This responsibility extends not only to the company's employees, but also to other people who may be impacted by how the company is managed.

Control will be exercised as described to achieve the intent and there is delegation of authority to enable safety matters to be attended via the Company's managerial structure in accordance with arrangements detailed in the policy.

Mr Matthew Booth is the General Manager/finance.

Has the duty to ensure adequate money, time & any other resources are available to ensure compliance with all Health & Safety matters.

In the absence of the Managing Director/Operations, the General Manager, Finance Manager is responsible for the matters set out in Part 2 above.

The Company Safety Adviser Mr Rob Horne

In the absence of the Managing Director/Operations, the Finance Director / Company Secretary the Company Safety Adviser is responsible for the matters set out in Part 2 above.

The company safety Adviser will co-ordinate, develop and promote, the following arrangements to ensure a comprehensive health and safety service to all areas of the Company's activities as follows:

- a) Implementation of the Health and Safety at Work Act 1974 (HSAWA) and other relevant legislation throughout the Company
- b) Co-ordination of Health and Safety matters within the Company including the collection, collation, the issuing of Health and Safety advice and information.
- c) Co-ordination of the arrangements across the Company to achieve a universal system of assessment of substances which may be hazardous to health (The Control of Substances Hazardous to Health (Amendment) Regulations 2004)
- d) Co-ordination of the arrangements across the Company to achieve universal system of assessments as required by various legislation such as the Management of Health and Safety at Work Regulations 1999.
- e) Active & re-active review of Safety Policy, procedures and systems following results of annual safety audit & any relevant incidents
- f) When necessary, investigate accidents and dangerous occurrences and recommend preventative measures.
- g) To advise on safe working systems in liaison with site supervisors
- h) Training of employees in liaison with the Finance Director / Company Secretary
- i) The coordination and initiation of all relevant health and safety inspections in liaison with the Operations Director and site supervisors
- j) Circulation of information and advice at all levels of the Company
- k) Implement emergency procedures and bring them to the attention of all employees and other persons who may be affected

- l) To co-ordinate the registration, inspection and testing of portable electrical equipment (Electricity at Work Regulations 1989 Reg 4)
- m) To advise all Directors and site supervisors of changes in legislation and codes of practice
- n) To advise on all matters relating to the promotion and development of the First Aid function throughout the Company
- o) To prepare records of accidents or dangerous occurrences as may be required under RIDDOR 2013 and inform the Health and Safety Executive as appropriate
- p) To liaise with elected representatives.
- q) To undertake health surveillance of employees about type of work undertaken. (Noise, Skin etc.).
- r) To prepare fire and evacuation arrangements including testing and checking of fire alarms and firefighting equipment. The Regulatory Reform (Fire Safety Order 2005)

MANAGER(S) AND SUPERVISORS

The following are the responsibilities of the company's manager(s) and supervisor(s):

- To read and understand the company's safety policy and to ensure that its provisions are being effectively carried out.
- To bring the provisions of this policy, in so far as they affect the personnel, to the attention of the employees under their control.
- To inspect machinery, equipment, and structures regularly and to ensure that any defects discovered are remedied forthwith.
- To prevent access by the workforce or other persons to any defective machinery, equipment or structures until the faults have been rectified.
- To ensure that employees are adequately instructed in the safe operation of equipment and machinery.
- To ensure that any areas of the site to which the public or visitors may have access, are maintained to ensure their safety.
- To arrange for the reporting of all incidents where appropriate.
- To arrange the appropriate fire arrangements for site, the proper maintenance of fire-fighting equipment, regular fire drills and adequate access to fire-fighting services.
- Ensure that adequate first-aid facilities are available and adequately maintained.
- To ensure that all accidents are reported in accordance with the provisions of this policy.
- Ensure that no unnecessary risks are taken by the employees in pursuance of their duties and to ensure a site disciplinary procedure is in place for offenders.
- Set a personal example.

All Employees

All employees, including those in posts already mentioned above, have statutory duties in connection with their own health and safety and that of other employees, clients, customers, members of the public etc. These duties extend to cooperation with their employer, where the employer has made specific arrangements for their health and safety at work, and reporting safety hazards to their supervisor.

These duties are fully stated in Section 7 and 8 of the Health and Safety at Work Act.

Section 7 "It shall be the duty of every employee while at work: -

- a) To take reasonable care for the health and safety of themselves and others affected by their acts or omissions:
- b) To co-operate with the employer and others to enable them to fulfil their legal obligations.

Section 8 "No person is to misuse or interfere with safety provisions. (Sometimes known as the "horseplay section")

Employees holding management or supervisory posts other than those specifically named above will have health and safety responsibilities for those accountable to them commensurate with any specific responsibility that might be delegated, e.g., in relation to COSHH or performance monitoring.

In the execution of their duties, all employees are expected to use the knowledge gained from specific health and safety training and that which is inherent in their professional training.

Updates

The Health and Safety Executive regularly updates its advice and guidance, and this places upon employers a duty to respond positively by reviewing and updating their policies and practices as and when such information is available.

3. Arrangements

This section defines our company arrangements and policies for dealing with our activities.

3.1 Accident Reporting & Investigation

It is the policy of Trustseal Ltd that all accidents, incidents and near misses are reported to the site and recorded into the company's accident record book.

The main objective of accident, incidents, near misses reporting and investigation is to reduce incidents and prevent future accidents.

It will be the responsibility of Trustseal Ltd to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required by the current - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

The following must be reported:

- Deaths
- Specified injuries to members of the public on our premises and taken to hospital.
- Over 7-day injuries – where an employee or self-employed person is injured at work and away from work or unable to perform their normal work duties for more than 7 consecutive days. This must be reported to the HSE using appropriate forms within 15 days of the accident.
- Some work-related diseases as per RIDDOR
- A dangerous occurrence – where something happens that does not result in an injury but could have done. Gas Safe registered gas fitters must also report dangerous gas fittings they find, and gas conveyors / suppliers must report some flammable gas incidents.

Any accident resulting in more than minor injuries or incident which might have resulted in serious injury will be investigated by Trustseal Ltd. Depending upon the circumstances of the accident, Trustseal Ltd may seek the assistance of an external Health & Safety Advisor, both in the investigation and the formulation of preventative procedures to avoid repetition.

A study of the circumstances will help to reduce or remove the causes.

When the reports are examined over a period of time, it can be seen whether preventative measures have been effective in reducing accidents.

If these objectives are to be attained, investigation and reporting must be accurate, complete and consistent. All accidents and incidents resulting in injury to employees and/or to any other persons, or near misses on the premises that Trustseal Ltd employees are working on must be reported immediately to Trustseal Ltd reception and/or owner and be recorded in the company Accident book and reporting systems.

Where there is more than one person injured in the accident a separate page should be used for each person. All relevant questions must be completed for every accident resulting in personal injury.

Care should be taken in completing the Accident Report Form and Trustseal Ltd Supervisor wherever possible should ensure that the injured person reads the entry recorded on their behalf.

Care should also be taken when stating the nature of the injury unless a medical certificate has been submitted.

3.2 Alcohol and Controlled Drugs

It is categorically forbidden for employees to enter places of work, to drive a vehicle, use or operate equipment, or to assist or supervise in its use, whether on or off company business, in an unfit state due to the influence of alcohol or illegal drugs such as glue and other substances. Disciplinary action will be taken if you are caught in the possession of illegal drugs on Company or Client property or in Company vehicles. Employees taking medicines or prescribed drugs under the direction of their G.P, Dentist, or Hospital Doctor that may affect their ability to carry out their work duties have a duty of care responsibility and must notify their immediate Manager.

3.3 Asbestos

Trustseal Ltd policy is that we will not generally work with asbestos containing material products.

Asbestos is recognised as being an extremely hazardous substance and as such must be treated with the utmost care. When working on-site, staff and contractors will assume any suspicious material is asbestos and stop work unless there is conclusive evidence to the contrary. Any suspicious material shall be reported to the site or building manager immediately.

3.4 Bottles or Tanks of Liquid or Petroleum Gas E.G. Butane, Propane

When using L.P.G. for heating always ensure that the gas cylinder is a safe distance away from the burner, at least 10'. Never tow or transport a boiler with the burner alight and always position the boiler on level ground: this special safety precaution is particularly important when using mobile units.

Always remain in close attendance on lighted bitumen boilers and NEVER ALLOW THE BITUMEN TO BOIL OVER.

When using L.P.G. for heating in site offices, canteens etc. cylinders should be sited OUTSIDE the building.

Only use piping, fittings and appliances specifically designed for L.P. Gas installations, to use others may be very dangerous.

3.5 CDM Regulations

Trustseal Ltd recognises the requirements of these regulations and makes every endeavour to comply. Briefly - The regulations call for:

Skill, Knowledge and Experience – (Competence of all)

A person must be capable of carrying out duties placed on them and must only accept knowing they are competent to carry out the task.

No person may arrange for a person to carry out works unless they are either,

- Competent
- Under supervision of a competent person

The business selects personnel based on ability and where possible seeks demonstration by certification. A training plan is maintained, and personnel are encouraged to take on additional training to improve skills. Additional in-house training refresher sessions are provided to keep personnel up to date with current regulations.

Co-operation of employees, contractors, and others

Every person involved in works must seek the co-operation of any other persons concerned at the same or adjoining site so far as necessary to ensure all may carry out works safely.

Similarly, they must co-operate to ensure others may continue with their works safely.

All persons involved must report anything which is likely to endanger the health or safety of themselves or others. Supervisors have been appointed to ensure work is managed such that it may continue safely where multiple trades or activities may be ongoing simultaneously. Liaison with others allows arrangements to be made that enable all to continue.

Co-ordination of activities

All persons must co-ordinate their activities with one another in a manner such that, so far as is reasonably practicable, the health and safety of persons carrying out the work and anyone affected by the construction work will always remain safe from harm.

It is recognised that all works may not be able to continue at the same time, therefore Supervisors will discuss and plan such that the project may progress safely.

Prevention of accidents

Every person must ensure general principles of prevention are applied, so far as is reasonably practicable, to ensure the safety of all and works during all stages of a project.

This is a priority in all activities and the business ensures that method statements and risk assessments are produced identifying arrangements for safe working. All personnel are briefed on these to ensure they understand these arrangements and the risks that may be encountered by not following procedures.

Duties of Contractors

All Contractors and Principal Contractors have specific duties placed upon them under these regulations and all must be aware and endeavour to comply.

The regulations spell out these requirements for both Contractors and Principal Contractors.

The business is fully aware and endeavours to comply, so far as is reasonably practicable. All personnel have been made aware of these duties through in-house training.

The current CDM Regulations apply to most common building, civil engineering and engineering construction work including Domestic Projects. In the case of a domestic project, if using more than 1 contractor, a health and safety file must be produced. In any case, the Contractor must produce a Construction Phase Plan suitable for Commercial and Domestic Project.

If a Project falls within the requirements of CDM, then the Principal Contractor must make provision for Welfare facilities as outlined under Schedule 2 of the CDM Regulations.

The appointed Principal Designer will be responsible for carrying out the CDM duties and ensuring the completion of the Project Health & Safety File.

On smaller projects where no PD is appointed, this role will be the responsibility of the Contractor when appointed by the client.

HSE must be notified of the site if the construction work is expected to either: last longer than 30 days and have more

than 20 workers simultaneously involved on site at any one time; or exceeds 500 person days of construction work.

If a Project fits into CDM by either of the above factors, then HSE should be notified on-line before construction work starts using form F10.

3.6 COSHH Assessments

For all materials or substances utilised which may be hazardous to health, a formal COSHH Assessment will be carried out by Trustseal Ltd. A register of hazardous substances shall be kept at the head office along with all relevant Safety Data Sheets. A copy of relevant COSHH Assessment(s) will be communicated to the operative(s) providing instruction for safe use.

3.7 COVID-19

The spread of COVID-19, commonly referred to as the Coronavirus, is an exceptional circumstance with ongoing ramifications for Trustseal Ltd, employees, individuals and clients that may be affected by our work. As the situation continues to develop and change, Trustseal Ltd will provide updated advice, resources, and guidance in line with current Government guidance to support our employers.

3.8 Communication with workers

Trustseal Ltd uses a variety of methods to communicate information to employees and sub-contractors. A quarterly formal Health and Safety Meeting is held to discuss any health and safety related issues. We will also pass information to employees via emails and bulletins posted on office Health and Safety Notice Boards.

Communication with employees whose first language is not English will be carried out using one or more of the following methods.

Ensure adequate time to consult with employees where language and/or literacy may be issues so they can absorb the information and respond to you.

Use an interpreter; this may be a trained work colleague.

Get information translated and check that this has been done clearly and accurately by testing it with native speakers.

Use pictorial information and internationally understood pictorial signs where appropriate.

Where information must be in English, use clear and simple materials, and allow more time to communicate issues.

3.9 Contractors and Sub-Contractors

Trustseal Ltd is responsible for assessing and controlling contractors and subcontractors working for or on behalf of Trustseal Ltd.

All contractors and sub-contractors who are working for the company must have complete the contractor's competence assessment before commencing work.

All contractors and sub-contractors will comply with Trustseal Ltd:

- Health & Safety Policy.
- Emergency procedures.
- Hazard/accident reporting procedures.
- All accidents and near misses need to be reported and recorded in the Accident Book located in main office.

A copy of the company's health and safety policy can be found on company notice boards which are situated in the office.

3.10 Control of Silica Dust

Trustseal Ltd is aware that Silica Dust causes a lung disease known as Silicosis (which may be related to Lung Cancer).

Trustseal Ltd will endeavour to remove Silica Dust from work by eliminating or substituting other materials. If this is not possible, exposure will be reduced by putting in place ventilation and other methods such as dust suppression and local exhaust ventilation extraction and containment systems to reduce silica dust to the lowest level reasonably practicable. If the level of dust cannot be adequately controlled, then a face fit dust mask to minimum standard EN149 FFP2 or FFP3 will be worn.

3.11 Display Screen Equipment (DSE)

Working with Display Screen Equipment is recognised as being a major cause of injury and ill health. Trustseal Ltd will carry out DSE risk assessments and provide information, instruction, and training to its entire DSE user staff.

Employees must carry out the recommendations of the risk assessment and must report instances of injury or ill health suspected of being caused by DSE work to the person responsible for Health & Safety at their earliest convenience.

3.12 Driving on Company Business

It is the policy of Trustseal Ltd to only employ drivers who are competent.

Driver approval and competence

A person may only drive on behalf of Trustseal Ltd if he or she:

1. Has held a full UK license for a minimum of 2 years
2. Has not been disqualified from driving for drink and/or drug offences in the last 5 years nor has any prosecution pending
3. Holds the correct license for the type of vehicle being operated

Drivers must inform the company of any circumstances that may lead a driver to being unfit for driving duties. Drivers must inform the office immediately they become aware of any pending prosecution for any driving offence.

All drivers will be asked to provide detail of their insurance certificate showing that their vehicle is insured for business use and a driving summary from the DVLA.

3.13 Electricity at Work

All work associated with an electrical system shall be undertaken in strict compliance with the CURRENT Electricity at Work Regulations.

Only competent and qualified electricians are permitted to work on electrical equipment and systems including changing of fuses, carrying out repairs or maintenance of electrical equipment and installation of accessories.

3.14 Emergency Procedure

Trustseal Ltd will ensure that:

Emergency procedures may be made available for action in the event of gas leak, electricity failure, flood, glass breakage and bomb threat/alert etc. within our premises.

All emergency procedures are communicated to all employees, contractors, visitors etc as applicable.

Necessary information, instruction and training is provided to all relevant persons, with records held.

Procedures are reviewed on at least an annual basis, or where there is a significant change to the company activities undertakings.

In the event of an emergency, all instructions issued by Trustseal Ltd or the most senior person in charge or the Fire Warden responsible for your area, must be followed. This may involve the evacuation of the building, refraining from smoking etc.

For copies of, or information on, emergency procedures please contact the MD.

3.15 Emergency Procedures

Trustseal Ltd will ensure that:

Emergency procedures may be made available for action in the event of fire, electricity failure, flood, and bomb threat/alert etc. within our premises.

All emergency procedures are communicated to all employees, contractors, visitors etc as applicable. Necessary information, instruction and training is provided to all relevant persons, with records held. Procedures are reviewed on at least an annual basis, or where there is a significant change to the company activities undertakings.

In the event of an emergency, all instructions issued by the Management or the most senior person in charge or an appointed Fire Warden responsible for your area, must be followed. This may involve the evacuation of the building.

Necessary information is posted throughout the building including on the Health and Safety Noticeboards.

Where work is carried out on the Client premises, the Client is responsible for ensuring that procedures to be followed in case of emergency, e.g., fire, injury etc. are made known to all Trustseal Ltd employees required to work in or on such premises.

3.16 Environmental Protection

Trustseal Ltd has a policy to comply with the current Environmental Protection Act, other associated statutory legislation, and Approved Codes of Practice (ACOP). This applies to all those who are employed within the company or who are protected by its undertakings. Employees are asked to co-operate in the operation of this policy and make a positive contribution to environmental protection by making themselves aware of the business environmental policy and complying with the control measures in place. The policy is on display on the Company Main H&S notice board and is also available to interested parties on request.

3.17 Environmental Waste Management & Pollution Control

Trustseal Ltd recognises the importance of meeting their legal requirements and to manage its waste responsibly, reduce the volume of waste sent to landfill and maximise reuse and recycling where possible.

Waste is unwanted materials, substances, equipment arising from commercial or industrial activities and includes:

Building and demolition materials; Substances/chemicals (toxic or otherwise); Discarded or broken utensils or equipment; Contaminated soil, materials, plant etc.

Trustseal Ltd management shall identify the potential waste disposal requirements of a project and make adequate provision to ensure it is suitably managed in accordance with the current Controlled Waste Regulations.

Management shall determine the nature of the waste for disposal and shall ensure that suitable assessment is undertaken; that appropriate safe working procedures are devised, and suitable containment of waste arranged. Where undertaking removal of waste materials or products, management shall ensure that they are registered as a carrier in accordance with the Controlled Waste (The Controlled Waste (Registration of Carriers and Seizure of Vehicles) (Amendment) Regulations).

Where contract carriers, are to be engaged to remove the waste, management shall confirm those appointed are suitably registered to undertake the business and shall confirm the proposed method and location of disposal.

Trustseal Ltd shall:

- Ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
- Minimise waste generation at source and facilitate repair, reuse, and recycling over the disposal of wastes, where it is cost effective.
- Coordinate each activity within the waste management chain.

- Promote environmental awareness in order to increase and encourage waste minimisation, reuse and recycling.
- Ensure the safe handling and storage of wastes on site.
- Provide appropriate training for staff on waste management issues.

3.18 Equipment Inspections & Records

The User must carry out a daily visual inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to the Supervisor.

The Responsible Person will arrange periodic inspections of all Trustseal Ltd equipment to include ladders, other access to height, PPE, tools, machines etc, and will keep a record of such inspections in compliance with PUWER.

Where an inspection reveals a defect, it will be the responsibility of the Responsible Person to ensure that the equipment is not used until such time as a suitable repair has been affected. If the equipment is beyond repair it must be discarded, whether a suitable replacement is available, and any work relying on the use of such equipment must be suspended until a suitable replacement is available.

3.19 External Health and Safety Consultants

Pearson Holland Ltd., on behalf of Trustseal Ltd., will:

Advise of any new safety legislation or changes in existing legislation.

Provide general assistance to Trustseal Ltd. to aid in the fulfilment of its statutory obligations and duties.

To assist, where required or requested, with the initial implementation of the changes required by changes in safety legislation.

It is the responsibility of Trustseal Ltd. to ensure that the safety consultants are notified whenever assistance or support is needed.

3.20 Fatigue

Fatigue is the decline in mental and or physical performance.

Fatigue management is a shared responsibility between Trustseal Ltd and employee as it may factors that occur both in and outside of the workplace.

To assist in the management of fatigue Trustseal Ltd will comply with current Working Time Regulations

All employees are required to attend work fit to safely perform their duties without risk to themselves or others. If you are experiencing fatigue, it is important to identify the factors that are contributing to fatigue employees are encouraged to discuss any issues in confidence with the Managing Director or their nominated person.

3.21 Fire Safety

In the event of a fire in Trustseal Ltd premises the designated Responsible Person (RP) or alternatively in their absence their nominated representative will take charge. In their absence the most senior person on site will assume the responsibility.

Fire risk assessments will be carried out in all areas occupied by the organisation, the risk assessments will consider sources of ignition, sources of fuel and any additional source of oxygen over and above that present in the air. The assessment will evaluate the risk of a fire starting and the effect of the fire on people and property. The assessment will indicate control measures to remove or reduce the risk of fire starting. The significant findings of the assessment will be communicated to all relevant persons together with the necessary instruction and training to reduce the risk.

Means of Escape

In the event of fire occurring, it is vital that staff and other persons can evacuate the premises.

All existing doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside. Staff will not block or otherwise obstruct exits provided for emergency evacuation

Access routes must always be maintained unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes, (750 mm minimum width) and employees must observe any line markers to indicate areas which must be kept clear.

Stairways in buildings must be free from any risk of fire or spread of fire e.g., unauthorised portable heater, combustible material etc.

Under no circumstances should fire doors be wedged open unless they are retained by automatic magnetic release systems or similar which are connected to the fire alarm system.

3.22 First Aid Arrangements

Trustseal Ltd will, where appropriate, carry out a First Aid Risk Assessment to help determine what measures need to be taken to determine adequate first aid arrangements which comply with current Health and Safety (First Aid) Regulations. This will include the provision of a first-aid kit on Trustseal Ltd locations, in Trustseal Ltd vehicles and provision of persons trained in Emergency First Aid where appropriate.

Trustseal Ltd First Aider names and contact details will be displayed on the Health and Safety notice board. A nominated person will be responsible for maintaining the first aid provision and taking charge after an accident. This includes calling for an ambulance if necessary.

Where visits are carried out, Trustseal Ltd employees may be subject to that premises or organisation's own emergency arrangements. Trustseal Ltd employees must be advised on individual site emergency arrangements at point of induction.

3.23 Guidance

Trustseal Ltd commits to operating to the very highest standards of Health, Safety and Quality and will therefore carry out its operations in accordance with best practice as advised by the Health & Safety Executive and also various trade bodies and associations. This best practice will be reviewed on an annual basis and adopted annually or when evidence that significant improvements can be made by adopting sooner. Guidance documents are kept at head office and will be made available to staff and other interested parties.

3.24 Hand Arm Vibration Syndrome (HAV)

Anyone who regularly and frequently is exposed to high levels of vibration can suffer permanent injury. The construction industry has the second highest incidence of Vibration White Finger (VWF) injury which is one of the more common forms of HAVS.

Trustseal Ltd will ensure that staff are not subjected to excessive vibration through power tools etc. The company will endeavour to source low vibration tools and limit individual exposure to such tools. The company will also provide adequate information, instruction and training to its staff and contractors on the risks of HAVS.

3.25 Health & Safety Records

All records will be kept by Trustseal Ltd in written form indicated in the various appendices. Such records will include:

- Equipment Inspections
- COSHH Assessments
- Generic Risk Assessments
- Staff Training and Induction Records
- Accident Record Book

3.26 Health & Safety Training

Trustseal Ltd will provide training and refresher training as is necessary to ensure, so far as is reasonably practicable, the health and safety of all staff. During induction and upon any job transfer, safety training will be provided as necessary to ensure that individuals are trained in Health & Safety matters to a level appropriate to their responsibilities.

Induction Training

Every new employee will receive a safety induction on day one of his/her employment. The training will consist of fire safety, arrangements for first aid, manual handling, and display screen equipment use (where necessary), environmental and general safety. New employees will also be given instruction and safety training on display screen equipment they will be required to use whilst discharging their duties. A training record will be kept and maintained in our online system.

3.27 Health Surveillance

All employees of Trustseal Ltd are encouraged to carry out personal health checks. Any problems reported will be dealt with in a personal and confidential manner by senior management. Should Trustseal Ltd have any concerns regarding the wellbeing of any employee they may suggest a referral to a professional occupational health provider.

Or on request of an employee in matters relating to work related ill health issues, Trustseal Ltd will pay for conducting relevant medical surveillance where appropriate.

3.28 Hot Compressed Air (HCA) Lances

Take great care when using this equipment.

Turn off when not in use.

Give warning before firing up. Don't direct the lance towards any person or source of flammable gas or materials.

No horseplay

3.29 Lone Working

Trustseal work in 2-man gangs and lone working is only authorised in exceptional circumstances. When granted, mobile phone checks must be carried out between the employee and Management to ensure the safety of the employee. On completion, the employee is to call and confirm that the work has been completed.

3.30 Machinery Maintenance

All machines including power tools, jet wash equipment, saws, drills etc shall be subject to regular inspection by a competent person, who will withdraw damaged or unsuitable equipment from service immediately. A record of the inspection and actions will be made and recorded for reference. All machinery will also be subject to maintenance and service as per the manufacturer's instruction and maintenance schedule OR at least annually in compliance with PUWER and records held.

3.31 Machinery Operation

All employees/contractors who are required to operate machinery or plant will have the appropriate training and be assessed to determine competency. Where required, the individual will hold a current licence / certificate to operate such machinery or plant. It is company policy to take severe disciplinary action against any person found to be operating machinery without the necessary competence.

3.32 Managing the Threat of Violence

Trustseal considers violent or aggressive behaviour directed at staff unacceptable. Trustseal recognises that all employees are entitled to work in a safe environment, one in which they are fully supported when faced with unacceptable behaviour from any other person, however it occurs and in whatever form. Violent incidents would include physical violence, threat of violence, verbal aggression, intimidation, abuse, victimisation of staff, and

violence directed towards property. THWF has a 'zero tolerance' approach to these behaviours and will endeavour to ensure the safety, protection, and welfare of TWHF staff at all times.

3.33 Manual Handling Assessments

Trustseal Ltd will carry out specific manual handling assessments for any necessary operation which has been highlighted as requiring a detailed assessment by the general risk assessment. Where practical, manual handling should be avoided by utilising mechanical means to minimise the risks arising from manual handling.

Manual handling assessments will consider the load to be handled, e.g., tools, equipment, materials etc, its size and weight, the individual, the task, and the environment in which the task takes place.

The assessment will also consider the possibility of kinetic lifting techniques to assist the movement of an object and to minimise the risks arising from manual handling.

3.34 Method Statements (Safe Operating Procedures)

Work Instructions (Method Statements) will be developed for all company operations. Information from the risk assessments will be used to formulate these documents which will be used in training and given to members of staff. The work instructions will be reviewed and updated either periodically or when something significant changes.

Method statements are written using our online system and are made available together with Risk Assessments, to the Client.

3.35 Noise

Regular exposure to high noise levels can cause deafness and tinnitus. Noise assessments will be carried out whenever it is suspected that noise levels may be above 80db (a), and hearing protection will be provided for all operatives likely to be affected. Information and advice to use hearing protection will be issued.

Where noise levels are at 85db (a) or above, where possible, Trustseal Ltd will take measures to reduce the exposure of noise to its employees by means other than hearing protection. Where this is not possible, the area may be identified as a Hearing Protection Zone. The wearing of suitable hearing protection shall also be enforced.

3.36 Personal Protective Equipment

The need for Personal Protective Equipment will be determined through risk assessment and will be provided by Trustseal Ltd free of charge. The relevant PPE must be always worn whilst carrying out work and in compliance with any mandatory requirements of specific sites. Details of the correct PPE will be made available to employees within the risk assessments and method statements relevant to the works. No employee will be permitted to start work without the correct PPE and the necessary information, instruction, and training to enable him to utilise the equipment correctly and without risks to safety and health. Persons found to be breaching PPE rules will be subject to disciplinary procedures which may include ejection from site.

3.37 Portable Appliance Testing (PAT)

The term 'portable' is used to mean portable, movable, or transportable. Portable equipment is not part of a fixed installation but when used is connected to a fixed installation (or a generator), by means of a flexible cable, plug and socket. It includes equipment that is handheld or hand operated while connected to the supply.

All portable electrical appliances will be tested in accordance with the regulations, at the recommended intervals, 'as may be necessary to prevent danger'. It will be the responsibility of the site manager to ensure that all equipment provided is suitable for the task, including any provided by a customer.

Each employee/contractor must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to Owner/Site Manager.

3.38 Premises Security

The principal access to the premises for visitors should be via the main entrance to the designated reception area. All security doors should be kept secure so that access is only via the main entrance to the reception.

No doors leading to the private areas of the building should be left unbolted, unlocked, or propped open (Emergency exit doors must still be able to operate as designed).

Out of Hours, no staff may enter the premises out of hours unless they have secured the prior approval of the director or their nominated person.

3.39 Purchase Policy

The Health and Safety at Work Act as amended imposes duties upon Trustseal Ltd and those providing goods and services to the company. Health & Safety legislation affects purchasing decisions including the use of sub-contractors or out-sourced activities. This also includes the purchase of new or hired-in equipment, maintenance services and goods; but is not limited to such legislation as The Supply of Machinery (Safety) Regulations as amended; The Provision and Use of Work Equipment Regulations (PUWER) and The Control of Substances Hazardous to Health Regulations. When purchasing or hiring machinery / equipment Trustseal Ltd will make sure it has all the relevant information and instructions on how it works, including the appropriate safety features and certifications of compliance. All suppliers of services will be competent and trained. All users of the equipment will receive suitable training and instruction before being allowed to use equipment. The equipment must be safe, meet all relevant UK and EU supply Directives and be CE marked; it will be maintained in line with current legal requirements, and manufactures / suppliers guidance or ACOPS ruling at the time of use.

3.40 Risk Assessments

The Owner or their nominated representative will prepare a generic risk assessment covering the common risks encountered in the company's normal business. If necessary, external assistance will be sought to carry out the generic risk assessments. The significant findings of the risk assessments will be relayed to all staff.

The Owner or their nominated representative will carry out site specific risk assessment for sites where company employees/contractors are obliged to work. Such assessments will consider the health and safety of employee / contractors and the public on site. The company is aware of the number of serious injuries from the incidence of Slips, Trips and Falls. The Owner therefore will pay particular attention to eliminating these hazards from each site.

All Risk Assessments will be produced using our online management system and are made available to all clients upon request. Employees should have a copy of risk assessments for the work they carry out.

3.41 Road Safety Transport

Trustseal Hold a Bronze FORS Certificate, covering all our company vehicles.

Trustseal strives to prevent vehicle accidents and promote safe driving practices and consideration for the environment amongst all company drivers.

Trustseal will only employ drivers who hold relevant licences for the class of vehicles used. All vehicles will undergo regular vehicle inspection and maintenance in line with legislative and manufacturer requirements.

All company transport is managed in line with the requirements of current legislation and the Highway Code. Only experienced, capable, and qualified drivers are allowed to drive on company business and licences are monitored on an ongoing basis. It is a legal requirement that drivers must always wear seatbelts and smoking in vehicles is not allowed. Any breach of these requirements will be dealt with by strict disciplinary procedures.

Trustseal endeavours to use the most efficient routing to minimise costs and environmental pollution, considering driving hours regulations and other fees/tolls and constraints. To ensure that our drivers are kept up to date on legal responsibilities, safety, speed limits, cyclists, breakdown, accidents, alcohol and drugs, mobile phones and fatigue; information is conveyed via frequent toolbox talks.

Trustseal requires drivers to undergo eyesight checks every two years and ensure that the company is kept advised of any medical condition or prescribed medication which might impair their driving so that appropriate assistance and safeguards can be implemented.

All drivers must abide by the driving hours regulations and submit the vehicle Tachograph chart at the end of each shift or journey or when requested by VOSA or other regulatory bodies.

On no account may Goods Vehicles over 3.5 tonnes be operated without a Tachograph or Driver Card at any time. Tachograph disks or Driver Cards must not be used by other than the named User/s.

The company sets its controls based on the findings of risk assessment. These are to be reviewed at least annually or more often if required.

The company will monitor their drivers' hours to ensure legal driving hours are not exceeded in accordance with tachograph rules.

3.42 Safety Audits and Monitoring

At regular intervals Trustseal Ltd will carry out a health & safety audit. The audit will consider the effectiveness of the welfare facilities; emergency procedures, safe methods of work etc. identified at the outset, and will identify any corrective action required. Where Trustseal considers it necessary to maintain the desired level of health & safety, they may seek the assistance of an external Health & Safety Advisor in carrying out audits and identifying corrective actions.

3.43 Serious or Imminent Danger

These procedures are in line with Regulation 8 of the current Management of Health & Safety at Work Regulations.

It is a policy of Trustseal Ltd that no employee or sub-contractor will be made to work in dangerous conditions without due regard to health and safety and all employees should be aware that there are regulations and procedures regarding serious or imminent danger.

Managers, supervisors, and employees are reminded that they must not under any circumstances undertake work or instruct others to undertake work where there is a risk of imminent danger without adequate controls, safety procedures, training and personal protective equipment being in place to minimise that risk.

Trustseal Ltd authorises any employee to remove himself/herself to a relative place of safety when he/she has reason to believe he/she is at serious risk or in imminent danger. Work will not resume in that area until the risk has been minimised.

Some emergency events can occur and develop rapidly, thus requiring employees to act without waiting for further guidance, for example, in a fire. Employees must, on arrival at new sites, make themselves familiar with the emergency procedures, escape routes and location of firefighting equipment etc prior to starting work.

Under no circumstances will work activities take priority over safety considerations.

3.44 Site Security

The security of client's premises and sites on which Trustseal Ltd employees work is taken very seriously.

We recognise that risks such as arson, fire, vandalism, theft, and general mischief pose a threat not only to health and safety but also to project completion deadlines.

Where appropriate Machinery and equipment will be locked away or immobilised and materials will be stored securely. Materials, tools, and equipment are kept to a minimum. Waste materials which could be used for the purposes of arson and other site waste will where practical be located in a position as not to draw attention & will not be allowed to overflow. Flammable substances are locked away in appropriate storage units.

3.45 Transport & Company Vehicle Safety

It is the policy of Trustseal Ltd to only employ drivers who are competent. Driver approval and competence

A person may only operate company vehicles if he or she.

- Has held a full UK licence for a minimum of 2 years

- Has not been disqualified from driving for drink and/or drug offences in the last 5 years nor has any prosecution pending
- Holds the correct licence for the type of vehicle being operated

Drivers must inform the company of any circumstances that may lead a driver to being unfit for driving duties. Drivers must inform the office immediately they become aware of any pending prosecution for any driving offence.

All drivers will be asked to provide detail of driving licence number, national insurance number and Post Code registered on driving licence in order that annual checks may be made on applicable vehicle licences and any penalty points registered.

3.46 Welfare

In most cases company employees / contractors will be able to use toilet / washing facilities within the customer's premises. It will be the responsibility of the Site Manager to ascertain if this is possible prior to commencement of a contract. Where it is not possible, it will be the responsibility of the Site Manager to establish the location of suitable temporary or public facilities.

Where work is carried out in people's homes, we will make a verbal request to use their washing facilities if required.

3.47 Working at Height

It is the policy of Trustseal Ltd to comply with the current Work at Height Regulations. Work at height will be avoided wherever possible. Where work at height cannot be avoided, the site foreman is responsible for carrying out a risk assessment and selecting appropriate work equipment to provide safe access to height and ensuring the appropriate safety measures to prevent falls are implemented.

Only trained and competent staff will be allowed to work at height and apprentices will be closely supervised.

Where the risk of a fall cannot be eliminated the foreman will put in place measures and equipment to minimise the distance and consequences of a fall should one occur.

3.48 Working on Roads and Motorways

Ensure or work vehicles are maintained in a clean condition with all lights reflectors and signs working efficiently.

Install traffic control systems with care and in accordance with current regulations.

Remember oncoming traffic may not expect you to be there.

Always wear suitable high visibility reflective garments.

Amber flashing lights should be used when entering and leaving roadworks. Slowdown in plenty of time and give clear signals when entering roadworks.

Accelerate smoothly and give clear signals when leaving roadworks.

Where possible and practicable park vehicles between your work area and live traffic.

Never work or stand in the safety buffer zone, this is provided for your protection.

Your work area is a hearing protection area.

Always wear your ear defenders and be on the lookout for own and your workmates safety.

Be aware of the movement of other vehicles on site especially since they may emerge from unexpected directions.

When driving on site, keep below the speed limit and operate your amber flashers.

When leaving a site unattended overnight ensure that excavations are adequately marked or protected.

Ensure unattended plant, vehicles or equipment is secure from interference by unauthorised persons, particularly children who may be endangered by them.

Skips should be placed thoughtfully and suitably lit during hours of darkness.

Don't obstruct emergency through routes and keep bridging places available nearby.

3.49 Young Workers

Risk Assessments must be carried out in compliance with The Management of Health & Safety at Work Regulations as amended. This includes young persons on job experience working within the business.

There are also special provisions for young people in the Working Time Regulations concerning limits of hours of work, rest from work and annual holidays.

Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity, and inexperience. Trustseal Ltd will therefore:

Assess risks to young workers.

Consider their inexperience, lack of awareness and immaturity. Prohibit certain activities where higher risks are identified.

Not allow the young person to operate any machinery or equipment without proper supervision and training. Provide training to ensure competence before allowing any unsupervised activity to be undertaken.

Always provide suitable supervision.

Not employ any person under the age of 14 years for any paid or non-paid employment.