

**Trustseal
Limited
Health &
Safety
Policy**

Table of Contents

1. **Health & Safety Policy Statement of Intent**
2. **Roles and Responsibilities**
 - 2.1 Organisation and Managerial Responsibilities
 - 2.2 The Health and Safety Structure
 - 2.3 Responsibilities of Managers and Supervisors
 - 2.4 Responsibilities of All Employees
3. **Arrangements**
 - 3.1 Accident Reporting & Investigation
 - 3.2 Alcohol and Controlled Drugs
 - 3.3 Asbestos
 - 3.4 Bottles or Tanks of Liquid or Petroleum Gas
 - 3.5 CDM Regulations
 - 3.6 Chemical Safety
 - 3.7 COSHH Assessments
 - 3.8 COVID-19 Response
 - 3.9 Communication with Workers
 - 3.10 Contractors and Sub-Contractors
 - 3.11 Control of Dust and Fumes
 - 3.12 Display Screen Equipment
 - 3.13 Driving on Company Business
 - 3.14 Electricity at Work
 - 3.15 Emergency Procedure
 - 3.16 Environmental Protection
 - 3.17 Environmental Waste Management & Pollution Control
 - 3.18 Equipment Inspections & Records
 - 3.19 External Health and Safety Consultants
 - 3.20 Fatigue Management
 - 3.21 Fire Safety
 - 3.22 First Aid Arrangements
 - 3.23 Guidance
 - 3.24 Hand Arm Vibration Syndrome (HAV)
 - 3.25 Health & Safety Records
 - 3.26 Health & Safety Training
 - 3.27 Health Surveillance
 - 3.28 Hot Compressed Air (HCA) Lances
 - 3.29 Lone Working
 - 3.30 Machinery Maintenance
 - 3.31 Machinery Operation
 - 3.32 Managing the Threat of Violence
 - 3.33 Manual Handling Assessments
 - 3.34 Method Statements (Safe Operating Procedures)
 - 3.35 Noise
 - 3.36 Personal Protective Equipment
 - 3.37 Portable Appliance Testing (PAT)
 - 3.38 Pregnant Workers
 - 3.39 Purchase Policy
 - 3.40 Risk Assessments
 - 3.41 Road Safety Transport
 - 3.42 Safety Audits and Monitoring
 - 3.43 Serious or Imminent Danger
 - 3.44 Site Security
 - 3.45 Stop Work Authorisation
 - 3.46 Transport & Company Vehicle Safety
 - 3.47 Welfare
 - 3.48 Working at Height
 - 3.49 Safety Guidelines for Working on Roads and Motorways
 - 3.50 Young Workers



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

10th January 2026

Reviewed By

Managing Director

Trustseal Ltd

Rob Horne

Trustseal Ltd Unit 10 Southfield Lane Industrial Estate Whitwell Worksop S80 3LH
Registered Company Number: 03109968

2. Roles and Responsibilities

2.1 Organisational and Managerial Responsibilities

Health and Safety Management Structure

Health and safety is everyone's responsibility; however, the overall responsibility for the implementation and compliance with Health and Safety legislation lies with Trustseal ("the Company").

Communication within the Health and Safety Framework:

- **Managing Director (Mr. Jon Wragg)**
The Managing Director has overall responsibility for coordinating all health and safety matters within the company. This includes ensuring that all company operations comply with health and safety regulations and that both employees and other persons affected by the company's activities are protected.
- **Finance Manager (Mr. John Cooke)**
The Finance Manager is responsible for ensuring that adequate financial and other resources are available to comply with health and safety requirements. In the absence of the Managing Director, the Finance Manager will assume responsibility for health and safety matters as described above.
- **General Manager and Company Safety Adviser (Mr. Rob Horne)**
The General Manager, who also serves as the Company Safety Adviser, is responsible for implementing the health and safety policies and procedures, coordinating safety efforts, and advising the company on safety matters. In the absence of the Managing Director and the Finance Manager, the General Manager assumes responsibility for health and safety issues. Specific duties include:
 - a) Implementing the Health and Safety at Work Act 1974 and other relevant legislation throughout the company.
 - b) Coordinating health and safety activities, including the dissemination of health and safety advice and information.
 - c) Ensuring compliance with the Control of Substances Hazardous to Health (COSHH) Regulations 2004 and other relevant regulations.
 - d) Reviewing safety policies, procedures, and systems following audits or incidents.
 - e) Investigating accidents and dangerous occurrences and recommending preventative measures.
 - f) Advising on safe working practices and coordinating health and safety training.
 - g) Organising regular health and safety inspections, in liaison with relevant managers.
 - h) Implementing and communicating emergency procedures.
 - i) Managing the inspection and testing of portable electrical equipment in line with the Electricity at Work Regulations 1989.
 - j) Advising on changes in legislation and codes of practice.
 - k) Promoting and developing first aid functions.
 - l) Preparing records and reports in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
 - m) Undertaking health surveillance for employees where required (e.g., noise or skin exposure assessments).
 - n) Developing fire safety arrangements, including evacuation procedures and fire equipment maintenance in line with the Regulatory Reform (Fire Safety Order 2005).

2.2 Manager and Supervisor Responsibilities

Managers and supervisors are responsible for:

- Understanding and implementing the company's safety policy and ensuring it is effectively followed.
- Communicating relevant parts of the safety policy to employees under their supervision.
- Regularly inspecting equipment, machinery, and structures, and ensuring any defects are promptly remedied.
- Preventing access to defective equipment, machinery, or structures until repairs are complete.
- Providing adequate training to employees on the safe operation of equipment and machinery.
- Ensuring all areas accessible to the public or visitors are maintained to ensure safety.
- Reporting all incidents in accordance with company procedures.
- Organising appropriate fire safety arrangements, including fire drills and maintenance of firefighting equipment.
- Ensuring adequate first-aid facilities are available and maintained.

- Enforcing safe working practices and implementing disciplinary actions if necessary.
- Setting a personal example in all health and safety matters.

2.3 All Employees

All employees, including those in managerial and supervisory roles, have statutory duties under the Health and Safety at Work Act:

- **Section 7:** Employees must take reasonable care for their health and safety and that of others who may be affected by their actions or omissions. They must cooperate with the employer to enable compliance with statutory duties.
- **Section 8:** Employees must not misuse or interfere with anything provided in the interests of health and safety ("horseplay section").

Employees are also expected to:

- Report any safety hazards to their supervisor.
- Use knowledge gained from health and safety training to perform their duties safely.

2.4 Continuous Improvement

The company will regularly review and update this policy to reflect changes in legislation, guidance from the Health and Safety Executive (HSE), and feedback from audits, inspections, and incident investigations.

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 ensures 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 fully acknowledges the importance of complying with the Construction (Design and Management) Regulations 2015 (CDM). We are committed to ensuring that all projects meet the standards required to maintain safety, health, and welfare in construction environments.

Competence: Skills, Knowledge, and Experience

All personnel engaged in any project must be competent. This means they must possess the necessary skills, knowledge, and experience to carry out their assigned duties. Individuals should only accept tasks they are confident they can perform competently. No one should delegate or assign tasks to others unless the person:

- Is competent, or
- Is supervised by a competent person.

Trustseal Ltd selects personnel based on their proven ability. Wherever possible, we seek certification or equivalent demonstrations of competence. To maintain and improve skill levels, a comprehensive training plan is

in place, encouraging staff to pursue further training opportunities. Regular in-house refresher courses ensure everyone stays updated on the latest regulations and industry standards.

Cooperation Between Employees, Contractors, and Other Parties

All persons involved in construction work must cooperate with one another and others on adjoining sites. This cooperation is critical to ensuring that all tasks can be completed safely. Key guidelines include:

- Ensuring one's own activities do not compromise the safety of others.
- Reporting any hazards or safety concerns that may put themselves or others at risk.

Supervisors are appointed to oversee projects where multiple trades or tasks occur simultaneously. They facilitate coordination and ensure work proceeds safely. Continuous communication between workers and supervisors enables effective management of shared or overlapping responsibilities on site.

Coordination of Activities

Coordination between all parties is crucial to safeguard the health and safety of everyone involved in construction work. All activities should be planned and scheduled in a way that minimises risks and promotes safe practices. Supervisors are responsible for:

- Planning works to avoid conflicts between trades.
- Discussing project progress to ensure ongoing safety across the site.

Where simultaneous work is not feasible, adjustments will be made to ensure the project progresses safely and efficiently.

Prevention of Accidents

All personnel must apply general principles of accident prevention, as far as is reasonably practicable. This includes:

- Understanding and adhering to Method Statements and Risk Assessments.
- Following safe working procedures at every stage of the project.

Prioritising accident prevention is a key focus for Trustseal Ltd. Our business ensures that detailed method statements and risk assessments are prepared for each job. These documents outline safety arrangements, potential hazards, and the consequences of non-compliance. Personnel are thoroughly briefed on these before work begins.

Duties of Contractors and Principal Contractors

All contractors and principal contractors are bound by specific duties under the CDM Regulations. Trustseal Ltd ensures that all contractors:

- Understand and comply with their obligations.
- Receive the necessary training to fulfill their duties in line with CDM Regulations.

Contractors must develop Construction Phase Plans suitable for both commercial and domestic projects. On domestic projects, if more than one contractor is involved, a Health and Safety File must also be produced.

Welfare Provisions

If a project falls under CDM Regulations, the Principal Contractor must provide appropriate welfare facilities as specified in Schedule 2 of the CDM Regulations. These facilities are critical to ensuring the health, safety, and well-being of all workers on-site.

Appointment of Principal Designer (PD)

The Principal Designer is responsible for coordinating the health and safety aspects of the project, ensuring compliance with CDM duties, and completing the Project Health & Safety File. On smaller projects where no PD is appointed, the contractor will assume this responsibility if designated by the client.

Notification to HSE

HSE must be notified of construction work if:

- The project is expected to last more than 30 days with over 20 workers simultaneously on-site, or
- The project will exceed 500 person-days of construction work.

In these cases, Trustseal Ltd will notify the HSE using the F10 Form, submitted online before construction begins.

3.6 Chemical Safety

Trustseal Ltd recognises the requirements on the safe use, handling, storage, and disposal of all chemicals within the workplace, protecting the health and safety of employees, visitors, and the environment.

- **Chemical Inventory and Safety Data Sheets (SDS):**
All chemicals used on-site must be included in a regularly updated inventory. Safety Data Sheets (SDS) must be accessible to all employees for each chemical, detailing the hazards and safe handling procedures.
- **Labelling and Signage:**
All chemicals must be correctly labelled with their contents, associated hazards, and appropriate precautions. Hazard signs must be clearly displayed in areas where chemicals are stored or used.
- **Storage and Handling:**
Chemicals must be stored according to their hazard classification, in designated areas with appropriate ventilation, containment, and security. Employees must use appropriate personal protective equipment (PPE) and follow safe handling procedures.
- **Training and Awareness:**
Employees must receive regular training on chemical safety, including hazard identification, safe handling, emergency procedures, and proper use of PPE. Training records will be maintained and reviewed annually.
- **Emergency Response:**
An emergency plan must be in place for spills, leaks, and other chemical incidents, including first aid measures, evacuation procedures, and communication protocols. Emergency equipment, such as eye wash stations and spill kits, must be readily available.
- **Waste Disposal:**
All chemical waste must be disposed of in accordance with local regulations and company procedures to minimise environmental impact and ensure safe disposal practices.
- **Incident Reporting:**
All chemical incidents, including spills, leaks, or exposures, must be reported immediately to a supervisor and documented. A review will be conducted to prevent recurrence.

3.7 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.

3.8 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 employees.

3.9 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.

3.10 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.

3.11 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.

3.12 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.

3.13 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.

3.14 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.

3.15 Emergency Procedures

Trustseal Ltd is committed to ensuring the safety and well-being of all employees, contractors, visitors, and other persons on our premises through a comprehensive emergency response plan that covers all potential emergencies, including but not limited to fire, electricity failure, flood, bomb threats/alerts, and other critical incidents.

- **Scope of Emergencies:** Procedures are established for various emergencies, including but not limited to fire, electricity failure, flood, bomb threats, chemical spills, severe weather, and serious incidents.
- **Emergency Training and Drills:**
 - Annual Fire Evacuation Training: All employees will participate in a yearly fire evacuation drill to familiarise themselves with evacuation routes, assembly points, and emergency procedures.
 - Additional chemical spills training, will be conducted periodically to ensure preparedness for a wider range of situations.
 - All emergency training records will be maintained, and additional training will be provided whenever there are significant changes to company operations or facility layouts.
- **Roles and Responsibilities:**
 - Management: Responsible for overseeing all emergency preparedness activities, ensuring compliance with regulations, and leading emergency response efforts.
 - Fire Wardens: Responsible for coordinating evacuations, ensuring their designated areas are cleared, and assisting individuals with special needs.
 - Employees: All employees must be familiar with emergency procedures, participate in training, and follow instructions during an emergency.
- **Emergency Communication Plan:**
 - Clear communication channels will be established to notify employees and visitors of an emergency and coordinate responses. External communication with emergency services and stakeholders will be handled by designated personnel.

- **Emergency Equipment:** Emergency equipment such as fire extinguishers and first aid kits, are available throughout the building. Employees are trained on their locations and proper use.
- **Assistance for Special Needs and Vulnerable Persons:** Provisions are in place to assist employees or visitors with special needs or disabilities during an emergency, ensuring their safe evacuation or shelter.
- **Compliance with Legislation:** All emergency procedures and training will comply with relevant local authority.
- **Post-Emergency Actions:**
 - After an emergency, an investigation will be conducted, and all incidents will be reported as per company policy. Emergency procedures will be reviewed and updated based on lessons learned.
- **Information and Signage:**
 - Emergency information, including evacuation routes, emergency contact numbers, and instructions, will be posted throughout the building, including on Health and Safety Noticeboards, to ensure everyone is aware of what to do in an emergency.
- **Client Premises:**
 - When work is conducted on a Client's premises, it is the Client's responsibility to ensure that emergency procedures (e.g., fire, injury) are communicated to all Trustseal Ltd employees working on or within 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 and Records

Daily Visual Inspections

All employees must conduct a thorough visual inspection of any equipment before use. This includes, but is not limited to, power tools, hand tools, ladders, personal protective equipment (PPE), and machinery. Any defects or suspected issues must be reported immediately to the supervisor or designated safety officer.

Periodic Inspections

The Responsible Person will schedule and oversee regular inspections of all company equipment in compliance with the Provision and Use of Work Equipment Regulations (PUWER). These inspections will cover:

- Ladders and access equipment
- Personal Protective Equipment (PPE)
- Hand and power tools
- Machinery and plant equipment
- Vehicles and mobile equipment
- Electrical equipment

Detailed records of these inspections will be maintained, including dates, findings, and any actions taken.

Defective Equipment Procedure

If an inspection reveals a defect:

1. The Responsible Person must ensure the equipment is immediately taken out of service.
2. The equipment must be clearly labelled as "OUT OF ORDER" and stored securely to prevent use.
3. Repairs must be carried out by a qualified technician or the equipment must be replaced if beyond repair.
4. Work dependent on the defective equipment must be suspended until a suitable replacement is available.

Record Keeping

Inspection records will be kept for a minimum of five years and will include:

- Equipment identification
- Date of inspection
- Inspector's name
- Results of the inspection
- Any repairs or maintenance performed
- Date of next scheduled inspection

Training

All employees will receive training on proper equipment inspection procedures and the importance of reporting defects.

Compliance

This policy ensures compliance with relevant health and safety regulations, including PUWER, and demonstrates our commitment to maintaining a safe working environment.

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 Management

Fatigue is a decline in mental and/or physical performance resulting from prolonged physical or mental activity, inadequate rest, or other factors. Effective fatigue management is a shared responsibility between Trustseal Ltd and its employees, as fatigue can result from factors both within and outside the workplace.

- **Compliance with Working Time Regulations:**
Trustseal Ltd will comply with the current Working Time Regulations and any relevant local jurisdictional requirements. This includes adhering to limits on working hours, ensuring appropriate rest breaks, and managing shift work to minimise fatigue risk.
- **Fit for Duty Requirements:**
All employees are required to report to work in a condition fit to safely perform their duties without risk to themselves or others. Employees must monitor their own levels of fatigue and report any concerns to their supervisor or the Managing Director. Employees are encouraged to identify any factors contributing to fatigue and discuss these issues confidentially with the Managing Director or a designated representative.
- **Training and Awareness:**
Trustseal Ltd will provide regular training to all employees on recognising the signs and symptoms of fatigue, stress, and lack of fitness, including both mental and physical aspects. Training will cover:
 - Signs and symptoms of fatigue (e.g., decreased alertness, slower reaction times, difficulty concentrating).
 - Strategies to manage fatigue, including sleep hygiene, healthy lifestyle choices, and stress management.
 - The importance of rest breaks and sleep, particularly in relation to shift work and long working hours.
- **Monitoring and Managing Working Hours:**
Working hours, including shift patterns and overtime, will be monitored and managed to minimise fatigue risks. This will include:
 - Ensuring compliance with local working hours regulations.
 - Implementing rest periods between shifts and setting maximum work hour limits.
 - Encouraging employees to take scheduled breaks and rest periods.
- **Management Responsibilities:**
Trustseal Ltd management is responsible for ensuring compliance with the fatigue management policy, monitoring working hours, providing training, and supporting employees returning to work.
- **Employee Responsibilities:**
Employees are responsible for managing their own fatigue levels, reporting any fatigue-related concerns, attending training sessions, and adhering to the guidelines set out in this policy.

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.

The Regulatory Reform (Fire Safety) Order 2005 – the Fire Safety Order – provides a framework for regulating fire safety in all non-domestic premises including workplaces and the parts of multi-occupied residential buildings used in common in England and Wales.

3.22 First Aid Arrangements

Trustseal Ltd is committed to ensuring the health, safety, and welfare of its employees, contractors, visitors, and any other person who may be affected by its activities. In line with ISO 45001 standards and the Health and Safety (First Aid) Regulations, Trustseal Ltd will implement the following first aid arrangements:

First Aid Risk Assessment: Trustseal Ltd will conduct a comprehensive First Aid Risk Assessment to identify and evaluate potential risks and hazards in the workplace. This assessment will be regularly reviewed and updated to ensure that adequate first aid measures are in place to meet the needs of all employees, contractors, and visitors.

- **Provision of First Aid Resources:**

- Trustseal Ltd will provide appropriate first aid equipment and resources, including fully stocked first aid kits, at all locations, including within company vehicles.
- Sufficient numbers of trained first aiders will be appointed to cover all shifts, work areas, and remote sites, as determined by the risk assessment.

- **First Aider Competence and Training:**

- All designated first aiders will receive accredited training in Emergency First Aid at Work or a higher level of first aid training, as appropriate. Refresher courses will be provided at intervals not exceeding three years, or more frequently if necessary.
- Training records will be maintained for all first aiders, and competency will be monitored as part of the ongoing OH&S management system.

- **Communication of First Aid Arrangements:**
 - The names and contact details of all first aiders will be prominently displayed on the Health and Safety notice boards at all Trustseal Ltd locations.
 - All employees, contractors, and visitors will be informed of first aid arrangements during induction and through regular communications.
- **Emergency Procedures and Responsibilities:**
 - A designated person will be responsible for maintaining first aid provisions, ensuring that all first aid kits are adequately stocked and that equipment is in good condition.
 - In the event of an accident or medical emergency, the designated person or first aider will take charge, administer first aid, and call for emergency services, such as an ambulance, if necessary.
- **Coordination with External Emergency Arrangements:**
 - When Trustseal Ltd employees visit external sites, they will be informed of the specific emergency procedures and first aid arrangements at those locations during their induction. Employees must comply with these arrangements while on the premises of other organisations.
- **Monitoring and Review:**
 - First aid arrangements, including risk assessments, training, and resources, will be regularly monitored and reviewed to ensure their continued adequacy and effectiveness. Feedback from employees and other relevant parties will be considered to improve first aid provisions continually.
 - All incidents requiring first aid will be reported, recorded, and investigated to prevent recurrence, and any lessons learned will be used to update risk assessments and procedures.

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.

3.29 Hot Compressed Air (HCA) Lances

Purpose

This outlines the safe use and handling of Hot Compressed Air (HCA) Lances to prevent injuries, accidents, and property damage.

General Safety Precautions

- Only trained and authorised personnel may operate HCA lances.
- Always wear appropriate Personal Protective Equipment (PPE), including ear defenders, safety goggles, heat-resistant gloves, and protective clothing.
- Inspect the equipment before each use for any signs of damage or wear.
- Ensure proper ventilation in the work area to prevent the buildup of heat and fumes.

Operation Guidelines

- Exercise extreme caution when operating HCA lances due to the high temperatures and pressures involved.
- Before starting the equipment, conduct a thorough check of the surrounding area for potential hazards.
- Provide a clear verbal warning to nearby workers before activating the lance.
- Never direct the lance towards any person, animal, or source of flammable gases or materials.
- Be aware of the potential for kickback when the lance contacts surfaces.

Equipment Management

- Turn off the HCA lance immediately when not in active use.
- Allow the equipment to cool down completely before storing or transporting.
- Regularly maintain and service the equipment.
- Report any equipment malfunctions or damage to supervisors immediately.

Prohibited Actions

- Horseplay or any non-work-related use of HCA lances is strictly forbidden.
- Do not leave the equipment unattended while it is operational.

- Do not use the equipment if you are fatigued, under the influence of drugs or alcohol, or taking medication that may impair judgment.

Emergency Procedures

- In case of equipment malfunction or accident, immediately shut off the HCA lance and alert nearby workers.
- Know the location of fire extinguishers and emergency shut-off valves.
- Report all incidents, no matter how minor, to supervisors and follow the company's incident reporting procedures.

By following these guidelines, we can ensure the safe and effective use of Hot Compressed Air Lances in our workplace. Remember, safety is everyone's responsibility.

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. Trustseal Ltd is committed to protecting the hearing of all employees and minimising exposure to harmful noise levels in the workplace.

Noise Assessments

Noise assessments will be conducted during regular audits and whenever it is suspected that noise levels may exceed 80 dB(A). The assessments will identify potential noise hazards, determine exposure levels, and evaluate the effectiveness of any existing control measures.

If noise levels are confirmed to be above 80 dB(A), appropriate hearing protection will be provided to all operatives likely to be affected. Employees will receive information and advice on the correct use of hearing protection and the importance of safeguarding their hearing.

Noise Reduction Measures

Where noise levels reach or exceed 85 dB(A), Trustseal Ltd will prioritise reducing employees' exposure to noise by implementing engineering controls or other noise reduction measures. These may include modifications to equipment, processes, or the workplace environment.

If it is not feasible to reduce the noise to safe levels by other means, affected areas may be designated as Hearing Protection Zones. In these areas, the use of suitable hearing protection is mandatory and will be strictly enforced.

Health Surveillance

All operatives are required to undergo a safety-critical medical examination every year, which includes a hearing test. This annual assessment will help monitor employees' hearing health and ensure early detection of any signs of hearing damage.

Training and Awareness

Trustseal Ltd will provide training on noise awareness as part of its regular safety training program. This training will cover the risks associated with noise exposure, the correct use of hearing protection, and the company's procedures for maintaining a safe working environment.

Employees will also be informed of the findings from noise assessments conducted during audits and any new measures introduced to manage noise risks. Regular communication and updates will be provided to ensure all staff are aware of and comply with noise safety protocols.

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 company is committed to ensuring a safe working environment for all employees, contractors, and the public. To achieve this, the Owner, or a designated representative, will implement a comprehensive approach to risk assessments, as outlined below:

- **Generic Risk Assessments:**

The Owner or their nominated representative will prepare and maintain generic risk assessments that cover the common risks associated with the company's normal business operations. These assessments will identify potential hazards and outline measures to mitigate them.

- Where necessary, external experts will be consulted to ensure the thoroughness and accuracy of these risk assessments.
- The significant findings of these assessments will be communicated to all staff, ensuring that everyone is aware of the potential risks and the measures in place to manage them.

- **Site-Specific Risk Assessments:**

For each site where company employees or contractors are required to work, the Owner or their nominated representative will conduct a site-specific risk assessment. These assessments will consider the health and safety of employees, contractors, and the public at the site.

- Particular attention will be given to the prevention of slips, trips, and falls, as these are recognised as significant sources of serious injuries.
- All identified hazards will be evaluated, and control measures will be put in place to eliminate or reduce the risks to an acceptable level.

- **Use of Online Management System:**

All risk assessments, both generic and site-specific, will be produced using the company's online management system. This system ensures that risk assessments are:

- Regularly updated and accessible to all employees.
- Available to clients upon request, ensuring transparency and fostering trust in the company's commitment to safety.

- **Employee Access to Risk Assessments:**

- Employees will be provided with copies of the risk assessments relevant to their specific tasks and responsibilities.
- Employees are required to familiarise themselves with the content of these risk assessments and adhere to all recommended safety measures.

- **Continuous Improvement and Review:**

- The company will continuously monitor and review all risk assessments to ensure they remain current and effective.
- Feedback from employees, contractors, and clients will be actively sought to identify any new risks or areas for improvement.

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 Stop Work Authorisation

Purpose:

The purpose is to empower all employees at Trustseal to stop work whenever they encounter unsafe acts or conditions that could potentially cause harm to people, property, or the environment. This ensures that all employees are aware of their roles and responsibilities in identifying, stopping, and reporting unsafe activities and that they are protected from retaliation for doing so.

1. Employee Training and Responsibilities

All employees at Trustseal are required to participate in regular training sessions to understand their roles and responsibilities regarding the Stop Work Authorisation (SWA) policy. This training will cover:

- The importance of identifying and reporting unsafe conditions or actions.
- The proper procedures to stop work when unsafe conditions are observed.
- The steps to notify supervisors and affected employees.

- The employee's right to refuse work until the unsafe condition is corrected.

Supervisors and managers are responsible for ensuring that all employees understand the SWA policy and are empowered to act without hesitation.

2. Anti-Retaliation Measures

Trustseal is committed to maintaining a culture of safety and respect. No employee shall face retaliation, discrimination, or any negative consequences for stopping work or reporting unsafe conditions. Employees are encouraged to report any concerns about retaliation to Human Resources or a designated safety officer, who will investigate promptly and take appropriate action.

3. Notification Procedure

When an unsafe condition or act is identified, the following notification procedure must be followed:

- The employee stopping the work must immediately inform all affected personnel, including their direct supervisor, of the hazardous condition.
- The supervisor must promptly assess the situation and, if necessary, involve the safety officer to determine corrective actions.
- All employees and supervisors in the affected area must be informed of the identified hazard, the actions taken, and the timeline for resolution.

4. Suspension of Work and Right to Refuse Work

If an unsafe condition cannot be immediately corrected, employees have the right to refuse to perform the task until the hazard is resolved. Work activities in the affected area shall be suspended until the unsafe condition is corrected, verified, and communicated by the safety officer or designated supervisor. The safety of all employees is the top priority, and no work should resume until all safety concerns are addressed satisfactorily.

3.46 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.

3.47 Welfare

Trustseal is committed to ensuring the health, safety, and well-being of all employees by providing access to adequate welfare facilities

The following arrangements will be implemented:

Main Contractor Facilities: In most cases, Trustseal employees will utilise the welfare facilities provided by the main contractor on-site. These facilities should meet the required standards for hygiene, comfort, and safety.

Alternative Arrangements: When main contractor facilities are unavailable or inadequate, the Site Manager is responsible for implementing one of the following solutions:

1. **Locate Suitable Temporary Facilities:** The Site Manager will identify and arrange access to appropriate temporary welfare facilities in the vicinity of the work site.
2. **Identify Public Facilities:** In some cases, nearby public facilities may be suitable for short-term use. The Site Manager will ensure these meet necessary standards and are within reasonable distance.
3. **Deploy Trustseal Welfare Van:** When other options are not feasible, the Site Manager will arrange for Trustseal's dedicated welfare van to be present at the work site. This mobile unit provides essential amenities for employees.

3.48 Health and Safety Policy: Working at Height

At Trustseal Ltd, we are committed to complying fully with the current Work at Height Regulations. The safety of our employees is our highest priority, and we recognise the inherent risks associated with working at height. To mitigate these risks, our policy is guided by the following principles:

1. Avoiding Work at Height

- Wherever possible, work at height will be avoided through the use of alternative methods or solutions.

2. Risk Assessments and Safety Planning

- Where work at height cannot be avoided, the **site foreman** is responsible for conducting a comprehensive risk assessment before work begins.
- Based on the assessment, the site foreman will:
 - Identify potential hazards.
 - Select appropriate work equipment to provide safe access to height.
 - Ensure that safety measures to prevent falls are implemented effectively.

3. Competence and Supervision

- Only trained and competent employees will be permitted to carry out tasks at height.
- Apprentices or less experienced staff will always work under close supervision by a qualified and competent individual.

4. Preventing Falls

- Where the risk of a fall cannot be eliminated entirely, the **site foreman** will implement additional safety measures to minimise the risk of injury. These measures include:
 - Using equipment such as safety harnesses, guardrails, and safety nets.
 - Minimising the distance and consequences of any potential fall through controlled systems.

5. Ongoing Monitoring and Review

- This policy will be regularly reviewed to ensure continued compliance with legal regulations and industry best practices.
- Employees are encouraged to report any concerns related to working at height to the site foreman immediately.

By adhering to this policy, Trustseal Ltd aims to protect all employees and contractors from the risks associated with working at height, ensuring a safe and secure working environment.

3.49 Safety Guidelines for Working on Roads and Motorways

Working on roads and motorways presents unique challenges and risks. Adhering to safety protocols is essential to protect yourself, your coworkers, and the public. Below are comprehensive guidelines to ensure a safe working environment.

Vehicle and Equipment Safety

- **Maintain Clean Vehicles:** Ensure work vehicles are kept clean, with all lights, reflectors, and signs functioning properly.
- **Secure Equipment:** Protect unattended plant, vehicles, and equipment from unauthorised access, especially to safeguard children.
- **Use Amber Flashers:** Activate amber flashing lights when entering and exiting roadworks.
- **Speed Control:** Keep vehicle speeds below the limit while driving on-site and use amber flashers.

Personal Safety Practices

- **Wear High-Visibility Gear:** Always don appropriate high-visibility reflective garments.
- **Stay Vigilant:** Remain aware of your surroundings for your safety and that of your coworkers.
- **Respect Safety Buffer Zones:** Never work or stand in the safety buffer zone, which is designated for your protection.

Entering and Exiting Roadworks

- **Slow Down:** Reduce speed well in advance when entering roadworks and signal clearly.
- **Smooth Acceleration:** When leaving roadworks, accelerate smoothly and provide clear signals.
- **Park Responsibly:** Whenever possible, park vehicles between your work area and live traffic.

Awareness and Caution

- **Anticipate Traffic:** Remember that oncoming traffic may not expect your presence.
- **Watch for Other Vehicles:** Be alert to the movement of other vehicles on-site, especially those that may come from unexpected directions.
- **Traffic Management Compliance:** Traffic management set up by others will be checked regularly. No operative is authorised to move any traffic management without explicit permission.

Conclusion

By following these safety guidelines, you contribute to a safer working environment for yourself, your colleagues, and the public. Always prioritise safety and remain vigilant to ensure everyone returns home safely at the end of the day. Implementing these practices not only protects individuals but also enhances overall operational efficiency on roads and motorways.

3.50 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.