

1.1 TRL's Health and Safety policy is to:

- Prevent accidents and cases of work-related ill health.
- Manage health and safety risks in our workplace.
- Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.
- Provide Personal Protective Equipment (PPE).
- Consult with our employees on matters affecting their health and safety.
- Provide and maintain safe plant and equipment.
- Ensure safe handling and use of substances.
- Maintain safe and healthy working conditions.
- Implement emergency procedures, including evacuation in case of fire or other significant incidents.
- Review and revise this policy regularly.
- Fully comply with relevant law and HSE regulations.

1.2 Responsibilities for Health and Safety

Overall responsibility	CFO
General H&S Management	H&S Manager
Accident/Incident reporting	SMO/Compliance
Employee feedback	Employee Council
First Aiders & Fire Wardens	H&S Manager

All employees should:

- Co-operate with supervisors and managers on health and safety matters.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns and incidents via the appropriate channels.

1.3 Arrangements for Health and Safety**1.3.1 Risk Assessments**

- We will complete relevant risk assessments and act accordingly.
- We will review risk assessments when working habits or conditions change.

1.3.2 *Training*

- We will give all staff and subcontractors a health and safety induction and provide and record appropriate training (including working at height, manual handling, electrical safety) as required by their role.
- We will provide personal protective equipment as required.
- We will make sure suitable arrangements are in place for employees who work remotely.
- Ensure Health and Safety law posters are displayed.

1.3.3 *Security and signs*

- We will use physical security measures to restrict access to high-risk areas.
- We will use safety signs and equipment as required.
- Substances which require a COSHH assessment will be registered and kept in secure areas.

1.3.4 *First Aid and Fire Wardens*

- We will ensure an adequate number of trained first aiders are available, and that first aid equipment is provided and up to date.
- We will train an adequate number of Fire Wardens at each office location.

1.3.5 *Consultation*

- We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

1.3.6 *Monitoring*

- We will carry out routine inspections across the business to ensure our safe working practices are being followed.

1.3.7 *Evacuations*

- We will make sure escape routes are well signed and kept clear at all times.
- We will ensure evacuation plans are tested from time to time.



Alan Hardy

CFO

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