



2026 Health, Safety and Environmental Policy

Quality System Document

Health, Safety and Environmental Policy

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Approved by:			
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1. Statement Of Intent

As an employer, our company is committed to ensuring, so far as is reasonably practicable, that high standards of health, safety and welfare are achieved and maintained for employees, contractors, visitors, service users and anyone else who may be affected by our activities, premises or services.

To meet these objectives; we will:

- Identify hazards and implement adequate control measures, including monitoring and regular reviews for the health and safety risks arising from our work activities.
- Provide sufficient resources to implement and maintain this Health and Safety Policy.
- Recruit competent personnel and provide suitable information, instruction, training and supervision to ensure all staff have the skills and abilities required for their roles, taking into account language needs and any physical, emotional or neurological impairments.
- Ensure that tasks assigned to staff are consistent with their skills, knowledge, experience and capabilities.
- Maintain technical competence through the provision of refresher training.
- Promoting a positive safety culture through strong leadership, clear communication and consistent application of safe working practices.
- Consult with employees on any matters that affect their health, safety and welfare.
- Provide and maintenance safe plant, equipment and systems of work.
- Ensure the safe use, handling, storage and transportation of articles and substances.
- Ensure that all work equipment, including vehicles, is suitable for its intended purpose and maintained in a safe condition.
- Ensure staff, visitors and contractors receive the necessary information and instruction to safeguard their health and safety during their time on site.
- Ensure that all contractors appointed by the company are competent, cooperate fully with us and others on site and receive the information required to work safely.

We acknowledge that the effective implementation of this policy relies on the participation and cooperation of all persons. This policy will be reviewed annually, or sooner if significant changes occur that affect our activities.

All employees, external consultants and contractors working for or on behalf of TRS Training are required to comply with this Health and Safety Policy.



Name: Kevin Birch.....Signature

Date: 28/01/2026

Managing Director

2. Organisation – Duties, Roles and Responsibilities

The Health and Safety at Work etc. Act 1974 places a statutory duty on The Company to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and others who may be affected by our activities, including contractors, visitors, volunteers, service users and members of the public.

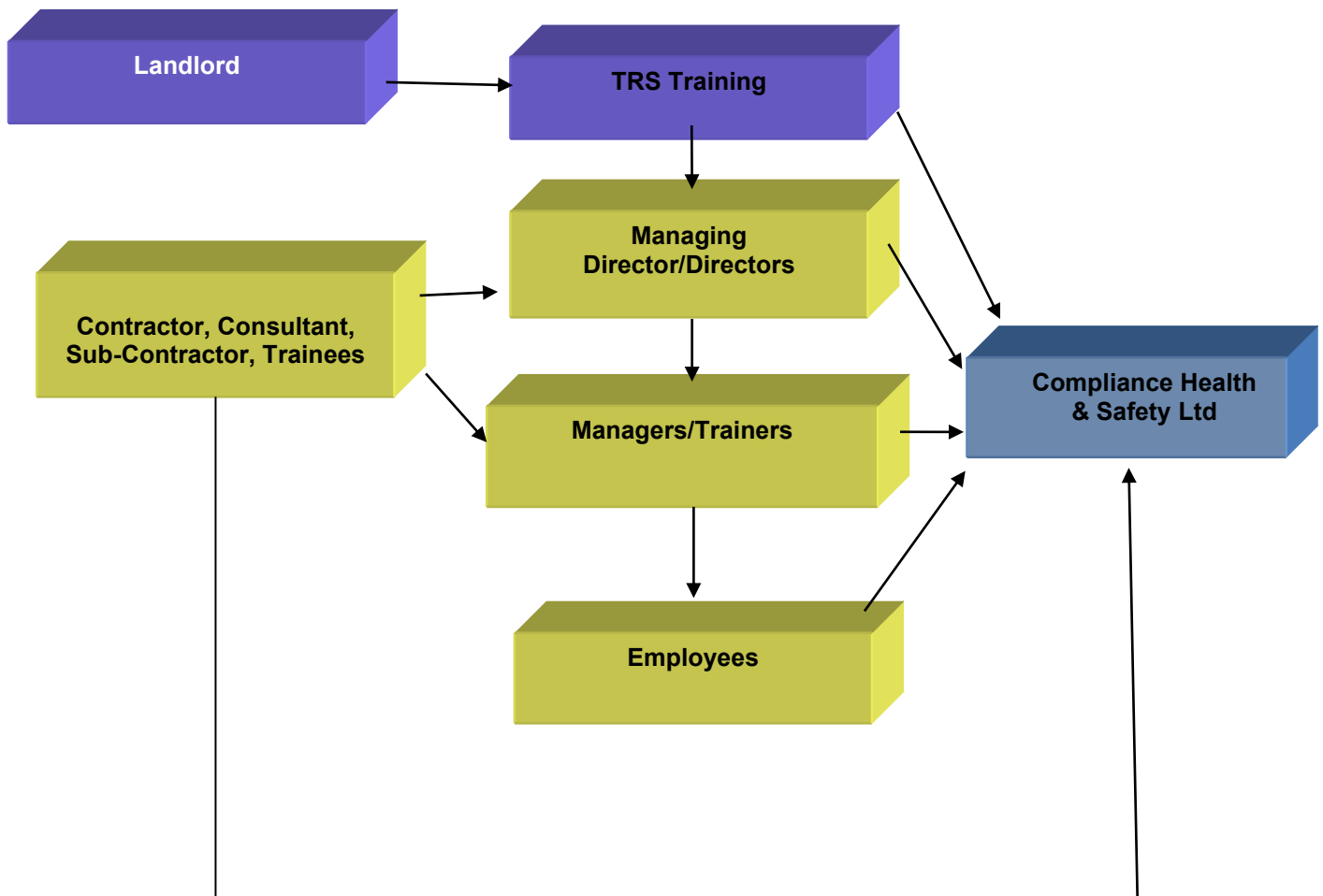
The Landlord is responsible for site function and structure as outlined in the Company's Premises Tenant Agreement. The Company will ensure this agreement is compliant and implemented by themselves where they are responsible.

Although the ultimate responsibility for the implementation of health, safety and welfare arrangements for all site occupants, rests with the Company Owner, health and safety is a shared responsibility. All persons employed by the Company have a duty, as outlined in this policy, to ensure that safe working practices are embedded into their role and carried out as an integral part of their day-to-day activities, in line with Company standards.

Accountability and consultation arrangements are defined within the Company's Organisation Arrangements.

The Company is supported by Compliance Health & Safety Ltd, who provide competent health and safety advice and assistance.

Organisation Arrangement



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3. Responsibilities

The Company

In addition to the Statement of Intent, The Company is responsible for:

- Complying with requirements of the Health & Safety at Work Act (1974) and all other relevant health and safety legislation, Approved Codes of Practice (ACOPs), Health & Safety Executive (HSE) guidance, and recommendations from competent consultants, inspectors and specialists.
- Cooperating with enforcement officers, inspectors and specialist consultants during site visits and inspections.
- Provide suitable and sufficient risk assessments (RA), method statements (RAMS), safe systems of work (SSOW), safe operation procedures (SOP's) and other procedures or assessments as necessary to support and improve the safety of work activities.
- Ensuring employees are provided with appropriate health and safety information, instruction, training and supervision necessary to carry out their work safely.
- Ensuring, so far as reasonably practicable, that employees are consulted on matters affecting their health and safety, either directly or through appointed safety representatives.
- Preventing, so far as is reasonably as practicable, accidents, incidents and cases of work-related ill health.
- Encouraging and supporting the reporting of hazards, safety concerns and near miss incidents.
- Maintaining safe and healthy working conditions, including safe plant, equipment and systems of work.
- Providing suitable personal protective equipment (PPE), free of charge, where required, including correct fitting, instruction, use, storage and disposal.
- Providing adequate and appropriate first aid facilities and arrangements in accordance with statutory requirements.
- Taking reasonable steps to prevent injury to any person, or damage to property, arising from the company's operations.
- Establishing and maintaining procedures to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), including the investigation and reporting of relevant incidents where required.
- Ensuring, so far as reasonably practicable, that contractors, subcontractors and others engaged by The Company comply with the applicable health & safety requirements.
- Cooperating with Local Authority, Fire Authority and Fire Prevention recommendations and ensuring compliance with the Regulatory Reform (Fire Safety) Order 2005 and other relevant statutory provisions. This includes:
 - a) the provision and review of a suitable and sufficient fire risk assessment
 - b) the implementation of emergency and contingency procedures
 - c) the provision of appropriate employee training
 - d) the inspection, testing, monitoring and maintenance of site equipment, including firefighting equipment in accordance with manufacturer's recommendations.
- Ensuring appropriate emergency arrangements are in place for foreseeable non-fire emergencies, including medical emergencies, spillages, severe weather or other significant risks arising from company activities or other.
- Ensuring, so far as reasonably practicable, that employees, contractors and others are not permitted to work whilst under the influence of alcohol, illegal drugs or any substance that may adversely affect health and safety. Appropriate procedures shall be in place for managing such risks.
- Ensuring that traffic management arrangements are in place, where reasonably practicable, to protect employees and others from risks arising from workplace transport activities.

- Ensuring that all work equipment, including vehicles, forklift trucks (FLT's), lifting equipment and accessories, is suitable for its intended use, properly maintained, and compliant with relevant legislation.
- Ensuring compliance with the Provision and Use of Work Equipment Regulations 1998 (PUWER) for all plant, machinery, vehicles and equipment provided for work.
- Ensuring the workplace, including buildings, external areas, yards, access routes and grounds, are maintained in a safe condition for emergency services, employees and general public.
- Ensuring, so far as reasonably practicable, that The Company activities do not adversely affect the health and safety of employees or others through environmental factors such as noise, dust, fumes, emissions or waste.
- Reviewing and revising this Health and Safety Policy at regular intervals, or sooner where significant changes occur.

Director

The Managing Director and Directors have ultimate responsibility for ensuring that The Company fulfils its legal duties in relation to health and safety. They are responsible for ensuring that the objectives of this policy are achieved and that effective arrangements are in place for the management and implementation of policies relating to health and safety, welfare and environmental protection.

The Managing Director and Directors will ensure that company policies are reviewed as necessary to maintain compliance with current legislation, approved codes of practice and any changes in the law. To support this, they will ensure that adequate resources, including time, finance, equipment and competent advice, are provided to maintain effective health and safety arrangements.

Managers/Trainers

Managers and Trainers are responsible for implementing this Health and Safety Policy on a day-to-day basis within their areas of control. This includes encouraging and supporting the development and review of safe working practices and ensuring that company rules and procedures are followed.

They must ensure that employees are appropriately trained, supervised and supported to carry out their work safely.

Managers and Trainers responsibilities include:

- Ensuring the effective operation of the Health and Safety Policy within their areas of responsibility and liaising with Compliance Health & Safety Ltd advisors to ensure requirements are met.
- Liaise with employees and Compliance Health and Safety Ltd advisors to identify health and safety training needs.
- Releasing designated personnel, where necessary, to attend health and safety training.
- Ensuring suitable and sufficient risk assessments are carried out, hazards are identified, risk are adequately controlled, and assessments are reviewed regularly.
- Ensuring that specific risk assessments are recorded where applicable, including:
 - a) Personnel: (includes but not limited to the following) Specific job tasks the company undertake, Young Persons at Work, Pregnancy, Menopause, Impairment of Health, Manual Handling, Noise, Working at Height, Air quality, Driving or use of vehicles.
 - b) Property: (includes but not limited to the following) Fire, Asbestos, Legionella, Control of Substances Hazardous to Health (COSHH), Workplace equipment (PUWER), Waste. Premises (interior, exterior)
- Ensuring effective planning of work activities and contracts, taking account of known and foreseeable health and safety hazards.
- Ensuring Personal Protective Equipment (PPE) is used only where risks cannot be adequately controlled by other means.
- Ensuring the adequate supply of suitable PPE is provided and that employees are trained in its correct use, storage and maintenance.
- Ensuring Fire Risk Assessments are carried out and reviewed at least annually, or following significant change.
- Ensuring suitable and sufficient firefighting equipment is provided and maintained, and that employees are trained in its use and aware of fire evacuation procedures.
- Ensuring adequate welfare facilities are provided and maintained.
- Establishing and maintaining appropriate first aid and accident reporting arrangements in accordance with current legislation.
- Ensure sufficient numbers of trained First Aiders are provided, injuries are reported where required, and details are recorded in the Accident Book.
- Ensuring that suitable tools, plant and equipment is provided, risks associated with their use are assessed, and safe system of work and training are implemented.
- Ensuring all electrical equipment is inspected and tested as required, and that electrical work is undertaken only by suitably trained and authorised personnel.
- Liaising with the management team during investigation and reporting accidents, incidents, fires and dangerous occurrences within their area of control.
- Ensuring health and safety matters are regularly communicated and discussed with employees within their departments.
- Maintaining effective working relationship with appointed safety representatives and safety team members.

- Taking appropriate corrective or disciplinary action where non-compliance with this Health and Safety Policy is identified.
- Responsible for assessing the suitability of subcontracted personnel in relation to health and safety. This may include agency workers. **See subcontractor section.*
- Ensuring that all visitors and other persons accessing the premises are informed of site rules, fire procedures, exit routes and assembly points.
- At all times setting a positive personal example in health and safety behaviour and awareness.

Health and Safety Advisor – Compliance Health and Safety Ltd

The Company has appointed **Compliance Health and Safety Ltd** as its *Competent Person* to provide expert advice and support in fulfilling statutory health and safety duties. The Health and Safety Advisor supports the company's Directors, Managers, Trainers and Employees, in implementing this Health and Safety Policy, safe working practices, and procedures, and maintaining compliance with current legislation and Approved Codes of Practices.

The Health and Safety Advisor is responsible for:

- Ensuring The Company is aware of statutory obligations and recommended Approved Codes of Practice.
- Advising management on accident prevention and the control of health and safety hazards.
- Keeping the management team informed of new or developing legislation and standards to implement within the workplace
- Recommending improvements to health and safety standards and practices as outlined within the contract.
- Reviewing or conducting regular inspections of buildings, plant, equipment, services and fire arrangements to ensure regulatory compliance.
- Reviewing the company's statutory safety records.
- Advising on hazards associated with new machinery, materials, processes, or changes to existing operations as outlined in contract.
- Overseeing and reviewing accident investigations and assisting in preparing statistics for monitoring performance.
- Identifying training needs and advising on suitable health and safety programmes.
- Providing guidance on first aid, fire safety, and emergency procedures as required.

Employees

All employees are responsible to the Managers, Trainers and Directors as outlined in the Organisation Arrangement. Employees are required to understand and implement this Health and Safety Policy in their daily work activities.

Employees must:

- Be fully conversant with this Health and Safety Policy and any procedures relevant to their role.
- Cooperate with The Company in meeting its statutory health and safety duties.
- Take reasonable care of their own health and safety and that of others affected by their actions.
- Not intentionally or recklessly interfere with or misuse anything provided for health and safety purposes.
- Report all accidents, incidents, near misses, or dangerous occurrences immediately to their Manager, Trainer or other person of authority within the company.
- Be familiar with emergency procedures applicable to their work area.
- Use and maintain personal protective equipment (PPE) provided for safety and report any defects.
- Take action to reduce risk within the work place and report any hazardous conditions to their Manager or Trainer immediately.
- Use all equipment and facilities safely and as intended, whether provided by the company, client, contractor, or available to the public.
- Ensure portable electrical equipment meets British Standards, is inspected before use, and is PAT tested if over 12 months old. Personal portable equipment must not be brought on site without prior authorisation.
- Apply ergonomic principles when manually handling objects and use mechanical aids provided.
- Consult with their Manager or Trainer on any health and safety issues or job role uncertainties.
- Fully cooperate with health and safety investigations to prevent reoccurrences.

Please remember

It is a criminal offence under the Health and Safety at Work etc Act 1974 to intentionally or recklessly interfere with health and safety measures. The Company provides the support, training, and information necessary to help employees fulfil their responsibilities.

Contractor / Consultant

Contractors and Consultants may be engaged to undertake specialist or non-routine work that company employees cannot perform. All Contractors/Consultants must provide evidence of competence.

Contractors / Consultants are responsible for:

- Demonstrating the expertise and equipment necessary to safely complete their tasks.
- Ensuring their work is carried out safely and that all operatives have received adequate training.
- Appointing a **Safety Supervisor** if 10 or more personnel are on site, who will liaise with Company Management and the Health and Safety Advisor, and supervise their personnel for compliance with regulations and the company's Health and Safety Policy.
- Ensuring their employees and subcontractors work safely and do not endanger others, including members of the public.
- Providing The Company with relevant information affecting health and safety on site, including risk assessments, RAMS, environmental assessments, and technical reviews where applicable.
- Providing risk assessments and agreeing methods of work prior to commencing any hazardous or dangerous operations.
- Maintaining and testing plant and equipment as required and supplying copies of all relevant certificates and registers to The Company.
- Providing risk assessments for hazardous materials or substances, including COSHH compliance.
- Informing The Company of works likely to exceed noise exposure limits and implementing adequate control measures.
- Ensuring employees use welfare facilities provided and comply with fire precautions, including maintaining clear escape routes and providing suitable fire equipment.
- Inspecting their work area at the start of each shift and briefing personnel on safety requirements, providing documentary evidence to The Company.

Subcontractor

Managers are responsible for assessing the suitability of subcontracted personnel in relation to health and safety, including agency workers.

Managers must:

- a) Before entrusting work tasks to subcontractors, take into account their capabilities as regards Health and Safety and ensure that suitable risk assessments are carried out of any hazardous activity.
- b) Complete and review **Subcontractor Questionnaire**.
- c) Ensure that relevant company H&S information is communicated to the subcontractor, and logged.
- d) Ensure action is taken when subcontractor performance shows deficiencies or sub-standard activities of work.

Subcontractors must:

- Be competent to carry out tasks safely and provide evidence of competence.
- Complete and maintain a subcontractor questionnaire.
- Receive and act upon relevant health and safety information from The Company
- Understand, acknowledge and comply with the company's Health and Safety Policy. Sign acknowledgment records.
- Address deficiencies or sub-standard performance identified by The Company.
- Take reasonable care of themselves and others affected by their actions.
- Report all accidents, dangerous occurrences, and near misses immediately to their assigned Manager / Lead Personnel.
- Be familiar with emergency procedures for work area(s)
- Use safety equipment provided in a fit and proper condition and report defects.
- Report any hazardous conditions to Management promptly.
- Use all equipment and facilities safely, whether provided by The Company, Principle Contractor(s), or available to the public.

Visitors and Others

The Company ensures that all visitors and other persons accessing the premises are informed of site rules, fire procedures, exit routes and assembly points.

Visitors and others must:

- Comply with site rules and regulations at all times.
- Not interfere with equipment or introduce hazards that may endanger themselves or others.

Designated Responsibility Summary

NB – Directors oversee all listed below

Topic	Responsible Department
Health and Safety Policy review	Directors Supported by Compliance H&S (Management and Employees implement)
Health and Safety administration	Assigned Employees (Overseen by Management)
Facility administration	Management / Assigned Employee (Overseen by Management)
Health and Safety training	Management Supported by Compliance H&S
Premises risk assessments	Compliance H&S. Management & Employees implement.
Work activity risk assessments	Compliance H&S. Management & Employees implement
Display screen equipment assessments	Compliance H&S. Management & Employees implement
Manual handling assessments	Compliance H&S. Management & Employees implement
COSHH assessments	Compliance H&S. Management & Employees implement
Fire risk assessments	Compliance H&S. Management & Employees implement
Expectant/New mother risk assessments	Compliance H&S. Management & Employees implement
Young Person risk assessments	Compliance H&S. Management & Employees implement
First Aid	Management Supported by Compliance H&S
Emergency Planning	Director and Management Supported by Compliance H&S
Vetting Contractor/Consultants	Management Supported by Compliance H&S
Monitoring of Health and Safety in the workplace	Management & Employees
Site inspections	Compliance H&S and Management
Audits	Compliance H&S and Management
Accident, Incident and Near Miss investigations	Directors, Management, Trainers & Compliance H&S

4. Management Arrangements

The Company is committed to complying with all applicable UK health, safety, welfare and environmental legislation, including Approved Codes of Practice (ACOPs) and HSE guidance. Compliance is achieved through effective leadership, risk-based management, competent advice, and regular monitoring and review. The following identifies the various laws and regulations this company complies with regarding H&S.

4.1 Core Legal Duties

Health and Safety at Work etc. Act 1974 (HSWA)

The Health and Safety at Work etc. Act 1974 places a duty on The Company to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and others who may be affected by our activities.

The Company meets these duties by:

- Providing and maintaining safe premises, plant, equipment and systems of work
- Undertaking suitable and sufficient risk assessments
- Providing information, instruction, training and supervision
- Monitoring workplace conditions and addressing hazards promptly

Directors and Managers, supported by **Compliance Health & Safety Ltd**, ensure arrangements remain effective and proportionate to risk.

Management of Health and Safety at Work Regulations 1999 (MHSWR)

The Management of Health and Safety at Work Regulations 1999 require The Company to implement effective arrangements for the planning, organisation, control, monitoring and review of preventive and protective measures to ensure the health and safety of employees and others.

The Company meets these duties by:

- Carrying out suitable and sufficient risk assessments for work activities, including specific assessments where required (e.g. young persons, new or expectant mothers, lone working)
- Implementing preventive and protective control measures based on identified risks
- Appointing competent persons to assist in complying with health and safety duties
- Establishing clear health and safety arrangements, roles and responsibilities
- Providing appropriate information, instruction and training to employees and others
- Cooperating and coordinating with contractors and other duty holders where work activities overlap
- Establishing procedures for serious and imminent danger, including emergency arrangements

Directors and Managers, supported by Compliance Health & Safety Ltd, are responsible for ensuring that management arrangements remain effective, proportionate to risk and are reviewed regularly or following significant change.

4.2 Premises & Building Safety

The Workplace (Health, Safety and Welfare) Regulations 1992

These Regulations set minimum standards for the working environment.

The Company ensures that workplaces are safe and suitable by addressing:

- Ventilation, temperature and lighting
- Safe access and egress, traffic routes and working at height risks
- Cleanliness, housekeeping and waste management
- Welfare facilities including toilets, washing facilities, drinking water, rest and eating areas
- Reasonable adjustments for disabled persons

Compliance is monitored by Management with support from the Health and Safety Advisor.

Fire Safety – Regulatory Reform (Fire Safety) Order 2005

The Company complies with the Regulatory Reform (Fire Safety) Order 2005 and associated Building Regulations by:

- Undertaking and maintaining a suitable and sufficient Fire Risk Assessment
- Implementing appropriate fire prevention and protection measures
- Ensuring alarm systems, emergency lighting and firefighting equipment are maintained and tested
- Providing fire action signage and clear evacuation procedures

Fire Risk Assessments are reviewed regularly and whenever significant changes occur.

The Building Safety Act 2022 & Building Regulations

The Building Safety Act 2022 strengthens accountability for building safety, particularly in relation to fire and structural risk. While primarily applicable to higher-risk residential buildings, the company recognises its duties to ensure safe occupation of premises.

The Company works in cooperation with the Landlord to ensure:

- Premises are maintained in a condition that safeguards occupants
- Fire and structural risks are identified and controlled
- Responsibilities under tenancy agreements are understood and implemented

Where required, competent external professionals are appointed to assess or remedy building safety issues.

Emergency Planning (Non-Fire)

The Company ensures that appropriate arrangements are in place to respond to foreseeable non-fire emergencies, including medical incidents, spillages, loss of utilities, severe weather or other significant events that may affect health and safety. Emergency planning is proportionate to the nature and scale of the company's activities and is reviewed to ensure it remains effective. Employees are provided with relevant information and instruction to enable a safe and coordinated response where required.

4.3 Work Equipment

Electrical Safety – Electricity at Work Regulations 1989

The Company ensures that electrical systems and equipment are safe and suitable for use.

Controls include:

- Risk assessment of electrical hazards
- Use of competent persons for electrical work
- Pre-use visual checks by users
- Planned inspection, testing and maintenance of equipment

Defective equipment is removed from service until made safe.

For Portable Appliance Testing (PAT), and in line with the Electricity at Work Regulations 1989, the company ensures that portable electrical equipment is maintained in a safe condition.

Arrangements include:

- Inspection and testing by a competent contractor
- Records maintained of inspection and testing
- Prohibition of unauthorised personal electrical equipment on site

Work Equipment – PUWER 1998

The Company complies with the Provision and Use of Work Equipment Regulations 1998 (PUWER) to ensure that all work equipment is suitable, safe and properly maintained.

Arrangements include:

- Risk assessment of work equipment
- Ensuring equipment is suitable for its intended purpose
- Maintenance, inspection and testing regimes
- Provision of information, instruction and training

Lifting Operations – LOLER 1998

Where lifting equipment or lifting accessories are used, the company complies with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

This includes:

- Ensuring lifting operations are properly planned and supervised
- Using competent persons for thorough examination
- Maintaining inspection and certification records
- Ensuring equipment is clearly marked with safe working loads

Control of Substances Hazardous to Health (COSHH) Regulations 2002

The Company complies with COSHH by ensuring risks from hazardous substances are adequately controlled.

This includes:

- Obtaining Safety Data Sheets prior to use
- Completing COSHH risk assessments
- Eliminating or substituting hazardous substances where reasonably practicable
- Implementing appropriate storage, handling and disposal arrangements
- Informing and training employees on risks and control measures

Exposure is controlled in accordance with the **eight principles of good practice**, and Workplace Exposure Limits (WELs) are not exceeded.

The Company recognises recent updates to COSHH requirements, including:

- Updated Workplace Exposure Limits
- Enhanced controls for respiratory sensitisers
- Recording and review of exposure monitoring where required

Legionella

Under COSHH and general health and safety law and ACOP L8, the company takes appropriate measures to prevent the risk of exposure to legionella bacteria.

Arrangements include:

- Use of competent contractors for water monitoring and testing
- Identification of little-used outlets and implementation of flushing regimes
- Recording and retention of monitoring and maintenance records

The Company recognises the increased risk of surface water and possible flooding. We maintain drainage systems accordingly.

Measures include:

- Regular inspection and maintenance of drains, gullies and guttering
- Prompt action to clear blockages and prevent water ingress
- Housekeeping controls to prevent slips, trips and environmental contamination

Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)

The Company complies with the Dangerous Substances and Explosive Atmospheres Regulations 2002 by ensuring that risks arising from dangerous substances and potentially explosive atmospheres are identified, assessed and controlled.

Where dangerous substances are present or liable to be present, the company will:

- Undertake suitable and sufficient DSEAR risk assessments by a competent person
- Identify and classify hazardous and non-hazardous areas where required
- Implement appropriate control measures to eliminate or reduce risk so far as is reasonably practicable
- Ensure appropriate signage, labelling and information is provided
- Provide employees with suitable information, instruction and training

Where required, explosion protection documentation will be maintained in accordance with regulatory and insurer expectations.

(Detailed zoning, ignition control and emergency procedures are contained within the DSEAR arrangements section.)

Control of Noise at Work Regulations 2005

The Company assesses and controls exposure to noise to prevent harm to employees and others.

This is achieved by:

- Risk assessment of noisy activities and equipment
- Selection of low-noise machinery where reasonably practicable
- Implementation of engineering or organisational controls
- Provision of suitable hearing protection where required

Noise risks are reviewed by Management with advice from the Health and Safety Advisor.

Temperature, Ventilation and Air Quality

The Company recognises that temperature, ventilation and air quality are critical to employee health, comfort and performance. In accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 and relevant HSE guidance, the company ensures that working environments are adequately ventilated, maintained at a reasonable temperature and supplied with clean, fresh air.

Arrangements include:

- Monitoring workplace temperature and ventilation
- Managing risks associated with heat, cold and poor air circulation
- Ensuring suitable ventilation systems are provided and maintained
- Assessing risks from airborne contaminants where applicable
- Taking prompt action where conditions may adversely affect health or wellbeing

Where risks related to air quality or temperature are identified, appropriate control measures are implemented and reviewed to ensure continued effectiveness.

4.5 – Physical Harm – Workplace Environment

Manual Handling – Manual Handling Operations Regulations 1992

The Company recognises its duties under the Manual Handling Operations Regulations 1992 to avoid hazardous manual handling activities so far as is reasonably practicable and to reduce the risk of injury where such activities cannot be avoided.

The Company meets these duties by:

- Identifying manual handling activities through suitable and sufficient risk assessments
- Avoiding manual handling where reasonably practicable through task design, mechanical aids or workplace layout
- Assessing unavoidable manual handling tasks, considering the load, the task, the individual and the working environment
- Implementing control measures to reduce risk, including engineering and organisational controls
- Providing appropriate information, instruction and training to employees

Detailed safe systems of work, task-specific assessments and handling techniques are set out within the company's operational procedures.

Working at Height – Work at Height Regulations 2005

The Company complies with the Work at Height Regulations 2005 to ensure that work at height is properly planned, supervised and carried out safely. Work at height is avoided where reasonably practicable and, where it cannot be avoided, appropriate measures are taken to prevent falls and reduce the consequences of a fall.

Arrangements include:

- Risk assessment and selection of suitable access equipment
- Use of competent persons for planning and supervision
- Inspection and maintenance of access equipment
- Prevention of unauthorised access to work at height activities
- Provision of information, instruction and training

Detailed safe systems of work and permit arrangements for work at height are contained within company procedures.

Workplace Lighting

The Company complies with the Workplace (Health, Safety and Welfare) Regulations 1992 in relation to workplace lighting, ensuring that lighting is suitable and sufficient to enable work to be carried out safely.

Arrangements include:

- Providing adequate natural and/or artificial lighting appropriate to the task
- Preventing glare, flicker or excessive contrast that could cause eye strain or increase accident risk
- Ensuring lighting systems are maintained and defects are promptly addressed

- Considering lighting requirements for different work areas, including offices, workshops, access routes and emergency situations

Lighting risks are assessed as part of the general workplace risk assessment process.

Driving for Work and Workplace Transport

The Company recognises its duties under health and safety law and road traffic legislation in relation to driving for work.

Arrangements include:

- Risk assessment of driving activities
- Ensuring vehicles are suitable, maintained and insured
- Ensuring drivers are competent and authorised
- Managing fatigue, journey planning and safe driving practices
- Specific Drivers Handbooks have been implemented for both driving for work and HGV instructors

Waste Management and Environmental Duty of Care

The Company complies with the Environmental Protection Act 1990 and associated Duty of Care requirements.

Arrangements include:

- Safe storage, segregation and disposal of waste
- Use of licensed waste carriers
- Retention of waste transfer notes and hazardous waste documentation where applicable
- Controls to prevent pollution or environmental harm

The Company recognises that health, safety and environmental responsibilities are closely linked. Where company activities have the potential to impact both health and safety and the environment (including waste handling, emissions, spillages or the use of hazardous substances), appropriate controls will be applied to manage these risks.

Detailed environmental responsibilities, legal compliance and management arrangements are set out in the company's Environmental Policy, which operates alongside this Health and Safety Policy.

Personal Protective Equipment – PPE at Work Regulations 2022

The Company complies with the Personal Protective Equipment at Work Regulations 2022.

This includes:

- Provision of suitable PPE where risks cannot be controlled by other means
- Ensuring PPE is free of charge and properly maintained
- Extending PPE provision to limb (b) workers where applicable
- Providing information, instruction and training on correct use

Equality Act 2010 (as amended)

The Company is committed to complying with the Equality Act, as amended, to ensure that employees, contractors, visitors or others are not subjected to unlawful discrimination, harassment or victimisation.

Health and safety arrangements, risk assessments and control measures are developed and implemented with due consideration to protected characteristics. In meeting its duties, the company will ensure that health and safety arrangements, working conditions, access, training, supervision and welfare provisions take account of individual needs, including those arising from disability, pregnancy, age, neurodiversity or other protected characteristics. Reasonable adjustments will be made where required to support safe and fair participation in work activities.

Data Protection, GDPR & Online Safety

The Company recognises its responsibilities under the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Online Safety Act 2023, to ensure that personal data is processed lawfully, fairly and securely. This includes the handling of employee records, health and safety documentation, accident reports, training records and digital communications.

Personal data relating to employees, contractors, visitors and service users will be collected and used only where necessary for legitimate business, employment or legal purposes, and will be protected against unauthorised access, loss or misuse.

Where digital systems, online platforms or remote working arrangements are used, the company will take reasonable steps to ensure information security, appropriate access controls and staff awareness of cyber risks, data protection responsibilities and online safety.

Mental Health & Wellbeing

The Company recognises that mental health and wellbeing are integral to overall health and safety and is committed to providing a working environment that supports psychological wellbeing.

In line with general duties under the Health and Safety at Work etc. Act 1974, the company will take reasonable steps to identify and manage work-related factors that may adversely affect mental health, including workload, stress, fatigue, lone working and organisational change.

Supportive management practices, open communication and access to appropriate support will be promoted. Where risks to mental health are identified, proportionate control measures will be implemented.

Display Screen Equipment (DSE) & Digital Safety

The Company will comply with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) to reduce risks associated with the use of display screen equipment.

This includes ensuring that workstations, equipment, work organisation and software are suitable for the task and user, and that risks such as musculoskeletal strain, eye fatigue and mental workload are identified and managed.

Appropriate information, instruction and guidance will be provided to employees who regularly use DSE as part of their work.

Lone Working

The Company acknowledges its duty of care to employees who work alone or without close supervision. Risks associated with lone working are considered through suitable and sufficient risk assessments, taking into account the nature of the work, the working environment and foreseeable emergencies. Appropriate arrangements are put in place to reduce risk, including communication measures, supervision arrangements and emergency procedures, where reasonably practicable.

Young Persons and Vulnerable Workers

In accordance with health and safety legislation, the company takes particular care to protect young persons and others who may be considered vulnerable due to age, inexperience, health conditions or other factors. Risk assessments will consider additional risks arising from lack of experience or reduced capacity to recognise hazards. Work activities, supervision and training arrangements are adjusted as necessary to ensure that such individuals are not exposed to risks beyond their capability.

Contractor and Subcontractor Management

The Company ensures that contractors and subcontractors are managed in accordance with legal requirements and recognised industry standards.

Arrangements include:

- Pre-qualification and competency assessment
- Review and approval of risk assessments and method statements (RAMS)
- Induction and site-specific safety information
- Ongoing monitoring of contractor performance

Where applicable, SSIP accreditation (e.g. CHAS, SafeContractor) is recognised as part of the contractor assessment process.

The Environmental Policy

The Environmental Policy of TRS Training is to ensure so far as it is reasonably practicable that its operations will be carried out with a commitment to protecting and enhancing the environment. The same commitment will be expected to be shown by Company contractors we use.

This is a fundamental principle of the Company's business.

The Policy and all other Company environmental documentation and advice are based on the Company's view that environmental concern has equal stature to any other business objective. The Company aims to establish a high priority of its principles within its management safety strategy.

TRS Training therefore seeks to comply with all relevant environmental legislation and regulation. It also aims to establish higher standards of environmental performance where these are practicable and appropriate.

Concern and awareness for the environment is the responsibility of the Managing Directors and Managers of this company.

TRS Training employees have a legal and moral obligation to carry out their duties with concern for the environment. It is a condition of employment that all staff complies with this Policy.

As a company we are aware of our environmental role to reduce our impact in causing possible dangers or negative changes to air, local community, waterways, natural habitat and wildlife.

In the event of an environmental accident or incident at work, we adhere to follow the correct procedures from the relevant authorities. We actively seek to improve our practices through identifying risks, assessing and controlling significant findings, monitoring and reporting regularly to reduce what is in our control.

All contractors working on behalf of the TRS Training are required to adopt environmental standards fully consistent with those of the Company and they are expected to achieve comparable levels of performance as a condition of their contract.

Objectives of the Environmental Policy

In accordance with its stated Policy, TRS Training has produced the following guidelines as a sound framework for the introduction of practices to implement it. The key elements of these objectives are:

1. Compliance with Government Legislation and Local Government Regulations.
2. Swift response to accidents or incidents that have a potential to threaten the environment.
3. The provision of advice on the safe handling of company products, or their transportation and their final disposal to customers, contractors, etc.
4. Disposal of any waste products in ways that show concern for the environment.
5. To encourage the developments of products, processes and equipment with concern for the future of the environment.
6. To communicate freely on environmental matters with government officials, employees, customers and members of the public.
7. The provision of training for all employees as appropriate to enable them to carry out their job functions in a manner that shows care for the environment.
8. To carry out environmental audits when required.
9. To promote environmental principles by sharing experience with regulatory bodies, other companies, employees and members of the public.
10. In implementing this formal Environmental Policy, the Company will focus on action to conserve resources and energy, to minimise emission to air, water, and land and increase recycling rates.
11. The Company will also seek to influence legislative developments and improve public understanding of environmental matters concerning the business.

Signature: ...  ...

Managing Director

Date: 28/01/2026