



Health & Safety Policy and Arrangements

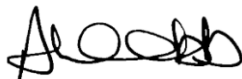
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1. Health and Safety (H&S) Policy Statement

It is our aim to achieve a working environment which is free of work-related accidents, incidents and ill-health, and to this end we will pursue continuous improvement.

We undertake to discharge our statutory duties by:

- Complying with applicable legal, and other requirements to which the company subscribes that relate to its health and safety, (H&S) hazards;
- Identifying hazards in the workplace via risk assessment and implementing appropriate preventative and protective measures;
- Establishing and enforcing safe systems of working;
- Providing appropriate personal protective equipment, including clothing;
- Ensuring work equipment is correct, safe and maintained;
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility;
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate;
- Promoting awareness of H&S and good practice through effective communication, ensuring all persons working on our behalf are made aware of their individual responsibilities related to H&S;
- Identifying opportunities and needs for continual improvement of H&S performance and the prevention of injury and ill health;
- Fulfilling our Corporate Social Responsibilities and compliance with the obligations within the Modern Slavery and Human Trafficking Act.
- Furnishing sufficient funds needed to meet these objectives;
- Ensuring that H&S will not be compromised for other objectives.

All employees are encouraged to contribute actively towards achieving a work environment that is free of accidents, incidents and ill health.

Our H&S policy will be reviewed periodically to monitor its effectiveness and to ensure that it remains relevant and appropriate to the organisation.

This statement is to be read in conjunction with the responsibilities, arrangements, procedures, guidance and other policies that together form the H&S management system for Via Trium.

2. H&S Roles and Responsibilities

Senior Managers

- Ensure the Health and Safety Policy is effectively implemented, monitored, developed and communicated to all staff, and that necessary alterations are made to the policy to reflect changes in legislation or company development.
- Make available suitable and sufficient funds, people and equipment to meet the H&S requirements of the policy.
- Ensure the appropriate insurance cover is provided and maintained.
- Put in place procedures to ensure that all equipment is in good condition, adequately maintained, is suitable for the purpose for which it is used, and has any required certificates of inspection or examination.
- Ensure all levels of management and employees understand their responsibilities for H&S places on them by this policy.
- Establish an effective training programme to ensure that all levels of employees are trained and competent to fulfil their duties.
- Recognise senior management's role in providing H&S leadership in the organisation and to engage the active participation of workers in improving H&S through continuous improvement.
- Implement procedures to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards.
- Ensure adequate welfare facilities are provided for employees.
- Ensure H&S objectives are set and their achievement is measured and reported as part of the management review.
- Ensure policies, procedures and programmes are reviewed and approved.
- Where necessary, ensure H&S rules are developed to meet legislative and organisational requirements.

Managers *(including Service, Finance, Commercial, Technical Services and Quality Control)*

- Understand the Via Trium H&S policy and their personal responsibilities.
- Actively lead the implementation of the H&S policy.
- Be responsible and accountable for the organisation's H&S performance at their level.
- Develop a positive H&S attitude and culture, and provide guidance for the employees under their management.
- Ensure adequate welfare facilities are provided and maintained in a satisfactory condition.
- Communicate and consult with staff on issues of H&S, and encourage staff to report hazards and raise concerns.
- Ensure written instructions are provided through risk management and safe systems of work to establish working methods, explain the sequence of operations, outline the potential hazards and the implementation of suitable risk controls.
- Ensure hazardous substances are stored, transported, handled and used in a safe manner in accordance and manufacturers' instructions.
- All equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination.
- Evaluate the functional performance of H&S, providing guidance or training where necessary.
- Monitor staff progress toward achieving their individual H&S goals.

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- Ensure adequate supervision of staff is provided, including the provision of increased supervision for vulnerable groups.
 - Ensure safety training is identified for members of staff under their control to ensure competency to undertake the work in a safe manner.
 - Review H&S reports and performance statistics, informing Senior Management of any safety issues that cannot be resolved.
 - Ensure personal protective equipment is provided and employees are aware of its correct use, storage and procedures for replacement.
 - Set a good example by following established H&S rules and guidance.

Health and Safety Advisor

- Ensure this policy is effectively administered and monitored, and that necessary alterations are made to reflect changes in legislation or company development.
- Advise management of relevant changes in H&S legislation, Codes of Practice and recognised industry standards.
- Report all reportable injuries, diseases and dangerous occurrences to the relevant enforcing authority when necessary.
- Ensure all issues concerning safety raised by anyone at work are recorded and investigated, such that effective controls can be implemented to help prevent recurrence.
- Ensure contact is co-ordinated with external organisations, such as the enforcement authority and emergency services.
- Manage the arrangements for internal and external H&S audits, and the membership or accreditation to H&S organisations.
- Maintain the H&S related documentation.
- Ensure regular health and safety site inspections/audits are carried out to ensure that all staff and working conditions are in compliance with all mandatory legislation and site rules.

Employees

- Understand the Via Trium H&S policy and their responsibilities, and to comply with the requirements.
- Use only correct safe tools and equipment for the task, (nothing homemade, modified or damaged, etc.).
- Use the correct personal protective equipment provided.
- Report to management defective equipment or materials, or any obvious safety or health hazards.
- Take reasonable care not to endanger themselves or other persons though their actions or omissions at work.
- Warn new employees of known hazards.
- Refrain from horseplay and follow all health and safety rules.
- Not misuse or abuse anything provided under a statutory requirement in the interests of H&S.
- Co-operate on all aspects of health, safety and welfare.
- Only use equipment after being fully trained and instructed in its operation.
- Report all accidents and incidents, so that action can be taken to prevent a recurrence.
- Stop work immediately and notify management if, for any reason it is considered unsafe.

Contractors

- Provide copies of their H&S policy and any other relevant documentation.
- Comply with all the requirements of the Via Trium H&S policy.
- Undertake work in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.

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- Ensure all equipment used is safe and in good working condition, and is accompanied by any necessary certification.
 - Ensure that any injury suffered or damage caused by their employees is reported immediately to the Via Trium representative.
 - Follow Via Trium safety rules and comply with any safety instructions given by our representative.
 - Ensure any materials which have health, safety or fire risks are used and stored in accordance with regulations and current recommendations, and such information is provided to any other person who may be affected.
 - Assess risks associated with any substance or process hazardous to health that will be used and notify the Via Trium representative before work commences.
 - Ensure workplaces are kept tidy and all debris, waste materials, etc. are cleared as work proceeds.
 - Provide written instructions through risk assessment and safe systems of work to establish safe working methods, to explain the sequence of operations, outline the potential hazards and the implementation of suitable risk controls.
 - Attend safety meetings as requested, and these meetings shall be the principle point for the transfer of information.

3. H&S Arrangements

Access and Egress

We are committed to providing a safe place of work, and a safe means of access and egress to the work areas.

To achieve this we will ensure, so far as is reasonably possible that:

- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately;
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk, such as height work are guaranteed;
- Safe systems of work are implemented in all areas where there is significant risk;
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed, so that arrangements for the appropriate remedial action can be taken;
- Access equipment is regularly inspected to ensure that it is maintained in a safe condition;
- All contractors are closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises;

Accident/Incident Reporting and Investigation

All accident and incidents, (including near misses, and property damage) no matter how slight must be reported to our management/supervision at the earliest opportunity. In addition, on a project site the Client's and/or Principal Contactor's representative must be informed as necessary.

Every accident or incident will be categorised using the 'Accident or Incident Severity Potential Matrix'. For events of category '2', '3' or '4' POTENTIAL the 'Safety Circle' form will be used for the investigation to help identify the root cause. Appropriate remedial action can then be implemented to prevent a recurrence. Under no circumstances will such investigations be used as a mechanism to apportion blame.

When the casualty has received suitable medical/first aid treatment details of the accident should be recorded in the accident book for future reference.

Although we may have First Aiders within our workforce, we would still utilise the site's first aid arrangements and facilities. This is to ensure the injured person receives appropriate treatment as soon as possible, and to also inform the Client and/or Principal Contractor of the emergency situation.

All accident information entered into the accident book will be kept for a minimum of three years. In order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations, (RIDDOR) as amended, we record locally any injury accident whereby the person is away from work for three days, and inform the enforcing authority when a person is away to seven days or more.

For a very serious accident or dangerous occurrence our line management would investigate and contact the national incident centre as necessary.

Accidents that occur on site will be reported to the Client and/or Principal Contractor for the project as well as reported to our Senior Management.

The Risk Assessment and Method Statement relevant to work related accident or incident would be reviewed at as a result of the findings from an investigation.

(see: Appendix 'C' – Accident Reporting and Investigation Flow Chart)

Asbestos

It is our policy that our employees and others working on our behalf are not exposed to asbestos fibres while undertaking work activities.

Any work where there is a potential for exposure to asbestos fibres must comply with the current Asbestos legislation. We will keep on file copies of all such legislation, licenses, notifications and other approved guidance notes which will be made available to the workforce, HSE Inspectors or Local Authority Inspectors.

At the earliest opportunity checks will be made as to whether there is a potential for exposure to asbestos related to our work. This would include requesting access to the Asbestos Register for the work location, and making it a consideration on the work-related risk assessment.

We will ensure our workforce have sufficient understanding of the hazard, risks and precautions relevant to asbestos, and the action to take in an asbestos related emergency.

Any work that unintentionally exposes asbestos material will be stopped, the area cleared of personnel, and the Client or Principal Contractor and Via Trium management notified immediately.

We will ensure a suitably qualified person, after investigation confirms appropriate action to take to ensure the area is safe. Work will only continue after the workforce have been fully briefed and everyone involved agree it is safe to continue.

Confined Spaces

We understand that a confined space is a place which is substantially enclosed, (though not always entirely) and where serious injury can occur from hazardous substances or conditions

within the space or nearby, (oxygen deficient, toxic or explosive atmospheres, high temperatures, drowning or entrapment, etc.).

Whenever possible entry into a confined space will be avoided and only considered when all other options have been eliminated. Consideration will be given as to whether the work location and/or work environment constitutes a 'statutory' confined space. If it does, then the confined space activities will be carried out in accordance with the Confined Space Regulations and HSE guidance document INDG258: 'Safe Work in Confined Spaces'. This will include a suitable and sufficient assessments for the work activities being undertaken.

There will also be evidence available that persons undertaking work in the confined space have the adequate training, equipment, supervision and authorization to enter, including:

- Safe access and egress.
- Breathing apparatus.
- Gas monitoring.
- Accident and emergency procedures.

All work undertaken in a confined space will be controlled by safe systems, including a client or Principal Contractor permit to work system to ensure all necessary safety precautions are in place.

Construction (Design and Management) Regulations (CDM)

Although we may refer to roof maintenance activities as projects, we do not consider the specific requirements of the Construction (Design and Management) Regulations (CDM) are applicable.

We do however ensure compliance with all other relevant health and safety legislation, (HSAWA 74, European Directives, Work at Height, COSHH, etc.).

Consultation with Employees

The company recognises the importance and benefits to be gained by consultation with our employees. All information with regard to H&S is communicated by means of consultation between management, supervision and employees.

It is the responsibility of line managers to ensure that consultation takes place in good time on matters relating to employee's health and safety at work.

H&S will be on the agenda of all management meetings, and items that may be included in the meeting are:

- Review of accident statistics, near misses and trends.
- New or changes in legislation.
- Occupational health issues
- Result of H&S audits and inspections.
- Status of corrective actions.
- Review of training needs.

Contractors

For some of our work activities we employ contractors.

This may be due to the work requires a specialist element or additional numbers of personnel are required for a relatively short duration activity.

The Risk Assessment and Method Statement for a task will identify if there is a need to employ contractors to complete the work or for them to work alongside our operatives.

Prior to employing a contractor, we implement a pre-qualification process.

This involves the contractor completing a questionnaire about their business including H&S information. This would include a copy of their H&S policy and an example Risk Assessment and Method Statement relevant to the work we want them to carry out.

Our management ensure that work undertaken by contractors is adequately supervised.

We check that any equipment brought to the workplace by a contractor is suitably marked and has the appropriate test certificates, when appropriate. Where portable electrical appliance equipment is used by a contractor, we ensure it is tested at least annually by a competent person.

After a contractor has finished their work, we check that it is satisfactorily completed and the area left in a safe condition ensuring all debris and tools have been removed.

Control of Substances Hazardous to Health (CoSHH) Assessments

We consider that the chemicals or substances that may be used during our routine business operations, (cleaning, maintenance, etc.) pose no significant risk to our personnel or anyone nearby. Our aim is to implement safety measures to reduce, control or eliminate any risk at source.

We consider the safest, and where possible most environmentally friendly chemical or substance for the work, and only purchase from reputable suppliers. We always ensure the Material Safety Data Sheet, (MSDS) is included. The MSDS will identify the handling, storage, disposal and transportation of the chemical or substance.

For a chemical or substance with a significant risk a CoSHH assessment is completed and given to the user in addition to the Risk Assessment and Method Statement for the work activity.

Any specific H&S requirements identified in the CoSHH assessment will be provided, (additional PPE, such as a particular mask or extra ventilation, etc.).

The CoSHH assessment, as well as the MSDS is given to anyone intending to use the chemical or substance and records maintained.

(see: Appendix 'D' CoSHH flow chart)

Corporate Social Responsibilities

We recognise we must integrate our business values and operations to meet the expectations of our customers, employees, suppliers, the community and the environment. We have a 'Corporate Social Responsibility Policy' that identifies our policy obligations.

We aspire to employ a diverse range of employees, and to provide them skills for them to deliver a quality service and be sensitive to the needs of different communities.

The following policies within our management system also reflect our commitment:

- **Health and safety** – In addition to eliminating injuries to our workforce a top priority for us is to ensure the protection of third parties and public property.
- **Environmental** – We will manage our activities in order to minimise the risk of pollution and waste, nuisance to our neighbours, and work to the ISO 14001:2004 standard.
- **Relationship with third parties** – We will maintain an open dialogue to ensure any issues or concerns related to our activities are addressed in a reasonable and timely manner.

Our Senior Management will ensure the implementation of our policies and will make the necessary resources available to realise our corporate responsibilities. The responsibility for our performance to these policies rests with everyone within our organisation.

Disabled Employees or Visitors

We accept our responsibility to provide a safe place at work for our employees or visitors who may have a disability.

We will make every effort in our premises to protect a disabled person from harm, in particular during an emergency evacuation. At the same time, we will treat any person with a disability with respect and dignity. Our Line Managers will ensure, whenever possible that the building, including access and egress do not pose a significant risk for a disabled person.

On a project location it is the responsibility of the Client and/or Principal Contractor to provide a safe site, including for anyone with a disability. In addition, our project management, in conjunction with the disabled person would complete a personal Risk Assessment associated with our activities to identify any specific hazards and risk. From the assessment adequate, appropriate safe systems or controls can be implemented.

Display Screen Equipment (DSE)

We recognise that the incorrect use of DSE may result in some users suffering from upper limb disorders. We will endeavour to eliminate these issues through good workplace and job design, information and training.

A DSE Assessment will be completed with any employee who has been designated as a DSE 'User'. The findings of the assessment will be shared with DSE User, and any information, instruction and training required as a result of the assessment will be provided. The assessment will be reviewed annually or repeated after any significant changes related to the DSE layout or location or to the DSE User.

If the DSE user requests an eye test Via Trium will meet the cost of the test. If the test highlights the need for corrective lenses for VDU, (visual display unit) use the company will meet the cost for the basic corrective lenses required, up to a maximum of £65.

Home based employees will be given guidance on the correct set up of the equipment and should complete the self-assessment form. Management will ensure any problems identified in the use of Laptop computers are investigated and resolved.

Drone Activity

We use a DJI Mavic 3T drone to conduct a thermal drone roof survey to identify any areas that may require repair or replacement.

The drone operation includes: pre-flight preparation, equipment checks, safety measures, flight operation and landing procedure.

All Via Trium operatives are trained in the use of the equipment and the required PPE requirements.

All employees have received adequate and appropriate awareness training on drone operation, and have agreed to follow the instructions and precautions included in the Risk Assessment and Method Statement.

Drugs and Alcohol

Employees and anyone working on our behalf are given access to our 'Drugs and Alcohol Policy'. All personnel must adhere to the policy whilst at work, and any additional requirements made by the Client or that are site specific.

Employees and anyone working on our behalf must not consume alcohol or use non prescribed drugs while at work. Any breach of this rule will result in disciplinary action being taken that may result in summary dismissal. This also applies to anyone believed to be buying or selling alcohol or drugs, or in possession of unlawful drugs whilst at work.

If anyone working on our behalf is known to be or strongly suspected of being intoxicated by alcohol or drugs during working hours the Line Manager or nominated representative will make arrangements for them to be escorted from the site or company premises immediately, pending further investigation.

Electricity

We do not expect our employees or anyone working on our behalf to receive an electric shock whilst undertaking their routine work activities.

Our Risk Assessments and Method Statements identify all significant risks associated with our work. The person completing the assessment will be competent, familiar with work and location, and be provided relevant information, such up to date circuit diagrams. Where there is a potential for exposure to live electricity, we will implement adequate, appropriate safe systems to reduce the risks to an acceptable level or to not undertake the task.

Equipment at Work

We aim to ensure all our work equipment complies with the Provision and Use of Work Equipment Regulations, (PUWER).

This will include:

- Purchase only from reputable suppliers;
- Providing adequate information, instruction and training on to use the equipment correctly and safely;
- Ensure any risk assessment and/or method statement identifies any specific safety controls related to the equipment;
- Provide any necessary PPE related to the equipment;
- Establishing a maintenance, inspection and disposal programme in accordance with the manufacturer's instructions;

We provide our personnel with appropriate hand tools, ladders and mobile towers to fulfil their role, including, where possible battery-operated tools. We hire other equipment and plant from reputable suppliers, and ensure a current inspection certificate is attached. We also ensure any operational training requirements are provided.

First Aid

In our premises

We have ensured qualified First Aiders are in our offices, and they are provided with re-training at regular intervals in order to ensure that their skills are maintained.

The names of the first aiders or appointed persons are written on the first aid notices in a prominent location.

First aid kits are provided and only contain items that the First Aider has been trained to use. Information has been detailed in the employee handbook, giving the names of first aid trained staff and the location of first aid equipment.

After an accident, details are recorded in the accident book or on an 'accident and incident report form' by a First Aider, which will then be sent to the Health and Safety Folder to review and file. To ensure compliance with data protection legislation the completed accident book forms will be removed and securely filed in the office.

The records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given.

Our management ensure employees are familiar with the identity and location of their nearest First Aider and first aid box.

When a First Aider considers more professional medical assistance is required the medical emergency services will be called.

The H&S Advisor must be informed of every first aid incident to ensure an effective investigation is carried out. This will help identify any action required to prevent a recurrence of the event.

Records will be maintained for a minimum of three years.

Client locations

The Client is responsible for providing adequate, appropriate first aid arrangements and facilities at their location. This includes ensuring there are a sufficient number of trained First Aiders, dependent on location, activities and risks, etc.

In addition, we will ensure adequate, appropriate first aid arrangements are in place for personnel undertaking our work activities.

This will include:

- Appointing a First Aider when necessary;
- Providing first aid kits with enough equipment for our personnel, and only contain items that the First Aider has been trained to use;
- First Aid information provided at the site induction and prominently displayed giving the location of the first aid equipment;
- Providing first aid kits in all company vehicles.
- The person administering first aid treatment will record all accidents;
- First aid records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given.

All accidents requiring first aid will be investigated and appropriate actions taken to prevent a recurrence.

Hand Tools

Our Risk Assessments and Method Statements identify the hazards, risks and precautions associated with our work activities, including the tools and equipment to be used.

We ensure that our hand tools are purchased from reputable suppliers in compliance with the 'Provision and Use of Work Equipment, (PUWER) regulations. We also provide information, instruction and training in the use, maintenance and disposal of tools in accordance with the manufacturer's instructions.

To eliminate the risk potential of electrocution whenever possible our operatives use battery operated tools.

To prevent tools falling onto personnel below a specific holster or bag will be used to carry tools to and from the work area, and whenever possible tools will be tethered when in use.

When our operatives choose to use their personal tools for specific tasks, they must ensure the tools are of the same standard or better than the tools provided by Via Trium.

Our policy is that nothing 'Homemade, Modified or Damaged' is allowed in the workplace.

Health Surveillance

We understand the benefits of introducing health surveillance for activities that could pose a long-term health risk, such as regularly using a chemical or hazardous substance, or exposure to loud noise over a period of time.

We believe our routine operations do not expose our personnel to any long-term health risk.

During the Risk Assessment and Method Statement process we consider any activity that may require health surveillance to be introduced. Our current policy is to introduce health surveillance only in a situation where the health risks cannot be adequately controlled by other means, or when the activity specifically requires it. In these circumstances the employee at risk will be required to complete a specific questionnaire, and records maintained.

Employees are encouraged to identify if they have a physical or medical health condition that could possibly be related to their work, and notify their manager as soon as possible.

If an employee is aware of any practice, procedure or system that they believe is adversely affecting their long-term health, they are advised to discuss their concerns with their manager.

If any employee has any concerns about their health or if any screening questionnaire shows that further medical surveillance is required, we will send the employee to a designated company Doctor for the appropriate medical examination. We would also, seek advice and guidance from the Employment Medical Advisory Service when necessary.

Height Work

Due to the nature of our business, we cannot avoid working at height, but we will endeavour to make such work as safe as is reasonably practicable.

We fully appreciate the significant risks associated with working at height, and instruct our personnel to avoid working at height whenever possible.

The Risk Assessments and Method Statements for our activities identify the significant risk potential associated with working at height, so we implement specific safe systems to address the level of risk, including implementing a permit to work process where necessary. Working at height work also access and this requires careful planning to decide the safest, most appropriate method.

Roof Work

We recognise that some accidents involve falls from or through roofs, and many of which involve fragile material. We also understand that the risks are substantial irrespective of the duration of the work undertaken.

Consideration will be given in the planning stage as to whether the task can be completed by not standing on the roof, (e.g. from a MEWP). The Risk Assessment and Method Statement will identify the associated hazards and risks, and the appropriate precautions to be implemented for roof work.

If standing on the roof is unavoidable then stringent safety controls will be implemented. These would include ensuring continuous supervision by someone who know what action to take in an emergency, and an understanding that work no will be undertaken in extreme weather conditions, (snow, ice, wind, rain, etc.).

Additional controls could involve:

- Edge protection barriers.
- Safety harnesses worn and lanyard secured to a suitable anchorage point;
- Platforms, coverings or other similar means that provide adequate support.
- Tools and equipment secured to prevent from falling below.
- Barriers at ground level to prevent third parties entering the 'dropping zone'.

Ladders

Ladders will only be used after a risk assessment has determined there is no safer method of undertaking the work at height, and will only be for access/egress and short duration activities.

Only ladders constructed to a national or international industrial standard will be used for our activities. Via Trium ladders will have a unique identification number on the body and will be subject to a regular inspection programme carried out by a competent person. A ladder provided by a third party will only be used after a thorough inspection and approval from a Via Trium management representative.

We will ensure ladder users have received appropriate training and instruction sufficient for them to undertake a safety inspection every time prior to use. If any defects are identified Via Trium Management must be informed at the earliest opportunity.

As working on a ladder has high injury severity potential the following will apply as a minimum, ladders must be:

- In sound condition and checked by the user before use;
- Of sufficient length to extend at least 1m beyond the highest point to which access is required;
- Erected on a firm and level base and supported;
- Set at the correct angle, (4m of vertical rise for every 1m of horizontal placement);
- Firmly secured near the top and/or footed at the bottom by a second person or a 'ladder stopper' device;
- Used only by one person at a time on the ladder.

The HSE leaflet INDG455 – 'Safe Use of Ladders and Stepladders' will be used as guidance to ensure the work activity is completed safely.

Where we consider a ladder not to be the safest or most appropriate method of access to a work location, other methods would include a mobile tower or mobile elevating working platform.

Mobile Tower or Tower Scaffold

The type of tower selected will be suitable for the work and erected and dismantled by people who have been PASMA trained.

We understand that many people are injured each year when they fall from towers or when the tower overturns. Accident and incidents are caused mainly by:

- Dangerous methods of erection or dismantling – where a safe system is not being followed;
- Defects in the erected scaffold – where the tower structure is incorrectly assembled or where a platform guardrail is missing;
- Misuse of the scaffold – where a ladder is used on a tower causing it to overturn or when a person falls while the tower is being moved.

We will ensure the manufacturer or supplier provides an instruction manual explaining the erection sequence, including any bracing requirements and the height to which the tower can be erected safely. This information is passed on to the person erecting the tower and the person supervising the work.

Towers will be erected following a safe method of work, either using:

- Advance guard rail system – where temporary guard rail units are locked in place from the level below and moved up to the platform level. They are in place before the operator accesses the platform to fit the permanent guard rails, or
- 'Through-the-trap' (3T) – involves the operator taking up a working position in the trap door of the platform, from where they can add or remove the components which act as the guard rails on the level above the platform, (designed to ensure the operator does not stand on an unguarded platform).

To maintain tower stability we will make sure:

- The tower is resting on firm, level ground with the locked castors or base plates properly supported;
- Stabilisers or outriggers are installed when required;
- A tower is never erected to a height above that recommended by the manufacturer.

We will ensure tower scaffolds comply with the standard required for all types of scaffolds, e.g. double guardrails, toe boards, bracing and access ladder.

Towers will be inspected following assembly and then at suitable regular intervals by a competent person. Work will be stopped if the inspection shows it is not safe to continue, and any faults are put right. The result of an inspection will be recorded.

A tower will not be used:

- In strong winds;
- As a support for ladders, trestles or other access equipment;
- With broken or missing parts;
- With incompatible components.

When moving a tower we will always:

- Reduce the height to a maximum of 4m;
- Check that there are no power lines or other obstructions overhead;
- Check that the ground is firm, level and free from potholes;
- Push or pull using manual effort from the base only.
- Never move a tower while people or materials are on the tower, or in windy conditions.

Mobile Elevating Working Platform (MEWP)

The Risk Assessment and Method Statement for the task will identify if a MEWP is required. When planning for work at height we consider where the work will be carried, and whether any existing structure that allows safe access and provides a safe working place first could be used. Where this is not possible a safe working platform is considered.

We accept that in the course of business activities a MEWP will sometimes be used. The MEWP will be hired from a reputable supplier and include a current safety inspection certificate.

The Risk Assessment and Method Statement for the task will identify the most effective type of MEWP to be used. This will depend on the work environment, ground conditions and height required, etc.

Under no circumstances will any member of staff be permitted to operate a MEWP without adequate and appropriate awareness training specifically for the type of machine being used. We will ensure that all employees required to use this equipment will have undertaken a course of training, usually the IPAF course.

We will provide a safety harness and lanyard, and appropriate training in their use to operatives required to carry out tasks in or from a working platform.

Operatives will undertake a safety inspection of the MEWP prior to use in accordance with the manufacturer's instructions, and any site/project specific requirement.

Where the MEWP is to be used on a site environment consideration will be given to ensuring the safety of people and other plant in or near the work area. We would ensure the MEWP operation is supervised at all times, (banksman/standby person/lookout, etc.) who is competent to know the action to take in an emergency.

We will ensure there is a system established for recording faults, repairs and maintenance.

Any accident or incident involving the MEWP, no matter how slight will be reported to Via Trium management at the earliest opportunity. The client's representative will also be informed.

Scaffolding

The Risk Assessment and Method Statement for the task will identify if scaffold is required. The erection of a scaffold structure would only be undertaken by an NASC Member, with only trained certificated and competent scaffolders being employed.

Our personnel will only use scaffold erected by a scaffolding contractor when a safety inspection has been carried out within the previous seven days, and a 'Scafftag' confirming this is prominently displayed on the scaffold.

HM Inspector of H&S Site Visit

Via Trium management and employees will provide all necessary assistance and co-operation with the HM Inspector. All required documentation will be maintained and kept readily available. Such documentation will include this H&S Policy and Arrangements, relevant Risk Assessments, Method Statements and emergency action plans, etc.

Housekeeping

It is our policy that good housekeeping, cleanliness and tidiness are the first steps in prevention of accidents at work in an office environment or on a project site.

We ensure a regular cleaning regime operates, and adequate, appropriate waste disposal arrangements are established in our premises.

Employees are required to report any housekeeping problems to the management.

During the planning process of a project an assessment is completed to ascertain what housekeeping control measures are required. On a work location the Client is responsible for the overall housekeeping arrangements, but we accept responsibility for ensuring our work areas are clean and tidy and our waste is removed correctly.

Information for Employees

H&S information is shared with employees, and anyone working on our behalf by:

- E-mail notifications, the H&S notice board, general meetings, and regular one-to-one conversations with supervision and management;
- Employees are provided with a copy of our Employee Handbook, and are expected to read it as a required element of their induction programme;
- The approved poster 'Health and Safety Law – What You Should Know' is displayed in a prominent location, and kept in a legible condition, and the names of responsible persons entered in the appropriate spaces;
- Management and employees having access to the company H&S policy and arrangements that contain all relevant information;
- Site briefings and toolbox talks, etc.

We operate an 'open door' policy whereby H&S issues or concerns can be discussed with management without any fear of retribution.

Inspections and Audits (Office and Site)

At a work location we will ensure H&S inspections are carried out, and any corrective actions closed as soon as possible. Via Trium Senior Management will be notified of any actions identified that have a significant risk. All actions will be closed out in a timely manner, and records maintained. These inspections will be in addition to any Client requirements.

In addition to other site inspection our Senior Management undertake 'Senior Manager's Engagement Tours'. These can be at an office or project location, with the objective of understanding from our personnel how H&S is managed in the work place. Any H&S related topic can be discussed and any H&S Issues or concerns raised, as well as suggestions for improvement. The findings from these tours are discussed at the Senior Management meetings, and any positive or negative actions addressed as a matter of urgency. The frequency of the tours and who should undertake them is decided at Senior Management level.

Lighting

We regard the provision of a safe and well-lit working environment as fundamental to the health, safety and the wellbeing of our workforce on a project site or at our premises.

The risk assessment for a task will identify if there is a potential risk from a lack of adequate lighting. Where necessary additional or task lighting will be included in the work equipment.

To ensure poor lighting does not adversely affect working conditions the following precautions should be implemented:

- If our employees or anyone working on our behalf feels the lighting in their work area is inadequate, they should stop work and notify their Supervision/Management at the first opportunity;
- Portable lighting equipment, (such as a lamp) should not be placed in a position that it impedes access or interferes with other people or property;
- A high standard of housekeeping must be maintained at all times, so that trip hazards can be avoided, especially in work areas where lighting is poor.

Lone Working

We accept that some company activities may be classed as lone working if the work is carried out without a person nearby, or close or direct supervision.

We will only expect employees or others working on our behalf to undertake lone working activities where the risk involved is considered as low as reasonably practical. This will be determined by a risk assessment of the work activity and work environment.

If the assessment identifies a significant risk the work will only take place after suitable safe systems have been identified and agreed by everyone involved. These would include some or all of the, following:

- Client and/or site-specific relevant arrangements;
- Close monitoring and supervision;
- Implementation of a permit to work system;
- Documented emergency action plan.

Only operatives who have received the relevant information, instruction and training are allowed to undertake activities that have a significant risk related to lone working.

The assessments will be maintained and updated when changes take place or as a result of an accident or incident investigation.

Manual Handling

We accept the manual handling of materials and equipment can result in fractures, sprains, strains and musculoskeletal disorders. We advise our workforce that, wherever possible they avoid risks from manual handling, but recognise that for some activities manual handling is unavoidable, (loading and unloading materials and equipment, carrying steps and ladders, etc.).

The risk assessment for the work activity will identify the associated manual handling risks, and take into consideration the work area and environment. For those activities involving manual handling suitable and sufficient safety control measures will be implemented to enable the risk to be reduced so far as is reasonably practicable. When necessary, we will provide manual handling aids to reduce the risk of injury, (sack barrows, trollies, etc.).

If we were required to undertake an activity that had a significant manual handling risk, (lifting, pushing or pulling a heavy item, carrying a large awkward object for a long period, etc.) a specific manual handling assessment would be completed.

The assessments will be reviewed annually or as a result of an accident or incident investigation. Adequate, appropriate manual handling awareness training will be provided for our employees, and our sub-contractors will be vetted to ensure they have the same understanding.

Any specific PPE or equipment identified to reduce injury potential will be provided.

Mental Wellbeing

We appreciate that the Health and Safety Executive, (HSE) have defined H&S as both the physical and mental wellbeing of all persons at work. We recognise that personnel are our most valuable asset, and that any concern associated with work-related stress is a management duty to address and resolve as far as is reasonably practicable.

We understand that a certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental

health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that we aim to remove.

If our Risk Assessment and/or Method Statement for a task identify the potential for stress to be a significant risk, we ensure additional specific controls are implemented to reduce it to an acceptable level.

Our employees and management receive stress awareness as part of their on-going H&S training. This includes identifying the signs of stress, discussing the concern with supervision and/or management, and the action to take to resolve the concern.

We operate an 'open door' policy where any H&S related issue or concern, including stress can be discuss with management without any fear of retribution.

We understand it may be difficult to talk to supervision about a work-related stress problem, as it might be that this relationship is the cause. The manager will try and assist an individual suffering from stress to amicably resolve the problem, and all conversations will be addressed in the strictest confidence.

We will treat any of our employees suffering from stress, whether work related or not with sympathy and empathy to help them resolve their issues and return to good health.

Method Statements

Method Statements are a description of how the work should be carried out in a safe manner. The statement completed by someone with a good knowledge of the work activity and environment is a step-by-step guide which should include details of safe working practices, potential hazards, and the control measures that should be deployed to reduce the risks.

We aim to ensure the statement is not only in sufficient detail for the personnel carrying out the task, but it should also be easily understood.

We complete Risk Assessments for our activities to identify any significant hazards and associated risks. From the information in the Risk Assessment the Method Statement can detail the control measures for the work to be completed safely.

The Risk Assessments and Method Statements are often referred to as 'RAMS'.

(see: Appendix 'B' – RAMS Process Flow Chart)

New and Expectant Mothers

All female employees are instructed within their contract of employment that they must inform the company management as soon as they are aware that they are pregnant. This is to enable appropriate control measures to be implemented.

When an employee notifies Via Trium in writing that she is pregnant, has given birth within the last six months or is breast-feeding a risk assessment will be completed specific to the female.

The findings of the risk assessment will be shared with the female, and if after taking reasonable precautions a significant risk still remains the following options will be considered and the most suitable one agreed:

- Temporarily adjust her working conditions and/or hours of work;
- Offer her suitable alternative work;
- Suspend her from work, with paid leave for as long as necessary to protect her and the child's health and safety.

Noise at Work

We do not consider noise to be a H&S concern for our personnel undertaking their usual work activities.

For activities on a project site the Client and/or Principal Contractor are responsible for providing a safe site, and should do all that is reasonably practical to ensure noise levels are as low as possible. The Risk Assessment and Method Statement, (RAMS) for the task will identify where there is a potential for exposure to excessive noise. When this is the case, the RAMS will also identify the action to take, including the type of personal protection required to protect our workforce.

There may be situations where our work activity doesn't create a noise concern, but others nearby are creating the excessive noise. Our management will decide whether to move our workforce away from the area or provide them with hearing protection.

As part of their on-going H&S training our employees and others working on our behalf will receive awareness of the risk associated with excessive noise in the workplace. They will also understand the types of hearing protection, when it should be used, how to maintain it and how to replace it.

Overhead Power and Telephone Lines

Where there is work in the vicinity of overhead electric power or telephone lines our management will consult with the local owner of the utilities. All rules, regulations and guidance specified by them will be followed, and endorsed through a risk assessment for the task. This assessment will be carried out by a competent person. Everyone involved in the work activity will be briefed on the risk assessment findings and the precautions to be taken.

Operations involving movement of metal objects such as ladders and scaffold in the vicinity of the overhead lines will be subject to specific supervision and management authorisation. Where deemed necessary a permit-to-work system will be implemented.

All MEWP operations in the vicinity of overhead lines will be carefully monitored.

Prior to any drone related activity a pre-flight survey will be carried out to identify obstacles at height including power and telephone lines. Any additional safety requirements identified will be implemented.

Personal Protective Equipment (PPE)

The Risk Assessment and Method Statement completed for a task will identify the need to provide suitable and sufficient personal protective equipment/clothing for the worker. All PPE provided will be evaluated to ensure that it complies with current standards of suitability, appertaining to the foreseeable risk exposure, and will be affixed with the CE conformity mark which denotes the manufacture's standard.

Typical PPE provided by Via Trium includes:

- Hi-vis vest/jacket
- Safety helmet
- Standard safety glasses
- Safety gloves
- Safety footwear
- Safety harness and lanyard

Additional PPE, such as FFP3 standard face masks, coveralls and goggles will be made readily available when requested.

Employees required to wear PPE will be provided with suitable instruction and training on how to correctly use, clean, store and replace the equipment, and records will be maintained.

Employees are instructed not to use PPE which has defects or damage, or is inappropriate for the task. Management will be responsible for replacing PPE upon request.

During our regular site H&S inspections checks will be carried out to ensure that workers are wearing the appropriate PPE for the task.

Personal Safety

We recognise that although statistically very few employees are likely to become victims of crime or suffer injury at work, whether accidental or otherwise we take personal safety seriously. We accept that during the normal course of operations our personnel may interface with third parties, (other contractors, members of the public, etc.). It is foreseeable that they may be subjected to aggressive behavior such as verbal or physical abuse.

Via Trium will attempt to reduce the risks of such incidents by:

- Taking into account personal safety during site-specific risk assessments;
- Keeping detailed records of all past incidents;
- Asking our personnel whether they feel threatened at work;
- Being aware of the area where work is to be carried out;
- Considering implementing physical security measures, such as CCTV or personal alarms;
- Discouraging employees from carrying valuables at work, (large quantities of cash, wearing expensive jewelry, etc.).

We will introduce arrangements, which will enable employees who work away from base to keep in touch, and will avoid lone worker situations wherever possible.

We will also ensure all incidents of abuse are reported and investigated in accordance with our accident reporting procedure.

Portable Appliance Testing

All portable electrical appliances will be maintained in a safe condition and electrically inspected at suitable intervals, depending on the use and application of the particular item. Any equipment brought onto a site by employees or contractors will also be logged and subjected to portable appliance inspection, testing and maintenance. The results of completed inspections will be recorded in the 'Portable Appliance Test Register'.

Any portable electrical equipment to be used on our activities, but not owned by Via Trium will be logged and subjected to portable appliance inspection, testing and maintenance.

In addition, all employees who are required to use a portable electrical appliance will be trained in accordance with the manufacturer's instructions.

Portable electrical appliances will only be used for the task for which they are intended and the lead will be suitably positioned to prevent damage, entanglement or a trip hazard.

Management must be informed of any defective equipment, and it will be removed from use until it can be repaired, replaced or disposed of. Under no circumstances will any makeshift or temporary repairs be made on any electrical equipment.

Protection of Third Parties (including members of the public)

We accept that while undertaking our routine work activities there could be an interface with third parties, including members of the public.

Risk Assessments completed for our work include consideration for other contractors or members of the public that may be in the vicinity. Where the assessment identifies other nearby may be at risk, we would implement additional/specific safety precaution.

Where members of the public may be at risk, we would erect barriers and prominently displayed safety warning signs around our work area.

In addition, to help remove the potential for an accident:

- Our operatives wear hi-viz clothing so they are easily seen;
- Ladders blocked off at the bottom and loose ladders either be secured (e.g., chained) or removed to prevent unauthorised use;
- Tools and equipment securely locked away or removed when not in use;
- Materials not stacked too high, so they don't become unstable;
- Work areas will be kept clean and tidy to prevent trip hazards.
- Appropriate barriers and/or safety signage in place.
- Regular communication with Client on the effectiveness of the measure to protect members of the public.

Any accident or incident involving the general public must be reported to Via Trium management at the earliest opportunity.

Risk Assessment

For maintenance activities we have a generic set of Risk Assessment and Method Statements, (RAMS) that are made project specific and provided to the relevant operatives and to the client.

The assessments are regularly reviewed and any necessary alterations made to make it specific for a work activity. Alterations include entering the date, location, and any topic not originally addressed, etc. The assessment will also identify appropriate precautions that should be adhered to including PPE requirements, specific tools or equipment, compliance with a permit to work system, etc. The Risk Assessment and related Method Statement are shared with the operative undertaking the work.

The assessments include a 'dynamic' or 'Point of Work Assessment', (POWA) section for any new risks not previously identified to be addressed.

At this point the operative should have the Risk Assessment, Method Statement and the POWA, and if followed will complete the work activity safely.

We also have a generic set of Risk Assessments for all other work activities, (office, driving on company business, work from home, etc.). These assessments identify the hazards, risks and precaution associated with each element of a work activity. By using the calculation of considering the potential for an accident or incident to occur and if it did what would be the potential severity the risks can be categorised as 'Low', 'Medium' or 'High'.

The Risk Assessments are maintained as part of the H&S management system.

The Risk Assessments and Method Statements are often referred to as 'RAMS'.

(see: Appendix 'B' RAMS Flow Chart)

Road Risk Management

Employees or anyone working on our behalf will only be allowed to drive on company business after they fully understand and agree to abide by the relevant risk assessment.

Drivers will also be required to provide relevant details such as a copy of their driving license and appropriate insurance, number and type of motoring offences/convictions, and vehicle related information, (e.g. copy of the MoT certificate). In addition, drivers under twenty-five years of age require approval from Via Trium Insurers before they can drive a company vehicle. Vehicles for use on company business must be maintained in good condition, including regular checks carried out, such as tyres, oil, water, condition of body work, etc.

The use of electronic equipment, (mobile phone, laptop, tablet, etc.) whilst driving on company business is strictly forbidden. Smoking whilst travelling in a vehicle should also be avoided.

Precautions should be taken every time a driver drives on company business in case of an emergency, (fully charged mobile phone, first aid kit, hi-vis vest/jacket, personal medication, important contact telephone numbers, etc.).

All accidents and incidents, including damage to the vehicle and road rage incidents must be reported to Via Trium management at the earliest opportunity, and records will be maintained.

If the vehicle has a flat tyre or breaks down the following action should be taken:

- Try to steer off the road to a safe position;
- Exit the vehicles from the passenger side door, and stand in a safe location;
- Call a vehicle recovery company, (AA, RAC, Red Flag, etc.) for assistance;
- Notify a Via Trium representative/colleague of your situation, and exact location;
- Once the vehicle is roadworthy contact the Via Trium representative/colleague with an update.

If a fire started in a vehicle the following action should be taken:

- Stop the vehicle in the safest possible place, such as off the road away from the main highway;
- Exit the vehicle as soon as possible and stand in a safe location clear of the vehicle;
- Contact the emergency services and request the 'Fire Brigade';
- Give the number of the telephone being used as well as the location of the vehicle;
- The call should not be ended until the information given has been correctly acknowledged;
- Contact a Via Trium representative and let them know the situation, including the vehicle location;
- Do not go into or near the vehicle until the emergency services say it is safe to do so.

The use of a motor cycle or bicycle is not encouraged for business travel, and a specific risk assessment would need to be completed and approved by management prior to undertaking the journey.

Slavery and Human Trafficking

We understand the importance of compliance with the Modern Slavery Act 2015.

To demonstrate our commitment, we have:

- A 'Modern Slavery and Human Trafficking Act Policy Statement' that outlines the steps we have taken to ensure that slavery and human trafficking is not taking place;
- Provided our employees with awareness training regarding Slavery and Human Trafficking;

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- Included anti-slavery and human trafficking provisions in our contracts with direct subcontractors and suppliers;
 - Published our slavery and human trafficking statement in a prominent position on our website's homepage;

Training and Awareness

It is our policy to provide all employees with suitable and sufficient H&S information, instruction and training for them to be competent to undertake their work in a safe manner.

A training matrix is maintained to identify the specific requirements for the roles within Via Trium, and when refresher training is required.

Awareness training is provided for all employees when:

- They first join Via Trium and are inducted;
- They change to different task for which they are not trained;
- They are promoted;
- The process, equipment or system of work is changed;
- Refresher training is required.

We also ensure management are suitably trained to implement the H&S Policy as well as being competent to effectively fulfil their H&S role and responsibilities.

Records of training, including copies of certificates are maintained on the individual's personal file.

As part of the H&S training to eliminate accidents in the workplace we encourage all our personnel to:

- Co-operate with management;
- Adhere to Risk Assessment and Method Statement precautions;
- Use the protective and safety equipment provided;
- Report to supervision any unsafe acts or unsafe conditions at the workplace;
- Follow the training and guidance provided to prevent injury to themselves and others;
- Comply with safety rules, including a permit to work system where applicable.
- To adopt an attitude of 'Nothing homemade, modified or damaged in the workplace'.

Toolbox Talks

We have a register of toolbox talks related to our activities. These are shared with employees on a regular basis. Additional toolbox talks are created whenever deemed necessary. The talks are sent to all employees via e-mail, with 'read receipt' applied.

Violence at Work

Whilst it is unlikely that the staff from Via Trium may be subjected to violence and aggression it is important to ensure that the health, safety and welfare of all employees is maintained at all times.

The company will not tolerate any form of bullying, verbal or physical and will take the appropriate action to prevent it occurring or where necessary discipline any members of staff found guilty of any intimidation.

As part of our training regime instruction regarding violence at work is given to staff on induction. The training will include:

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- Awareness of causative factors liable to lead to aggression and how to influence those factors;
 - Recognition of the signs and symptoms of potential violence, which may be averted by understanding the situation and being able to cope with it in a more confident manner;
 - Raising the awareness of the appropriate actions if confronted by a violent situation;
 - Briefing staff of the essential role of training and handling these types of situations.

All members of staff are instructed to contact their immediate manager to alert them to a confrontational situation. After any violent incident, staff are advised to complete an incident report form regarding the event, and an investigation will then be carried out, and records maintained.

Viruses

We fully understand that exposure to viruses such as Influenza and COVID-19 can cause serious illness, death and major disruption to our business.

For the protection of our personnel and anyone coming into contact with them the following precautions will be adhered to:

- Follow the latest Government guidance at all times;
- Wear a mask whenever possible and especially when risk is present;
- Wash hands regularly for at least twenty seconds with soap and warm water, and/or use anti bacteria hand sanitiser after touching a potentially infected surface;
- Keep a safe distance, (at least 2m) from anyone who may be carrying a virus;
- Seek medical advice and guidance at the first sign of symptoms of infection and notify a Via Trium management representative of the situation at the first opportunity.

In addition, on a project site our workforce will comply with any site/location specific precautions required by the Client and/or Principal Contractor.

Waste Disposal

At the planning stage of our work every effort will be made to reduce the potential to create waste. Where this is not possible suitable arrangements will be agreed to ensure environmental best practice.

Waste from our activities will be placed into a suitable waste container at the work location, or stored safely until it can be removed by us as a Licensed Waste Carrier or by an authorised waste disposal company. We will comply with our client's waste arrangements at all times.

Copies of Waste Transfer Notes related to our operations will be recorded for a minimum of two years for future reference.

Welfare

We will ensure that suitable and sufficient welfare facilities are readily available at all locations that come under Via Trium management control.

We will comply with current relevant regulations by:

- Providing a reasonable temperature in all workplaces during opening hours that will be at least 16 degrees Celsius, unless the activities involve severe physical effort in which case the temperature will be at least 13 degrees Celsius.
- Ensuring suitable and sufficient lighting is provided to enable people to work safely, use facilities and move around the workplace without experiencing eyestrain.
- Keeping the premises clean and tidy and any accumulation of dirt and refuse removed at least daily.

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- Providing adequate toilet facilities that are cleaned on a regular basis and have hot and cold running water, soap and towels or other suitable drying facility.
 - Providing adequate wholesome drinking water that is readily accessible and appropriately marked.
 - Providing somewhere that employees can store outdoor and personal clothing whilst at work. This facility should be clean and well-ventilated to enable wet clothes to dry.

On project location we will ensure that the Client has provided adequate welfare facilities available at readily accessible places. These will include a mess room, toilet and washing facilities, clothes storage areas and changing facilities. These facilities will be determined by the length of the project and the number of employees who will be working. On projects where it is not possible to supply the above facilities prior agreement will be made with the Client or to use the welfare facilities that are already supplied on the work site.

Where necessary suitable and sufficient emergency lighting will be provided and maintained in any workplace where there is a risk of employees being exposed to danger in the event of a failure of artificial lighting.

Worksafe Policy

We are committed to the implementation of an effective 'Worksafe Policy' for both employees and anyone working on our behalf.

Our work activities are risk assessed with suitable and sufficient control measures implemented. These are cascaded to all employees and our contractors before the work activities are undertaken. The control measures and safe systems of working are implemented with a strict hierarchy to reduce risk to as low as is reasonably practicable.

We aim to ensure that suitable training and supervision is provided to our employees and anyone directly involved with our activities. The company does not expect any employee or sub-contractor to undertake any duties unless they are competent and have been briefed on all relevant information specific to the task, including the provision of suitable PPE.

We do not expect any activities to be carried out which exceed the capabilities of the individual. Under our Worksafe Policy each person working on our behalf has the right to refuse to carry out work if they feel it is not safe to do so.

Refusal to work on the grounds of H&S is free from disciplinary action and will not affect in any way their future prospects within the company. All refusals to work will be responded to promptly and the person raising the Worksafe concern will be informed of decisions throughout the process.

Young Persons at Work

Before engaging a young employee, Via Trium will complete specific risk assessments, and these will include:

- The fitting out and layout of the workplace and the location of where the individual will work.
- The type of work equipment that will be used and how it is to be handled.
- How various work and processes being undertaken are organised.
- The extent of training that has been provided or that will need to be provided to the individual concerned.

Before a young person is employed or offered work experience, the company will notify the parental guardians of the key findings of the risk assessments and the control measures that have been implemented to reduce the likelihood of an injury occurring.

All young people who start work with the company will receive suitable training in order that they can undertake the work task safely without putting themselves or others at risk. All training will be assessed on a regular basis to ensure that the key instructions have been understood.

In addition to the normal health and safety records that are documented relating to work activities, the following information will be kept with regard to young persons:

- Specific risk assessment records for the tasks that young people undertake.
- Details of training and information that has been given to the young person.
- Where the young person has not reached minimum school leaving age a record will be kept of any correspondence and information that is communicated to the parents/parental guardian.

4. Appendices

Appendix A – Via Trium Organisation Chart

Appendix B – RAMS Process Flow Chart

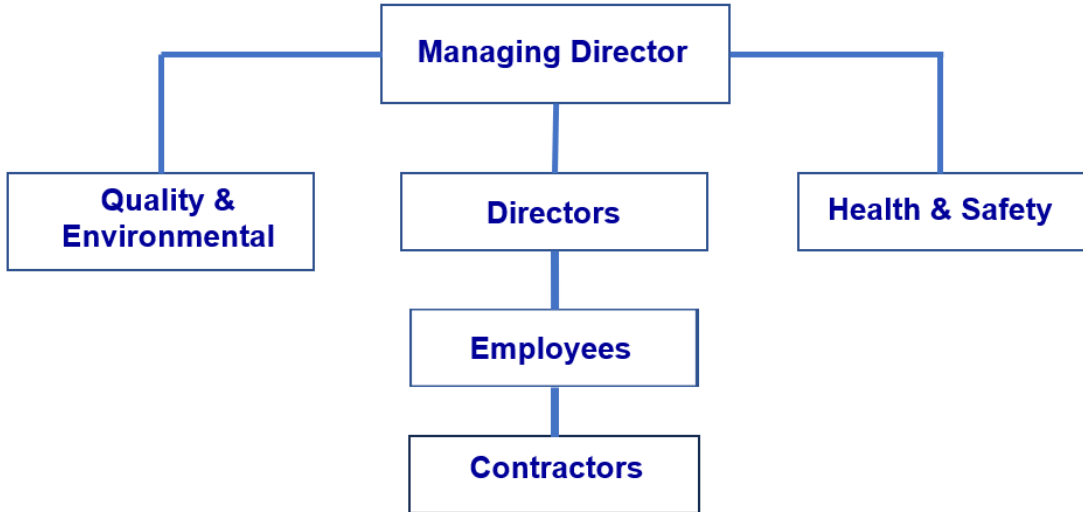
Appendix C – Accident Reporting and Investigation

Appendix D – CoSHH Assessments Flow Chart

Appendix E – Links to Health & Safety Legislation

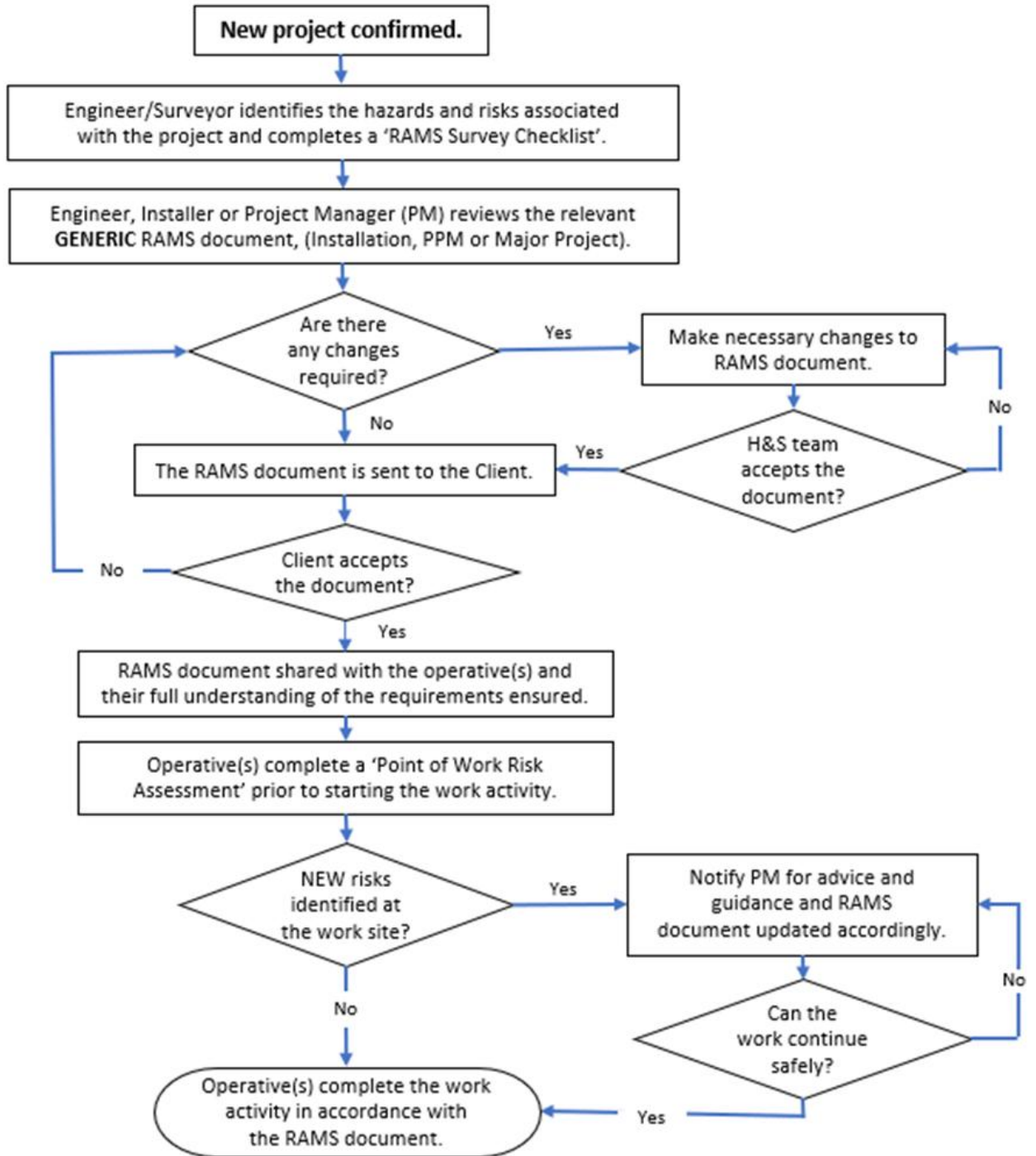
Appendix A

Via Trium Organisation Chart



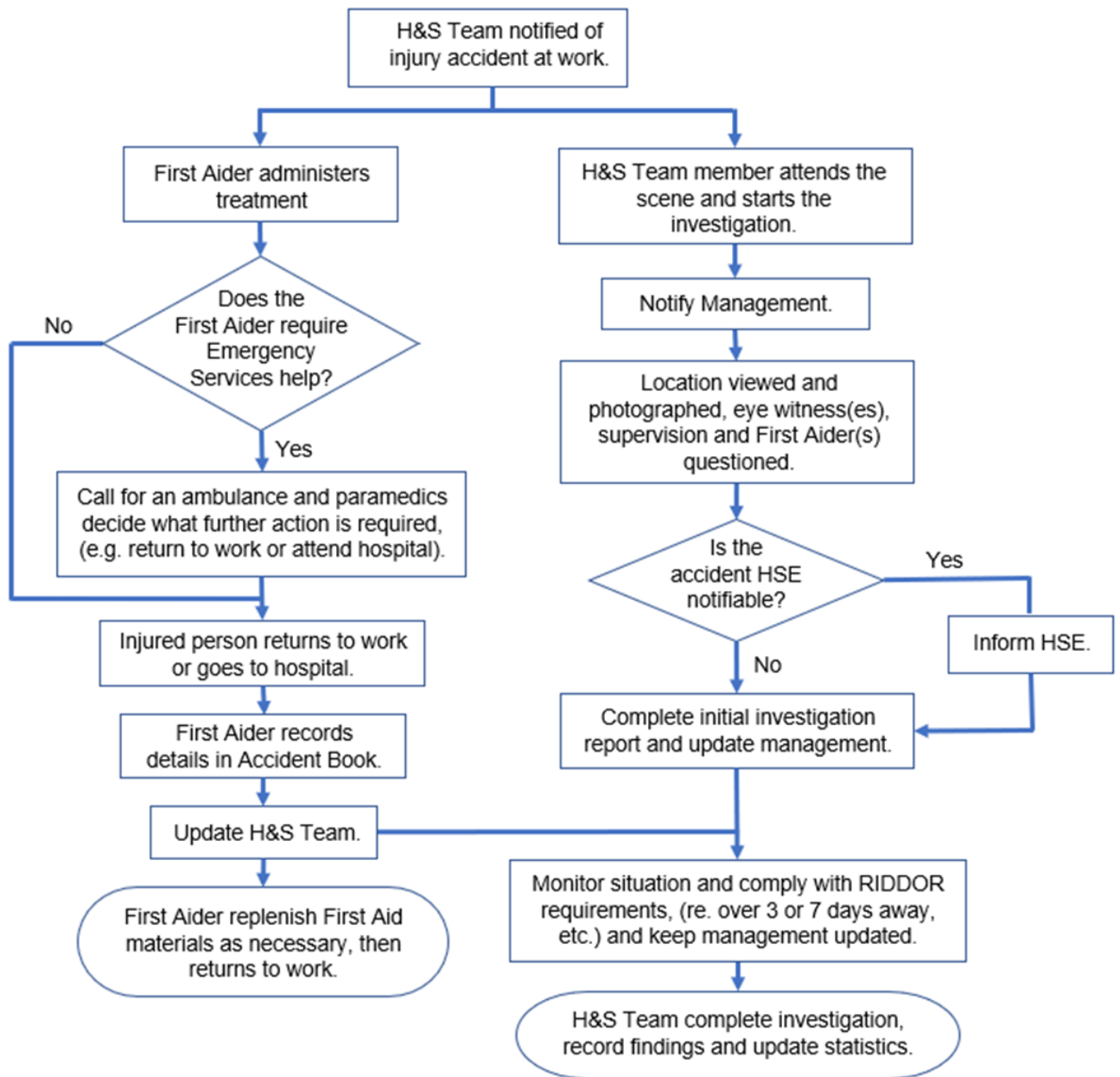
Appendix B

RAMS Process Flow Chart



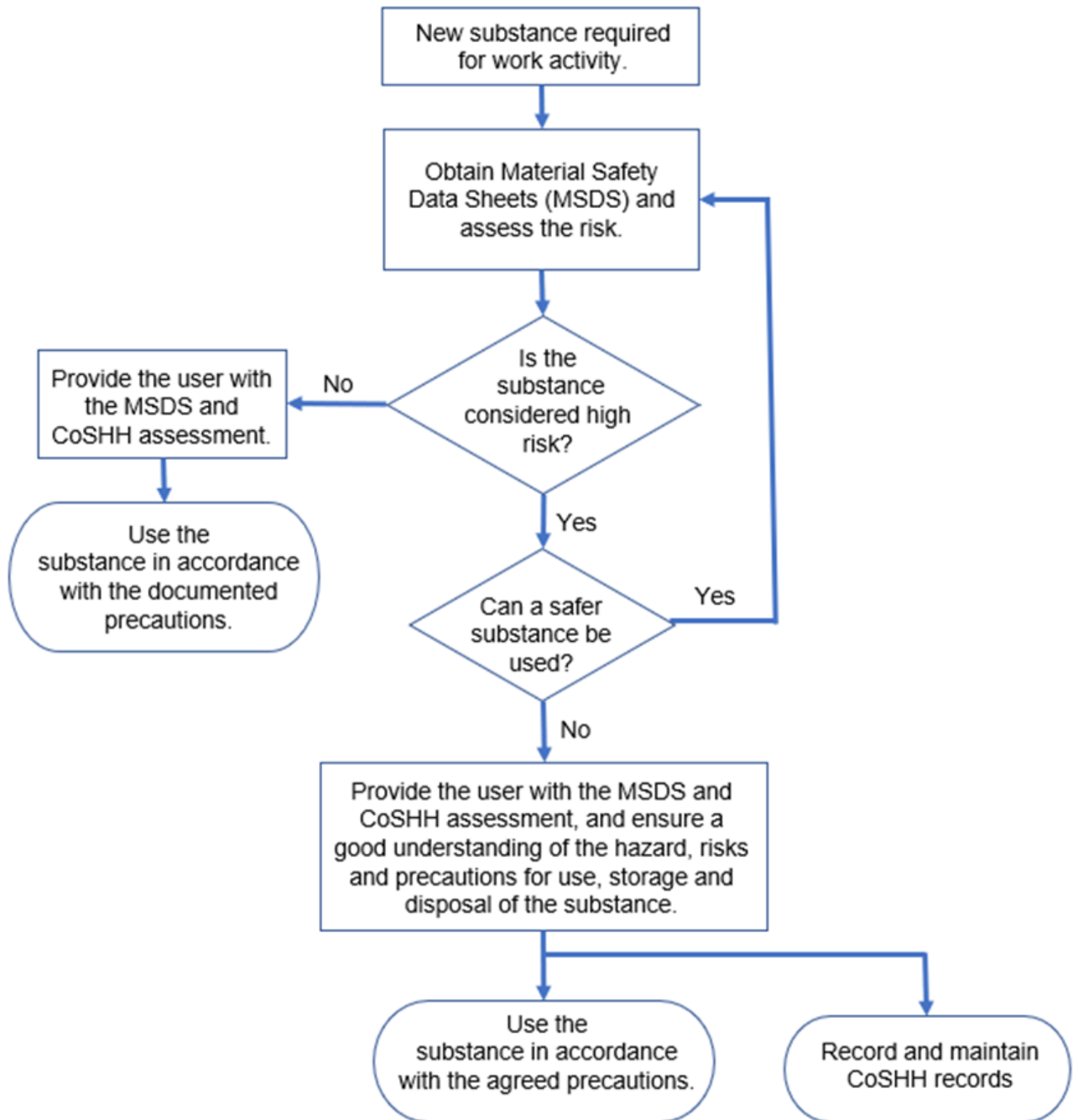
Appendix C

Accident Reporting and Investigation



Appendix D

CoSHH Assessments Flow Chart



Appendix E

Links to Health & Safety Legislation

The following are links to Health & Safety legislation, acts and information that could apply to our activities:

- [Health and Safety at Work etc Act 1974](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
- [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#)
- [The Manual Handling Operations Regulations 1992 amended 2002](#)
- [The Regulatory Reform \(Fire Safety\) Order 2005](#)
- [RIDDOR \(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995\)](#)
- [Personal protective equipment at work: The Personal Protective Equipment at Work Regulations 1992 \(as amended\): Guidance on Regulations 2022](#)
- [COSHH \(Control of Substances Hazardous to Health\) 2002](#)
- [The Provision and Use of Work Equipment Regulations 1998 \(PUWER\)](#)
- [The Working Time Regulations 1998](#)