

P24 Health and Safety Policy

Table of Contents

1	Introduction	1
2	Health and Safety Management Structure	2
3	Health and Safety Management Responsibilities	3
4	Monitoring	5
5	Responsibility Table	6
6	Relevant Legislation	8

1 Introduction

TCHC Group Ltd recognises that it has responsibilities for the health and safety of our workforce whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Our managers and supervisors are made aware of their responsibilities and are required to take all reasonable precautions to ensure the safety, health and welfare of our workforce and anyone else likely to be affected by the operation of our business.

This business intends to meet its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by:

- Providing leadership and adequate control of identified health and safety risks.
- Consulting with our employees on matters affecting their health and safety.
- Providing and maintaining safe plant and equipment.
- Ensuring the safe handling and use of substances.
- Providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language.
- Ensuring that all workers are competent to do their work and giving them appropriate training.
- Preventing accidents and cases of work-related ill health.
- Actively managing and supervising health and safety at work.
- Having access to competent advice.
- Aiming for continuous improvement in our health and safety performance and management through regular (at least annual) reviews and revision of this policy.
- The provision of the resource, financial and other, required to make this policy and our health and safety arrangements effective.

We also recognise:

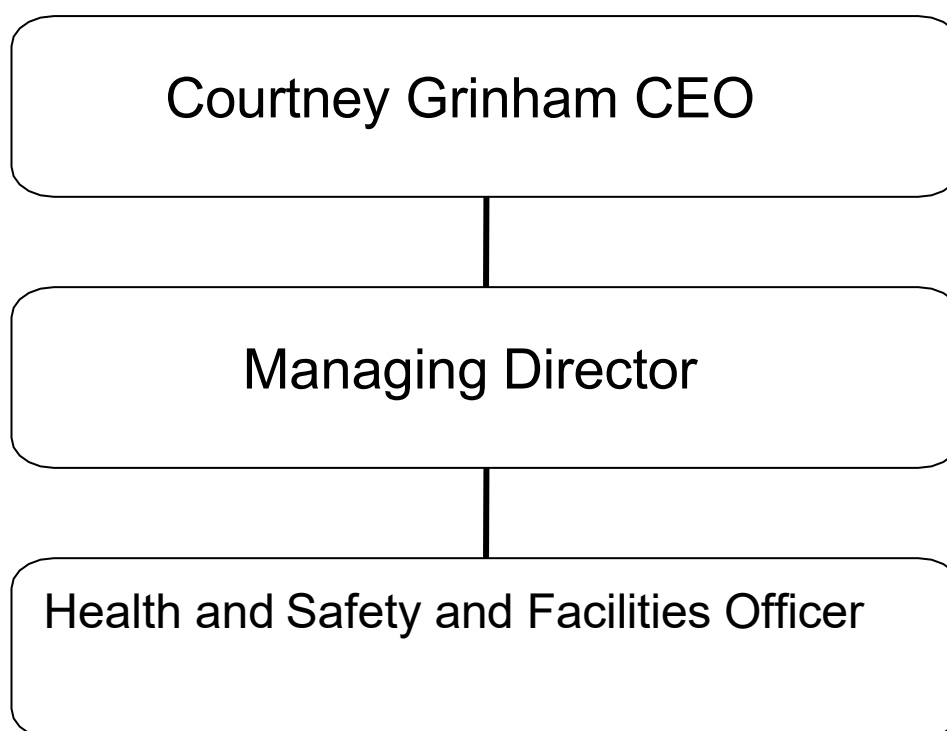
- Our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work.
- Our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained on first employment at induction and also set out in an Employee Safety Handbook, given to each employee, which sets out their duties and includes our specific health and safety rules.

2 Health and Safety Management Structure

Although Courtney Grinham CEO has overall responsibility for the implementation of this policy day to day responsibility for specific issues has been delegated to key personnel.

The management structure within our business is shown here and the allocation of day to day responsibility for specific health and safety issues is shown in the Responsibility Chart which appears later in this document.



3 Health and Safety Management Responsibilities

Courtney Grinham CEO has recognised that they retain overall responsibility for health and safety matters. They also recognise that the business needs to take action in respect of the key points listed here. In managing these matters, emphasis is placed on managers and supervisors for recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

General

- Provide and resource an effective health and safety management system.
- Make arrangements to consult with employees on health and safety matters.
- Arrange and maintain appropriate Employers' Liability Insurance cover.
- Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- Ensure that contractors (when used) are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees receive appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.
- Monitor the health and safety performance of the organisation.

Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used.
- Implement measures to reduce stress within the workplace.

Accidents, Incidents and First Aid

- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.
- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.
- Ensure that adequate first aid arrangements are in place.

Fire and Emergency Arrangements

Ensure that:

- Adequate arrangements are in place to deal with fire safety at our premises or at our member's premises.
- Liaise with Building Managers or Freeholders for those buildings where we share occupation.
- Employees are aware of the fire and evacuation arrangements and other emergency procedures.

- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are complete.

Risk Assessment

Ensure that:

- Risk assessments are complete and Safe Systems of Work are produced for all activities that pose a significant risk of harm.
- Risk assessments are documented.
- The outcomes of risk assessments are carefully explained to the workforce and where relevant learners and 3rd parties are informed.

Premises

- Provide a suitable and safe working environment for employees with adequate welfare facilities.
- Ensure that the fixed electrical installations are adequately installed and maintained.
- Introduce and maintain measures to control and manage the risks from asbestos.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace, liaising with building managers or freeholders for those buildings in which we share occupation.

Equipment

Ensure that:

- All equipment provided by the organisation is suitable and properly used.
- All work equipment is adequately maintained and safe.
- Portable electrical appliances are adequately maintained, inspected and tested.
- Appropriate hand tools are provided and maintained.
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

Substances

Ensure that:

- All substances are used safely following instruction and guidance
- All substances are appropriately stored following instruction and guidance.

Managers and supervisors

In addition to their general responsibilities for health and safety, the Responsibility Table, shown later, sets out specific delegated health and safety responsibilities and identifies the managers and supervisors they are allocated to. They should refer to the associated Safety Arrangements, set out later, for further detail about those responsibilities.

Employee and workers' responsibilities

Our policy takes account of the specific statutory duties placed on people to take care for their own health and safety whilst at work and for that of others. Specifically, we expect employees to:

- Ensure that company policies and procedures are read, understood and followed at all times.
- Ensure that Government guidance on managing cases of infectious diseases in children and young people settings, including education are followed at all times. <https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>
- Follow booking on and off-site procedures at all sites (including head office).
- Take reasonable care for their health and safety and the safety of others whilst at work.
- Not intentionally or recklessly interfere with or misuse anything required by law or provided by the company in the interests of health and safety.
- Visually inspect tools, PPE and equipment prior to use.
- Ensure that PPE, tools and equipment are maintained, used and stored in accordance with manufacturer documentation.
- Follow all safety instructions and guidance when using equipment.
- Report any Good Catches, incidents, accidents and non-conformances to the Health and Safety Consultant.
- Contribute to the promotion of health and safety in the workplace.
- Follow all written safe systems of work (ssow) including method statements, risk assessments, COSHH data, permits to work etc. and their requirements.
- Follow the safety instructions of senior management.
- Ensure that they do not use tools and equipment unless they have been formally trained and are competent to do so.
- Comply with legislation, Approved Codes of Practice and guidance notes.
- Ensure all company vehicles are driven in a safe and suitable manner, and that the vehicle is left secure when not in use.
- Consult on health and safety matters and investigations to ensure a safe working environment is established.
- Seek advice from management on any issues relating to health and safety at work.
- Obey all site safety signs, general site rules and arrangements.

4 Monitoring

The operation of this policy and arrangements are actively monitored through the periodic review of our completed annual Health and Safety Audit and Action Plan and all associated health and safety documents. Courtney Grinham CEO has overall responsibility for this, but some of the

routine tasks may be delegated. The results of the annual Health and Safety Audits determine whether our existing health and safety procedures and arrangements are adequate.

The person with delegated responsibilities under this policy will complete the annual Health and Safety Audit and Action Plans and make them available to the management team for appropriate actions to be taken where necessary.

The outcomes of these periodic reviews will also be considered during the annual reviews.

Monitoring and review help us to check the effectiveness of our Safety Management System.

5 Responsibility Table

This Responsibility Table shows the allocation of responsibility for particular health and safety issues to named people or management positions.

Key

C – Courtney Grinham CEO

MD – Managing Director

H&S – Health and Safety and Facilities Officer

	C	MD	H&S
Safety arrangements			
Managing Safety & Health at Work	✓	✓	
Accident, Incident, Ill Health Reporting and Investigation			✓
Workplace H&S Consultation - One-to-one			✓
Risk Assessment and Hazard Reporting			✓
Occupational Health and Health Surveillance			✓
Substance & Alcohol Abuse			✓
Purchasing			✓
New and Expectant Mothers			✓
Employing Children & Young Persons			✓
Lone Working			✓
Health & Safety Training			✓
Health & Safety of Visitors			✓
Personal Protective Equipment			✓
Home Working			✓
Employing Agency and Temporary Staff			✓
Safe Systems of Work			✓
Action on Enforcing Authority Reports			✓
Equality and Disability Discrimination Compliance			✓
H&S Information for Employees - UK			✓

Fire Safety - Arrangements and Procedures			✓
First Aid			✓
Welfare, Staff Amenities, Rest Rooms & the Working Environment			✓
Housekeeping and Cleaning			✓
Building Services			✓
The Control of Hazardous & Non Hazardous Waste			✓
Access, Egress, Stairs & Floors			✓
Windows, Glass & Glazing in the Workplace			✓
Workplace Signs			✓
Premises			✓
Electrical Safety			✓
The Provision, Use & Maintenance of Work Equipment			✓
Office Equipment			✓
Storage of Chemical Substances & Agents			✓
Slips, Trips & Falls			✓
Special Events			✓
Lifts and Hoists			✓
Work at Height			✓
Access Equipment			✓
Occupational Road Safety			✓
Infection Control			✓
Working Time, Night Work and Shift Working			✓
Work Related Upper Limb Disorders WRULD			✓
Manual Handling			✓
Display Screen Equipment & DSE User Eye Tests & Spectacles			✓
Legionella Control			✓
Use of Chemical Agents & Substances			✓
Asbestos at Work-No Survey & Off Site Risk		✓	✓
Stress in the Workplace			✓
Aggression & Violence in the Workplace			✓
Work with Children			✓
Project Safety for Travelling & Multi-Site Workers			✓
Contractor Control & Management			✓
CDM - Client		✓	✓
Mobile Workforce			✓

Note:

People with delegated responsibilities for health and safety issues should ensure that the required risk assessments and safety records are completed, either by them or by others and that the required control measures are implemented when work activities take place.

Where more than one person has been assigned responsibility to a particular subject, each should ensure that they have fulfilled their responsibilities in the areas under their control and completed the relevant records. Together they need to check that collectively the organisation has covered all aspects of safety management for the subject.

6 Relevant Legislation

In most cases Health and Safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill health at work. Our Health and Safety Management System does not quote specific legal references; giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our Health and Safety Management System are adopted compliance with the legal requirements will be achieved.

This page sets out, for the record, details of the main statutes and regulations affecting health and safety at work in force when this policy was reviewed. Some of those listed will not apply to our operations, but we need to be aware of them should circumstances change.

Further detail and access to the specific wording of each of these legal requirements is available from our Health and Safety and Facilities Officer, .Phillip Melson 07834 173251

Note. Although the UK has left the EU, by virtue of the European Union (Withdrawal) Act 2018 and associated legislation, the European Regulations listed here remain in force until replaced by domestic legislation.

- Building Regulations 2010
- Building Safety Act 2022
- European Regulation (EC) No 2016/425/2016 on Personal Protective Equipment
- European Regulation (EC) No 2008/1272 on classification, labelling and packaging of substances and mixtures
- European Regulation (EC) No 2003/2003 concerning the export and import of dangerous chemicals, as amended
- Chemicals (Health and Safety) and Genetically Modified Organisms (Contained Use) (Amendment etc.) (EU Exit) Regulations 2019
- Classification, Labelling and Packaging of Chemicals (Amendments Secondary Legislation) Regulations 2015
- Confined Spaces Regulations 1997
- Construction (Design and Management) Regulations 2015,
- Control of Artificial Optical Radiation at Work Regulations 2010

- Control of Asbestos Regulations 2012
- Control of Electromagnetic Fields at Work Regulations 2016
- Control of Lead at Work Regulations 2002
- Control of Major Accident Hazard Regulations 2015
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Homicide Act 2007
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Electricity at Work Regulations 1989 (as amended)
- Employers Liability (Compulsory Insurance) Regulations 1998
- Employment of Women, Young Persons and Children Act 1920.
- Environment Act 2021
- Equality Act 2010
- Fire Safety Act 2021
- Fire Safety (England) Regulations 2022
- Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended)
- Gas Appliances (Safety) Regulations 1995 (as amended)
- Gas Safety (Installation and Use) Regulations 1998 (as amended)
- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005 (as amended)
- Health and Safety (Amendment) (EU Exit) Regulations 2018
- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981 (as amended)
- Health and Safety Information for Employees Regulations 1989 (as amended)
- Health and Safety (Safety Signs and Signals) Regulations 1996 (as amended)
- Health and Safety (Sharp Instruments in Healthcare) Regulations 2013
- Health and Safety (Training for Employment) Regulations 1990
- Health and Safety at Work etc. Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015
- Ionising Radiations Regulations 2017
- Lifting Operations and Lifting Equipment Regulations 1998
- Lifts Regulations 2016
- Management of Health and Safety at Work Regulations 1999 (as amended)

- Manual Handling Operations Regulations 1992 (as amended)
- Notification of Cooling Towers and Evaporative Condensers Regulations 1992
- Personal Protective Equipment at Work Regulations 1992 (as amended)
- Personal Protective Equipment Regulations 2002
- Personal Protective Equipment at Work (Amendment) Regulations 2022
- Regulation (EU) 2016/425 on Personal Protection Equipment
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Radiation (Emergency Preparedness and Public Information) Regulations 2001
- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005 (as amended)
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 (as amended)

K. Kitchener

Kim Kitchener

Head of Quality - TCHC GROUP LTD

Document History

Reference No	Version	Date	Author	Classification	Review Date
P24	1.0	16/06/2022	Claire Jeens	Unclassified	16/06/2023
P24	1.1	19/01/2023	Claire Jeens	Unclassified	19/01/2024

P24	1.2	19/01/2024	Kim Kitchener Andy Smith	Unclassified	19/01/2025
P24	1.3	19/01/2025	Kim Kitchener Andy Smith	Unclassified	19/01/2026
P24	1.4	19/01/2026	Kim Kitchener Andy Smith	Unclassified	19/01/2027
P24	1.5	05/02/2026	Kim Kitchener Phillip Melson	Unclassified	05/02/2027

Revision and Amendment Register

Date	Procedure Number	Revision Details	Version Number	Author
19/01/2025	2,3 and 5	Added in CEO Courtney Grinham	1.3	Andy Smith
	4	Amended wording of first paragraph.		
05/02/2026	Sections 2,5 and 6	Updated to include Health and Safety and Facilities Officer Phillip Melson	1.5	Kim Kitchener