

Health & Safety Policy

Control Sheet

Title	Health & Safety Policy
Purpose	To set the policies and procedures needed to ensure that safe working practices are adopted throughout Via Trium's day to day business practices.
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Authoriser	A.Webb



Via Trium General Policy Statement

Via Trium recognise and accepts its responsibilities under the Health and Safety at Work etc. Act 1974 for the Health, Safety and Welfare of employees and relevant subcontractors.

The declared Policy of the Company is to achieve and maintain a safe and healthy environment for all employees and others who may be affected by the Company's operations.

We are committed to comply and, where possible, surpass all applicable environmental and health and safety legislation, other requirements to which the organisation subscribes, in order to prevent injury, ill health and to continually improve OH&S management and performance.

The Via Trium management team takes all reasonable measures to ensure the Health, Safety and Welfare of all its employees in fulfilment of its moral, legal and economic responsibilities. These measures are also aimed at protecting any person who may be affected by our activities.

All employees have access to the company Health and Safety Policy and at our Head Office. Via Trium notifies all persons who are employed, sub-contracted, visiting premises, sites of operation or to whom we owe a duty of care, to co-operate with and conform to the Safety Policy of the company.

Mr. A. Webb has overall responsibility for Health, Safety and Welfare and will ensure that measurable OH&S objectives are established and reviewed on a regular basis.

All Via Trium members are aware of their particular responsibilities in regard of the Health and Safety of themselves and of those under their control.

The Company will ensure that welfare facilities including first aid boxes are available. In many cases Via Trium will undertake to co-ordinate its activities with those provided by the main contractor or host clients facilities.

Mr Anthony Webb
Managing Director of Via Trium

Organisation for the achievement of safe working

The effectiveness of the Safety Policy is dependent on the people who are responsible for ensuring that all aspects of work are carried out with due consideration for safety and with minimum risk to health. Via Trium will ensure that this Policy is applied and is adopted by all Personnel and visitors to their premises. In order that this can be achieved, Via Trium have a management structure as outlined below with individual responsibilities detailed on the following pages.

Each individual person has a duty of care to themselves and other persons who may be affected by their actions.

Any recognised breach of any Health and Safety Legislation or any potential hazard observed while at work is to be reported, investigated and addressed.

Employees are to pay due regard to any duty or requirement imposed on the Company or other person by or under any of the relevant statutory provisions and to co-operate with the employer so far as is practicable to enable that duty or requirement to be complied with and are to act with all reasonable haste on advice and instructions given on matters of Health, Safety and Welfare.

Covid 19 and infection control

We will make reasonable effort to ensure safe-working practices at all premises where we operate. It is the responsibility of all levels of management to ensure that the welfare and safety of all employees under their charge takes precedence over any other consideration. In the event of problems arising out of this responsibility, the Manager should raise the matter with a Director of the Company.

Via Trium will take all steps within its power to provide and maintain:

- premises and equipment which are safe and Covid 19 secure.
- safe working systems and practices
- sufficient information, instructions, training and supervision to enable all employees to avoid hazards, and contribute positively to their own health and safety at work
- a safe place of work and safe access to and exit from it

Via Trium will carry out appropriate risk assessments including ensuring premises are 'Covid secure' in accordance with the Government's guidances in place.

Health & Safety Organisational Chart

Anthony Webb	George Webb	June Webb	Lucy Webb	Albie Tyler
Managing Director (NEBOSH)	Director	Director	Director	Director (IOSH)

Managers (All Departments)

Technicians (All Departments)

Contractors

Mr A Webb is ultimately responsible for all matters relating to quality, environment and health and safety. Mr A Webb is the first point of contact on all matters relating to communication with all external agencies (HSE or EA)

Responsibilities for Mr A. Webb

The overall responsibility for Health and Safety rests with Mr. A. Webb, but specific duties are delegated to others according to their experience and training. Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day. Mr. A. Webb will ensure that this Policy is applied throughout the whole company as well as being adopted by all operatives, sub-contractors and visitors to premises where its activities are carried out Mr. A. Webb will endeavour to:

Initiate the Company's Policy for Health and Safety to prevent injury, ill health, damage and waste, to set targets for the reduction of accidents and to initiate the Company Health and Safety Policy for safe places of work.

Ensure that the Via Trium Employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire company.

Communicate with Independent Safety Consultants and an advisory channel to ensure new safety legislation is conveyed through all levels of employees.

Sanction the necessary resources for adequate welfare facilities and equipment, to allocate adequate time for training and all matters of Health and Safety to meet the requirements of the Company Policy and to ensure that it is fully implemented and is an integral part of the Via Trium operation.

Ensure that at the outset of every project, the correct Health and Safety procedures are established.

Ensure that Health and Safety training needs amongst Via Trium staff are identified and fulfilled.

Create and maintain a strong and positive Health and Safety culture throughout every part of Via Trium.

Implement, co-ordinate and control the administration of Health and Safety matters within the Company.

Discipline any employee who fails to comply with his / her individual responsibilities towards achieving safe places of work.

Stay abreast of developments in Health and Safety legislation and good working practices and to ensure that any new developments are communicated both quickly and effectively to all Via Trium members.

Set a good personal example for others to follow.

Ensure that all accidents, dangerous occurrences and near misses are investigated and recorded thoroughly and that suitable remedial measures are introduced to prevent a similar situation in the future.

Ensure that all employees are kept up to date on all matters relating to Health and Safety. This includes new legislation, good working practices, risk assessments and COSHH data.

Pay particular attention to matter of communication and that it remains effective and true and that the information is followed.

Undertake positive vetting of the Health and Safety Policies and practices of contractors whom the Company may employ to ensure their competence.

Ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given without delay and reported in the correct manner.

Promote the Company safety culture as a serious one and that all Health and Safety matters are paramount at all times.

Know, understand and implement the Company Health and Safety Policy with the objective of ensuring a safe workplace.

Ensure that risk assessments are issued or otherwise related to employees throughout the Company. Check that those who need to be aware of them understand.

Never assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening.

Take steps to prevent horseplay and reprimand those who fail to consider their own wellbeing and that of others around them.

Mr. A. Webb, with the appropriate manager, must also determine at the planning stage:

- The most appropriate order and method of working.
- Competent persons are available to undertake the work.
- The amount of time and resources to be allocated with adequate allowance for unplanned eventualities.
- The provision of adequate lighting, signage means of evacuation and method of electrical distribution to ensure the safety of persons in occupied premises.
- Planned for emergency procedures and the provision of firefighting equipment, first aid kit and a trained First Aider / Appointed persons, when appropriate and not supplied by the customer.
- The availability of welfare facilities,
- Any particular training or instruction required for specific tasks.
- That all information available regarding services to the premises is known.

- Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences. Outline potential hazards at each stage and indicate precautions to be adopted. This requires the preparation of written assessments as required under the Regulations for the Control of Substances Hazardous to Health Regulations, Noise, Manual Handling, and the Management of Health and Safety at Work. Make them available to persons on site and discuss them fully.
- Ensure, so far as is reasonably practicable, that work, once started is carried out so as to ensure the safety of all persons on the premises.
- To advise Management at all levels, when requested, on the implementation of Health and Safety, i.e. relevant legislation, Codes of Practices and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.
- To monitor by inspection of the workplaces, workshops and accommodation, the Health and Safety performance of employees.
- To advise on and prepare, if requested, Health and Safety documentation.
- To analysis all statistical information about accidents and causation classification, with recommendations on preventative measures to be implemented.
- To investigate and report major injuries, notifiable dangerous occurrences, other accidents and incidents and to attend and report on legal proceedings in which Via Trium may be involved.
- To promote good working relations with the Health and Safety Executive and other Enforcing Authorities and to strive at all times to achieve, with the co-operation of the Management, compliance with current legislation.

- To ensure that all Via Trium members are advise on fire precautions, signage and best practice with regards to fire prevention.
- To assist in the choice and suitability of safety equipment and methods of training in its use and storage etc.
- Give guidance on the correct reporting procedure with regards to accidents at work in accordance with RIDDOR.
- To give guidance on training required ensuring continued competency and, if requested, producing and undertaking a training programme.
- Undertake noise surveys when requested to ensure the compliance with the Noise at Work Regulations 2005
- To undertake Portable Appliance Testing to ensure the integrity of electrical equipment when authorised to do so.

Responsibilities of Managers / Supervisors

Develop a strong concern for the safety of those that the company engages on its sites and for those who may be affected by the activities of the Company. Understand that the Company safety culture is a serious one and that Health and Safety is paramount at all times. Know, understand and implement the Company Health and Safety Policy with the objective of ensuring a safe workplace.

Ensure that all employees and sub-contractors engaged on sites under your control have a good understanding of the risks associated with their activities and the materials they handle. Ensure that risk assessments and COSHH data information is issued or otherwise related. Check that those who need to be aware of it understand it. If not, implement and re-check. Never assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening.

At the start of every project ensure that all employees are inducted by the Principal Contractor or Client and provide a briefing on Health and Safety issues and complete the Via Trium induction manual. Ensure that any operatives who join the project at a later date are similarly briefed. Frequently update operatives and sub-contractors on Health and Safety matters.

Ensure that adequate personal protective equipment is provided and worn when appropriate, replaced when damaged and is stored in an orderly fashion.

Stop any unsafe or potentially unsafe working practices immediately and notify Mr Anthony Webb of personnel who persistently breach health and safety rules.

Ensure that a tidy workplace and storage areas are maintained and materials not needed are removed or stored in an orderly fashion and that heat, light and ventilation are adequate.

Always prevent obstruction of access and egress routes by the safe delivery, stacking and storage of materials.

Ensure that each project under their control has adequate emergency procedures, fire fighting equipment and first aid kit (and a trained First Aider or appointed person where required by law). If work is undertaken in the absence of a Principal Contractor or Client representative ensure that those requirements, which are normally shared i.e. provision of a First Aider are supplied or arranged.

Work equipment is to be maintained in a fit state. Equipment requiring repairs will remain safely out of use until such time as repairs that may be required are completed.

For any absence or Managers are unable to fully attend to Health and Safety responsibilities at your site, immediately refer the matter to Mr. Webb. Wherever possible take responsibility for fully briefing whoever takes over your position on any safety matters or issues particular to the sites concerned. Take responsibility for sites, inducting your replacement if necessary.

Never, under any circumstances, allow works to proceed in an unsafe manner and report any accidents to Mr. Webb immediately after they happen. Ensure that any accidents are fully documented without delay.

Above all else understand and accept that those whom you oversee are likely to have or be involved in accidents if you personally do not take positive steps to prevent them. Be safe rather than sorry. Failure to establish, maintain, monitor and control Health and Safety matters within your remit is regarded as extremely serious by the company.

The Site Supervisor must also determine at the contract stage:

That all hazardous materials are properly marked used and stored, as outlined in the COSHH assessment.

That flammables are stored in a suitable environment with adequate fire fighting equipment to hand.

That a tidy site is maintained and areas of works sectioned/barriers used and adequate signage erected.

The delivery and safe stacking of materials to prevent obstruction of access and egress routes.

That arrangements are made between employees, sub-contractors and others at the premises to avoid confusion about areas of responsibility for Health, Safety and Welfare.

That adequate supplies of personal protective equipment are available.

Ensure that any accident on site, which results in an injury to any person, is reported in accordance with RIDDOR, if applicable, and entered into the accident log.

7 day, major or fatal accidents and incidents may be reported to the Health and Safety Executive via their website www.hse.gov.uk.

Responsibilities of Via Trium Operatives

All Via Trium members must comply with their individual duties under Section 7 & Section 8 of the Health and Safety at Work Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations 1999. That is to ensure their own safety and the safety of others and to generally co-operate with the Via Trium management team and its customers so as to enable the

Employer to carry out his Health and Safety duties towards them. Failure to comply with Health and Safety duties and Regulations on the part of the Employee, may lead to dismissal from employment.

To ensure that the locations where work is undertaken remain safe places of work, all operatives and contractors are requested to:

To understand the Via Trium's Health and Safety Policy, and comply with its requirements and develop a personal concern for the safety of yourself and others who may be affected by your activities,

Obtain a good understanding of the risks associated with your activities. Risk assessments will have been produced for any activity involving a significant risk. Ensure that they are seen, read and fully understood. In the event of any uncertainty stop work and ask for guidance.

Never, under any circumstances, work in an unsafe manner. If you feel you have been asked to do so – don't! Contact your manager or Mr A.Webb.

Wear personal protective equipment when necessary but regard its usage as a means of last resort. Work to eliminate or control the risk first.

Do not use plant and equipment for work for which it was not intended, or if you are not trained or experienced to use it and report any damaged plant or equipment. Keep all tools and plant in good condition inspect them frequently and do not use them if they are damaged or inadequate for the job.

Be aware that site emergency procedures exist. They are for your benefit. Find out what they are and establish the location and how to use fire-fighting equipment. Find out where First Aid equipment is kept and who the site First Aider is.

Keep the work place tidy at all times to make it a safer and healthier place to work. Be aware of trip hazards and when possible remove any hazards observed i.e. rubbish left in walkways.

Do not play dangerous practical jokes or partake in “horseplay”.

Report any injury to yourself, which results from an accident at work, even if the injury does not stop you working.

Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others. And suggest safer methods of working and to ensure that you and the general public are not put at any risk. Warn any other persons sharing the workplace of particular known hazards.

Regard Health and Safety information and training as your right. Ask the Supervisor for it and do not start work until you are satisfied as to its adequacy. Ask for and expect to receive a toolbox talk on any work and Health and Safety matters you feel unsure about.

Above all else understand and accept that you are likely to cause or be involved in an accident if you do not take positive steps to avoid them. In this respect your responsibility to yourself and to others is enormous. Be safe rather than sorry.

The attention of all employees is drawn to their responsibilities under the Health and Safety at Work Act 1974. These include the following in particular: -

It is the duty of every employee while at work to take reasonable care for the Health and Safety of himself and of any other persons who may be affected by his acts or omissions while at work.

As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is reasonably practicable to enable that duty or requirement to be performed or complied with.

No one shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety and Welfare in pursuance of any of the relevant statutory provisions.

Employees are reminded here, that a breach of safety procedures could possibly result in disciplinary action being taken by the Company, and that provision is made in the Health and Safety at Work Act 1974 for certain breaches to be actioned by the Health and Safety Executive.

All equipment has been tested and supplied in accordance with the current legislation. Defects in machinery, plant equipment and tools must be reported immediately.

Do not attempt to repair or maintain machinery, plant or equipment unless you have been properly trained to do so, particularly when it may involve electrical devices or the removal of safety guards. Ensure that the guard protection is always in place where required for the safe use of equipment. Ensure the working environment meets the safety requirements for operating plant, equipment and tools, so that heat, light and ventilation are adequate.

All faulty equipment is to be isolated immediately and warnings given to others who may be at risk. Inform the Supervisor/Manager and ensure that no work is carried out in the hazard area or with the faulty equipment until such time as the hazard has been cleared.

All injuries to yourself must be reported to the Supervisor/Manager and competent and/or qualified First Aider immediately. Details are also to be entered into the accident book and accident data collection.

Responsibilities of Contractors

All Contractors must comply to/with the Via Trium Health and Safety Policy and must submit their own Health and Safety Policy to Via Trium for verification.

Contractors will receive a copy of this Health and Safety Policy on request and will be expected to be fully aware of what is required of them whilst working at any Via Trium customers locations.

All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others who may be present in the work area and comply with any safety instruction given to them by the Site Supervisor.

All machinery, plant and equipment brought into a work area by Contractors must be safe and in good working condition, fitted with any necessary guards and safety devices, with any certificates available for checking. All operatives must be adequately trained in the use of such equipment and where appropriate have available any certificates of competence.

All electrical equipment is to be regularly tested and suitable for the conditions in which it is to be used or provided.

Any injury sustained or damage caused by Contractors employees must be reported immediately to the Site Supervisor.

Contractors when informed of any hazards or defects will be expected to take immediate action.

Welfare facilities will be available as well as extinguishers and first aid personnel, in circumstances where this is not possible via Trium will make alternate arrangements.

Via Trium will provide COSHH assessments for any material or substance supplied for use on site. Contractors are to provide COSHH assessments for materials provided for their own use.

Contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.

It is the Policy of Via Trium that all operatives, contractors and persons within the works area wear the protective clothing or equipment appropriate to the works being undertaken or as highlighted in the PPE assessment.

Contractors are required to ensure that copies of all risk assessments, COSHH assessments and safe working documentation are available for inspection by the Supervisor. Such assessments should be provided before work is due to commence and in sufficient time to allow submission to the Client.

General arrangements - health and safety overview

The Environmental Protection Act 1990 and the Health and Safety at Work Act 1974, state that the Secretary of State is empowered to make regulations for a number of purposes, which are listed in the Schedules to the Acts. The Environmental Agency and the Health and Safety Commission may approve and issue Approved Codes of Practice and although failure to observe such a code would not in itself be illegal, it may be referred to in criminal proceedings to show that the failure to comply with the code or any provision of it, constitutes a contravention of any particular requirement or prohibition of the Act. All Acts, Orders, Regulations and ACOP's remain in force until they are modified or repealed.

Enforcement

This is the responsibility of the Environmental Agency and the Health and Safety Executive appointed by the Commission, with the provision that responsibility may be transferred in certain cases to local authorities. Enforcement Officers operate along the lines of the old Factory Inspectors but have considerably more power. If an inspector is of the opinion that a person is contravening a statutory provision or is likely to repeat a contravention, he may serve on that person an Improvement Notice requiring specified remedial action to be taken within a specified time. If the inspector considers that the contravention involves a risk of serious injury, they may serve a Prohibition Notice having immediate effect if considered necessary, directing that the specified activities must not be carried on until the specific matters have been remedied. If an Improvement Notice or Prohibition Notice is not complied with, persons responsible are liable to imprisonment for up to six months (3 months under the Environmental Protection Act 1990) and a fine of up to £20,000.00. Either of these notices may (but need not) include directions as to the measures to be taken, except where a Notice has immediate effect it may be withdrawn by the inspector before the date specified, or on the other hand, the period specified may be extended. An inspector may seize any plant, article or substance he finds on any premises, if they consider it to be a cause of imminent danger

An inspector may give to persons employed (or their representatives), factual information obtained by them relating to the premises and anything undertaken there and inform them of any action they are taking in connection with the premises.

A person found guilty of an offence under the Acts is liable, on indictment for certain offences, up to two years imprisonment, and / or an unlimited fine. Continuation of an

offence for which a person has been convicted constitutes a further offence and that person is liable to a fine for each day on which the contravention continues.

Accident investigation

Via Trium will undertake a thorough investigation of accidents. Accidents will be investigated and recorded to ensure that suitable controls are implemented, and that safe systems of work created with the aim of preventing recurrence, removing the hazard and reducing the risk.

Accident procedure and RIDDOR

In recognition of its duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2012 (RIDDOR), Via Trium has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive. In the first instance Via Trium will, so far as is reasonably practicable, provide and maintain a safe place of work, a safe system of work, safe appliances for work and a clean, safe and healthy working environment. Provide such information, instruction, training and supervision as may be necessary to ensure the Health and Safety at work of its employees and to promote awareness and understanding of the Environment and Health and Safety throughout the workforce.

The Company will also as part of its day-to-day arrangements:

- Ensure the safety and absence of health risks in connection with use, handling, storage and transport of articles and substances,
- Make risk assessments available to employees,
- Take appropriate preventive/protective measures,
- Appoint only competent personnel to undertake tasks.

Via Trium will ensure that there are sufficient First Aid facilities in accordance with The Health and Safety (First Aid) Regulations 1981.

Risk assessments in accordance with The Health and Safety (First Aid) Regulations 1981 will examine:

- The number of employees,

- The nature of the work in which they are involved,
- The size of the operation,
- How widely employees are distributed across the site,
- The location of the site and its proximity to medical treatment.

First aid kits and their locations shall be known by all personnel and its contents replaced as they are used or when an expiry date is exceeded. A regular check is to be made of the contents to ensure this. One person holding a current First Aid certificate or an "Appointed Person" certificate will be responsible for the proper use and maintenance of the first aid box. Arrangements may be made with the Principal Contractor/ Customer for the shared usage of such facilities.

Accident reporting

All accidents are to be reported to the Management and entered into the accident book, where applicable, the statutory requirement to report under RIDDOR must be complied with. Records will require as a minimum:

- Name and address of injured person(s)
- Date, time and place of accident(s)
- A full explanation of the circumstances leading to the accident(s)
- Name of injured person(s) employer(s).

Alcohol, drugs & smoking

Anyone found under the influence of or in possession of alcohol or narcotics will be removed from the areas of work and may be subjected to appropriate disciplinary measures, which could include dismissal. Anyone found smoking cigarettes or electronic cigarettes in a designated 'No Smoking' area will be instructed to extinguish the cigarette immediately and subject to disciplinary measures.

Communication

Via Trium sees communications between workers as an essential part of effective Health and Safety management and will endeavour to communicate to employees their commitment to Safety and to ensure that employees are familiar with the contents of Via Trium's Health and Safety Policy. Communication with employees will be in the form of directions and statements, in writing, company newsletters by way of the Policy Statement and by example.

Via Trium aim to work within their Client's Health and Safety representatives and other employers to ensure that all information and documentation is shared regarding Environmental and Health and Safety matters and is communicated to relevant employees in order to ensure safe working of all parties at all times.

Contractors, when used, are further required to ensure that copies of all risk assessments and safe working documentation are available for inspection by the Supervisor. Such assessments must be provided before work is due to commence and in sufficient time to allow submission to the Client or their Planning Supervisor.

Manual handling and lifting operations

A major source of injury throughout industry and commerce is the need to manually move materials from place to place. This is relevant to any place of work. Via Trium will carry out Risk Assessments for all relevant operations and take the appropriate action to eliminate or control the risk. Where reasonably practicable the Company will provide mechanical aids to handling and lifting in accordance with the current Manual Handling operations Regulations.

There are however, many instances where manual handling is the only practical solution, in such cases all persons employed to do this work must be trained in correct handling techniques. Similarly all work places must be planned to facilitate safe handling.

Personal protective equipment

The use of Personal Protective Equipment (PPE) is considered as the 'last resort' measure for controlling risks to health and safety. However, where it has been established that this is the only means, or can supplement other means of protection such as isolation and segregation, the Company will ensure that adequate supplies of such PPE are available and maintained in accordance with the Personal Protective Equipment at Work Regulations.

It is essential that all personnel issued with PPE are trained in its use and maintenance.

Training

It is recognised that training has an important part to play in a Safety programme. Via Trium will ensure that adequate facilities and resources are available to train all employees to carry out their tasks safely and efficiently. No person will be required to perform any task unless he/she has been trained to do so, or adequate instruction has been given. All new staff will receive a period of induction training at the office and or relevant client site:

- Management structure of the Company and Via Trium Health and Safety Policy.
- An introduction to the Company's Management System.
- Specific training in Facility Procedures relevant to the area of processing in which the trainee is to be deployed.
- An understanding of the requirements of the Health and Safety at Work Act 1974 as detailed in the Company's Health and Safety Manual.
- An introduction to Risk Assessment and the Company's findings associated with its undertakings.
- The importance of safe working practices and safety standards.
- The importance of protective clothing, including safety footwear, hand and eye protection, hard hats and respirators where appropriate.
- Effective and safe use of tools and equipment.
- An appreciation of the risks associated with hazardous substances as detailed in the Company's COSHH Handbook.

- Procedures for the reporting of accidents and injury.
- Location of fire equipment and first aid facilities.
- Manual Handling
- Impact of the Company's activities on the environment and an introduction to the Company's environmental policy and register of environmental effects.
- Refresher training.
- Monitor and review.
- External job specific training where required.

All employees are to be trained in accordance with the Management of Health and Safety at Work Regulations 1999. Where operatives are required to carry out key tasks they will be provided with the necessary training.

Via Trium will ensure that all operatives and contractors are competent and trained to the recognised acceptable levels required to undertake their job in a safe manner. Additional Health and Safety training will be provided:

On recruitment and when exposed to new or changed risks refresher training will also be given as appropriate. Onsite training will cover all aspects of Safe Site Working Procedures and specific Contract requirements

The Company will undertake to provide Induction Training for general education and additional training for specific jobs as they occur and any additional specialised courses or staff training as is appropriate and necessary for the requirements of their duties. All training deemed to be beneficial to employees will be provided and paid for by Via Trium. In the interests of Health and Safety, training will be mandatory with records of training being kept within the main office.

The Company has a firm commitment to the training of its employees in matters relating to Health, Safety and Welfare. The objective of these is to ensure that the obligations of Via Trium in these matters are fully complied with.

Training and improvement in the understanding and application of Health, Safety and Welfare matters is seen as a continuous process. There is no defined training agenda but rather a flexible approach whereby training is provided in whatever areas are required by individual employees.

Training is provided in both a formal and informal manner and all employees are encouraged to positively identify to their Supervisors/Managers any areas where they feel they require training or retraining in Health and Safety matters.

Onsite training will be provided in the form of induction courses. This instruction will, where necessary, include familiarisation with the place of work e.g. welfare facilities, provision of and explanation of any information contained in risk assessments or method statements and it will also deal with the use of any personal protective equipment together with instructions on maintenance of the equipment.

Consultation with employees

The Company will ensure that there is regular consultation with all employees to achieve and maintain an effective Health and Safety culture within the Company's operations. Via Trium will consult with the employees or their representatives, before the introduction of new procedures or technology that may affect employees and their working practices. Consultation will also occur after the introduction of new statutory information, new or modified work equipment or systems of work and when new technology or new substances are to be used. The consultations will be undertaken on a formal and informal basis according to the matters being relayed. Where necessary the company will keep records of the consultations.

Control of hazardous substances

Due to the type of operations undertaken by Via Trium, some hazardous substances are used, however, we will endeavour through our purchasing procedures to purchase only those substances that are not hazardous to health. Substances that may be hazardous will be reduced to the lowest level reasonably practicable. The use of those substances purchased will be assessed under the COSHH Regulations 2002 (2015), restricted and strictly controlled. For further details please refer to the Via Trium Coshh Policy.

Contractors

All Contractors will receive a copy of the Company Health and Safety Policy Statement upon request and a list of Safety Rules and Requirements. The following paragraph may be inserted into contracts to Contractors.

“Please see a copy of our Company Policy Statement for Health, Safety and Welfare and a list of Safety Rules and Requirements for contractors on this Company’s sites and Clients Premises. Your acceptance of this contract will be deemed to include acceptance of the requirements of our Company Policy. Please contact Via Trium for any information on any matter in connection with Health, Safety or Welfare.”

Co-operation and care

If we are to build and maintain a Clean, Healthy and Safe working environment it is essential that there is co-operation between all employees. Employees are expected to co-operate and accept their duties contained in this policy. Employees have a duty to take all reasonable steps to preserve and protect the Environment and the Health and Safety of themselves and all other people affected by the Company’s undertakings.

Disciplinary procedure

When there are issues of non-compliance of Health and Safety Regulations the Company will investigate them. Mr. Webb will collate any information and this will be reviewed and the appropriate corrective action taken to ensure that there are controls implemented and that the employees are made aware of the situations which are causing concern. If, subsequently, the problems persists then the Company will apply further measures to ensure the Health, Safety and Welfare of all employees and others who may be affected by the actions of those who are not complying with the Health and Safety Regulations.

The employee’s attention will be drawn to a situation which is causing concern in order to give the employee the opportunity to explain and to improve a position. If subsequently, the problem persists then further, more stringent measures may be necessary.

Where the Company is dissatisfied with an employee or sub-contractors performance on Health and Safety grounds they will arrange a formal interview, where the employee can be accompanied by a fellow employee or trade representative. After considering the details an appropriate admonishment, oral warning, written warning, suspension or dismissal will be issued. Records of the disciplinary actions will be maintained by Via Trium, and available for any appeals or

legal actions arising from the issues of non-compliance of Health and Safety legislation.

The following contraventions will result in the offending individual being suspended from work pending an inquiry, which will be supervised by Mr. Webb.

Failure by supervisors to notify and explain to operatives over whom they have charge the controls in force for projects and associated risks and the procedures established for their protection and safety.

Working in a manner where safety management controls and requirements are disregarded to such an extent that the activity or action is considered life threatening to the individuals themselves or to others.

Malicious misuse of or damage to any items which have been provided to assist in maintaining Health, Safety or Welfare standards, including:

- Personal Protective Equipment
- First aid provisions and facilities
- Welfare facilities
- Safety notices, instructions or signs

Consumption of, or being under the influence of, alcohol or other substances during the course of employment.

Documentation

The office will ensure that a complete copy of, or where appropriate, relevant extracts from the Company Health and Safety Policy are made available to Clients when requested for reference. A copy of the current Employers Liability Insurance Certificate will also be made available on request and displayed when practicable on site.

Electrical equipment

Electrical equipment is to be tested at 12 monthly intervals compliant, unless on construction contracts when all electrical equipment will be tested 3 monthly to HSE guidance note HS (G)141. Staff will be properly trained only to use equipment after they have given it a visual inspection to identify damage or defects, and to use it only

for the purposes for which it is intended according to the safe systems of working. Where equipment is found to be faulty, repairs and re-testing will be carried out before the equipment is re-issued.

Emergency procedures

The company will establish and where necessary provide appropriate procedures to be followed in the event of serious and imminent danger to persons working for them. The prime objective will be to ensure that no employee, sub-contractor or visitor can access any area where an emergency or possible danger may or has occurred without first receiving adequate Health and Safety instruction.

The company will inform workers about the potential dangers, the controls and the emergency procedures. All members will also be instructed on how to identify conditions in these potentially dangerous areas where it may be necessary to stop work and go to a place of safety. The Emergency Procedures will then provide adequate safeguards to avoid a return to the work area until the risk of danger has been cleared.

Fire safety

Operatives are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should raise the alarm and evacuate the building immediately. In this situation operatives are to meet at the pre-determined muster point. A procedure for dealing with any fire will be prepared and effective steps taken to ensure that all employees are familiar with the procedure.

Housekeeping and site tidiness

Tidiness will be considered at all stages of the work and good co-operation is expected between Via Trium and the client. Waste material, especially combustible material, will be controlled and either deposited in an agreed area, or removed.

Insurance

In recognition of its statutory and common law duties, Via Trium has taken out insurance with an approved insurer. The certificate of insurance will be prominently displayed so as to be available for inspection at all reasonable times by employees and regulatory authorities i.e. the Health and Safety Executive Inspectors with the main office and at large projects.

Personal protective equipment

PPE identified as necessary after an assessment of the various activities will be supplied by the Company. Employees will be outfitted with equipment, trained in its use and maintenance, advised of the possible results of non-use and the reporting procedures for faulty equipment. Via Trium will operate an on-going policy of monitoring equipment use. It will be a disciplinary matter if operatives do not adhere to the use of PPE and the associated controls that are to be implemented as part of the risk assessment. It will be mandatory that employees shall wear a safety helmet and safety boots or safety shoes at all times when required by the Principal Contractor. Other PPE may be required according to the risk assessment & in accordance with the site rules.

Personal protective equipment – visitors

Other PPE such as a high visibility waistcoat will be considered and used when required. Visiting managers, supervisors or contractors will be reminded that they should set a good example by wearing the appropriate protective clothing at all times whilst on site.

Protection of persons in work areas

All necessary measures required for the protection of others will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work Act 1974. Consideration will be given at the planning stage to ensure the protection of others and when necessary, barriers, screens etc will be provided to prevent ingress and ensure their protection.

Risk assessments

Via Trium will carry out on-going risk assessments for operations in accordance with The Management of Health and Safety at Work Regulations 1999. The risks and controls to be implemented will be communicated to all staff. This procedure will be continuous and assessments will be updated as required by situations or statutory requirements.

Risk management

Risk management is the basis of the Company's objective of achieving safe working places. The risk management procedures the Company adopts are as follows:

1. Identification of the risks
2. Assessments of the risks
3. Identification of methods and practices of working to reduce the risks
4. Assessment of the reduced risk levels
5. Implementation of practices and procedures identified in risk assessments
6. Monitoring and control of risk and risk reduction procedures

Safety inspections

Random inspections of work sites may be undertaken with results recorded to ascertain that all activities are undertaken in a controlled safe manner and with due regard for statutory obligations and Approved Codes of Practice.

Security arrangements

Suitable barriers/hoarding and notices preventing passage and where applicable the placement of lighting will prevent access by third parties. In situations whereby Via Trium operatives are made key holders, buildings will be made secure at the end of each work shift.

System audits and monitoring of performance

Regular reviews are carried out by the company on OH&S performance. This will include review of OH&S objectives, incidents, training, and changes required to the OH&S management system.

Work equipment

Via Trium will ensure that work equipment is maintained in an efficient state, in working order and in good repair. Where the equipment has a maintenance log this log is to be kept up to date. Via Trium will endeavour to provide work equipment that complies with the statutory provisions contained within the Provision and use of Work Equipment Regulations 1998.

All work equipment within the workplace shall be visually inspected to ensure it is safe and suitable for the purpose for which it is to be used and will be maintained in good working order and the Company will provide adequate supervision, information, training and instruction to ensure that there is compliance with safety procedures.

Operatives using Company machinery, plant and equipment will be competent and trained. They must inspect the equipment before use and must not misuse the equipment. Operatives must report all faults, damage, defects or malfunctions to their Supervisor/Manager and are not to use the equipment. Defective equipment must be immobilised and identified as awaiting repair.

Young persons

When the Company employs people under the age of 18, it will complete explicit risk assessments in respect of the young workers. The assessments will address the specific factors identified for the safety of the young persons and the other workers who may be affected by the work of the young persons.

Via Trium will inform the parents or legal guardians of the risk assessments and the control measures to be used to provide a safe working environment as required by the above regulations. The Company will provide the appropriate supervision to ensure that the young person undertakes their tasks safely.

Vehicles

Only authorised and qualified employees are allowed to drive Via Trium vehicles. All vehicles will be properly maintained. Employees who are authorised to drive a company vehicle must ensure that the vehicle is in a safe condition before starting any journey and to complete any vehicle records that may be required. Every driver must be acquainted with instructions and regulations concerning the safe use of the vehicle. Any major defect or persistent problem must be reported without delay.

All employees loading goods into a company vehicle must ensure that the load is safe and secure. Any accident to company vehicles must be reported without delay.

New or expectant mothers and young persons

The company has a specific duty to consider the special health and safety risks that may apply to young people, pregnant women and nursing mothers. They will not be required to work on activities or in areas that require them to perform manual handling tasks or any other hazardous tasks. It is recommended that expectant mothers tell their manager of their pregnancy as soon as they know they are pregnant so that they can avoid strenuous or stressful activities that may affect the course of their pregnancy. Risk assessments will take account of pregnancy and young workers and special attention will be given to new mothers who have recently returned to work.

Monitoring of the policy

Employees are encouraged to bring to the attention of Mr Anthony Webb, areas, which in their opinion this policy appears inadequate. All such comments will be reviewed and if required passed to our Independent Safety Consultants for their consideration and review.

This Policy and Arrangements will be reviewed on at least an annual basis, or sooner if an issues is highlighted, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

