Health and Safety Policy

Created by Paul Goodchild SVC Safety Solutions LLP

The Health and Safety at Work etc. Act 1974 as amended
The Workplace (Health, Safety and Welfare) Regulation 1992
The Management of Health and Safety at Work Regulations 1999 (as amended)

30 April 2026 v1.10

Version history

Issue	Date of issue	Comments
1.0	08 September 2023	Paul Goodchild; SVC Safety Solutions, full annual H&S Policy Review **Added** • Control of Legionella • Noise at Work • Slips & Trips • Confined Spaces • Fragile Roofs added to Working at Height section • Vibration • Lead • Radiation • Dust • Fumes • Pedestrian & Vehicle Segregation • Access Equipment • Passenger Lifts • Pressure Vessels • Air Conditioning Units • Working in hot conditions • Drones • Use of Hand tools and equipment **Rewritten** • Risk assessment section • MEWPS – to included IPAF training • Hazardous Substances (CoSHH) • Organisational Chart • Asbestos • Health, Safety and Environmental Committee **Removed** • drug/alcohol misuse • smoking • employment of disabilities
1.1	08 September 2023	Amendments by Michelle Le Chalmers.
1.2	11 September 2023	Inclusion of Contents Page.
1.3	15 September 2023	Inclusion of comments from H&S Leadership Group, Exec and Hubs.
1.4	22 September 2023	Final amendments to section 4 and 5, review of 5.15 Asbestos.
1.5	31 October 2023	Amendment due to transition from LLP status to EOT
1.6	18 January 2024	Amendment to section 3, 3.3 H&S Leadership Group Responsibilities. Added additional point that the Senior team must notify Michelle Le Chalmers and Seth Love Jones of a HSE or Local Council correspondence or visit For further guidance please refer to the Working at Height Safe System of Work added to section 5.17/5.18/5.19/5.36 Section 4.13 added standard eye test reimbursement

1.7	2 April 2024	Amended
1.8	3 October 2024	4.12: wording change 4.17: wording added 4.18: Fixed electrical and portable electrical appliance wording added 4.19: wording added 4.21: wording added 4.23: wording added 5.1: wording change on mobile phone usage 5.20: noise section reduced to suit business 5.21: Legionella training added to list 5.23: Mobile phone usage added
1.9	30 April 2025	2.4 amended due to staff changes 3.3 amended due to staff changes 4.16 amended 4.17 First Aid section added

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Executive Summary

This policy document has been prepared to define the way that Tuffin Ferraby Taylor [TFT] Ltd [TFT] intends to manage Health and Safety and meet the requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974. This Act requires an employer to prepare a statement of general policy with respect to Health and Safety at work and the arrangements to carry out the Policy.

The Policy and its associated documents apply as defined to all personnel employed or contracted to TFT as appropriate to the work being undertaken. It is the duty of personnel so involved to apply the requirements of these documents to their work

Statement of Intent

TFT are committed to providing and maintaining a safe working environment for our employees and those impacted by our activities. Through the way we proactively manage, work and behave, all or employees and stakeholders will be protected from risks of Occupational injury or ill health.

Key aims;

- to prevent harm to ourselves, our colleagues or anyone we come into contact with
- to preserve the reputation of TFT by not sending people out who aren't sufficiently aware of risk, avoiding accidents and profile a healthy and safe business
- to lead by example

Awareness; Our employees and stakeholders have an awareness and understanding of health and safety hazards and risks. This is ensured by thorough induction onboarding processes, commitment to training, communication, proactive agenda for regional office meetings and ongoing internal audits.

Communication and consultation; There is active open communication and consultation between our people, our sub-consultants, external interested parties, and stakeholders. Health and Safety is integrated into our communications. We have trained internal Health and Safety personnel and are supported by external expertise from SVC Safety Solutions LLP, who advise on all Health and Safety matters. We have a central intranet contained within "Core" as a hub for Health and Safety guidance, processes and news items.

Management roles and responsibilities; Roles and responsibilities for Health and Safety will be defined, as necessary, within job descriptions. The Exec and Board will ensure that;

- adequate resources are provided for Health and Safety
- Health and Safety is adequately assessed, controlled, and monitored; and
- our people are actively involved on matters that affect Health and Safety.
- our work across the regional offices, takes into account experience and engages all staff in developing our culture of Health and Safety awareness throughout the firm.

Hazard identification; TFT will identify our workplace Health and Safety hazards and will inform our people, our external interested parties, sub-contractors, and stakeholders as appropriate.

Competence; Our people and stakeholders have the competence to undertake their work with minimum risks to Health and Safety.

Health and Safety training; Our people will be adequately instructed and trained on Health and Safety issues that affect them and the safe working practices that should be followed. This will be achieved through a combination of in-person and online training as well as internal coaching and mentoring.

Behaviour, culture and office working parties; Senior Directors will demonstrate leadership in Health and Safety, within their regional office, at team meetings and through the Health and Safety Leadership Group. This will ensure that Health and Safety issues are identified, assessed, and managed. Systems are in place to empower our people to raise health and safety concerns with management. We have in place a Health and Safety Leadership Group [H&SLG] who oversee and assist the implementation of new policies, best practice and overall compliance. This H&SLG liaises with the regional offices in order to promote, identify and resolve Health and Safety matters.

Compliance; TFT work activities achieve compliance with legislation, and our people are empowered to take action to minimise Health and Safety risks.

Incident Investigation; TFT will report and investigate accidents, incidents and near misses to drive improvement in our Health and Safety management. Lessons learnt from such events will be used to take corrective action to prevent recurrences.

Measuring performance; TFT will actively and openly, review and report on our Health and Safety performance against objectives and targets.

Health and safety management system; TFT are presently in the process of adopting the principles of an ISO45001:2018 management systems to ensure compliance with legislation, fulfil the requirements of the standard, and continually improve our Health and Safety performance. Key elements in relation to Health and Safety are contained within the Business Operations Standards System and its associated instructions, assessments and guidance documents. The document system formally communicates the instructions and procedures covering operation and work activities from the Company Director(s) to their supporting Managers and all other personnel employed or involved our activities. The document system has been developed to meet statutory requirements for a Safety Management System to ensure the Health and Safety of all personnel associated with work activities of the Company (including contractors, visitors and the general public).

Work related health; TFT will assess our occupational health risks. Our people will be informed of the occupational health risks that affect their work. We will act to prevent, reduce, or control occupational health risks to an acceptable level and reduce the potential for ill health, including assessing all our people's fitness for work. Health surveillance will be conducted to satisfy health and safety legislation as required. We understand that work related Health includes mental health and wellbeing and as part of our continual improvement strategy resource and training has been allocated to assist in looking after our mental health and wellbeing including training a number of mental health first aiders and providing access to confidential help lines.

Delivering our policy; Our policy will be delivered by;

- generating a culture that does not tolerate threats to Health and Safety; and
- ensuring the real involvement of all our people, the sub-contractors, and stakeholders.
- H&S Leadership Group meetings, and regional office meetings will drive compliance with all Health and Safety legislation, policies and working protocols.

Policy review; This policy has immediate effect and replaces all previous versions. This policy will be reviewed and amended, as necessary. The Health and Safety Policy will be reviewed each year, or more frequently if required, to ensure that it is effective and up to date. The Policy will be amended where required and all employees informed of any amendment. A copy of the Health and Safety Policy will be available to all employees through our Document Management System [Core]. The Health and Safety Policy Statement will be displayed on a Health and Safety notice board.

Health and Safety Policy Statement

In every activity of its business, Tuffin Ferraby Taylor [TFT] Ltd is fully committed to providing safe & healthy working conditions for the prevention of work-related injury & ill health. TFT accepts all compliance obligations to safeguard, so far as is reasonably practicable, the health, safety and welfare of its employees and anyone who may be affected by the actions of TFT and its employees.

TFT will set standards to comply with the relevant statutory requirements relating to health, safety and welfare with regard to the effect on employees, contractors, visitors and the public.

The H&S Policy details the responsibilities, organisation, and arrangements for OH&S across the whole of the TFT Group including all UK and international sites.

Regulations relevant to international sites are consulted to ensure the TFT Group H&S Policy remains fit for purpose and ensures adherence to all compliance obligations (legal and other). These include:

- Health and Welfare at Work Act 2005
- Safety, Health and Welfare at Work (General Application) Regulations 2007

TFT will:

- Meet its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Provide and maintain safe working environments including access & egress.
- Provide and maintain adequate welfare facilities
- Ensure all employees play an active part in the Health and Safety of the Company by means of consultation & participation and providing them with adequate information, instruction, training and supervision so they can understand their role within the Company.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensure that:
  - hazardous areas are kept secure from the public, employees, tenants or contractors not required to enter them;
  - adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed when new substances, equipment, processes or premises are introduced;
  - all equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations;
  - contractors working for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractor's legal responsibilities to comply with statutory requirements.

TFT will communicate the Health and Safety Policy to all employees and it will be freely available to clients and stakeholders. This policy will be reviewed as a minimum annually and updated as required due to any changes internally or externally to TFT.

Employees are required to cooperate with TFT to ensure their personal safety and to ensure the safety of those around them. Failure to adhere to defined safety standards may lead to disciplinary action.

This policy, supported by Instructions, Procedures and Organisational Arrangements will be applied to all activities carried out by TFT. All employees and instructed third parties will enforce this policy. The Health and Safety Senior Director is personally responsible for the Health and Safety performance of TFT and signs this policy statement in acknowledgement of this.

Tuffin Ferraby Taylor [TFT] Ltd
Seth Love Jones [Chief Operating Officer] 30 April 2025

WorkSafe Policy Statement

TFT aims to provide a safe working environment and safe system of work which, so far as is reasonably practicable, is free from risk to employees, instructed third parties and those affected by their actions or omissions. TFT by means of our WorkSafe Policy will support any employee who refuses to work on legitimate grounds of risks to safety or health provided they invoke the WorkSafe process as detailed below.

Before any work shall commence a suitable and sufficient risk assessment shall be carried out in line with the company Health and Safety Policy. Suitable training and supervision will be provided to ensure all staff are competent in the works they are undertaking. TFT does not expect any employee or sub-contractor to undertake any duties unless they are competent and trained. No employee, or anyone working on behalf of TFT, is expected to carry out any task where the risk to themselves or any other person is considered unacceptable. Under the WorkSafe Policy each member of staff 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 health and safety is free from disciplinary action and will not affect in anyway their future prospects within the firm. All refusals to work will be responded to promptly and the employee will be involved in the consultation and discussion process regarding safe working practices.

Any situation leading to an individual or individuals refusing to work for health and/or safety reasons must be reported immediately. In the first instance they must report the issue to the line manager or a member of the senior management team. The reason for ceasing work must be given. The person in charge must then discuss with the employee and make an assessment of the situation and decide on a suitable course of action. A revised risk assessment and method statement will be issued (where applicable) with additional control measures in place to allow work to be restarted. If an agreement cannot be made no work will commence and the issue must be reported to Senior Management for further action.

Employees and instructed third parties should always work safely and in accordance with any applicable rules, regulations, procedures or instructions, if necessary, intervening to stop unsafe acts or practices. Managers shall be responsible for the safety of any work undertaken under their direct control.

They should:

- have a safe system of work in place for any activity undertaken under their direct control,
- check that the employee or instructed third party requested to undertake the work is competent, certified and suitably equipped to do so,
- take action as necessary to remedy any unsafe acts or conditions identified,
- work with health and safety representatives to identify and minimise unsafe conditions, behaviours and acts,
- review, resolve and report any refusals to work on grounds of safety and health.

The Senior Directors are responsible for ensuring that all work is undertaken in a safe manner, and that any refusal to work on the grounds of Health and Safety is fully investigated and closed out satisfactorily. Ultimately, our Senior Directors have authority to determine how an issue is resolved. All staff have the right to raise concerns about Health and Safety without fear of discrimination.

Managers will never discriminate against individuals who raise safety concerns. All situations where the WorkSafe Policy has been raised will be reported to senior management.

Tuffin Ferraby Taylor [TFT] Ltd
Seth Love Jones [Chief Operating Officer] 30 April 2026

2.1 Organisation

Arrangements for health, safety & welfare will be organised by TFT. The Chief Operating Officer [acting as Health and Safety Senior Director] has overall responsibility for health, safety and the environment. The Health and Safety Senior Director has appointed SVC Safety Solutions LLP to be responsible for monitoring the Company's Health & Safety Policy and for dealing with related health, safety, and welfare matters. Constructive suggestions to improve health, safety and welfare awareness are welcomed from any employee.

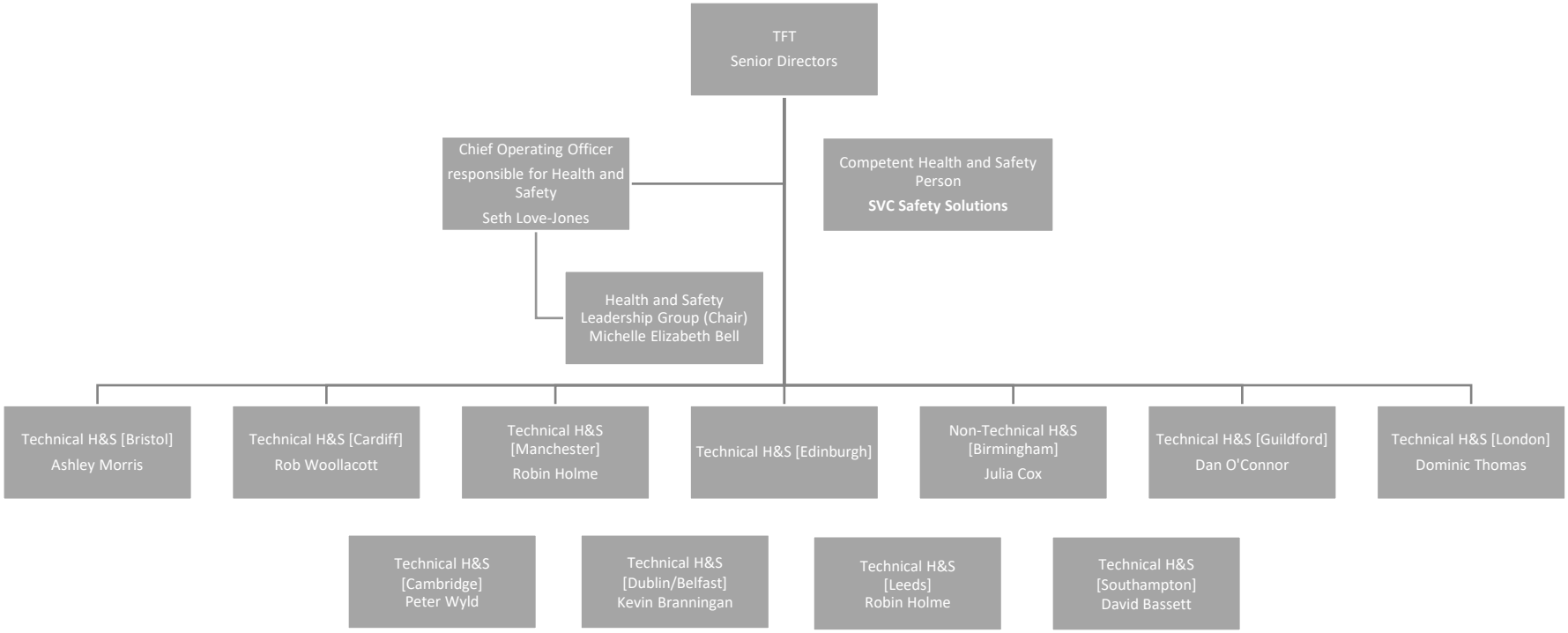
2.2 General Responsibilities

Senior Directors and management are responsible for the implementation of TFT's policies on health, safety, welfare and matters, including revision of this policy. All employees are expected to set a personal example and take reasonable care for the health, safety and welfare of themselves and of others who may be affected by their acts or omissions, as well as protection of the environment from their work activities. Employees who are responsible for supervision are expected to promote and encourage health, safety and environmental awareness in employees under their control.

2.3 Consultation and Participation

Employees will be consulted in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 whenever there are changes in the Company's work procedures and arrangements for health, safety and welfare of the employees and consultation with the Health and Safety Executive (HSE). Consultation will be either directly with the employees or with a group of employees elected as their 'representative of employee safety'. Information will be provided initially to allow sufficient time for employee comments and feedback to be considered and any necessary changes made to the proposals. Participation of the workforce is key to implementing, maintaining & improving a robust Health and Safety processes.

2.4 Organisation Chart



Responsibilities

3.1 CEO Senior Director Responsibilities

- To have overall accountability for Health and Safety within TFT.
- To ensure that sufficient resources are made available to meet Health and Safety needs within TFT.
- To appoint competent persons to be responsible for Health and Safety within TFT.

3.2 COO [Health and Safety] Senior Director Responsibilities

- To ensure that the Policy is supported by any additional instructions, procedures or other organisational arrangements, and implemented on a day-to-day basis.
- To bring to the attention of the Board any Health and Safety matter which may have an adverse effect on TFT, its employees or anyone else who could be affected by TFT's activities.
- To ensure the health, safety and welfare at work of employees by providing and maintaining:
    - Safe places of work and safe access/egress
    - Safe systems of work
    - Adequate levels of supervision, training, instruction, information
    - Relevant Risk Assessments
    - Safe work equipment
    - Adequate personal protective clothing and safety equipment
    - Adequate welfare facilities
    - Safe methods of handling, transporting stores and equipment
    - Accurate Health and Safety records
    - Medical surveillance (where the nature of the work being carried out requires it).
- To ensure all employees are aware of and have knowledge of their health and safety responsibilities while undergoing their duties and that they do not place themselves at risk.

3.3 H&S Leadership Group Responsibilities

- To read, understand and implement TFT's Health and Safety Policy, organisation and arrangements, coordinate and to adhere to all relevant Acts and regulations.
- To act as role models and advocate that approved codes of practice, safe systems of work, Risk Assessments / Method Statements are complied with.
- To act as role models and advocate that the requirements of Health and Safety legislation are complied with.
- To act as role models and advocate that employees comply with the requirements set within our Health and Safety Policy and all documentation records are kept.
- To act as role models and advocate that all accidents are reported to the enforcing authority in compliance with RIDDOR and investigations are carried out to prevent any re-occurrence, the first stage of which is to advise the COO [Health and Safety] Senior Director and CEO Senior Director.
- To bring to the attention of the COO [Health and Safety] Senior Director, issues relating to safety in the workplace and to make them aware of visits made by the enforcing authorities.
- To ensure that recommendations made by the Client or external Health and Safety consultants are complied with.
- To ensure that all contractors/suppliers have been through an approval process prior to being employed on each project.
- To ensure they notify the Operations Director and COO of any HSE (Health & Safety Executive) or Local Council correspondence or site visit immediately after the event.

TFT Health and Safety Leadership Group comprises the following persons;

Name	**Role**
Ashley Morris	H&S Co-Ordinator Technical H&S (Bristol)
Rob Woollacott	Technical H&S (Cardiff)
Robin Holme	Technical H&S (Manchester/Leeds) Technical
TBA	H&S (Edinburgh)
Julia Cox	Non-Technical H&S (Birmingham)
Dan O'Connor	Technical H&S (Guildford)
Dominic Thomas	Technical H&S (London)
Michelle Elizabeth Bell	Non-Technical H&S (London) H&S LG Chair
Peter Wyld	Technical H&S (Cambridge)
Kevin Brannigan	Technical H&S (Dublin)
David Bassett	Technical H&S (Southampton)
Appointed Health and Safety Consultants	SVC Safety Solutions LLP

All employees will be notified whenever there are any changes in personnel of the H&S Leadership Group.

3.4 Senior Technical Personnel Responsibilities

- To read and understand our Health and Safety Policy and comply with the prescribed arrangements.
- To be aware of and have knowledge of the various statutory requirements governing our activities and their application.
- To ensure that the requirements of H&S legislation, are complied with as they apply to the activities being undertaken.
- To employ best practice, as defined by TFT and any relevant bodies, at all times with regard to work activities.
- To set a personal example and carry out their own work in a safe manner.
- To ensure that other people, including visitors and members of the public, are not placed at risk as a result of our activities.

3.5 Employees Responsibilities

All staff have a duty to take care of their own health and safety and that of others who may be affected by their actions at work. TFT staff must co-operate with senior management and co- workers to help everyone meet their legal requirements. If employee's have any specific queries or concerns relating to health and safety in your workplace, they are to consult with their Senior Director in charge, Service Line lead, or local health and safety leadership group representative

3.6 First Aiders Responsibilities

- To provide First Aid to employees and others, as trained.
- To ensure that First Aid Kits are maintained and that accidents are recorded.
- To assist in the reporting of serious accidents to the COO [Health and Safety] Senior Director, notably with RIDDOR reporting and where required, assist in any accident investigation.
- To carry out any internal/external training as require for the role

3.7 Fire Marshals/Wardens Responsibilities

- To contribute to the management and enforcement of TFT fire procedures.
- To ensure that the means of escape are clear and free of obstructions by carrying out regular inspections
- To ensure that firefighting equipment, signage and fire evacuation procedures are in place/displayed and not misused.
- To carry out weekly alarm call point testing or ensure that the managing agents are undertaking this role.
- To carry out any internal/external training as require for the role.
- On hearing the fire alarm:
  a) Supervise the evacuation of personnel from the TFT office
  b) Check all rooms, stores and toilets to ensure full evacuation.

3.8 Support Services Staff Responsibilities

- To read and understand the Health and Safety Policy and comply with the prescribed arrangements.
- To ensure the maintenance of company Health and Safety records.
- To ensure that for each company driver a full UK driving licence is held and fully covers the vehicle being driven and that the driver has been authorised to use a company vehicle or own vehicle for company use [controlled by the HR Team].

3.9 Company Car Drivers Responsibilities

- To ensure that a full UK driving licence is held and fully covers the vehicle(s) being driven and that the authorisation to use a company vehicle or own vehicle for company use has been given.
- To not consume alcohol or take medication which could affect driving ability before driving a vehicle on company business.
- To notify our HR Team of all driving convictions/offences and accidents that occur whilst carrying out company business.
- To ensure that a copy of the relevant business car insurance is obtained and held for use of any vehicle used for company business and that it covers the transfer of passengers and theft of company articles.
- To ensure that the relevant safety checks are made in accordance with the manufacturer's handbook and at the specified frequencies and that any repairs or maintenance are carried out as required.
- For non-company cars, to ensure that all required Road Tax and MOTs (if applicable) are in date and ready for inspection.
- To ensure that a mobile phone is only used when it is safe to do so and in accordance with current legislation (i.e. where a hands free kit is fitted). The best recommendation is to wait until the end of a journey to retrieve, receive or send calls.

3.10 Appointed Third Parties Responsibilities

- Whilst working in any capacity for TFT all appointed third parties will be expected to adhere to TFT's Health and Safety Policy, to cooperate with TFT on all matters of Health and Safety at work and to cooperate with our appointed Health and Safety Advisers.
- All third party employees are to be made aware of TFT Safe Systems of Work (SSoW) and location specific procedures.
- Where activities are outside the above, a specific SSoW must be provided to TFT for approval prior to commencing work.
- The SSoW will include a detailed Risk Assessment of the task to be completed and, where applicable, will include safe methods and COSHH information.
- All third parties will be required, where applicable, to be able to demonstrate the applicable and suitable level of competence for the activity(s) they are involved in.

3.11 SVC Safety Solutions LLP Responsibilities

- Advise TFT on the need to prepare, distribute and review a company Health and Safety Policy.
- To provide advice in accordance with the Service Level Agreement on the following:
  - Ensuring a positive Health and Safety culture is established and maintained
  - Effective communication of Health and Safety issues
  - Legal requirements affecting health, safety and welfare
  - Adequate standards of personal protective clothing and equipment
  - Working methods, equipment or materials which could reduce risks
  - Potential hazards in the workplace
  - Health and Safety factors affecting the selection of equipment
  - Specialist services including substances hazardous to health, noise, asbestos removal and the application of new and current legislation
- Where requested:
  - Carry out inspections of sites and workplaces as notified by TFT
  - Carry out investigations of serious accidents
  - Assist TFT in notifying and dealing with the Health and Safety Executive HSE

Arrangements [within the Office]

4.1 Introduction

TFT arrangements for the management of health and safety are provided within this section and within section 5.

4.2 Information and instruction

TFT recognises the need for effective communication between all parties in the workplace. We will ensure that employees are provided with adequate information and suitable instructions to enable them to carry out their work activities. Information and instruction will be provided in a form which takes account of any language difficulties or disabilities. Where the workplace is shared information relevant to the safety of all will be communicated.

4.3 Internal communications

All relevant safety information will be provided at all workplaces this will include:

- Health and Safety Policy
- HSE poster
- Employer's Liability Insurance Certificate
- Fire safety instructions
- Names of Fire Wardens, First Aiders and Mental Health First Aiders

4.4 Non-English speaking employees

TFT has identified that those who cannot speak English may fail to understand what is being asked of them through verbal instruction by colleagues, and may not able to understand written instructions procedures and processes. This represents a significant risk. TFT will ensure that all employees are aware of their responsibilities in the workplace and will fully support any employees for whom English is not their first language so that they fully understand their responsibilities, regulations and reporting procedures.

TFT will assess the associated risks when an individual does not speak and/or understand English and will:

- Translate safety notices and training manuals into relevant languages or replace them with written notices with clearly understood symbols;
- Make use of internationally recognised pictorial warning signs which offer a means of communication that should be clear to all regardless of literacy or language;
- Provide safety training sessions in relevant alternative languages to English;
- Provide appropriate English language training ranging from key words only to oral and written fluency in English for longer term workers;
- Make use of bilingual employees to interpret/translate information to their non-English- speaking colleagues.

TFT will ensure that the interpreter/translator is competent to fulfil that role and will be given sufficient authority to discharge the responsibility placed upon them and ensure that communication is effective.

4.5 External communication

Senior management will ensure that they establish lines of communication with other organisations/persons that may be affected by TFT activities. This may be verbally, through the use of signage, in writing or a combination thereof. TFT shall expect likewise that other organisations/persons will communicate health safety, or organisational issues that may impact TFT Health & Safety.

4.6 Training and competency

TFT will ensure that its workforce is trained and capable of carrying out their allocated tasks. Many accidents at work happen because an individual is not adequately trained. The likelihood of accidents or injury is reduced when personnel are well trained and are competent. Senior staff must therefore ensure that all employees under their control have the appropriate training and knowledge required to undertake the role they perform and can gain experience relevant to the work being carried out in order to maintain that competence. Newly trained personnel will be appropriately supervised until such time that it is established that a suitable level of competency has been achieved.

Records will be kept of all training related to work activities. Refresher training will be organised (where required) to keep each employee's qualifications up to date and to maintain competence. Accurate records of training will enable TFT to demonstrate effective management of training to enforcing authorities or other interested parties.

4.7 Records and archiving

Records will be maintained of all necessary Health & Safety documentation. Duration of record keeping will be dependent on the document type and are contained within our Retention Policy, all data is maintained within Core and backed up as defined within the IT Policy. This will include:

- Health & Safety Policy and associated procedure documents
- Risk Assessments / Method Statements / COSHH Assessments
- Statutory documentation (inspections, reports etc.)
- Accident Book
- Training records
- Other relevant Health and Safety documents

4.8 Safe place of work

TFT is required to provide its employees, so far as is reasonably practicable, with a safe place of work along with safe access to and from that place of work. We will make adequate arrangements to ensure that all workplaces are maintained in a clean, orderly and safe condition. Regular inspections/monitoring of workplaces will be conducted by a competent person. Records will be kept, and any findings reported, and where appropriate actioned.

4.9 Welfare Facilities

Suitable and sufficient welfare facilities will be available at all workplaces for all employees, and visitors, including:

- Toilet facilities in accordance with HSE recommendations for numbers of employees, (including special facilities for the disabled where required); These may be separate or unisex facilities
- Washing facilities;
- Facilities for rest and to prepare hot meals, including means for boiling water and potable drinking water
- A designated are for pregnant/breastfeeding employees (as required)
- A designated area for prayer (as required)

All facilities will be maintained to a satisfactory standard, with regard to: Accessibility, Temperature, Ventilation, Lighting, Cleanliness/hygiene.

4.10 Stress at Work

Stress in the workplace is a reality of working in current times. An employee who is severely stressed may significantly increase the likelihood of having or contributing to an accident, becoming a hazard to themselves as well as to others.

TFT has a responsibility to control the health, safety and welfare of its employees and this includes reviewing the impact of stress at work. To manage stress in the workplace the HSE's management standards for stress shall be applied.

These cover the primary sources of stress at work:

- Demands; workload, work patterns and the work environment;
- Control; how much say the employee has in the way they do their work;
- Support; the encouragement, sponsorship and resources provided by the employer, management and fellow employees;
- Relationships; includes promoting positive working, the avoidance of conflict and dealing with unacceptable behaviour;
- Role; whether the employee understands their role and conflicting roles are avoided;
- Change; how change is managed and communicated.

Managerial staff should be aware of, and look for, the symptoms of stress in individuals and in groups. Equally any employee who may strongly suspect that a fellow employee or they themselves are being affected by stress should refer this to the appropriate Manager who will arrange for the person to be assessed and/or monitored.

TFT policy will regularly review each employee's work performance and workload. Employees will be given every chance to air their views and grievances at these reviews.

4.11 Wellbeing & Mental Health

The employers pledge action plan will be led by our appointed well-being lead, supported and signed by our senior management team. This commitment will be communicated to our employees with regular updates provided as to the action taken. We will revisit our pledge on a regular basis to ensure we are progressing against our commitments.

TFT will provide support and resilience across the organisation aiming to develop a culture that is inclusive, open, and supportive of people experiencing mental ill- health. Evidence suggests there are 5 steps we can all take to improve our mental well-being. We will support and guide our workforce towards these steps with an aim to make them feel happier, more positive and assist them to live and work productively:

- Connect – connect with the people around you: your family, friends, colleagues and neighbours. Spend time developing these relationships.
- Be active – you don't have to go to the gym. Take a walk, go cycling or play a game of football. Find an activity that you enjoy and make it a part of your life. Evidence suggests that taking regular exercise has the same effect as taking mild to moderate anti-depressants.
- Keep learning – learning new skills can give you a sense of achievement and a new confidence.
- Give to others – even the smallest act can count, whether it's a smile, a thank you or a kind word. Larger acts, such as volunteering at your local community centre, can improve your mental well-being and help you build new social networks.

Be mindful; be more aware of the present moment, including your thoughts and feelings, your body and the world around you. Mindfulness can positively change the way you feel about life and how you approach challenges. The use of 'mindfulness' apps like Headspace are encouraged.

4.12 Occupational Health

TFT recognises that workers may suffer from ill health caused or made worse by work. This may be due to for example:

- Musculoskeletal disorders (MSDs): from work-related upper limb disorders (WRULDs) and back injuries
- Work-related stress
- Occupational dermatitis
- Occupational Cancer
- And many others.

We will carry out assessment(s) of risks related to potential ill health through work activities and will ensure that all control measures identified in the Risk Assessment(s) are implemented to minimise risk.

Employees are encouraged to report any suspected work-related ill health through Managers and the Health and Safety Senior Director/Co-Ordinator so that action can be taken to manage the situation. Occupational health surveillance is carried out by a competent contractor.

4.13 Emergency procedures

Whilst all reasonably practicable steps shall be taken by TFT to ensure its activities take place as planned, within the boundaries set by this policy and any relevant assessments, we recognise that emergencies can occur and that these need consideration and management action in order that control of a situation where its employees may be at risk. Written emergency procedures for reasonably foreseeable incidents will be assessed at all workplaces. All employees will be informed, instructed and where necessary, trained in the emergency procedures. These procedures will be practiced regularly, and records will be maintained appointed persons will be identified to take control in the event of an emergency incident.

4.14 Fire Prevention and evacuation procedures

A Fire Risk Assessment will be completed at all offices under the control of TFT, appropriate measures will be implemented:

- Means of fire detection;
- Means of raising the alarm in the event of a fire;
- Firefighting equipment;
- Emergency lighting;
- Emergency routes and exits.

Appropriate measures will be implemented for regular maintenance, servicing and testing of fire prevention equipment. Fixed electrical installations will be inspected and tested periodically. Procedures will be produced detailing action to be taken in the event of a fire including on discovering a fire, hearing a fire alarm, evacuation routes and assembly points.

An appointed person will regularly inspect the designated evacuation routes for obstructions.

Fire plans will be displayed around the building(s). Emergency routes and exits will be indicated by signs. Where disabled persons use the workplace, specific arrangements will be made to ensure they can escape in an emergency. All employees will be informed, instructed and where necessary, trained in fire prevention and evacuation procedures (action to be taken, fire alarm, types and use of fire equipment). These procedures will be practised regularly, and records will be maintained. Fire Marshals will be appointed and trained in fire prevention and evacuation procedures.

4.15 Bomb or other Threat

TFT has established procedures in the event of bomb or other threat to premises under our control including the discovery of a suspect article or any incident necessitating evacuation of the premises. Even in a low threat situation, any suspect article should be treated with suspicion and may require evacuation of premises and the summoning of the Emergency Services; therefore no one should leave any item unattended such that action is required to be taken.

4.16 Accident Reporting

All employees, contractors and visitors must report all accidents that have resulted in an injury to any person (not just employees) or damage to any property to either, their Senior Director in charge, the Operations Director or HR (whomever is most appropriate in the circumstances). Accident Forms are available as a standard template in Core (go to the TFT Templates menu from the Home Page), this should be completed by the person if they are able, or alternatively the TFT first aider. The form should be submitted confidentially to the Operations Director.

Reported accidents will be investigated to ensure that protective and preventive measures are reviewed, and controls are amended or improved as required to prevent recurrence.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), TFT must report serious injuries, incidents or diseases occurring at or as a result of activities at the workplace, as required by current legislation. Any such event must be notified to The Chief Operating Officer and Operations Director immediately. The incidents will be reviewed, and if appropriate will be reported online https://www.hse.gov.uk/riddor/report.htm. All incidents can be reported online, alternatively, for fatal and 'specified injuries' to workers **only**, you can phone 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), HSE must be informed when:

- Any person dies as a result of or in connection with work;
- Any person suffers a 'Specified injury' or disease as a result of or in connection with work;
- A person is incapacitated for work for more than 7 consecutive days due to an accident at work. This must be reported within 15 days;

- Any person not at work (visitor, member of public, etc.) is injured as a result of an accident at a workplace and requires treatment at a hospital.
- There is a dangerous occurrence at work
- Any employee has been diagnosed with an Occupational Disease
- There is a suspected legionella outbreak in the workplace

Less serious accidents where a person is away from normal working duties for at least 7 days as a direct result of a work-related accident can only be reported using the online form and must be reported within 15 days of the accident. For benchmark and comparative analysis against previous statistics, we will continue to record all injuries which result in absence from work of more than three days

4.17 First Aid

Nominated 'suitable person(s)' trained First Aiders or Emergency First Aiders, will be provided at all TFT office locations to administer First Aid. The numbers required will be determined by a suitable and sufficient Risk Assessment.

Adequate First Aid equipment will be provided at all locations under the control of the First Aider to include:
- First Aid Kits;
- Eyewash Stations;
- A suitable place or room for the administration of simple first aid procedures.

4.18 Display Screen Equipment

It is our policy to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. The use of Display Screen Equipment (DSE) has been linked to cases of Musculoskeletal disorders (see separate section within this Policy) and eye problems.

In accordance with current legislation TFT will identify all users, those employees who use DSE for a significant part of their working day (usually more than 1 hour at a time). A suitable assessment of the risk will be carried out for all users. DSE assessments will be reviewed after any significant change including change of workstation location, change of work equipment, change to employee's health, after a period of no more than 3 years. Any risks identified will be reduced as far as is reasonably practicable. All DSE users must undertake the DSE module as part of their induction. All users will receive regular, adequate training and information in the correct set-up and use of DSE.

Eye tests will be provided upon request and the company will reimburse employees for the price of a standard eye test and an agreed sum toward the basic price of spectacles provided specifically for the use of DSE only. Refer to the staff handbook.

Any user who works at home or away from our office locations will receive adequate information in the correct set-up and use of DSE. This information should enable the person to complete their own DSE Risk Assessment, which will be returned to their manager once complete.

Any risks identified will be reduced to low as is reasonably practicable.

4.19 Management of Electricity in Premises

The use of electricity in the workplace is widespread and represents a significant risk of personal injury and fire. No employee is to undertake electrical work on any equipment or system within the workplace.

Contractors carrying out electrical maintenance work will be required to provide risk assessments for the tasks they will be carrying out. Electrical switchgear and control equipment will always be kept clean and free from obstruction. The fixed electrical installation will be inspected and tested at intervals determined by risk by a competent contractor (for example approved by the National Inspection Council for Electrical Installation Contracting (NICEIC) or the Electrical Contractors Association (ECA)). Any faults or hazards related to electrical equipment or installation should be reported to the Senior Director in charge for action.

Portable Electrical Appliances
For this policy a portable electrical appliance is defined as any item powered electrically and supplied via an electrical lead and plug. All persons using handheld electrical appliances are responsible for inspecting plugs and lead before use. Any person finding an item of damaged equipment should bring this to the attention of the relevant Manager immediately. Portable electrical appliances will be inspected and tested at the recommended frequency as stipulated by current guidelines.

4.20 Lone Working

Owing to the nature of our business, our staff are at times required to either work alone within the office environment or work away from the office as “lone workers”. These situations are typically:

- working from home
- working at the premises of another organisation
- working within the office, outside of normal working hours

This guidance refers to the hazards associated with “lone working” and attention is drawn to specific site hazards as identified within Risk Assessments. Prior to any lone working, a risk assessment must be carried out by the member of staff concerned. This risk assessment must identify the specific risks associated with lone working in that location, typical risks are:

- Entrapment
- Accident, injury or ill health
- Personal attack by others
- Working in confined spaces
- Manual handling
- Loneliness
- Mental Health & Wellbeing
- Known medical conditions

Employees who are not sufficiently trained or experienced to fully understand the risks and precautions required will not be permitted to work alone. The service line lead will assess competency. The need for training in this situation will be assessed and training provided as necessary, by agreement. Lone workers cannot be subject to constant supervision, employees to be made aware of the risks associated with lone working. Any employee new to the job, undergoing training, undertaking a job which presents special risks or dealing with new situations must be accompanied at first. For further guidance please refer to the Lone Working Safe System of Work.

4.21 Monitoring at the workplace

Managers must ensure that all workplaces and activities under their control meet the requirements set out in this policy. Where it is found that the policy cannot be followed, the issue must be reported to senior management for review of the policy and/or the procedure. Some activities may require specific assessment. All “specified injuries" and dangerous occurrences will be investigated. A report will be produced and, where feasible, recommendations for preventative and/or corrective action will be made. All accidents and near misses must be reported to managerial staff at the workplace. Notably where incidents and injuries are to be notified to the enforcing authorities subject to the requirement of legislation, such incidents will be investigated in accordance with the severity of the incident this may require the assistance of SVC Safety Solutions LLP upon request.

Injuries of any description must be recorded. Senior Management will take steps to analyse such information in order to take such steps as are necessary to implement remedial action and so prevent reoccurrence where it is able. Meetings to discuss health, safety, welfare and environmental issues will be held at regular intervals between management and SVC Safety Solutions LLP upon request.

4.22 New and Expectant Mothers

Any employee is required to notify the company (in writing) that they are pregnant, has given birth within the previous six months, or is breastfeeding. They will also be required to provide our HR Team with a certificate from a registered medical practitioner or a registered midwife showing that they are pregnant. Once this is confirmed, TFT will conduct a review of their current work, specific Risk Assessment and implement any changes/control measures to protect the unborn child.

This assessment will take into account the following considerations:

- Working hours; stress; noise;
- Exposure to toxic substances, e.g. lead, pesticides, mercury etc;
- Radiation;
- Manual handling; working at height, driving at work, use of DSE

4.23 Temporary/Short Contract and/or Agency Workers

TFT shall provide employees under a fixed-term contract (or employed by an employment agency to work in the company’s premises), with information on any specific qualifications or skills required by employees to carry out work safely. The company shall provide any health surveillance where the nature of the work requires it. This information will be provided before the

employees concerned commence their duties. In the case of an employment business employee, the aforementioned information shall be supplied to the employment business. It is expected that, in line with current legislation, the employment business concerned shall ensure that the information provided is given to the relevant employees.

4.24 Young Persons

The company accepts responsibility for ensuring that young people, (those over 16 and under 18), are safe in the working environment. Before employing a young person, TFT will undertake a Risk Assessment in accordance current legislation. We will ensure that all young persons employed are protected at work from any risks to their Health or Safety which are a consequence of their lack of experience or absence of awareness of existing or potential risks or the fact that they have not yet fully matured.

The company will not employ a young person for work which:

- is beyond their physical or psychological capacity;
- exposes them to substances chronically harmful to human health, e.g. toxic or carcinogenic substances, or effects likely to be passed on genetically or likely to harm any unborn child;
- exposes them to radiation;
- involves a risk of accidents which they may not recognise because of their lack of experience, training or attention to safety;
- involves a risk to their health from extreme heat, noise or vibration;
- exposes them to night work, which is not normally permitted between 22.00 and 06.00

TFT will obtain parent or guardian consent before employing a young person below the minimum school leaving age and provide the local authority with relevant information on the individual so that he/she can be issued with an employment permit.

4.25 Work Experience Placements

TFT recognises that the exposure to work provided by placements is a significant step in preparing children and young people for adult and working life. It provides an opportunity to foster an early understanding of the importance of Health and Safety and to influence the attitudes of the future workforce. The company will liaise with the Local Education Authority (LEA) or establishment work placement advisor to ensure the successful management of Health and Safety on work experience placements and the provision of a safe and supportive environment for the learner. Where we accept students above the minimum school leaving age (MSLA), they will be considered young people and the Risk Assessment reviewed accordingly.

Where we accept students below the MSLA, the Risk Assessment will be reviewed to ensure suitable controls are in place and that the key findings have been communicated to the work placement officer and parents or guardians. The company will ensure that the controls reflect that students below the MSLA are not entitled to exemptions from the young person working restrictions, but temporary young worker status may be granted in cooperation with the work placement officer under the Education Act for school years 10 and 11 who would otherwise be prohibited by Child Employment Legislation from engaging in the restricted activities.

4.26 Passenger Lifts

All passenger lifts in TFT workplaces which are used by people at work, are subject to periodic thorough examination and inspection, as required by LOLER and PUWER regulations. TFT acquires thorough examination and inspection reports from the managing agents on a 6 monthly basis. Any faults or defects are reported to TFT management who will contact the managing agent for repair. When lone working out of normal business hours where a receptionist is on duty within the building, the use of passenger lifts should be avoided.

4.27 Slips, Trips, Falls

In the office situation, the practice of good housekeeping (which includes cleanliness and tidiness) is a big factor in the prevention of accidents. The following will reduce the risk of accidents occurring:

- Equipment and materials should be returned to their correct place after use.
- Whenever possible all aisles and floor areas should be kept clear.
- Water, oil or chemicals spilt on the floor should be cleaned up immediately to prevent slips.
- Wastepaper and rubbish must not be dropped on the floor but put in the waste bins provided.

In the site (i.e. non-office) situation, the process of risk assessment should be used to avoid or minimise hazards, and control risks using appropriate PPE, access equipment and footwear and other good site practices, as well as personal attentiveness and adequate breaks to reduce fatigue.

4.28 Winter Conditions

Whilst we make every effort to ensure that temperatures within internal work areas are reasonable, it is foreseeable that heating systems may fail due to breakdown or power disruption. Should this occur, staff should seek appropriate back up heaters from the Managing Agents via their local administrators, where possible, in accordance with our Fire Risk Assessment and put on additional clothing as a temporary measure whilst a solution is sought.

Where the temperature in the work areas falls below 16 degrees Celsius for a prolonged period, managers will authorise staff to go home on full pay or work from home where possible. If work in some areas involves physical effort the minimum temperature which applies is 13 degrees Celsius. Staff who have specific medical conditions which are exacerbated by cold, such as asthma, will advise the HR Team to agree suitable working arrangements.

Employees who drive for work purposes have been issued with, and are expected to follow, the relevant sections of the Health and Safety Policy.

In the event of snowfall within the commuting routes of employees, managers will monitor weather conditions and release staff early if necessary to avoid them being trapped at work. Managers will also contact staff if the workplace is to be closed and/or they not expected to come to work e.g. during a period of prolonged freezing conditions.

Unless directed by management not to attend, employees are expected to make reasonable efforts to come to work without taking personal risks. Travel warnings should be heeded.

Line Managers are responsible for ensuring that additional communications and other precautions are taken as necessary to safeguard those who are lone working.

If due to low staff numbers, our first aiders are not available the most senior Manager present will take the role of appointed person for the purpose of managing any first aid incident and obtaining medical treatment.

We will also pay particular attention to building entrance areas to minimise the risks from wet floors. Employees will be encouraged to wear footwear with a good tread when walking outside

4.29 Hot Conditions

There is no law for maximum working temperature, or when it's too hot to work, because every workplace is different. No meaningful upper limit can be imposed because in many indoor workplaces high temperatures are not seasonal but created by work activity, for example in bakeries or foundries.

However, we must stick to health and safety at work law, including:

- keeping the temperature at a comfortable level
- providing clean and fresh air

Information on heat stress and dehydration will be provided for those employees working outside.
A risk assessment will be carried out in the event of an extreme heat wave. This will stipulate control measures required to keep employees safe. This may include working from home where possible, regular breaks, relaxation of work clothing

Arrangements [travelling to and working from Site]

5.1 Safety Rules [Generally]

- All employees should be aware of, respect and adhere to the rules and procedures contained within the Health and Safety Policy issued annually and saved to the knowledge area of Core.
- All employees shall immediately report any unsafe practices or conditions to the person responsible for safety within their work location as identified within section 3 of this document.
- Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be permitted to work.
- Horseplay, practical joking, or any other acts which might jeopardise the health and safety of any other person are forbidden.
- Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of that person or any other person.
- Employees shall not adjust, move, or otherwise tamper with any electrical equipment, or machinery.
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other employees.
- No employee should undertake a task which appears to be unsafe.
- No employee should undertake a task until they have received adequate safety instruction and are authorised to carry out the task.
- All injuries must be reported to the representatives of employee safety as highlighted in section 3) in order that this can be raised to the attention of the Health and Safety Senior Director and/or CEO Senior Director.
- Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
- No employees should use chemicals without the knowledge required to work with those chemicals safely.
- Suitable clothing and footwear will always be worn on site.
- Personal protective equipment shall be worn wherever appropriate.
- Mobile telephones must not be used while driving except where fully fitted in-car hands free systems are in place. Where a fully fitted in-car hands free system is in the car then all calls must be kept to an absolute minimum.
- Walkways and passageways must be kept clear from obstructions always.
- If a walkway becomes wet, it should be clearly marked with warning signs and/or covered with non-slip material.
- Trailing cables are a trip hazard and should not be left in any walkway.
- Any change in the floor elevation of any walkway must be clearly marked.
- Where objects are stored in or around a walkway, care must be taken to ensure that no long or sharp edges jut out in such a way as to constitute a safety hazard.

Equipment

- Company equipment e.g. laser measuring devices (Disto), Ladders etc., are only to be used by appropriately trained and authorised personnel.
- It is the responsibility of all employees to ensure that any equipment they use is in a good and safe condition. Any equipment which is in any way defective must not be used, and the fault reported to the safety representative.
- All equipment must be properly and safely stored when not in use.
- No equipment should be used without the manufacturers recommended shields, guards, or attachments.
- Approved personal protective equipment must be properly used where appropriate.
- Employees are prohibited from using any equipment for any purpose other than its intended purpose.

5.2 Risk assessment

TFT recognises the importance of conducting Risk Assessments as stated in the 'Management of Health and Safety at Work Regulation 1999' and will carry out assessments of the health and safety risks associated with the business. Any risks identified by assessments will be reduced to the lowest extent reasonably practicable.

TFT and our external Health and Safety adviser conduct assessments. Risk assessments are published to projects within our Document Management System [Core] which is accessible to anyone who may want to read them.

Hazard identification and assessment of risk must be undertaken on all projects. This should be completed as a continual process, with such assessments being undertaken by the nominated personnel as and when any circumstances, type of work or equipment etc change.

It is TFT responsibility under the Management of Health and Safety at Work Regulations 1999 to ensure that those carrying out assessments are competent to do so. Safety Consultants will be on hand for advice on carrying out risk assessments.

5.3 Safe systems of work

TFT will ensure that a Safe System of Work (SSoW) is established for all its work activities. In order to achieve this, work activities will be risk assessed. Where a hazard cannot be eliminated the identified risk will be managed and controlled within tolerable limits. Method Statements and/or Risk Assessments that reflect the work activity and the environment in which it will occur will be established. Where a task(s) requires specific actions to be followed a permit to work system will be established and implemented. Safety equipment required to achieve risk control will be provided free of charge where necessary.

5.4 Method statement

A Method Statement will be produced when appropriate to describe how to control the risks identified for work activities in order to achieve a Safe System of Work. Everyone involved in the task will have the contents of the Method Statement formally communicated to them and records demonstrating receipt of this information will be retained.

5.5 Unsafe situations and near miss reporting

An unsafe situation (USS) is an unsafe physical condition within the workplace or a unsafe act by an employee that if not rectified may lead to a near miss/accident within the workplace. A near miss is an unplanned event that did not result in injury, illness or damage but had the potential to do so. Incidents occur every day in the workplace, which have the potential to result in serious injury or damage. By reporting and recording near misses, TFT aim to identify any measures which could be implemented in order to prevent future accidents. Employees will be encouraged to report near misses and USS. All near misses and USS will be reported directly to Management and recorded.

5.6 Home Working

Employees who work at home at any time, the general arrangements for managing their workplace will still apply. To minimise risks, a Risk Assessment of the workplace will be carried out to identify potential hazards, in the same way as in a traditional work environment. Records of assessments will be retained and reviewed to ensure the working environment remains acceptable. All work equipment that is issued for home use will be subject to an assessment of suitability and will be subject to inspection. All sections of the Health and Safety Policy and procedures will remain applicable, particularly Accident Reporting.

5.7 Work in Other Employers Premises

TFT will establish as far as reasonably practicable that other's premises are safe to enter and work within. Our activities are subject to Risk Assessment, and liaison with the controller of the premises in order that suitable cooperation and coordination can be established to ensure the Health and Safety for all involved.

5.8 Work in Schools & Other Educational Establishment

On occasion, TFT may work within schools and other educational establishments, within these premises careful thought and planning is required, we must do everything we can to keep students away from working area(s) and potential dangers.

As with all buildings that TFT works in/on, isolation and emergency procedures will be followed. We will work closely with the establishment's management team and the local education authority (if applicable) and be fully briefed on the procedures for the establishment.

The following specific steps are particularly relevant to child safety although this is not an exhaustive list:

- TFT personnel must be enhanced DBS checked, refer to HR Team
- Secure sites adequately (i.e. that will prevent children squeezing through, under or climbing over so far as is reasonably practicable).
- Barrier off or cover over excavations, pits, ponds, tanks.
- Store building materials so that they cannot topple or roll over.
- Remove access ladders from excavations and scaffolds.
- Lock away hazardous substances.
- Educate children on the dangers of the works.

On all occasions, project Risk Assessments will be reviewed to consider the age and nature of the students with a particular emphasis on child protection issues.

5.9 Visiting Redundant or Derelict Premises

Prior to visiting any premises that may be unoccupied, subject to vandalism or in a run-down state, the employee in collaboration with their service line lead or suitable other senior member of staff, are to assess the risks of entering the building, identifying key areas that could cause particular hazards such as:

- Incomplete or unsafe flooring,
- Exposure to unprotected leading edges,
- Areas where vagrants may be occupying the building,
- Exposure to areas where drug abuse may have occurred, risks from hypodermic needles, etc.
- Exposure to biological risks such as Weil's disease (Leptospirosis) in areas where vermin may be present or pigeon droppings, or legionella bacteria in stagnant water tanks/pipes
- Exposure to potential sources of contamination, such as asbestos containing materials.

With hazards identified and risks assessed, all employees working on the project must be briefed on the assessment of risk and work must be carried out as planned and in accordance with the relevant standards and Risk Assessments.

TFT will provide any information, instruction and training that an employee may require to carry out his or her work in a safe manner.

5.10 Working in Hospitals

On occasion, TFT may work within a hospital environment and as with all buildings, isolation and emergency procedures as laid down by the appropriate authority will be followed. In addition to this, TFT employees should undertake a full hazard awareness and risk assessment for the situations they may encounter, such as (but not limited to):

- Needle stick injuries – (SHARPS Risk Assessment and procedure);
- Violent/psychiatric patients – (assaults etc);
- Abduction – (Children's wards etc);
- Health monitoring – (MRSA etc).

On all occasions, personnel representing TFT will work closely with the hospital management teams and be fully briefed on the procedures for each location/establishment.

5.11 Hazardous Substances (COSHH)

COSHH covers substances that are hazardous to health. Substances can take many forms and include:

- chemicals
- products containing chemicals
- fumes
- dusts
- vapours
- mists
- nanotechnology
- gases and asphyxiating gases
- biological agents (germs). If the packaging has any of the hazard symbols, then it is classed as a hazardous substance
- germs that cause diseases such as leptospirosis or legionnaires disease and germs used in laboratories

It is the policy of TFT to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002 as amended 2003/2004. A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

Assessments will consider storage, handling, and aspects of use, exposure, PPE requirements, worker's health, and emergency actions. Person responsible for Safety, will brief staff on any hazard or substance precautions, with written records being in an accessible location within each office. An inventory of all substances and materials hazardous to health is held centrally for all items contained within the central register, and at each office for bespoke items to the office. Ingleton Wood will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All workers who will encounter hazardous substances will receive training and information on the health and safety issues relating to that type of work. It is likely that site inspections and surveys/visits may result in a higher likelihood of exposure to hazardous substances. Staff to refer to the contractors site induction information or the site maintenance manual. Complete a dynamic risk assessment if required. Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

The person(s) with responsibility for the above are the safety personnel identified previously and will ensure that a COSHH assessment is undertaken for any new products introduced to the workplace. It is the responsibility of staff who introduce any products to the office to advise the safety personnel for that office at the time such materials are introduced.

5.12 Pandemics and Epidemics

TFT will as far as possible plan for and make advance preparations for the possibility that its operations will be affected by an epidemic or pandemic. In the event of an epidemic or pandemic, TFT will, as far as possible:

- Assist its clients, staff, volunteers and others, as relevant, to minimise their exposure to the illness concerned.
- Encourage and assist those who have reason to believe that they are at risk of contracting the epidemic or pandemic to obtain a diagnosis.
- Support employees, volunteers, contractors and clients to take reasonable precautions to prevent infection or contagion.
- Provide standard precautions such as personal protective equipment (e.g. masks, soap, and gloves).
- Maintain its services and operations throughout the period of concern.
- Review best practice document on surveying safely in line with the Construction Leadership Council's latest guidance, amongst other published advice at the time.

In the event of an infectious disease being declared an epidemic or pandemic, TFT requires people covered by this Policy to follow the guidance recommended by the World Health Organization, UK Health Security Agency and Office for Health Improvement and Disparities.

For the purpose of this policy, infectious diseases mean diseases caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi; the diseases can be spread, directly or indirectly, from one person to another. This policy is focused on infectious diseases that are declared to be an epidemic or pandemic. We will always follow the advice of the UK Government, Medical experts and the World Health Organisation as well as the HSE. We will ensure that we manage any misinformation and only follow and discuss trusted sources of reliable advice.

5.13 Musculoskeletal disorders

Musculoskeletal Disorders (MSD) cover any injury, damage or disorder of the joints or other tissues in the upper/lower limbs or the back. TFT will take the steps necessary to prevent and manage MSDs, assessing the risks of manual handling and repetitive

tasks. The incorrect handling of loads causes large numbers of injuries and can result in pain, time off work and sometimes permanent disablement.

5.14 Manual Handling

Manual handling operations are defined as "any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force". Current legislation requires, where reasonably practicable, that manual handling is eliminated. Where it cannot be eliminated, then a Risk Assessment must be carried out where there is a risk of injury due to the manual handling operation. To this end, the company shall seek to effectively manage the handling activities that its personnel may be engaged in as part of their work (including taking account of repetitive tasks).
This will be achieved by the following four steps:

- Avoid the need for manual handling, so far as is reasonably practicable;
- Assess the risk of injury from any manual handling that cannot be avoided;
- Reduce the risk of injury from manual handling, so far as is reasonably practicable;
- Inform the employer if hazardous handling activities are identified.

Where manual handling tasks are necessary, we will conduct a Risk Assessment and implement any required control measures. These may include:
- Provide mechanical aids such as trolleys, pallet truck etc;
- Provide sufficient persons to enable the lift to be carried out in a safe manner;
- Provide suitable lifting attachments such as handles or handholds;
- Ensure items are secure to prevent load shifting;
- Reduce the size of load to be lifted;
- Provide adequate PPE;
- Provide employees with manual handling training;
- Provide manual handling information through posters etc;
- Ensure employees take care to ensure that their activities do not put others at risk.

Any lifting equipment used as an aid to reduce manual handling will be subject to regular inspections under LOLER if required

5.15 Asbestos

TFT employees should not be undertaking any work ourselves, or directing others under our control to open up, break open, drill into, abrade etc any items where we cannot positively identify the material is not ACM. If we see labels on loft hatches or room/riser/equipment doors warning of asbestos, we should refer to the register to check condition/extent etc. If in doubt, don't enter the space/open the door/panel/hatch, instead caveat the report accordingly.

If, intrusive works are required on a structure-built pre-2000, the TFT employee must presume it to contain asbestos, unless an R&D Survey, or other form of strong evidence, to held to suggest otherwise.

TFT employees need to undertake the following:

1. Prior to entering premises, obtain information from the persons in control of the premises as to the building's current asbestos "status";
    a. Is there any asbestos present?
    b. Have any changes been made to the building since the last asbestos survey, that may have exposed/damaged previously unknown/unrecorded ACMs?
    c. Where are the ACMs located?
    d. Are the ACMs in poor condition?
    e. Can we avoid encountering it? Can we plan our works around it so as not to disturb it? (Caveating area from our survey accordingly).
2. TFT personnel who attend construction sites, must have completed an Asbestos Awareness course. It is expected that the main contractor, will ensure that their staff are appropriately trained.

Suspension of work should only be necessary where:
3. Previously unknown ACMs are encountered, <u>and</u>
4. They are noted to be in poor condition, broken, debris or residue.

Where ACMs are present, if they are in good condition, unbroken, sound, not abraded, cracked etc and encapsulated / sealed with paint or other binding agent that prevents deterioration unless physically disturbed, there is no risk to our activities. For further guidance please refer to the Asbestos Safe System of Work.

5.16 Confined Spaces

A 'Confined Space' can be defined as any space which has limited means of access and egress, has a specified risk as listed below, restricted natural ventilation and is not intended for continual occupancy by persons, e.g. Storage tanks, holds of ships, pits, trenches, ducts, some areas or rooms within buildings, particularly below ground level, sewers, tunnels, boilers, etc. Hazards associated with confined spaces fall into two categories:

1. Hazards associated with conditions which exist in the confined space before work takes place, e.g. lack of oxygen, toxic chemicals, explosive gases etc.
2. Hazards which can be introduced into the confined space by the work to be carried out, e.g. fumes from welding operations, unsuitable electrical equipment etc.

The Confined Spaces Regulations 1997 state that an organisation must:

- Avoid entry to confined spaces, e.g. by doing the work from outside.
- If entry to a confined space is unavoidable, follow a safe system of work; and
- Put in place adequate emergency arrangements before the work starts.

Owing to the nature of our business, TFT staff will be required to enter low risk confined spaces such as loft spaces, ceiling voids, plant rooms etc. A low risk confined space can be defined as “a confined space where the probability of an abnormality existing regarding atmosphere or physical change to space is negligible, where adequate precautions to negate effect of potential hazards are in place”. The nature of these confined spaces does not require us to implement additional precautions, such as breathing apparatus, rescue plans, along with any other measures required for high risk confined space work.

What must be noted is that if staff are required to enter a high risk confined space, then TFT will ensure that the appropriate measures are put in place to protect their wellbeing.

5.17 Working at Height

The working at height regulations require employers to:

- Avoid employees working at height where it is possible;
- Make effective use of safe places of work already provided;
- Use work equipment or other measures to prevent falls where working at height cannot be avoided; and
- Where they cannot eliminate the risk of a fall liable to cause personal injury, use equipment or other measures to minimise the distance and consequences of a fall should one occur.

The company will carry out a Risk Assessment to identify the risks of work at height and develop processes to eliminate or control the risks. Additionally, we will ensure that all work at height is adequately planned, organised and supervised and carried out in a safe manner.

TFT will ensure that everyone involved in working at height is competent (or being trained and supervised by a competent person). We will provide any information, instruction and training that an employee may require to carry out his or her work in a safe manner when working at height.

TFT will appoint a competent person(s) to inspect and maintain work at height equipment (including places of work) at statutory intervals determined by the environment and frequency of use.

All personal protective equipment provided to maintain safety when working at height (i.e. harnesses and lanyards); will be inspected at the required frequency and any defects noted during those inspections. These will be reported by operatives prior to or during use and will be attended to immediately.

Employees must inspect the equipment provided immediately before they use it and ensure any defective equipment is exchanged or repaired before use.

If work is to be undertaken at height, then prevention of falls will be the first priority. Collective prevention measures will be put in place so that personal protection is only a secondary measure.

When selecting work equipment, TFT will take account of the working conditions, the distance to be negotiated, the distance and consequences of a fall. Additionally, we will ensure that arrangements are in place in the event of an emergency or a rescue needing to be facilitated. For further guidance please refer to the Working at Height Safe System of Work.

5.18 Fragile Roofs

Typical fragile surfaces include roof lights, non-reinforced fibre cement sheets, corroded metal sheets, glass (including wired glass), slates and tiles. Due the nature of our work activities, employees aren't required or authorised to work on fragile roofs. Employees will be required to survey fragile roofs, and this will be conducted via a scaffold, Mobile Elevated Platform (internal and external) or from a ladder or use of drone technology.

Those carrying out the surveys are competent at their role and have been made aware of the dangers of fragile roofs/surfaces. For those employees that aren't deemed competent, they will be trained and supervised via our in-house training program, which will enable them to carry out such surveys.

Part of duty to be compliant with the work at height regulations, we have conducted the appropriate risk assessments, safe working practices and policies to ensure that our employees are protected when working around fragile roofs. For further guidance please refer to the Working at Height Safe System of Work.

5.19 Ladders and Step Ladders

Ladders will be used only where the use of more suitable work equipment is not justified. (This could be due to the low risk and short duration of use or, because of existing features within the workplace which cannot be altered which make ladders the only possible suitable equipment).

No work will be conducted from ladders unless a Risk Assessment shows that this is the only reasonably practicable and final option. Every attempt will be made by TFT to eliminate the use of ladders and step ladders as an option for working at height. If ladders are deemed to be the only option, they will be used only if a Risk Assessment shows:

- That the operative can maintain three points of contact;
- That the task is of short duration (under 30 minutes);
- That the task is low risk;
- Ladders are classified as 'Professional' under BS EN131;
- Ladders can be set at an angle not exceeding 75 degrees (1 out to 4 ratio);
- Ladders are clearly identifiable and subject to regular inspections.

Additional control measures will be introduced (if practicable) to reduce the risks to a minimum. This will be in the form of ladder stays, stand offs or other proprietary ladders or ladder securing devices.

Persons using ladders will have attended training in the use of ladders and any associated accessories and be familiar with the hazards associated with the use of this equipment.

Step ladders will be used only when the Risk Assessment determines that their use has a low risk and is of a short duration (less than 30 minutes) and, where other equipment cannot fit due to space restrictions. Priority will be given to selecting work equipment with a working platform and some type of edge protection or rail whilst the operative is on the steps. Podium steps or similar design equipment will be considered in the first instance.

Step ladders will be of sufficient height to enable the work to be carried out from no higher than the third tread from the top. Step ladders will be used only on a firm and level base to prevent them toppling.

All ladders and step ladders will be inspected prior to each use and on a regular basis which shall be recorded.
For further guidance please refer to the Working at Height Safe System of Work.

5.20 Noise at Work

TFT Employees will only be entering managed and controlled premises. Where informed by the main contractor that noise exposure limits are being exceeded within the premises, hearing protection will be compulsory to access these areas. If required, TFT employees will receive noise awareness training.

Hearing protection will be CE Marked and conform to British Standards EN 352 and provided in the form of Ear Defenders, Ear Plugs or Semi inserts/Canal caps with suitable protection factors which are sufficient to eliminate risks from noise but not block out noise so the employee cannot hear what is going on around them. Comfort, hygiene and compatibility with other PPE will be considered when selecting hearing protection.

Employees provided with hearing protection are required to store, transport, clean and maintain their hearing protection appropriately. Defects must be reported, and a replacement sought prior to carry out works.

5.21 Control of Legionella

Legionella is covered by Regulation 3 of the Control of Substances Hazardous to Health Regulations 2002 and places a legal duty on TFT to protect employees and others who may be affected by its actions. To ensure compliance TFT will: -

- Legionella awareness training is completed for competency.
- Identify and assess sources of legionella bacteria if required.
- Prepare a scheme (or course of action) for preventing or controlling the risk.
- Implement and manage the scheme.
- Keep records and check that what has been done is effective.

Air Conditioning Units
Old and poorly maintained Air conditioning units and systems pose a serious Legionella risk. TFT employees may come into contact with these systems and must not tamper with them.

5.22 Lone Working (Site based activity)

Owing to the nature of our business, our staff are at times required to either work alone or work away from the office as "lone workers". These situations are typically:

- working at the premises of another organisation
- visiting a construction site, or vacant building/site
- lone workers shall not be permitted to operate in confined spaces

This guidance refers to the hazards associated with "lone working" and attention is drawn to specific site hazards as identified within Risk Assessments. Specifically, when working alone on site, all staff must ensure that they make contact with the office to advise that they have arrived and subsequently when the have left site safely. Where staff are working in premises belonging to other organisations, the rules of the other organisation must be followed.

Prior to any lone working which falls outside of the above controls, and therefore represents a specific safety risk, a risk assessment must be carried out by the member of staff concerned. This risk assessment must identify the specific risks associated with lone working in that location, typical risks are:

- Entrapment
- Accident, injury or ill health
- Personal attack by others
- Working in confined spaces
- Manual handling
- Known medical conditions

All employees shall refer to Risk Assessments which cover general risks associated with lone working. These should be considered prior to commencing a lone working situation. Employees who are not sufficiently trained or experienced to fully understand the risks and precautions required will not be permitted to work alone. The team leader will assess competency. The need for training in this situation will be assessed and training provided as necessary, by agreement with the team lead and Office Senior Director.

Lone workers cannot be subject to constant supervision, employees to be made aware of the risks associated with lone working. Any employee new to the job, undergoing training, undertaking a job which presents special risks or dealing with new situations must be accompanied at first. For further guidance please refer to the Lone Working Safe System of Work.

5.23 Driving when working for TFT

TFT recognises the risks to drivers when at work through the statistics released annually by the HSE and information in the media. TFT has a responsibility to control the health, safety and welfare of their employees whilst driving either company or self-owned vehicles used for work.

The Company's policy is that all drivers must be in control of their vehicle at all times.

A hands-free kit will be fitted to vehicles to enable drivers to use the phone in accordance with current legislation. Where a fully fitted in-car hands free system is in the car then all calls must be kept to an absolute minimum. It is a criminal offence for a driver to hold or use a mobile phone or hand-held device even when the vehicle is stopped at a red light or in traffic. This includes any device which is capable of interactive communication even if that functionality is not enabled at the time. This would include a device being in flight mode. The meaning of 'using' a phone is expanded to cover the following:

- illuminating the screen

- unlocking the device
- checking the time, notifications
- making, receiving, or rejecting a telephone or internet-based call
- sending, receiving or uploading oral or written content
- sending, receiving or uploading a photo or video
- utilising camera, video, or sound recording
- drafting any text
- accessing any stored data such as documents, books, audio files, photos, videos, films, playlists, notes or messages
- accessing an app
- accessing the internet.

Motorists can be fined and receive six points on their driving licence if they are seen or caught touching their devices whilst driving.

All drivers must be fit to drive. Any employee who is under the influence of drugs, alcohol or any substance likely to cause a danger to themselves or others, is forbidden to drive. Should any member of staff feel unfit to drive for any reason, a supervisor or manager should be immediately informed.
Only those employees who hold a current valid driving licence for the vehicle type they plan to drive are permitted to do so.

Authority will be given to all drivers and a copy of their full UK driving licence will be held on file. Authorised drivers will be required to notify the Company of driving convictions and offences. Business use insurance must be in place for all drivers of vehicles. For all company vehicles, the required Road Tax and MOT (if applicable) will be held and a register kept and held on file.

Company vehicles will be subject to maintenance and servicing in accordance with the manufacturer's instructions. Additionally, regular checks will be carried out on the roadworthiness of all company vehicles (e.g. tyre pressure and condition, including spare; correct functioning of lights; oil, coolant, brake fluid and windscreen washer fluid levels; damage to windscreen).

Employees will be instructed on how to carry out these checks themselves and reminded to undertake them.

Employees will be made aware that they must not drive without the correct glasses or contact lenses (where required), when fatigued, when under the influence of alcohol or drugs or if suffering from or taking any medication that may affect their ability to drive safely.

5.24 Personal Protective Equipment (PPE)

The company recognises the use of PPE as part of its strategy to control risk. PPE will be selected following Risk Assessment identifying its need. The selection will be based on the PPE's ability to afford the best protection and shall be provided free of charge, to all personnel requiring it to carry out their allocated tasks.

TFT will ensure that suitable and adequate quantities of PPE are available at all workplaces and used appropriately.

From 06 April 2022, employers will be obligated to provide personal protective equipment, not only to employees but also to workers who may be risking their health or safety while at work. This amendment to the regulations now extends the duty to workers, who are also classified as a 'limb (b) worker' under employment law. A 'limb worker' is registered as self-employed but provides a service as part of someone else's business.

Personnel will use issued PPE fully and correctly and shall report any loss or damage. All PPE shall be personal issue.

5.25 Vibration

The Control of Vibration at Work Regulations 2005 require employers to assess and control the risks to the health and safety of their employees from vibration. Hand-arm and Whole-body vibration is a painful condition. TFT employees are not permitted to use any vibration equipment including powered hand tools and earth moving equipment.

5.26 Lead

The Control of Lead at Work Regulations 2002 (CLAW) place a duty on employers to prevent, or where this is not reasonably practicable, to control employee exposure to lead.

The chances are that if it a property was built prior to the 1970's, there is lead within some of the paint. That's because up until the mid-1960's, lead was used in paints commonly used to coat windows, doors, and other woodwork. It was also commonly

found in some of the paint used to coat certain metal items, such as radiators. Breathing in or ingesting lead dust or fumes can lead to serious health problems including kidney, nerve, and brain damage, and even infertility. The easiest way of recognising lead paint is by its unique pattern of deterioration. Unlike other paints that tend to peel as they deteriorate, lead paint tends to crack in distinctive rectangles.

The occupational exposure limit for lead in air set out in the Regulations is 0.15 mg/m3, and blood lead suspension levels for males and females are 60 and 30ug/dl, respectively. For young workers (under 18) the blood lead suspension limit is 50 µg/dl.

TFT will seek competent advice to reduce the exposure to lead by reducing the number of people exposed, the amount of lead the employees are exposed to and time each worker is exposed to lead.

5.27 Radiation (Radon Gas)

The radioactive gas radon is a hazard in many homes and workplaces. Breathing in radon is the second largest cause of lung cancer in the UK resulting in over 1000 fatal cancers per year. However, radon hazards are simple and cheap to measure and relatively easy to address if levels are high. Under UK regulations all employers must review the potential radon hazard in their premises. Radon levels are usually higher in basements, cellars and living spaces in contact with the ground. Most prevalent in Southwest and Wales. TFT will carry out the required surveys and risk assessments and implement control measures if required from the findings.

5.28 Dust

Many work activities can create dust, and exposure to any dust in excessive amounts can create respiratory problems. This can include walking into dusty areas within buildings. It's important that TFT employees assess their exposure to dust before and during a site visit. PPE equipment including face masks and eye protection is available to use if required.

5.29 Pedestrian & Vehicle Segregation

TFT employees may come into contact with moving vehicles whilst attending a site. It's important all employees use the designated walkways and routes mapped out within the site plans and not deviate from these areas.

5.30 Access Equipment

TFT will occasionally hire Mobile Elevated Work Platforms (MEWPs) to gain access to areas that are at height. These MEWPs are supplied by a reputable contractor and come with a trained operator. Harnesses are supplied by the hiring company and visually checked by the TFT employees before use.

When using MEWPS, TFT will follow the below guidance:

- TFT employees do not operate the MEWP under any circumstance.
- TFT employees will wear a harness supplied by the hiring company at all times.
- TFT employees will remain clipped onto the basket at all times and not disconnect it until at ground level.
- TFT employees will not leave the basket under any circumstance when it is at height.
- TFT employees will ensure that the operator is qualified and current.
- TFT employees follow the advice and guidance listed within the Working at Height Safe System of Work.

A certificate of thorough examination for the MEWP will be sourced by the hiring contractor and checked by TFT.

5.31 Pressure Vessels

A pressure system is one that contains or is likely to contain a relevant fluid over 0.5 bar. Examples are:

- boilers and steam heating systems
- pressurised process plant and piping
- compressed air systems (fixed and portable)
- pressure cookers, autoclaves, and retorts
- heat exchangers and refrigeration plant
- valves, steam traps and filters

- pipework and hoses
- pressure gauges and level indicators
- steam coffee machine

These types of equipment can cause serious injuries and even fatalities. However, assessing the risks and putting proper precautions in place will minimise the chances of any accidents occurring.

TFT employees may encounter poorly maintained Pressure Vessels when carrying out site surveys and must not tamper with these systems. An appropriate scheme of works will be undertaken to remove these systems.

5.32 Use of Drones

TFT will use a drone (Unmanned Aerial Vehicle – UAV / Small Unmanned Aircraft - SUA) where required and able to do so for any working at height task to mitigate the use of working at height equipment i.e. ladders.

This policy outlines the requirements to undertake drone operations in a safe and legally compliant manner.

Any operator of a drone is responsible for the safety of that flight operation. They must ensure they are aware of and complying with the requirements of the relevant CAA guidance and follow the instructions listed within the TFT Drone RAMs document.

TFT will effectively manage and minimise risks to any persons or property which may be harmed by contact with UAV/SUA's and to ensure compliance with legal requirements, in particular TFT will commit to preventing so far as reasonably practicable, any harm occurring to persons or property through the use of SUA's by any person within TFT.

TFT will ensure that UAV/SUA's are:

- Suitable for the intended use.
- Safe for use, maintained in a safe condition and inspected to ensure it is correctly constructed and does not subsequently deteriorate.
- Used only by competent people who have received adequate information, instruction, and training. All users must have completed their online FlyerID (DMARES Drone registration test) certification and have read the user manual.
- All users are to abide by the "safe piloting" protocols outlined within TFT's UAV operating manual.
- Accompanied by suitable health and safety measures, such as protective devices and controls.

TFT will ensure that:

- Any photos, videos or audio recordings made by any drones are managed in accordance with the UK GDPR and the company DPA (Data Protection Officer).
- Any commercial drone operators used by TFT has a current CAA operational authorisation and associated operator ID.
- There is a list of drones owned by the TFT and that there are adequate insurance provisions in place.
- A flight specific risk assessment and on-site survey for each flight taken.
- Any accidents, incidents or near miss involving drones or drone activity is investigated.

TFT will:

- Always keep the drone in visual line of sight.
- Never fly more than 400ft (120m) above the surface and stay well away from aircraft, airports, airfields and other restricted areas unless authorised to enter.
- Only operate within the Open A1 Subcategory, utilising drones with a <250g take-off mass.
- Assess any local byelaws and ground hazards within the mission area.
- Assess weather conditions on the day to ensure appropriate use of the UAV within its operating threshold.
- Assess local NOTAM's to identify any aerial hazards on the day.
- Never fly closer than 150m to a crowd of 1,000 people or more.
- Never fly directly over a crowd.

Never fly in an airport's flight restriction zone unless authorised through a non-standard flight application (NSF) as per the CAA's requirement.

5.33 Construction Design and Management [CDM]

Responsibilities as CDM Advisor and Principal Designer under the Construction (Design and Management) Regulations 2015 (CDM 2015) in the UK and the Safety, Health and Welfare at Work (Construction) Regulations 2013 in addition for Irish projects. Under the CDM 2015, where there is more than one Contractor, a Principal Designer must be appointed by the Client. The duties of a Principal Designer are as follows:

- To plan, manage and monitor the pre-construction phase of the project (including any design work carried out during construction), and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health and safety.
- To identify and eliminate or control so far as is reasonably practicable foreseeable risks to construction workers, those maintaining or cleaning a structure or those using a structure as a workplace.
- In fulfilling the duty to coordinate health and safety matters, the Principal Designer must ensure that all persons working in relation to the pre-construction phase cooperate with the Client, the Principal Designer and each other.
- To assist the client in the provision of pre-construction information.
- To, so far as it is within the Principal Designer's control, provide pre-construction information, promptly and in a convenient form, to every designer and contractor appointed, or being considered for appointment, to the project.
- To prepare the Health and Safety File.

In response to the duties above, TFT in their role as Principal Designer will provide the services listed within the scope of works for each project. CDM Advisor services can also be provided in relation to Client duties under the CDM Regulations 2015 and additional services that we anticipate could be required.

5.34 Use of hand tools and equipment

Hand tools and equipment used by TFT employees will be suitable for the task undertaken. Anyone expected to use tools will be competent and experienced in carrying out visual checks of the equipment before starting using it. These checks should be sufficient to identify obvious defects, such as wear and tear and damaged cables. Any tool that raises concerns should be taken out of action and reported to TFT Management.

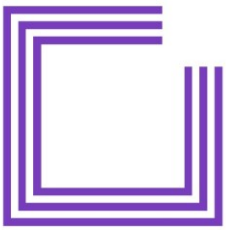
Any Incidents and Accidents that occur when using Hand tools and Equipment must be reported to TFT Management. PPE is available if required when using hand tools and equipment

Core services

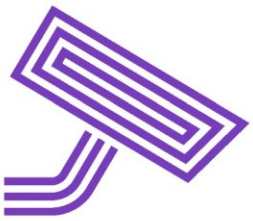
Development
Built Assets
Sustainability

Technical Due Diligence

Project Management



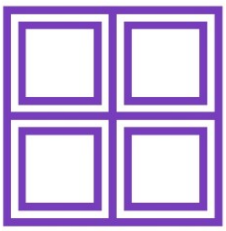
Dilapidations



Project Monitoring

Cost Consultancy

M&E Consultancy

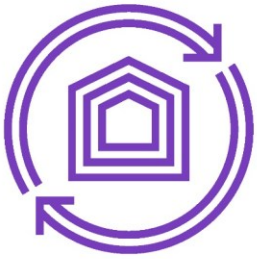


Rights of Light

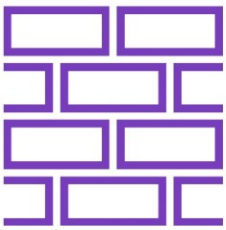
Lender Monitoring

CDM Consultancy

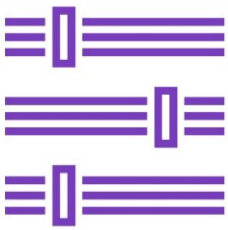
Geomatics



Life Cycle Assessments



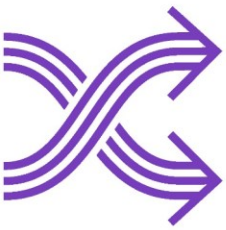
Party Walls



Performance Optimisation

Asset Certification

Wellbeing



Sustainability Coordination