BOOST TA Ltd Health & Safety Policy / Management Arrangements

Document Reference: BOOST-HS-POL-001
Version: 1.0
Document Owner: Directors
Approved By: Giles Donovan & William Roberts
Current Competent Health & Safety Adviser: Faction Health and Safety Group / be Accredited
Issue Date: 04 September 2026
Review Date: 03 September 2027

1. Statement of Intent

BOOST TA Ltd is committed to protecting the health, safety and welfare of its employees, workers, contractors and others who may be affected by its activities.

The Directors recognise that effective health and safety management is an integral part of the successful operation of the business and will provide appropriate leadership, resources and arrangements to ensure that risks arising from our activities are properly managed.

BOOST TA Ltd will, so far as is reasonably practicable:

- Provide and maintain safe and healthy working conditions.
- Provide safe systems and methods of work appropriate to the activities being undertaken.
- Identify hazards, assess risks and implement suitable control measures.
- Provide safe plant, equipment and work environments.
- Ensure the safe use, handling, storage and transport of materials and substances.
- Provide suitable access, egress, welfare and emergency arrangements at workplaces under our control.
- Provide appropriate information, instruction, training and supervision.
- Ensure that employees, contractors and others undertaking work on our behalf are competent for the activities they carry out.
- Consult and communicate with employees and workers on matters affecting their health and safety.
- Cooperate and coordinate with clients, designers, contractors, subcontractors and other relevant dutyholders.
- Provide appropriate arrangements for the management of construction work in accordance with applicable health and safety legislation and project requirements.

- Prevent work-related injury and ill health through effective planning, supervision, monitoring and review.
- Encourage the reporting of hazards, unsafe conditions, near misses, incidents and opportunities for improvement.
- Support all employees and workers in stopping or refusing work where they reasonably believe there is an immediate or significant risk to health or safety.
- Investigate accidents, incidents and near misses proportionately and implement appropriate corrective actions.
- Monitor health and safety performance through inspections, reviews, audits and management oversight.
- Continually improve the effectiveness of our health and safety management arrangements.

BOOST TA Ltd expects everyone working for or on behalf of the Company to take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions, and to cooperate with the arrangements established under this Policy.

The Directors retain overall responsibility for health and safety within BOOST TA Ltd. The Company will ensure access to suitable competent health and safety advice and support through appropriately qualified and experienced internal and external persons or organisations, according to the nature and complexity of the activities being undertaken. The appointment of competent health and safety support does not remove or reduce the responsibilities held by BOOST TA Ltd management or other dutyholders.

This Policy and the associated management arrangements will be communicated to relevant persons and will be reviewed at least annually, and sooner where necessary following significant organisational, legislative or operational change, an incident, or where monitoring identifies that existing arrangements may no longer be effective.

Signed on behalf of BOOST TA Ltd

Giles Donovan
Director

Signature: Giles Donovan

Date: 04 September 2026

William Roberts
Director

Signature: William Roberts

Date: 04 September 2026

2. Scope

This Policy applies to all activities undertaken by or on behalf of BOOST TA Ltd where the Company has control over, or can influence, health and safety arrangements.

It applies to:

- Directors and managers.
- Employees and workers.
- Agency workers.
- Contractors and subcontractors.
- Labour-only subcontractors.
- Consultants and other persons working on behalf of BOOST TA Ltd.
- Visitors and other persons who may be affected by BOOST TA Ltd activities.

The Policy applies across:

- BOOST TA Ltd offices and workplaces.
- Construction and installation projects.
- Temporary workplaces.
- Client and third-party premises.
- Sites where BOOST TA Ltd acts as Principal Contractor, Sole Contractor, Contractor or Subcontractor.
- Activities involving the management, coordination or supervision of work carried out by others on behalf of BOOST TA Ltd.

Where BOOST TA Ltd works on premises or sites controlled by another organisation, the Company will cooperate with the Client, Principal Contractor, site management and other relevant dutyholders and will comply with applicable site rules, emergency arrangements and project-specific requirements.

Where BOOST TA Ltd has control of a workplace or project, it will establish and maintain suitable arrangements for planning, managing, monitoring and coordinating health and safety.

This Policy forms part of the wider BOOST TA Ltd management system and is supported by specific procedures, plans, risk assessments, method statements, inspections, training and digital records appropriate to the work being undertaken.

3. Organisation and Responsibilities

Effective health and safety management requires clear responsibilities at all levels of the business.

BOOST TA Ltd will ensure that persons are given appropriate authority, information, instruction, training and resources to fulfil the health and safety responsibilities assigned to them.

3.1 Directors

The Directors retain overall responsibility for health and safety within BOOST TA Ltd.

The Directors will:

- Provide leadership and promote a positive health and safety culture.
- Ensure this Policy and associated procedures are implemented throughout the business.
- Provide sufficient resources to manage health and safety effectively.
- Ensure suitable arrangements are in place for identifying hazards, assessing risk and implementing appropriate controls.
- Ensure competent persons are appointed to undertake work and fulfil specific health and safety functions.
- Ensure suitable health and safety advice is available to the business.
- Ensure adequate arrangements are in place for employee consultation and communication.
- Review significant accidents, incidents, near misses and health and safety concerns.
- Ensure appropriate corrective actions are implemented and monitored.
- Review health and safety performance through inspections, audits, meetings and other monitoring activities.
- Ensure health and safety requirements are considered during the planning and delivery of projects.
- Ensure appropriate cooperation and coordination with clients, designers, contractors and other relevant dutyholders.
- Review this Policy and the wider health and safety management arrangements at appropriate intervals.

3.2 Project and Site Managers

Project and Site Managers are responsible for implementing BOOST TA Ltd health and safety arrangements within the projects and workplaces under their control.

They will:

- Plan work so that it can be undertaken safely.
- Ensure suitable project and site-specific health and safety arrangements are established before work begins.
- Review relevant pre-construction and project information.
- Ensure suitable risk assessments and method statements are available, reviewed and communicated.
- Verify that employees, contractors and subcontractors are appropriately competent for the work they undertake.
- Ensure suitable site inductions are completed.
- Ensure relevant toolbox talks, safety briefings and site safety meetings are delivered.
- Coordinate contractors and work activities to prevent conflicting or unsafe operations.
- Ensure suitable welfare, first aid, fire and emergency arrangements are available.
- Monitor compliance with site rules, RAMS and other health and safety requirements.
- Complete or arrange appropriate site inspections and safety walks.
- Ensure defects, unsafe conditions and non-conformances are addressed.
- Stop work where conditions or activities present an unacceptable risk.
- Ensure accidents, incidents, near misses and hazards are reported and escalated appropriately.
- Maintain relevant health and safety records.
- Cooperate with clients, Principal Designers, Principal Contractors and other dutyholders as applicable to the project.

3.3 Supervisors

Supervisors are responsible for the day-to-day health and safety of work under their supervision.

Supervisors will:

- Ensure work is undertaken in accordance with agreed safe systems of work.
- Confirm that workers understand relevant RAMS, instructions and site rules.
- Provide suitable task briefings and toolbox talks.
- Monitor work activities and intervene where unsafe acts or conditions are identified.
- Ensure required PPE and safety equipment are used correctly.
- Check that tools, plant and equipment appear suitable and safe before use.
- Report defects, hazards and concerns to management.
- Stop work where there is an immediate or significant risk to health or safety.
- Ensure accidents, incidents and near misses are reported without delay.
- Support site inspections, audits and corrective actions.
- Escalate issues that cannot be resolved within their level of authority.

3.4 Employees and Workers

All employees and workers have a responsibility to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

They must:

- Cooperate with BOOST TA Ltd health and safety arrangements.
- Follow site rules, risk assessments, method statements and reasonable safety instructions.
- Attend required inductions, briefings and training.
- Use plant, equipment, PPE and safety devices correctly.
- Not intentionally or recklessly interfere with anything provided for health, safety or welfare.
- Carry out appropriate pre-use checks of equipment.
- Report damaged, defective or unsafe equipment.
- Report hazards, unsafe conditions, accidents, incidents and near misses.
- Raise concerns where they do not understand the work, controls or instructions provided.
- Inform management where they do not believe they are competent or fit to undertake a task safely.

- Stop and seek advice where they reasonably believe work presents an immediate or significant risk.

No employee or worker will be expected to continue an activity they reasonably believe cannot be carried out safely.

3.5 Contractors and Subcontractors

Contractors and subcontractors engaged by BOOST TA Ltd are responsible for managing the health and safety of their own activities and workforce and for cooperating with BOOST TA Ltd project arrangements.

They are required to:

- Demonstrate appropriate competence, capability and resources for the work undertaken.
- Provide relevant health and safety information before commencing work.
- Provide suitable risk assessments, method statements and supporting documentation where required.
- Ensure persons working under their control are appropriately trained and competent.
- Provide appropriate supervision.
- Ensure plant, tools and equipment are suitable, maintained and subject to required statutory inspections.
- Provide and enforce the use of appropriate PPE.
- Attend and comply with site induction and site rules.
- Cooperate with BOOST TA Ltd and other contractors.
- Report hazards, defects, accidents, incidents and near misses.
- Comply with reasonable instructions issued by BOOST TA Ltd site management.
- Stop work and raise concerns where safe working arrangements cannot be maintained.

Detailed requirements for contractor selection, approval, monitoring and performance are contained within the Contractor & Supply Chain Management Procedure.

3.6 Competent Health and Safety Adviser

BOOST TA Ltd will ensure that it has access to competent health and safety advice and support appropriate to the nature, scale and complexity of its activities.

This support may be provided through a combination of suitably competent internal personnel, external health and safety consultants and specialist advisers where additional technical expertise is required.

The competent adviser may provide assistance with:

- Interpretation of health and safety legislation and guidance.
- Development and review of policies and procedures.
- Risk management arrangements.
- Accident and incident investigation.
- RIDDOR advice.
- Health and safety inspections and audits.
- Training and competence requirements.
- Project and contractor health and safety matters.
- Advice following significant changes, incidents or enforcement concerns.

The appointment of a competent adviser supports BOOST TA Ltd in meeting its health and safety responsibilities but does not transfer management responsibility away from the Directors, managers, supervisors or other dutyholders.

4. Health & Safety Management Arrangements

BOOST TA Ltd will plan, manage, monitor and review its activities so that health and safety risks are identified and controlled throughout the lifecycle of its work.

Health and safety arrangements will be proportionate to the nature, scale and complexity of the activity or project being undertaken.

4.1 Risk Assessment and Safe Systems of Work

BOOST TA Ltd will identify foreseeable hazards associated with its activities and assess the risks to employees, workers, contractors and others who may be affected.

Risk assessments will:

- Be completed by persons with appropriate knowledge and competence.
- Be suitable and sufficient for the work being assessed.
- Identify persons who may be affected.
- Consider routine, non-routine and reasonably foreseeable activities.
- Apply the principles of prevention and hierarchy of control.

- Identify appropriate control measures before work begins.
- Consider employees or others who may be particularly at risk.
- Be communicated to persons affected by the work.
- Be reviewed following significant change, an accident or incident, where controls are found to be ineffective or where there is reason to believe the assessment is no longer valid.

Where a task requires a defined working method, a suitable method statement or safe system of work will be prepared.

Risk Assessments and Method Statements (RAMS) must be proportionate to the activity and provide clear, practical information that can be understood and followed by those undertaking the work.

Work must not commence where required RAMS have not been prepared, reviewed and communicated.

Detailed arrangements are contained within the Risk Assessment & RAMS Procedure.

4.2 Construction Project Management and CDM

BOOST TA Ltd recognises that its construction activities may fall within the requirements of the Construction (Design and Management) Regulations 2015.

The Company will identify its role and responsibilities on each project and establish suitable management arrangements accordingly.

Depending on the project, BOOST TA Ltd may undertake duties as a:

- Client.
- Designer.
- Principal Contractor.
- Contractor.
- Sole Contractor.

Where BOOST TA Ltd appoints or engages other organisations, suitable steps will be taken to ensure they have the necessary skills, knowledge, experience and organisational capability for the work.

Before construction work begins, appropriate project information will be obtained and reviewed. This may include:

- Scope and programme of works.

- Pre-construction information.
- Existing surveys and records.
- Site restrictions and interfaces.
- Existing services.
- Asbestos information.
- Ground conditions.
- Access and logistics arrangements.
- Client or Principal Contractor requirements.
- Relevant design and specification information.
- Significant residual risks.

Where required, a suitable Construction Phase Plan will be prepared before the construction phase begins and maintained throughout the project.

The level of detail within the plan will be proportionate to the project and its risks.

BOOST TA Ltd will cooperate and coordinate with clients, designers, Principal Designers, Principal Contractors, contractors and other relevant dutyholders and will provide information necessary for others to fulfil their duties.

4.3 Contractor and Supply Chain Management

Contractors and supply chain partners will be selected and managed using a risk-based approach appropriate to the work being undertaken.

Before appointment, BOOST TA Ltd will consider appropriate evidence of:

- Skills, knowledge, experience and organisational capability.
- Relevant training and qualifications.
- Insurance.
- Health and safety arrangements.
- Previous experience and performance.
- Plant and equipment competence where applicable.
- Statutory inspection and examination requirements.
- Relevant accreditations or certifications where required.
- Ability to comply with project-specific requirements.

Project-specific documentation, including RAMS, will be reviewed before work begins where required.

Contractors will receive suitable project and site information and will be required to attend relevant inductions and briefings.

Contractor performance will be monitored throughout the work. Unsafe practices, repeated non-compliance or failure to maintain agreed standards may result in:

- Immediate corrective action.
- Increased supervision.
- Suspension of work.
- Removal of individuals from site.
- Formal review of contractor performance.
- Removal from the approved supply chain where appropriate.

Detailed arrangements are contained within the **Contractor & Supply Chain Management Procedure**.

4.4 Competence, Training and Induction

BOOST TA Ltd will ensure that persons carrying out work on its behalf have the necessary competence for the tasks and responsibilities assigned to them.

Competence will be considered through an appropriate combination of:

- Skills.
- Knowledge.
- Ability to apply knowledge safely.
- Training.
- Experience and Qualifications.

Training needs will be identified through recruitment, task allocation, competence reviews, project requirements, changes in work activities and ongoing monitoring.

Training and competence records will be maintained where appropriate.

All new employees will receive a suitable company induction.

Personnel attending BOOST-controlled construction sites will receive a site-specific induction before commencing work.

Site induction will include relevant information such as:

- Site rules.
- Significant hazards.
- Emergency arrangements.
- Fire and evacuation arrangements.
- First aid.
- Welfare.
- Accident and near-miss reporting.
- Stop-work arrangements.
- Required PPE.
- Restricted areas.
- Site-specific environmental or asbestos information where applicable.

Toolbox talks, safety briefings and other forms of ongoing instruction will be provided according to project risks, changing conditions, lessons learned and identified training needs.

Further arrangements are contained within the Recruitment, Training & Competence Policy.

4.5 Consultation, Communication and Safety Culture

BOOST TA Ltd will encourage open and constructive communication on health and safety matters.

Employees and workers are encouraged to:

- Raise concerns.
- Report unsafe conditions.
- Report near misses and hazards.
- Suggest improvements.
- Participate in safety discussions.
- Challenge unsafe working practices.
- Stop work where they reasonably believe there is an immediate or significant risk.

Managers and supervisors are expected to respond positively to concerns and ensure appropriate action is taken.

Health and safety information may be communicated through:

- Company induction.

- Site induction.
- Toolbox talks.
- Safety briefings.
- Site safety meetings.
- Safety alerts.
- RAMS briefings.
- Digital communication.
- Mitti training and records.
- Site signage and notices.
- Direct communication with supervisors and management.

Where language, literacy, disability or another factor may affect a person's understanding, the method of communication will be adapted as necessary.

This may include:

- Verbal briefing.
- Translation.
- Interpretation.
- Demonstration.
- Images or pictograms.
- Additional supervision.
- Confirmation of understanding.

4.6 Accident, Incident, Near-Miss and Hazard Reporting

All accidents, incidents, near misses and significant hazards must be reported as soon as reasonably practicable.

Immediate priority will be given to:

- Protecting persons from further harm.
- Providing first aid or emergency assistance.
- Making the area safe.
- Preserving relevant evidence where appropriate.
- Escalating significant incidents to management.

Incidents will be investigated proportionately to their actual and potential consequences.

Investigations will aim to identify:

- What happened.
- Immediate causes.
- Underlying and organisational factors.
- Whether existing controls were suitable and followed.
- Further actions required to prevent recurrence.
- Wider lessons that should be communicated across the business.

Where applicable, incidents will be assessed against statutory reporting requirements, including RIDDOR.

Corrective actions will be assigned, monitored and closed out.

Detailed arrangements are contained within the Accident, Incident & Near-Miss Reporting / Investigation Procedure.

4.7 Emergency Preparedness and Response

Potential emergency situations will be considered during the planning of workplaces and projects.

Emergency arrangements will be proportionate to the risks and may include:

- Fire and evacuation.
- Serious injury or medical emergency.
- Rescue from height.
- Confined-space rescue.
- Utility strike.
- Structural instability.
- Significant chemical or fuel release.
- Environmental incident.
- Severe weather or other project-specific emergencies.

Relevant arrangements will be communicated through the site induction, Construction Phase Plan and other project information.

Where emergency arrangements rely on specialist rescue equipment, trained personnel or external support, these requirements will be established before the associated work begins.

Workers must not rely solely on the emergency services as the planned means of rescue from a foreseeable work-related emergency where specific rescue arrangements are required.

4.8 Occupational Health, Fitness for Work and Wellbeing

BOOST TA Ltd recognises that effective health and safety management includes the prevention and management of occupational ill health.

Occupational health risks will be considered as part of risk assessment and work planning.

This may include exposure to:

- Hazardous substances.
- Dust and fumes.
- Noise.
- Vibration.
- Manual handling.
- Repetitive work.
- Fatigue.
- Work-related stress.
- Other physical or psychological demands.

Where identified as necessary, suitable health surveillance, occupational health advice or fitness-for-work assessment will be arranged.

Employees and workers are expected to inform management where a health condition, medication, fatigue or other issue may affect their ability to undertake work safely.

Information will be handled sensitively and confidentially.

Further arrangements relating to psychological health, stress, fatigue and workplace support are contained within the Mental Health & Wellbeing Policy.

4.9 Working on Client and Third-Party Premises

Where BOOST TA Ltd undertakes work at premises controlled by another organisation, suitable cooperation and coordination arrangements will be established.

Before work begins, relevant information will be obtained where applicable, including:

- Site rules.
- Emergency procedures.
- First aid arrangements.
- Welfare.
- Access and security requirements.
- Existing hazards.
- Asbestos information.
- Permit requirements.
- Restricted areas.
- Interfaces with other work activities.

BOOST TA Ltd personnel must comply with reasonable site rules and instructions provided by the organisation controlling the premises.

Where necessary information has not been provided or conditions differ materially from those expected, work must not proceed until the risks have been properly assessed and suitable arrangements agreed.

4.10 Monitoring, Inspection and Review

BOOST TA Ltd will monitor the effectiveness of its health and safety arrangements through appropriate proactive and reactive measures.

These may include:

- Routine management and supervisory monitoring.
- Site safety walks.
- Formal workplace and project inspections.
- Contractor monitoring.
- Review of RAMS compliance.
- Equipment and workplace checks.
- Review of accidents, incidents and near misses.
- Corrective-action tracking.
- Training and competence reviews.
- Internal and external audits.

- Review of health and safety performance at management meetings.
- Specialist advice and inspection where required.

Significant findings will be recorded and actions allocated to an appropriate person with a suitable completion timescale.

Health and safety performance will be reviewed to identify trends, recurring issues and opportunities for improvement.

The Directors will ensure that significant health and safety matters are considered as part of management review and that appropriate resources are provided to address identified shortcomings.

5. Operational Risk Arrangements

BOOST TA Ltd will identify and control foreseeable health and safety risks arising from its work activities.

The arrangements below establish the minimum company standards for common risk areas. More detailed controls may be required through project-specific risk assessments, method statements, Construction Phase Plans, permits, specialist procedures or client requirements.

5.1 Asbestos

BOOST TA Ltd recognises the significant health risks associated with exposure to asbestos-containing materials.

Before work which may disturb the fabric of a building or structure begins, appropriate asbestos information will be obtained and reviewed.

Where BOOST TA Ltd controls the premises or has relevant dutyholder responsibilities, suitable arrangements will be made to identify, record and manage known or suspected asbestos-containing materials.

Persons who may foreseeably disturb asbestos-containing materials during their work must have appropriate asbestos awareness training.

Where known or suspected asbestos is present, relevant information will be communicated to contractors and workers before work begins. Site-specific asbestos information will be reviewed as part of the induction or briefing process where applicable.

If any person discovers or suspects asbestos or an unidentified material that could contain asbestos, they must:

- Stop work immediately.
- Avoid disturbing the material further.
- Prevent access to the affected area where practicable.

- Move to a safe location.
- Inform the Site Manager or responsible person.
- Await further instruction before work resumes.

No person may undertake work on asbestos-containing materials unless the work has been properly assessed and the individual or organisation is appropriately competent and, where required, licensed.

Detailed arrangements are contained within the Asbestos Management / Unexpected Discovery Procedure.

5.2 Confined Spaces

Work in confined spaces will be avoided wherever reasonably practicable.

Where entry is unavoidable, a suitable and sufficient risk assessment will be completed before work begins.

Controls will consider:

- Hazardous atmospheres.
- Oxygen deficiency or enrichment.
- Fire and explosion.
- Hazardous substances.
- Flooding or ingress of liquids.
- Free-flowing solids.
- Restricted access and egress.
- Heat and temperature.
- Work activities undertaken within the space.

Where required, a permit-to-work system will be used.

Suitable emergency and rescue arrangements must be established before entry begins. Reliance solely on the emergency services will not be considered an adequate rescue plan where a foreseeable confined-space emergency requires immediate intervention.

Only appropriately trained, competent and authorised persons may undertake confined-space work.

5.3 Hazardous Substances and COSHH

BOOST TA Ltd will prevent or adequately control exposure to substances hazardous to health.

Before hazardous substances are used or persons are exposed to hazardous substances generated by work activities, an appropriate assessment will be completed.

The hierarchy of control will be applied by considering:

- Elimination of the hazardous substance or process.
- Substitution with a less hazardous alternative.
- Engineering controls.
- Segregation or containment.
- Suitable working methods.
- Ventilation or extraction.
- Appropriate PPE and RPE where residual risks remain.

Safety Data Sheets will be obtained where relevant but will not be used as a substitute for a task-specific COSHH assessment.

Workers will receive appropriate information and instruction on:

- Hazards.
- Required controls.
- Storage.
- Handling.
- PPE/RPE.
- Spill response.
- First aid.
- Disposal.

Where necessary, exposure monitoring and health surveillance will be implemented.

5.4 Display Screen Equipment

Suitable arrangements will be made for employees who habitually use Display Screen Equipment as a significant part of their normal work.

Workstations will be assessed and users provided with suitable information on:

- Workstation setup.

- Seating and posture.
- Screen and keyboard positioning.
- Lighting and glare.
- Taking suitable breaks or changes of activity.

Eligible DSE users will be provided with appropriate eye and eyesight testing in accordance with applicable requirements.

Assessments will be reviewed where workstations, equipment or individual circumstances significantly change.

5.5 Driving for Work

Vehicles used for work purposes must be suitable, roadworthy and maintained appropriately.

Persons driving on behalf of BOOST TA Ltd must:

- Hold the appropriate driving licence.
- Be authorised to drive the relevant vehicle where company authorisation is required.
- Follow road traffic legislation and the Highway Code.
- Complete required vehicle checks.
- Report vehicle defects promptly.
- Wear seatbelts where provided.
- Not drive while impaired by alcohol, drugs, fatigue, illness or medication that affects safe driving.
- Plan journeys to allow sufficient time for appropriate breaks and safe travel.
- Not use a hand-held mobile telephone while driving.

Company vehicles will be maintained, serviced and inspected in accordance with applicable legal and manufacturer requirements.

5.6 Electrical Safety

Electrical equipment and systems will be selected, used and maintained so as to prevent danger.

Electrical work may only be undertaken by persons who are competent for the work involved.

Where practicable, electrical systems will be made dead before work is undertaken.

Safe isolation arrangements will include appropriate:

- Identification of the correct circuit or equipment.
- Isolation.
- Securing against inadvertent reconnection.
- Warning notices or tags.
- Proving of test equipment.
- Testing for dead.
- Verification before work begins.

Live electrical work will not be undertaken unless it is justified, properly assessed and suitable precautions have been implemented.

Portable electrical equipment will be subject to appropriate user checks, inspection and testing based upon the equipment, environment and risk.

Damaged or defective electrical equipment must be removed from use until repaired or replaced.

5.7 Fire Safety

BOOST TA Ltd will assess and manage fire risks within workplaces and projects under its control.

Suitable arrangements will be established for:

- Fire prevention.
- Raising the alarm.
- Means of escape.
- Emergency evacuation.
- Firefighting equipment.
- Emergency lighting where required.
- Site security and control of ignition sources.
- Storage of flammable materials.
- Hot work.
- Emergency access.

Where BOOST TA Ltd controls premises subject to fire safety legislation, a suitable fire risk assessment will be maintained.

Construction-site fire arrangements will be appropriate to the stage and nature of the works and will be communicated through the Construction Phase Plan and site induction.

Workers must familiarise themselves with the applicable fire and evacuation arrangements before commencing work.

5.8 First Aid

BOOST TA Ltd will assess its first aid requirements and provide suitable arrangements proportionate to the nature of the workplace, number of persons, activities and level of risk.

Arrangements may include:

- Trained first aiders.
- Appointed persons.
- Suitable first aid equipment.
- Clearly identified first aid facilities.
- Arrangements for contacting the emergency services.
- Additional provisions for remote, high-risk or specialist activities.

First aid equipment will be inspected periodically and replenished as necessary.

Employees and contractors will be informed of the relevant first aid arrangements during induction or briefing.

5.9 Hot Work

Hot work will be avoided where a safer alternative method is reasonably practicable.

Where hot work is required, the risks will be assessed and appropriate controls established.

A hot-work permit will be used where required by the risk assessment, project arrangements or client requirements.

Controls may include:

- Removal or protection of combustible materials.
- Suitable fire extinguishing equipment.
- Isolation of relevant systems.
- Control of flammable substances and gases.
- Ventilation.

- Appropriate PPE.
- Fire watch arrangements.
- Inspection of the work area following completion.

Hot work must only be undertaken by persons competent and authorised for the activity.

5.10 Legionella

Where BOOST TA Ltd controls water systems which may present a foreseeable risk of exposure to legionella bacteria, the risk will be assessed and appropriately managed.

Controls will be proportionate to the water system and may include:

- Identification of potentially hazardous water systems.
- Appointment of responsible and competent persons.
- Temperature management.
- Flushing of infrequently used outlets.
- Cleaning and maintenance.
- Inspection and monitoring.
- Record keeping.

Where water systems are controlled by a client or other dutyholder, BOOST TA Ltd will cooperate with their arrangements and report concerns identified during its activities.

5.11 Lifting Operations and Lifting Equipment

Lifting operations will be properly planned, appropriately supervised and carried out safely.

The complexity of the lifting plan and level of supervision will be proportionate to the lift and the risks involved.

BOOST TA Ltd will ensure, where applicable, that:

- Lifting equipment is suitable for its intended use.
- Equipment has appropriate identification and safe working load information.
- Required thorough examinations and inspections are current.
- Lifting accessories are suitable and inspected.
- Operators are trained, competent and authorised.
- Loads are stable and appropriately secured.
- Exclusion zones are established where necessary.

- People are not exposed unnecessarily to suspended loads.

Complex or higher-risk lifting operations will be planned by an appropriately competent person.

5.12 Lone Working

Lone working will be assessed to determine whether the work can be undertaken safely by one person.

The assessment will consider:

- Nature of the task.
- Location.
- Access and egress.
- Communication.
- Worker competence and experience.
- Foreseeable emergencies.
- Medical or fitness considerations where relevant.
- Availability of assistance.

Certain activities may be prohibited from being undertaken alone where the risk cannot be adequately controlled.

Suitable arrangements for communication, monitoring and emergency response will be established according to the level of risk.

5.13 Manual Handling

Hazardous manual handling will be avoided where reasonably practicable.

Where manual handling cannot be avoided, the activity will be assessed and the risk reduced through appropriate measures.

Consideration will be given to:

- The task.
- The load.
- The working environment.
- Individual capability.
- Frequency and duration.

- Mechanical handling aids.
- Team handling.
- Storage and delivery arrangements.

Employees will receive information and instruction appropriate to the manual-handling activities they undertake.

5.14 Noise

Exposure to hazardous levels of workplace noise will be eliminated or reduced so far as reasonably practicable.

Where significant noise exposure may occur, BOOST TA Ltd will:

- Assess exposure.
- Consider quieter equipment and working methods.
- Isolate or reduce noise at source.
- Limit exposure where appropriate.
- Establish hearing protection zones where required.
- Provide suitable hearing protection where residual risk remains.
- Provide information and training.
- Arrange health surveillance where required.

5.15 Vibration

Exposure to hand-arm and whole-body vibration will be assessed and controlled where relevant.

Controls may include:

- Selecting lower-vibration equipment.
- Maintaining tools and plant.
- Limiting exposure duration.
- Rotating work where appropriate.
- Providing suitable information and instruction.
- Monitoring exposure.
- Providing health surveillance where required.

Persons using vibration-producing equipment must report symptoms which may indicate vibration-related ill health.

5.16 Personal Protective Equipment

PPE will be provided where risks cannot be adequately controlled by other means.

PPE will be:

- Suitable for the hazard and wearer.
- Compatible with other PPE being used.
- Maintained and replaced as necessary.
- Provided without charge where required.
- Supported by suitable information, instruction and training.

PPE is the final level of protection and will not be used as a substitute for reasonably practicable collective or engineering controls.

Workers are required to use PPE provided for their protection and report defects or loss promptly.

5.17 Permit-to-Work Systems

Permit-to-work systems will be used for activities where formal authorisation and coordination are required to control significant risks.

Activities may include:

- Hot work.
- Confined-space entry.
- Electrical isolation.
- Excavation and permit-to-dig activities.
- Work affecting critical services.
- Other higher-risk work identified by project arrangements.

A permit does not replace a suitable risk assessment or method statement.

Permits must clearly define the work, controls, responsible persons, limitations, duration and arrangements for cancellation or hand-back.

5.18 Protection of the Public and Site Security

BOOST TA Ltd will take appropriate measures to protect members of the public and other persons who may be affected by construction or workplace activities.

Controls may include:

- Suitable fencing and barriers.
- Controlled access.
- Security arrangements.
- Segregated pedestrian and vehicle routes.
- Signage.
- Protection from falling materials.
- Secure storage.
- Safe delivery arrangements.
- Control of work adjacent to public areas.

Construction sites will be secured against unauthorised access so far as reasonably practicable.

5.19 Scaffolding and Access Systems

Scaffolds and temporary access systems must be suitable for the work and erected, altered and dismantled by appropriately competent persons.

Where applicable:

- Design requirements will be identified.
- Handover certification will be obtained.
- Statutory inspections will be completed and recorded.
- Scaffolds will not be altered by unauthorised persons.
- Suitable foundations, edge protection and safe access will be maintained.
- Defects will result in the scaffold being restricted or taken out of use until made safe.

Mobile towers and similar access systems must be erected and used in accordance with the manufacturer's instructions by persons with appropriate competence.

5.20 Temporary Works

Temporary works will be identified, planned, designed, checked, installed, used and removed in a controlled manner proportionate to their complexity and risk.

BOOST TA Ltd will establish suitable arrangements for:

- Identifying temporary works.

- Defining responsibilities.
- Maintaining appropriate registers.
- Design and design checking.
- Installation and inspection.
- Hold points and permits where required.
- Changes and modifications.
- Dismantling and removal.

Detailed arrangements are contained within the Temporary Works Procedure.

5.21 Traffic Management

Workplace transport risks will be considered during project planning and site setup.

Where reasonably practicable, pedestrians and vehicles will be segregated.

Arrangements may include:

- Defined vehicle and pedestrian routes.
- Crossing points.
- Barriers.
- Speed controls.
- Lighting.
- Signage.
- Reversing controls.
- Delivery coordination.
- Banksmen or signallers where justified.
- Designated loading and unloading areas.
- Suitable parking.

Traffic-management arrangements will be reviewed as the site develops or circumstances change.

5.22 Underground and Overhead Services

The presence of underground and overhead services will be considered before relevant work begins.

Suitable information will be obtained where reasonably practicable, including current service plans and site information.

For excavation work, controls may include:

- Service plans.
- Detection equipment.
- Marking of identified services.
- Trial holes or safe digging techniques.
- Permit-to-dig arrangements.
- Appropriate supervision.

Work near overhead electrical lines will be planned to maintain suitable clearances and prevent plant, equipment or materials entering hazardous areas.

Where uncertainty remains regarding service location, work will stop until suitable further controls have been established.

5.23 Welfare

Suitable welfare facilities will be available from the start of construction activities and maintained for the duration of the work where BOOST TA Ltd is responsible for providing them.

Provision will be proportionate to the workplace and may include:

- Toilets.
- Washing facilities.
- Drinking water.
- Changing and drying arrangements.
- Rest areas.
- Facilities for preparing or consuming food and drink.

Welfare facilities will be maintained in a clean, hygienic and serviceable condition.

Where BOOST TA Ltd works on a site controlled by another dutyholder, the adequacy of available welfare arrangements will be confirmed before work begins.

5.24 Work at Height

Work at height will be planned and undertaken in accordance with the hierarchy of control.

BOOST TA Ltd will:

- Avoid work at height where reasonably practicable.
- Where it cannot be avoided, use suitable equipment or other measures to prevent falls.
- Give priority to collective protection such as guardrails and properly protected work platforms.
- Where falls cannot be prevented, minimise the distance and consequences of a fall.
- Use personal fall protection only where more effective collective measures are not reasonably practicable.

Equipment used for work at height must be suitable, inspected as required and used by appropriately competent persons.

Ladders and stepladders may only be used where their use is justified by the risk assessment and the work is suitable for them.

Suitable rescue arrangements must be established where personal fall-arrest equipment is used.

5.25 Work Equipment

Work equipment must be suitable for its intended purpose and for the environment in which it is used.

BOOST TA Ltd will ensure, where applicable, that equipment is:

- Appropriately selected.
- Maintained in a safe condition.
- Inspected where deterioration could create risk.
- Fitted with suitable guards and protective devices.
- Used only by appropriately trained and competent persons.
- Subject to appropriate pre-use checks.
- Taken out of use where defects could affect safety.

Privately owned equipment must not be introduced into the workplace without appropriate approval.

Plant and equipment hired for use by BOOST TA Ltd will be subject to the same safety and competence requirements as company-owned equipment.

5.26 Young Persons and Inexperienced Workers

BOOST TA Ltd will give additional consideration to the risks faced by young persons, trainees, apprentices and workers who may be inexperienced.

Before a young person undertakes work, risks will be assessed taking account of matters including:

- Lack of experience.
- Lack of awareness of existing or potential risks.
- Physical or psychological maturity.
- Exposure to hazardous substances.
- Use of work equipment.
- Work at height.
- Other higher-risk construction activities.

Suitable supervision, information, instruction and training will be provided.

Young persons will not undertake work beyond their competence or where the risks cannot be adequately controlled.

6. Monitoring, Audit and Review

BOOST TA Ltd will monitor its health and safety arrangements to confirm that they remain effective, are being implemented in practice and continue to reflect the activities and risks of the business.

Monitoring will include both proactive and reactive measures.

6.1 Routine Monitoring

Managers and supervisors will monitor work activities as part of normal site and project management.

This will include, where applicable:

- Observing work activities.
- Checking compliance with RAMS and site rules.
- Reviewing housekeeping and welfare.
- Checking access and egress.
- Monitoring contractor performance.
- Reviewing plant and equipment condition.
- Checking that required permits and controls are in place.

- Confirming that inductions and briefings have been completed.
- Identifying unsafe acts, conditions or developing risks.
- Confirming that previous actions have been completed.

Issues requiring immediate attention will be addressed without delay.

Where an issue cannot be resolved at site level, it will be escalated to the appropriate manager or Director.

6.2 Site Safety Walks and Inspections

BOOST TA Ltd will undertake suitable workplace and project inspections at intervals proportionate to the nature and level of risk.

Inspections may include:

- General site safety.
- Work at height.
- Plant and equipment.
- Lifting operations.
- Electrical safety.
- Fire and emergency arrangements.
- Welfare and first aid.
- Traffic management.
- Housekeeping.
- Environmental controls.
- Contractor performance.
- Documentation and records.
- Training and competence.
- Compliance with project-specific arrangements.

Findings will be recorded where appropriate and actions allocated to responsible persons.

The use of digital inspection and action-tracking systems, including Mitti, may be used to record findings, assign actions and monitor completion.

6.3 Corrective Actions

Where monitoring, inspection, audit or incident investigation identifies a deficiency, suitable corrective action will be taken.

Actions will:

- Clearly identify the issue.
- Define what is required.
- Be allocated to an appropriate responsible person.
- Be given a proportionate completion timescale.
- Be escalated where the risk is significant.
- Be monitored through to completion.
- Be reviewed for effectiveness where appropriate.

Where an issue presents an immediate or significant risk, work will be stopped or restricted until suitable controls have been established.

6.4 Accident, Incident and Near-Miss Trends

Accident, incident and near-miss information will be reviewed to identify:

- Recurring hazards.
- Repeated unsafe conditions.
- Common underlying causes.
- Higher-risk activities.
- Training or supervision needs.
- Contractor performance issues.
- Opportunities for wider improvement.

Relevant lessons learned will be communicated across the business where they may prevent recurrence elsewhere.

6.5 Health and Safety Audits

Formal audits or reviews may be undertaken to provide additional assurance that BOOST TA Ltd's health and safety management arrangements are suitable and effectively implemented.

Audits may be completed internally or with support from the Company's competent health and safety adviser or other specialists.

Audits may consider:

- Policy implementation.
- Legal and regulatory compliance.
- Project management arrangements.
- Risk assessment and RAMS.
- Contractor management.
- Training and competence.
- Inspection and maintenance records.
- Incident management.
- Emergency arrangements.
- Document control.
- Previous corrective actions.
- Opportunities for improvement.

Audit findings will be reported to appropriate management and actions tracked to completion.

6.6 Management Review

The Directors will periodically review the overall effectiveness of BOOST TA Ltd's health and safety management arrangements.

The review may consider:

- Accident and incident performance.
- Near-miss and hazard reports.
- Inspection findings.
- Audit findings.
- Significant corrective actions.
- Contractor and supply chain performance.
- Training and competence.
- Changes in legislation or guidance.
- Changes to business activities or organisational structure.
- Significant new projects or risks.
- Feedback from employees and contractors.

- Advice from the competent health and safety adviser.
- Progress against health and safety objectives.
- Opportunities for continual improvement.

The outcome of management review will be used to determine whether changes are required to policies, procedures, resources, training, project controls or other management arrangements.

6.7 Policy Review

This Health & Safety Policy & Management Arrangements document will be reviewed:

- At least annually.
- Following significant legislative or regulatory change.
- Following a significant accident, incident or enforcement action.
- Where monitoring identifies that arrangements are ineffective.
- Following significant organisational or operational change.
- Where the scope or nature of BOOST TA Ltd activities materially changes.
- Where the appointment or responsibilities of key dutyholders or competent advisers change.

Revised versions will be approved by the Directors and communicated to relevant persons.

7. Associated Documents and Records

This Health & Safety Policy & Management Arrangements document is supported by additional policies, procedures, plans, risk assessments, records and digital systems.

These documents provide more detailed arrangements for specific areas of health and safety management and should be read alongside this Policy where relevant.

7.1 Supporting Policies and Procedures

The following documents form part of the BOOST TA Ltd health and safety management system:

- BOOST-HS-PRO-001 – Risk Assessment & RAMS Procedure
- BOOST-HS-PRO-002 – Accident, Incident & Near-Miss Reporting / Investigation Procedure
- BOOST-HS-PRO-003 – Contractor & Supply Chain Management Procedure
- BOOST-HS-PRO-004 – Asbestos Management / Unexpected Discovery Procedure

- BOOST-HS-PRO-005 – Temporary Works Procedure
- BOOST-HS-PRO-006 – Building Safety Procedure
- Mental Health & Wellbeing Policy
- Recruitment, Training & Competence Policy
- Alcohol, Drugs & Substance Misuse Policy
- Construction Phase Plan
- Other task or project-specific procedures as required.

Where there is a conflict between this Policy and a project-specific requirement, the higher or more stringent standard will normally be applied unless this would conflict with applicable legislation or introduce additional risk.

7.2 Project-Specific Documentation

Depending on the nature and complexity of the project, health and safety documentation may include:

- Pre-construction information.
- Construction Phase Plan.
- Project-specific risk assessments.
- Method statements.
- COSHH assessments.
- Lifting plans.
- Temporary works documentation.
- Permits to work.
- Fire and emergency plans.
- Traffic management arrangements.
- Asbestos information and surveys.
- Plant and equipment records.
- Statutory inspection and examination records.
- Contractor documentation.
- Site-specific safety information.
- Design and residual-risk information.

- Health and Safety File information where applicable.

Project documentation will be proportionate to the work being undertaken and maintained for the period for which it remains relevant.

7.3 Training and Communication Records

Records will be maintained, where appropriate, to demonstrate that relevant information, instruction and training has been provided.

These may include:

- Company induction records.
- Contractor induction records.
- Visitor induction records.
- Site-specific inductions.
- Toolbox talks.
- Safety briefings.
- Site safety meetings.
- Asbestos awareness training.
- Site-specific asbestos briefings.
- Plant and equipment training.
- Competence certificates.
- Training and competence matrix.
- Refresher training.
- Specialist training records.
- Continuing Professional Development records.

Training records will be reviewed where appropriate to identify upcoming expiry dates, refresher requirements and competence gaps.

7.4 Inspection and Monitoring Records

Health and safety monitoring may be evidenced through records including:

- Site safety walks.
- Workplace inspections.
- Contractor monitoring.

- Plant and equipment checks.
- Work at height inspections.
- Scaffold inspections.
- Temporary works inspections.
- Fire safety checks.
- First aid checks.
- Welfare inspections.
- Environmental and waste inspections.
- Corrective action records.
- Audit reports.
- Management review records.

Where digital systems are used, actions may be assigned and tracked electronically until completion.

7.5 Accident, Incident and Near-Miss Records

Appropriate records will be maintained relating to:

- Accidents.
- Injuries.
- Near misses.
- Dangerous occurrences.
- Occupational ill health.
- Significant hazards.
- Investigation findings.
- Witness information.
- Photographs and other supporting evidence.
- RIDDOR assessments and reports where applicable.
- Corrective actions.
- Lessons learned.

Accident and medical information will be managed securely and with appropriate regard to confidentiality and data protection requirements.

7.6 Contractor and Supply Chain Records

Records used to support contractor management may include:

- Prequalification information.
- Contractor assessment questionnaires.
- Insurance information.
- Training and competence evidence.
- RAMS.
- Plant and equipment certification.
- Right-to-work assurance where applicable.
- Induction records.
- Monitoring and inspection findings.
- Non-conformance records.
- Post-work performance assessments.
- Approved supplier or contractor records.

The level of information required will be proportionate to the work and associated risks.

7.7 Digital Health and Safety Records

BOOST TA Ltd may use digital systems, including Mitti, to communicate health and safety information and maintain records.

Digital records may include:

- Contractor inductions.
- Visitor inductions.
- Toolbox talks.
- Site safety meetings.
- Site safety inspections.
- Asbestos briefings.
- Training records.
- Photographs and supporting evidence.
- Corrective actions.

- Other project-specific inspections and records.

Use of a digital system does not remove the requirement for management to ensure that information is accurate, actions are completed and required records are retained.

7.8 Document Control

Controlled health and safety documents will be managed so that:

- Documents can be clearly identified.
- Current versions are available to persons who require them.
- Changes are appropriately reviewed and approved.
- Superseded versions are removed from normal use or clearly identified as obsolete.
- Relevant records are retained for appropriate periods.
- Documents remain accessible and legible.
- Project-specific records can be retrieved when required.

Detailed arrangements for document identification, approval, version control, retention and archiving are contained within the Document Control & Record Management Procedure.

7.9 Review of Supporting Documentation

Supporting policies, procedures, plans and records will be reviewed when appropriate, including following:

- Significant changes to work activities.
- Changes in legislation or guidance.
- Changes to organisational responsibilities.
- Significant incidents or near misses.
- Audit or inspection findings.
- Changes in equipment, materials or working methods.
- Changes to client or project requirements.
- Identification of opportunities for improvement.

BOOST TA Ltd will seek to maintain a management system that is proportionate, practical and capable of being implemented effectively across its operations.

8. Legislative and Guidance Framework

BOOST TA Ltd will comply with applicable health and safety legislation and will take account of relevant Approved Codes of Practice, regulatory guidance and recognised industry standards when establishing its health and safety arrangements.

Legislation relevant to BOOST TA Ltd activities may include, but is not limited to:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Construction (Design and Management) Regulations 2015.
- Work at Height Regulations 2005.
- Provision and Use of Work Equipment Regulations 1998.
- Lifting Operations and Lifting Equipment Regulations 1998.
- Control of Substances Hazardous to Health Regulations 2002.
- Control of Asbestos Regulations 2012.
- Personal Protective Equipment at Work Regulations 1992, as amended.
- Confined Spaces Regulations 1997.
- Electricity at Work Regulations 1989.
- Control of Noise at Work Regulations 2005.
- Control of Vibration at Work Regulations 2005.
- Manual Handling Operations Regulations 1992.
- Health and Safety (Display Screen Equipment) Regulations 1992.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- Health and Safety (First-Aid) Regulations 1981.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Regulatory Reform (Fire Safety) Order 2005 where applicable.
- Building Safety Act 2022 and associated Building Regulations requirements where applicable.
- Corporate Manslaughter and Corporate Homicide Act 2007.
- Health and Safety (Consultation with Employees) Regulations 1996.
- Safety Representatives and Safety Committees Regulations 1977 where applicable.

The relevance and application of legislation will depend upon the activities, location and role undertaken by BOOST TA Ltd on each project.

Where project activities are undertaken outside England or where different regulatory requirements apply, BOOST TA Ltd will identify and comply with the requirements applicable to that jurisdiction.

Relevant Health and Safety Executive guidance, Approved Codes of Practice, manufacturer instructions and recognised industry good practice will be considered when developing risk assessments, procedures and safe systems of work.

Where there is uncertainty regarding the interpretation or application of health and safety requirements, competent advice will be sought before work proceeds.

9. Approval Details

Approved By: Giles Donovan & William Roberts
Position: Directors
Issue Date: 04 September 2026
Review Date: 03 September 2027
Document Reference: BOOST-HS-POL-001

9.1 Revision History

Revision	Date	Description of Change	Prepared By	Approved By
01	04/09/2026	Initial issue.	Orakul Safety Ltd.	Giles Donovan & William Roberts