

## Health and Safety Policy

Trust Works Facilities Management

Effective Date: 17.06.2025

Review Date: 17.06.2026

### 1. Policy Statement

Trust Works Facilities Management is committed to ensuring the health, safety, and welfare of all employees, contractors, clients, and visitors. We strive to maintain a safe and healthy working environment in all our operations and comply fully with the requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislation.

### 2. Our Commitment

We will:

- Provide and maintain safe systems of work, premises, and equipment.
- Assess and manage health and safety risks regularly.
- Ensure all employees receive adequate information, instruction, training, and supervision.
- Consult with employees on matters affecting their health and safety.
- Encourage a positive health and safety culture throughout the organisation.
- Review and improve our health and safety arrangements regularly.

### 3. Responsibilities

Management Responsibilities:

Managers and supervisors are responsible for:

- Implementing this policy within their areas.
- Ensuring that risk assessments are carried out and control measures are in place.
- Reporting and investigating accidents and incidents.
- Ensuring all staff are trained in relevant health and safety practices.

Employee Responsibilities:

All employees have a duty to:

- Take reasonable care of their own health and safety and that of others.
- Co-operate with management on health and safety matters.
- Use equipment and protective clothing properly.
- Report hazards, accidents, or near misses promptly.

### 4. Risk Assessment

We will carry out regular risk assessments of our operations, including cleaning, maintenance, and contractor services, and take appropriate action to eliminate or reduce risks.

## **5. Training and Supervision**

All employees will receive health and safety induction training and role-specific training. Ongoing refresher training will be provided where necessary.

## **6. Accidents and First Aid**

All accidents and incidents must be reported to a manager or designated person. We will maintain appropriate first aid facilities and ensure trained first aiders are available on-site.

## **7. Fire Safety**

Fire risk assessments will be conducted and reviewed regularly. Fire procedures, drills, and equipment will be maintained and clearly communicated.

## **8. Monitoring and Review**

This policy will be reviewed annually or after significant changes to our business operations. Regular monitoring and audits will be conducted to ensure compliance and identify areas for improvement.

## **9. Signed & Approved**

This section should be signed by the most senior person in the company.

Signed: H.Allen

Name: Hadyn Allen , Managing director

Date: 17.06.2025