



TC Facilities Management's Health and Safety

Policy, Responsibility and
Arrangements Manual

2024/25

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Health and Safety Policy

Introduction

The manual details the key measures that have been developed by TC Facilities Management (TCFM) to protect the health, safety and welfare of our colleagues, customers and visitors.

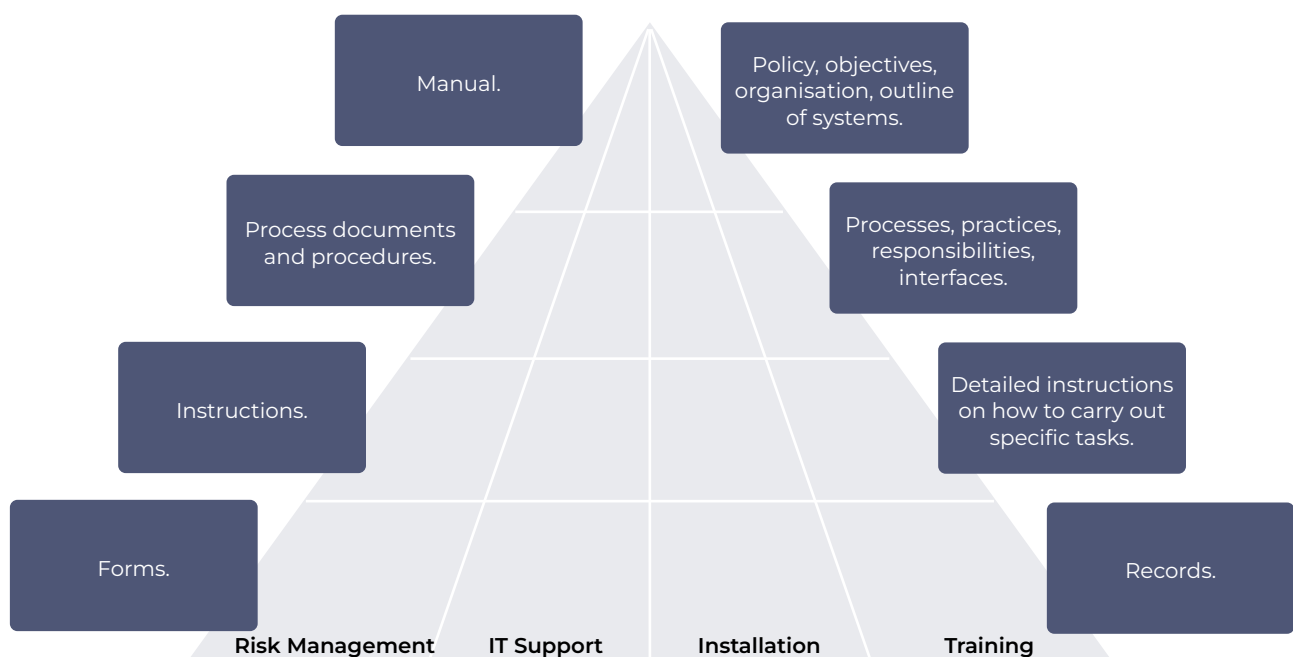
The first section of this document lays down the policy of TCFM with regard to health and safety, together with a list of objectives to guide management, and to act as a basis for performance monitoring.

Subsequent sections detail the responsibilities of management and colleagues, and describe the arrangements set up to ensure that significant progress will be made towards the achievement of the objectives through organising, planning, implementing, measuring and reviewing performance.

The board and executive team conduct an annual review of the policy manual inline with the ISO 45001 manual covering the following contents:

- Leadership.
- Support.
- Performance evaluation.
- Planning.
- Operation.
- Improvement.

ISO 45001



General Statement

TCFM is committed to ensuring the health, safety and welfare of its colleagues, so far as is reasonably practicable. We also fully accept our responsibility for others who may be affected by our activities, such as contractors, visitors, customers and members of the public.

We will take steps to ensure that our statutory duties are met at all times.

Each colleague and other relevant persons will be given such information, instruction and training as is necessary to ensure that they can carry out their work tasks safely.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable colleagues and their representatives to raise issues of health and safety.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

Every colleague, contractor, visitor and member of the public must co-operate with us to enable all statutory duties are complied with.

The successful implementation of this policy requires total commitment from all levels of colleagues, from the boardroom to the shop-floor. Each individual has a legal obligation to take reasonable care for their own health and safety, and for the safety of other people who may be affected by their acts or omissions.

Full details of the organisation and arrangements for health and safety throughout this policy.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and if necessary, revised in the light of any legislative or organisational changes.

This policy is also audited externally Under ISO:9001, 14001 & 45001 standards.

Health and Safety Statement

TCFM is committed to ensuring the health, safety and welfare of its colleagues; so far as is reasonably practicable. We also fully accept our responsibility for other persons who may be affected by TCFM's activities. We will take steps to ensure that our statutory duties are met at all times. Whilst the board accepts responsibility for the overall effectiveness of Health and Safety Policy, the success of this policy largely rests with colleagues at all levels. Colleagues have the personal responsibility to ensure that nothing is done to endanger themselves or others whilst at work; to co-operate with Managers and comply with regulations and procedures for safe working. Please therefore, study and follow the guidelines laid down to help ensure TCFM continues to maintain a good safety record.

Safety Arrangements

The detailed arrangements that exist for implementing TCFM's *Safety Policy* are as follows:

1. **Colleague Handbook**

This handbook provides an introduction to TCFM and gives details of our Health and Safety policies and other important procedures.

2. **Training**

This includes induction training, which provides an introduction to general Safety Procedures, Fire Precautions, Health and Hygiene, Manual Handling, etc.

3. **Safety Manuals**

These cover the use of dangerous machines, Methods of Cleaning and COSHH Data Sheets.

4. **Emergency Procedures**

These exist for use in the event of a fire or bomb threat, and other instances, which may require site evacuation. Should you require further information regarding evacuation procedures, fire drills and meeting points, details can be found at the site's reception.

5. **COSHH Manual**

This manual gives an introduction to the Control of Substances Hazardous to Health regulations and the details of all the hazardous substances used within the sites, their recommended usage, protective clothing to be worn and procedures to follow in the event of an emergency or spillage.

6. **Accident Reporting**

Evotix Assure online accident, incident and near miss reporting, all colleague have access to this through a QR code onsite and an online portal.

Safety Rules and Objectives

Rules

1. All equipment is to be operated in a safe manner.
2. Do not keep fire doors open.
3. Work areas are to be kept tidy, do not obstruct gangways and fire exits.
4. Safety and First Aid equipment must not be abused.
5. Materials are to be stored in a safe manner.
6. "No Smoking" regulations must be adhered to.
7. All cabling must be protected and positioned in a safe manner.
8. Where defective or suspect machinery is reported, make sure it is taken out of service, labelled as such and reported to your Manager/Supervisor.
9. Equipment is only to be operated by trained personnel or those under supervision whilst receiving training.
10. Protective clothing and equipment are to be used when the work tasks demand it.
11. Where the use of portable electrical appliances is necessary, they must be switched off when unattended and the plug removed from the socket.
12. Strict safety precautions must be followed when handling flammable or toxic chemicals.
13. Speed limits must be adhered to on all company/customer's premises.
14. Report all accidents to the Support Office without delay and ensure all accidents are reported on Evotix Assure Online Portal. Follow company procedures for Accident Reporting.
15. Management and Supervisors must know and understand TCFM's *Health and Safety Policy*. They must ensure, as far as reasonably possible, that all colleagues within their jurisdiction also know and understand the policy and rules.
16. Be aware of the health and safety rules of customers and any special hazards present in the buildings in which colleagues work.
17. Colleagues must not be able to undertake any work that puts health and safety at an unacceptable risk.
18. Be familiar with the buildings in which you work, particularly fire precautions and fire exits.
19. Know the location of telephones and alarms for use in an emergency.
20. Set a good example to all colleagues and encourage an active interest in health and safety at work.

(The above list is not exhaustive and may be extended from time to time).

Objectives

1. Co-ordinate interpretation and implementation of all statutory and other requirements of the Health & Safety Act 1974.
2. Provide specially trained colleagues, who are competent to instruct and advise in the safe conduct of TCFM's activities.
3. Oversee maintenance of good working standards with identification of hazards likely to cause injury or damage.
4. Instruct all colleagues in accident prevention and hygiene procedure with suitable training on specific practices where relevant.
5. Observe safe working practices and the proper use and care of safety devices and personal protective equipment. (PPE)

Responsibility

Overall Responsibility

Mr Mark O'Dwyer (CEO) accepts overall responsibility for all matters, including those regarding health, safety and welfare.

Organisational Responsibility

TCFM commits to:

- Establish and implement a health and safety management system to manage the risk associated with our premises and activities.
- Regularly monitor our performance and revise our health and safety management system as necessary, to ensure we achieve our objective of continuous improvement.
- Provide sufficient resources to meet the requirements of current health and safety legislation, and aim to achieve the standards of good practice applicable to our activities.
- Actively promote an open attitude to health and safety issues, encouraging colleagues to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.
- Communicate and consult with our colleagues on all issues affecting their health and safety and, in doing so, bring this policy to their attention.
- Provide adequate training for our colleagues to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.
- Carry out and regularly review risk assessments to identify hazards and existing control measures, we will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.
- Maintain our premises and work equipment to a standard that ensures that risks are effectively managed.
- Ensure that responsibilities for health and safety are allocated, understood, monitored and fulfilled.
- Provide health surveillance for colleagues where appropriate, and maintain records.
- Co-operate with other organisations in these premises to ensure that they are aware of any risks to their colleagues and other people posed by our activities, that we are aware of any risks to our colleagues from their activities, and that we comply with the relevant requirements of fire legislation.

Management Responsibility

Managers are responsible for ensuring that the safety policy is implemented within their own departments. Managers must monitor the workplace to ensure that safe conditions are maintained.

Where risk is identified the manager must ensure that these are rectified, so far as reasonably practicable.

Management duties include the following:

- Ensuring that colleagues, contractors and visitors are aware of safety procedures.
- Establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition, this includes the regular maintenance and servicing of equipment.
- Providing adequate training, information, instruction and supervision to ensure that work is conducted safely.
- Take immediate and appropriate steps to investigate and rectify any risks to health and safety arising from work activity.
- Bringing to the prompt attention of senior management any health and safety issues that require their attention.
- Ensuring that all accidents and “near misses” are properly recorded and reported and that an investigation is carried out to determine causal factors.
- Maintaining safe access to and egress from workplace at all times.

Colleague Responsibility

All colleagues must:

- Take reasonable care of their own health and safety.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- Not undertake any tasks that they are not trained or authorised to do.

Arrangements

Accident/Incident/Near Miss Reporting

TCFM recognises the need to pay heed to any accidents that occur and to examine the cause of such accidents to prevent a reoccurrence. To this end TCFM has adopted an injured persons reporting procedure that will give all necessary information. Please keep in mind that the accident reporting detailed in this section only applies to accidents involving TCFM colleagues on site.

When an accident occurs (it does not matter how minor) an entry has to be made on Evotix Assure online reporting portal. All accidents must be reported to QHSE immediately.

The following procedures concerning accidents must be adhered to:

Minor Accidents

1. Ensure a report is recorded on Evotix Assure online reporting portal
If in doubt record it or contact QHSE and advice will be given.

Over Seven Day Injuries

1. If an accident occurs, that results in the operative having to seek medical advice i.e. a visit to doctor or hospital, ensure you make it clear that they have to inform you of the result of the visit.
2. If the operative is advised that a length of 7 days or more will have to be taken off due to the injury, record this fact on the accident report. Contact QHSE immediately and update Evotix Assure with all the details.

Major Injuries

The following are constituted as major injuries:

1. If a major injury occurs, report on Evotix Assure online portal and contact QHSE immediately giving all the details (a report has to be logged with the Environmental Health Department within 24 hours).

**A record of the above information must be kept available for inspection at all times.
(This record must be stored in a secure place so that it cannot be viewed by unauthorised people - ref Data Protection Act)**

The Enforcement Authority in the case of TCFM is the Environmental Health Department of the Local Authority.

Accident Prevention

Although the item above is about accident reporting, TCFM as far as is reasonably practicable aim for accident prevention.

This is achieved in three ways:

1. Risk assessments, safe methods of working and training
2. The reporting of near misses,
3. Accident investigation.

Risk assessments, safe methods of working and training are covered in separate sections of this manual.

Evotix Assure online reporting portal is used for reporting of accidents, incidents and near misses.

All accidents are subjected to an investigation to try to establish root cause and try to prevent recurrence.

Accident Investigation

All accidents will be investigated. The nature and severity of the accident will determine the extent of the investigation and who will be involved.

The results of these investigations will be kept on file and lessons learnt will be shared with others to prevent re-occurrence.

Use of Contractors (Sub-Contractors)

Our Responsibilities

Work undertaken for a customer by a contractor is usually covered by a civil contract. It is good practice for health and safety requirements to be written in to such a contract. However, health and safety responsibilities are defined in criminal law and cannot be passed on from one party to another by a contract.

In any customer/contractor relationship, both parties will have duties under health and safety law. Similarly, if the contractor employs a sub-contractor to carry out some or all of the work, all parties will have some health and safety responsibilities. The extent of the responsibilities of each party will depend on the circumstances.

Identifying the Job

We need to be very clear that the customer has identified all aspects of the work they want us to do. The level of risk will depend on the nature of the job. Whatever the risk, we need to consider the health and safety implications of the job to be done. This will involve selecting someone suitable to do the job, assessing risks, deciding what information, instruction and training is required, how the co-operation and co-ordination between all parties is achieved, how the workforce is to be consulted and the level of management and supervision required.

Select a Suitable Sub-Contractor

Select sub-contractor from list of approved sub-contractors or use the following.

We need to satisfy ourselves that the sub-contractors are competent (ie they have sufficient skills and knowledge) to do the job safely and without risk to health and safety. The degree of competence required will depend on the work to be done. Make sure sub-contractors know and understand what performance we expect. Explain our health and safety arrangements to them. Show them our procedures, health and safety policy, etc and make sure they understand and will act in accordance with it.

How will we decide how to determine a sub-contractor's competence? We could for example, ask prospective sub-contractors:

- What experience they have in the type of work we want done.
- What their health and safety policies and practices are.
- About their recent health and safety performance (number of accidents etc).
- What qualifications and skills they have.
- For their safety method statement.
- What health and safety training and supervision they provide.
- Their arrangements for consulting their workforce.
- If they are members of a relevant trade or professional body.

Assess the Risks of the Work

A risk assessment must be done and all parties, customer, ourselves and sub-contractor should be party to it. The HSE's free leaflet "Five steps to risk assessment" provides guidance on assessing risks in the workplace.

We must assess the risks for the contracted work and then both parties must get together to consider those risks from each other's work that could affect the health and safety of the workforce or anyone else. Both parties need to agree the risk assessment for the contracted work and the preventative and protective steps that will apply when the work is in progress.

Provide Information, Instruction and Training

Customers, contractors and sub-contractors must provide their colleagues with information, instruction and training on anything which may affect their health and safety.

All parties need to consider what information should be passed between them and agree appropriate ways to make sure this is done. They need to exchange clear information about the risks arising from their operations, including relevant safety rules and procedures, and procedures for dealing with emergencies. This exchange of information should include detail of any risks that other parties could not reasonably be expected to know about. The information must be specific to the work.

In other words, you must talk to one another.

Colleagues with Language Challenges

TCFM acknowledges the fact that in our type of business there is a high possibility that some of our colleagues will have difficulties with understanding the English language. The following actions have been taken to minimise the risk to their health and safety:

- Wherever possible the supervisor for a project will be bi-lingual.
- A buddy system will be put in place where on a ratio of at the most 3 to 1 where this person will be able to interpret for them.
- As far as possible any health and safety instruction will be in a pictorial form.
- All health and safety issues are reinforced during the induction and by frequent "Tool Box Talks".

We should monitor the sub-contractor's health and safety performance. This means checking whether the risk assessment is up to date and control measures are working. We should check on a regular basis to see that what should be done is being done. All accidents (colleagues and customer) should be reported to TCFM and should be investigated.

Employers' Liability Insurance (Employers' and Public)

TC, the contractor does not need to supply the cover for liability insurance for the sub-contractor, but must make sure as part of the contract that the sub-contractor has adequate cover (min £5million) and evidence of this cover is available for the colleagues to easily read.

Colleagues working in the Isle of Man, Jersey, Guernsey or Northern Ireland as well as in England, Scotland or Wales can use the same certificate in all locations. However, you must check that this complies with any local requirements as well as English law.

What if they do not have Employers' liability insurance – they can be fined £2500 for any day which they are without suitable insurance. If they refuse to display the certificate of insurance or refuse to make it available to HSE inspectors when they ask, they can be fined up to £1000.

The worst-case scenario is that TCFM as the contractor would be expected to pick up the tab.

Secondary Sub-Contractors

TCFM does not permit the sub-contractor to further sub-contract any part of the work.

Electrical Equipment

Ensuring Safe Electrical Equipment

The only way to do this is to check the equipment regularly. Essentially, this involves a three staged operation:

1. User checks – as outlined below.
2. Formal visual inspections – carried out by contracted specialists.
3. Test and examination – carried out by contracted specialists.

Electrical Safety Checks at Work (User Checks):

1. You must examine all items of electrical equipment before use and report any suspected defects to your Manager/ Supervisor before using them.
2. All electrical equipment must be used with care. Ensure electrical sockets are switched off before the plug is inserted or removed. Plugs must not be removed by pulling the mains lead.
3. Plugs must be checked for wear and tear and for any signs of damage. Plugs are to be fitted by authorised personnel only.
4. On no account must electrical equipment be allowed to come into contact with water, except where specifically designed to do so.
5. Do not operate or handle machinery or insert and remove plugs with wet hands.
6. Do not operate machinery that appears to be faulty, report it to your Manager/ Supervisor.
7. Machines that are not to be used must be labelled to that effect and taken out of service.
8. Electrical machinery may only be repaired and serviced by TCFM Engineers or other authorised persons.
9. Check all cables for chafing before use. DO NOT tape over.
10. All cables must be kept clear of machines when in use.
11. Do not leave 'live' machinery unattended, remove plug from socket.
12. Always disconnect machines from the power supply before changing any parts of the machinery, e.g. brushes and discs etc.
13. Do not overload electrical sockets.
14. You must never operate any electrical equipment unless you have received full instructions on its use.
15. All machinery must be cleaned after each use; dirty machinery can be a hazard to health and it can also cause overheating of motors etc.
16. It is the Manager's/Supervisor's responsibility to ensure that correct use and condition of all machinery is carried out by colleagues.

Electrical Equipment

1. Never interfere with electrical apparatus or with the covering of electrical equipment.
2. Do not improvise plugs and earths for portable tools and do not connect them to light sockets.
3. Do not attempt to repair any electrical equipment, but leave it to authorised competent people.
4. Be careful with leads, making sure not to lay them across gangways without protection, or through water.
5. Do not wrap them around sharp corners, as frayed leads are extremely dangerous.
6. Report any suspected electrical defects to your Manager/Supervisor.
7. Do not use coiled extension leads.
8. In the interest of health and safety persons under the age of 18 years must not operate any electrical machinery.

Portable Appliance Testing (PAT)

All portable appliances will be tested on a regular basis. If the test sticker on the appliance that you wish to use is out of date, do not use it and report the fact to your line manager be monitored and reviewed on a regular basis.

Fire Precautions

Learn the locations of the main fire exits and exit routes from your normal and occasional work places. Be familiar with the layout of the building in which you are working and the sound of the fire alarm and also be aware of the assembly point.

On hearing the fire alarm, you should:

1. Evacuate the building.
2. Leave the building by the nearest safe exit and proceed to your fire assembly point.
3. DO NOT stop to collect personal belongings.
4. DO NOT use the lift.
5. DO NOT re-enter the building for any reason until the "all clear" is given. This will be given by the senior fire brigade officer at the scene.

The fire alarm is tested at regular intervals. Periodical emergency evacuations (fire drills) are also implemented when you must follow the above procedures.

Remember:

- Never use flammable materials near naked flames.
- Ensure cigarette ends and ash in ashtrays are out and cold before putting in metal bins.
- Never block or obstruct fire doors or exits – do not fasten or wedge any self-closing fire doors in an open position.
- Rubbish is a high fire risk and should not be allowed to accumulate particularly in the Loading Bay and Warehouse Area. Know the location of fire alarm call points particularly those in your working area.
- Memorise the evacuation drill, the location of the fire exits and your assembly point.
- If possible, all the doors and windows of any area in which a fire is discovered should be shut. This will prevent draughts and reduce the risk of fire spreading.
- If a person's clothing is on fire, use a blanket, rug or similar article and wrap it around the person, who should be laid down to prevent the flames reaching the head. After the fire is out call an ambulance.

Fire Safety Precautions

No smoking on customer premises, unless in designated areas – the penalty is instant dismissal.

If You Discover a Fire

If you discover a fire you should operate the nearest fire alarm call point.

If working on a customer's site, the customer will call the fire brigade.

If working at a company site, a member of the Administration Dept will call the fire brigade.

Fire Wardens - Sapphire House

Some members of the colleagues at Sapphire house have been appointed as Fire Wardens. These wardens are responsible for making sure that the fire detection, alarm, and fighting system and means of escape are appropriate and in good order. They will also help in an evacuation situation.

First Aid

Facilities are available at company/customers premises. At most customer's premises a First Aider will be situated on site and should be contacted if required, you should find out who they are and where they work.

Even a minor injury can become serious, so make sure that every scratch, cut or skin rash is properly treated. All accidents, even if no injuries are sustained, must be reported online on the Evotix Assure Portal.

Report all accidents, incidence and near misses on the Evotix Assure Portal without delay.

Protective Personal Clothing (PPE)

Wear your uniform so that your normal and probably contaminated clothing does not come into contact with surfaces, equipment or hands and act as a barrier to skin shedding. Your clothes must be washed and ironed regularly in order that it is not contaminated (ironing kills the bacteria and not the cool wash).

General Hazards

So far, we have looked at the more obvious potential hazards on site. However, there are also a few general points you should bear in mind during your working day:

- If a spillage occurs – make it safe immediately.
 - If you cut yourself – you must use a blue sticking plaster and ensure the accident is reported on Evotix Assure Reporting Portal.
 - If you have long hair it should be tied back.
 - Make sure you are wearing the correct uniform and that it is clean and presentable.
 - Make sure you always wear sensible shoes.
 - Jewellery can be hazardous; don't wear bracelets or dangling earrings.
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What to do Should You Discover a Potential Hazard

- Do not delay – take action immediately.
- Make the area as safe as possible.
- Clear the hazard if possible.
- Report the hazard to your manager immediately.

Treat hazard spotting as part of your daily routine and make the premises a safer place for everyone. Remember your responsibilities under law. You could be prosecuted for failing to comply with the Health and Safety at Work Act. Think about fire prevention and health and safety, make it second nature – it could save lives!

Remember

- Keep your workplace clean and tidy to reduce potential hazards.
 - Only smoke in a permitted area and use an ashtray to reduce the risk of fire.
 - Concentrate on what you are doing.
 - Be aware AT ALL TIMES – otherwise you could be putting yourself and others in danger!
 - Make sure you know what to do in case of an emergency.
 - Always use correct lifting methods.
 - Report all accidents and hazards.
-

Liability Insurance

Most employers are required by the law to insure against liability for injury or disease to their colleagues arising out of their employment. This guide is intended to help you to understand what is required. It is not a legal interpretation of the Employers' Liability (Compulsory Insurance) Act and it has no formal legal status. You should be aware that only the courts can authoritatively interpret the law.

What is Employers' Liability Insurance?

Employers are responsible for the health and safety of their colleagues while they are at work. Our colleagues may be injured at work or they, or our former colleagues, may become ill as a result of their work while in our employment. They might try to claim compensation from us if they believe we are responsible. The Employers' Liability (Compulsory Insurance) Act 1969 ensures that we have at least a minimum level of insurance cover against any such claims.

Employers' liability insurance will enable us to meet the cost of compensation for our colleagues' injuries or illness whether they are caused on or off site. However, any injuries and illness relating to motor accidents that occur while our colleagues are working for us may be covered separately by our/their motor insurance.

Public liability insurance is different. It covers us for claims made against us by members of the public or other businesses, but not for claims by colleagues. While public liability insurance is generally voluntary, employers' liability insurance is compulsory. We can be fined if we do not hold a current employers' liability insurance policy which complies with the law.

Please contact our QHSE department if you require a copy of our insurance policy/arrangements.

Manual Handling

- Make sure that the load to be lifted is not too heavy or awkwardly shaped for one person to lift. To lift safely, take a firm stance with feet slightly apart and with one foot a little in front of the other to give good balance.
- Keep your back straight and chin tucked in.
- Bend your knees – not your back – and hold comfortably against your body. Lift smoothly, because jerking or snatching can cause hernia or serious strains and injury.
- Make sure your grip is firm and avoid holding sharp edges. When carrying materials, look out for obstacles and other people, and make sure your vision is clear.
- The following methods should be adopted for safe lifting and handling.
- Keep a straight back, lift with the legs and bend the knees.
- Keep arms close to the body.
- When pushing and pulling, tuck chin in, keep back and arms straight. In pushing, the front foot should balance you, while the rear foot, pointing forward, gives the thrust.
- In pulling, the back foot safeguards balance, while the front leg, with knee bent to allow the body to move back, does the thrusting.

Stacking Material

Take care when you stack materials yourself and watch out for materials carelessly stacked by others. Stack materials securely and not too high, making sure they will not topple and that no sharp edges stick out. Generally heavier items should be stacked under light ones and stacks should be cross-stacked to increase stability.

Keep gangways, exits and entrances clear of stacks, paying particular attention to fire exits and fire points. When removing items from a stack always remove the top items first and use safety steps as necessary. Never climb on the racking or stand on balanced boxes or chairs.

When stacking to a high level, make your legs do the work. Bend both knees when approaching the stack and thrust upward with a swinging movement, one foot following through. Use safety steps where provided.

Personal Protective Equipment (PPE)

PPE is defined in the regulations as ‘all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety’, e.g., safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. Waterproof, weatherproof or insulated clothing is subject to the Regulations only if its use is necessary to protect colleagues against adverse climatic conditions that could otherwise adversely affect their health or safety.

The main requirement of the PPE at Work Regulations 1992 is that personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

Because the effectiveness of PPE can be easily compromised, e.g., by not being worn properly, it should always be considered as the last resort and used only where other precautions cannot adequately reduce the risk of injury.

However, where PPE is the only effective means of controlling the risks of injury or ill health, then we will ensure that it is available for use at work – free of charge.

To allow the right type of PPE to be chosen, the different hazards in the workplace are considered carefully. This enables an assessment to be made of which types of PPE are suitable to protect against the hazard and for the job to be done.

The following factors are considered when assessing the suitability of PPE:

- Is it appropriate for the risks involved and the conditions at the place where exposure to the risk may occur?
- Does it prevent or adequately control the risks involved without increasing the overall level of risk?
- Can it be adjusted to fit the wearer correctly?
- Has the state of health of those who will be wearing it been taken into account?
- What are the needs of the job and the demands it places on the wearer? For example, the length of time the PPE needs to be worn, the physical effort required to do the job and the requirements for visibility and communication.
- If more than one item of PPE is being worn, are they compatible?

PPE can be ordered from the Support Office for the sole purpose of protecting colleagues wherever there are risks to their health and safety that cannot be adequately controlled in other ways.

Make sure the user is aware of why PPE is needed, when it is to be used, repaired or replaced and its limitations. Instruct, train, and supervise its use.

Because PPE is the last resort after other methods of protection have been considered, it is important that users wear it all the time they are exposed to the risk.

Never allow exemptions for those jobs which take just a few 'minutes'.

Check regularly the use of PPE and investigate fully any reasons for non-use.

Risk Assessments

Assessing risks in the work place is a legal requirement under the Health and Safety law.

The Management under the guidance of the Health and Safety Manager will carry out risk assessments for all known risks in the work place.

A risk assessment is nothing more than a careful examination of what, in the work place, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure that no one gets hurt or becomes ill.

There are five steps to carrying out a risk assessment:

1. Look for hazards.
 2. Decide who might be harmed and how.
 3. Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
 4. Record your findings.
 5. Review your assessment and revise it if necessary.
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Safe Working Methods

All colleagues must follow the guidance in the Safe Working Practices Manual, and management must ensure that the guidance is being observed by all colleagues.

A Safe System of Working will be provided for each task required. These SSOWs will take into account the risks identify, H&S requirements, tools required and the method, which when followed correctly will keep the operator safe and well.

The SSOWs will be used in conjunction with Methods of Clean (MOCs). These documents will cover all the areas identified above.

Training

- It is recognised that training has an important part to play in a Safety Programme. TCFM will ensure that adequate facilities are available to train all colleagues to carry out their tasks safely and efficiently.
- No person will be required to perform any task unless he/she has been trained to do so.
- All new colleagues will undergo an Induction Programme that will ensure their awareness of basic safety rules and procedures.
- All colleagues will receive refresher training in Health and Safety.
- Records of training will be held at the colleague's place of work in the case of site colleagues and a copy at Head Office, In the case of mobile colleagues, their records will be kept at Head Office.

The Training will be Delivered in Various forms:

- Induction – basic H&S.
 - Buddying/shadowing.
 - One-to-one training – job specific.
 - Tool-box talks – reminders and updates.
 - Group sessions – subject specific.
 - Refresher training – annual or 6 months (depending on the subject).
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Welfare at Work

Sanitary conveniences and washing facilities

Suitable and sufficient sanitary conveniences and washing facilities will be provided at readily accessible places. They and the rooms containing them will be kept clean and be adequately ventilated and lit. washing facilities will have running hot and cold or warm water, soap and clean towels or other means of cleaning and drying. Men and women will have separate facilities.

Drinking water

An adequate supply of high-quality drinking water will be provided.

Accommodation for Clothing and Facilities for Changing

Adequate, suitable and secure space will be provided to colleagues' own clothing and special clothing. As far as is reasonably practicable the facilities will allow for drying clothing. Changing facilities will be provided for colleagues who change into special work clothing.

Facilities for Rest and to Eat Meals

Suitable and sufficient, readily accessible rest facilities will be provided.

Seats will be provided for colleagues to use during breaks. These will be in a place where PPE need not be worn.

Work areas can be counted as rest areas and eat facilities, provided they are adequately clean and there is a suitable surface on which to place food.

Where provided, eating facilities will include a facility for preparing or obtaining a hot drink. Where hot food cannot be obtained in or reasonably near to the workplace, colleagues will be provided with a means for heating their own food (e.g., microwave oven).

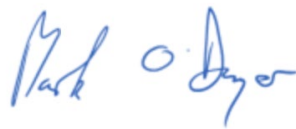
Suitable rest facilities will be provided for pregnant women and nursing mothers.

Other Specific Hazards

Specific health and safety policies are readily available, listed below are some examples:

- Alcohol and Drugs.
- Bodily Fluids.
- Bullying and Harassment.
- Confined Spaces.
- COSHH.
- Driving at Work.
- DSE.
- Lone Worker.
- Mobile Phone.
- Noise.
- Sharps.
- Smoking.
- Stress.
- Working at Height.

If you require any additional policies, please contact the QHSE Department **QHSE@tcfm.co.uk**.



Mark O'Dwyer
CEO

14th February 2026

Version number	Date Reviewed	Reviewed by	Signed by
v.1	14 th February 2026	Richard Grafham	Mark O'Dwyer