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A. 1 Health and Safety Policy Statement

Senior Management recognises its responsibilities with regards to the Health, Safety and wellbeing of all our staff, the safeguarding of all vulnerable persons and others who may be affected by our activities, and it is of paramount importance to us. Our goal is to prevent the occurrence of any harm, injuries or work-related ill health.

It is our intent to demonstrate an ongoing and determined commitment to improving health and safety at work throughout our organisation; “Through the way we work and behave, all our people and stakeholders will be protected from risks of occupational injury or ill health.” To do this we require the commitment of every employee, to take personal responsibility for the safety of themselves and others.

Health and Safety is considered to be a vital business critical activity and, as such, the Company will ensure that adequate arrangements are available to ensure that the policy statement and its associated procedures are implemented throughout the company to ensure legal compliance, best practice and continuous improvement to actively contribute to our success.

To achieve this.

“All our people and stakeholders will have an awareness and understanding of health, safety and occupational health hazards and risks that affect our business.”

Through all levels of management, we will ensure that:

Adequate resources are provided for health and safety and the active co-operation of company employees Health and Safety is adequately assessed, controlled and monitored; and

Our people are actively involved in matters that affect health and safety.

We will assess the risks associated with health and safety hazards in the workplace so far as is reasonably practicable and our people will be informed of the health and safety hazards and risks that affect their work. We will take action to avoid, eliminate, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents.

We will report and investigate accidents, incidents and near misses to drive improvement in our health and safety management. Any lessons learned from such events will be used to take corrective and preventive action to stop recurrences.

We will assess our occupational health risks, and we will take action to prevent, reduce or control these risks to an acceptable level and reduce the potential for ill health, including assessing where necessary our people’s fitness for work. Health surveillance will be conducted to satisfy health and safety legislation; within the sectors we are operating within.

We will regularly review and report our progress against stated targets and Key Performance Indicators.

This Policy will be reviewed annually.



CEO
ctrq

Approved 11th July 2025

A. 2 Environmental Policy Statement

Each of us at CTRG Limited recognises that we have a corporate social responsibility to the local community and to the environment as a whole in order to reduce the environmental impact caused through our operations.

We are committed to ensuring that all activities comply with all relevant environmental legislation and approved codes of practice. In locations where we are not directly responsible for, we will liaise with our clients to consider how best to improve the environmental performance of our operations.

The Chief Operating Officer has responsibility for the company's environmental policy and performance.

The board of directors and senior management team oversees the implementation of all Corporate, Social, Governance and Environmental programs across CTRG Limited and has issued guidelines which are detailed below.

We shall seek to implement and promote environmentally friendly working practices and programs with the aim of:

- Ensuring that all our employees are provided with the information, training, and tools necessary to implement responsible environmental practices.
- Eliminating or reducing waste sent to landfill or incineration as far as is reasonably practicable.
- Reducing emissions of GHGs in line with our Carbon Reduction Plans and Net Zero Targets.
- Reducing the amount of water used in our premises.
- Recycling waste from our premises
- Striving toward a paperless system by the continued improvement of IT systems
- Practicing good housekeeping in all areas.
- Ensuring that all materials purchased using the concept Best Practical Environmental Option
- The prevention of pollution and the proper disposal of waste product.

It is my responsibility to ensure that the appropriate resources, including human and financial ones, are committed towards implementing this policy across our operations and communicating our policies and standards to all our employees.

For full details see CTRG Limited Environmental Sustainability Policy

A handwritten signature in black ink, appearing to be 'SPL'.

CEO
ctrq

Approved Date 11th July 2025

1. All employees receive appropriate training, instruction, and supervision.
2. All supervisory and management employees are aware of their specific duties and responsibilities for the safety and welfare of their staff/workers, and that they have access to competent advice and support to enable them to discharge their duties fully.
3. Staff receive appropriate training on health & safety and operational topics throughout their career with CTRG Limited through.
 - Induction Programs
 - Refresher training
 - Changes/developments
4. All information regarding policies, procedures, systems, and processes are clearly explained and easily accessible to everyone through the Company website and shared drives (SharePoint).
5. All premises are regularly inspected to ensure they meet current statutory requirements as a minimum; this will include compliance with the requirements for.
 - Current Fire Risk Assessments.
 - Current Workplace Inspection.
 - Asbestos register and instructions relating to authorisation of building works.
 - Fixed electrical systems condition report.
 - Nominated staff to take charge in emergency situations (First Aid/Fire).
 - Display Screen assessments and when required individual Ergonomic assessments.
 - Workplace risk assessments.

B. ORGANISATIONAL RESPONSIBILITIES**1. Health and Safety Committee**

The core constitution of the Health and Safety Committee is the MD and members of his Senior Management Team. It will also include on the invitation of the MD or one of his SMT any other employees that can contribute to the proceedings. It is responsible for introducing progressive and effective measures relating to health and safety on a continuing basis and harmonising the overall application of the safety policy throughout the business. The Health and Safety meeting forms part of the regular Senior Management Team meeting agenda.

2. Consultation with Employees

Consultation with employees is achieved by way of formal/ informal meetings, including health, safety, welfare and other work-related topics. Formal meetings are undertaken with representatives from all areas of the business. Regarding communication of information at local level, individuals may present their views or opinions on relevant issues to their local management representative at area/branch/contract meetings for presentation at the Health and Safety Meetings. The company also welcomes active communications through company social media platforms.

3. Directors

The Company Directors are collectively responsible for formulating and ensuring the observance of the Company Health and Safety Policy and legal compliance in all areas of activity.

4. Managers

Each manager is responsible to the appropriate Director for carrying out their defined duties as detailed in the Company Health and Safety Policy and ensuring that hazards and risks associated with work activities have been assessed and all specified control measures have been adopted.

These will include but not be limited to.

- Ensuring that all risk assessments for activities undertaken in their areas of responsibility have been undertaken and recorded.
- Information relating to Hazards in the workplace has been effectively communicated to all employees and others who may require such information, along with the control measures that have been adopted, and that they are regularly reviewed.
- Monitoring the workplace and the work activities to ensure the control measures and safe systems of work required for the activities are implemented and sufficient.
- Ensuring that the work activities are organised, planned, and implemented with suitable and sufficient Health and Safety resources to ensure the elimination of, or control of risks to an acceptable level.
- Ensuring that assessments of training requirements are undertaken, induction training is provided and that systematic planned inspections of the workplace are carried out. (Training would be provided by the most appropriate internal or external resource dependent on the specific requirements).
- Ensuring that we have checked client arrangements prior to placing workers on assignment and ensured that all necessary information from the client relating to the hazards and means they have adopted to control them, specific skills or qualifications the candidates would require, and details of health surveillance are communicated to workers.
- Ensuring all work-related accidents/incidents are reported in a timely manner using the company Accident Incident Reporting System.

5. Employees

All employees must cooperate with their employer and work in such a manner so that they do not breach their “duty of care” of the health and safety of themselves and others who may be affected by their actions or omissions.

They have a responsibility to use any equipment or control measures provided to control health risks; they have a duty to report any hazardous situation, health risk or shortcoming in the protection arrangements or systems provided.

They are responsible to their immediate supervisor for carrying out all health and safety duties for which they are responsible whether by instruction, safety rule or procedure. Failure to undertake these duties may result in disciplinary action being taken.

They are required to report any work-related accidents, incidents, near misses or instances of work-related occupational illness, immediately to their supervisor/manager.

They are required to notify their supervisor/manager of any failings in control measures that are put in place to protect them and others.

6. Safety Policy Review

A formal review of the Health and Safety Policy will be undertaken at each Health and Safety Meeting to ensure that it fulfils its purpose and meets all current and impending legislative requirements. In order to develop the policy in line with the objective of continual improvement, the Health and Safety Manager will ensure he reviews all legislative and regulatory changes, to determine their impact on operations.

7. Advice and Support

The following are sources of information, advice and support which are given to the company in a variety of different ways.

The Health and Safety Executive (HSE)

The Health and Safety Executive (HSE) provides a full range of specialist advice by way of information sheets on health, safety and training on matters associated with the Company's operations at the website www.hse.gov.uk

We also utilise the information and guidance given in health and safety publications such as The Safety and Health Practitioner (SHP), the official magazine of the Institution of Occupational Safety and Health, Health and Safety at Work and Management OHS&E.

Specialist advice is also available from the Association of Labour Providers (ALP).

C. Arrangements

1. Training

The Company recognises that training is an integral and important part of its overall safety policy. No person is to be employed on work involving any foreseeable significant risk unless he/ she has received adequate training in understanding the hazards involved and the precautions to be taken.

The Management of Health and Safety at Work Regulations 1999, state that adequate health and safety training must be provided for employees.

- At start of work (induction)
- Where there are new or increased risks due to job change, or new responsibilities, or introduction of new work equipment, or new technology, or new or changed system of work.

It is the responsibility of management to ensure that all employees and people working under their control are trained in such matters. Managers must ensure that all their staff undertake the mandatory e-learning units that are available on multiple platforms.

A site induction for all staff must be undertaken without exception, we must ensure that it is delivered in a comprehensible format and obtain confirmation of understanding. This responsibility must be clearly identified and delineated between what we do and what the Client must do, this should be fully documented and agreed with the Client.

Certain activities require people who are competent to a specified standard, this information must be verified at registration or prior to appointment.

Targets

100% of all internal (staff) employees, upon commencement of employment, and at regular refreshment periods, must undertake as a minimum the company provided mandatory General H&S training including Fire Safety training.

100% of all Workers will be reviewed prior to assignment to ensure they meet the Clients specifications as detailed within their Schedule 2 "Assignment Details".

1.1 Management Training

The Company recognises that management with specific departmental responsibility for maintenance of health and safety would be unable to effectively discharge that responsibility without receiving instruction. The Company has accordingly carried out such instruction and will continue to update the content of such instructions as methods, processes and/ or personnel change. Specific H&S training is provided via in-house e-learning solution, or bespoke training from the Head of SHEQ.

1.2 Young Persons

The young entrant is a special category of operative lacking experience and needs special attention. His/ her immaturity demands greater emphasis upon induction into the industry. In recognition of this fact, we have implemented rigorous procedures as detailed in the 'Young Workers Policy and Process' that ensure young persons are not employed within a position that could be detrimental to their health or wellbeing. Persons under the Minimum School Leaving Age (MSLA) will not be employed (but may be allowed to undertake "Work

Experience"). Speak to the Head of SHEQ about the regional differences that are in place should you wish to engage a young person.

Target

100% of all Young Persons will have a Risk Assessment completed, prior to them being assigned to work.

2. Safe Working Methods**2.1 Objectives**

To identify the preventative and protective measures which must be taken to avoid, or control to an acceptable level, risks and to comply with all relevant legislation.

For all direct employees and contractors under our direct control, we will ensure that appropriate safe systems of working are devised and communicated.

Where temporary workers, who are provided to a client under their direction, supervision, and control of the client, MHSWR 1999 Regulations 3, 12 and 15 apply.

2.2 Risk Assessments

To ensure safe working methods, the Company is committed to fulfilling its obligations in respect of the general requirements of The Management of Health and Safety at Work Regulations 1999 and other specific legislation. The Company, by means of generic and specific risk assessment, undertakes and records assessments of;

- The risks to the health and safety of its employees whilst at work.
- The risks to the health and safety of persons not in its employment arising out of the conduct of the Company and its employees. (This also applies to the client in relation to the use of Temporary Workers).

In relation to Temporary Workers the Client is required to provide us with information relating to the Hazards in the proposed workplace, the control measures they have put in place and any health surveillance requirements that may exist. (MHSWR 1999 Regulations 3 and 12).

Targets

100% All of Offices will have a current Workplace Inspection (WPI) which includes the general office risk assessment and the Fire Risk Assessment.

100% of all expectant mothers will receive an assessment of the risks posed by their work activities once they have notified their manager of their pregnancy.

100% of all Young Workers will have a formal risk assessment undertaken of their proposed work activities, prior to them commencing work.

100% of all employees notifying the business of a significant health condition, will have an assessment of the risks posed to them by their work activities/work environment.

3. Personal Protective Equipment

The Company provides personal protective equipment in accordance with the requirements of the Personal Protective Equipment regulations where required.

- As a result of a risk assessment.
- By contract.
- At the request of management.

It is the duty of each and every employee to use PPE which has been issued to control, to an acceptable level, residual hazards in the workplace. The equipment must be suitably stored and maintained, and employees must

advise the employer if the equipment is defective. Failure to do this may result in disciplinary action being taken. This equipment is provided free of charge.

Please refer to the 'PPE, Work Wear and Non-PPE Equipment Policy and Process' for further details.

4. Sub-Contractors/ Subletting Work

In line with our 'Second Tier Suppliers Policy and Process' no sub-contractor or second tier supplier can be engaged without approval.

- Completed by the relevant Divisional Director

The Company makes available a copy of its Health and Safety Policy to all subcontractors, we must also ensure that 2nd Tier Suppliers supply in full compliance with the obligations placed on us by our client and ensure that they comply with its requirements by positively vetting their ability to comply with current legislation and contractual obligations. Review of performance is undertaken during project duration and on completion.

Breach of statutory duties or contractual obligations will result in an immediate review of the contract.

It is the contractor's responsibility to ensure that persons to whom work is sublet are provided with all relevant safety terms and conditions, rules, safe systems of work, health and safety and environmental information, Health, and Safety Policy and also to check that employees of subcontractors are competent for the work expected of them and that equipment provided by them is safe and properly maintained.

Target

100% of Suppliers will undertake a Supplier Assessment and agree to our "Supplier Code of Conduct".

5. Emergency Situations

5.1 Fire

The most important facet of a fire policy is fire prevention. To this end all company premises are designated as "NO SMOKING" areas. All levels of management and employees have been made aware of all the portable fire extinguishers and appliances; emergency means of escape and fire evacuation procedure.

All locations within the Company have appointed a suitable member of personnel to act as fire wardens in the event of an emergency.

Suitable audible fire alarm systems are installed in most premises as specified by the appropriate authorities and are tested and maintained at the required intervals. Periodic drills are carried out. Very small offices have instructions provided for the manual raising of the alarm in the event of a fire (sometimes this process may be augmented by the provision of smoke detectors).

All personnel are instructed to familiarise themselves with emergency procedures on client site locations as part of the initial site induction procedure.

Any person who feels they are unable to evacuate a premise safely in the event of an emergency must notify their manager, who will request the Head of SHEQ to assess the situation and if necessary, create a Personal Emergency Evacuation Plans (PEEPS).

5.2 First Aid

The Company meets its requirements under the Health and Safety (First Aid) Regulations 1981 (L74). Where required employees have undergone appropriate training – First Aid at Work (FAW) or Emergency First Aid At Work (EFAW), or they have been designated as Appointed Persons and provided with instructions on what to do in the event of an emergency. Notices are displayed giving the location of first aid facility and action required if treatment is needed.

5.3 Other Threats

Other threats to the safety and welfare of the Company and its employees (and visitors) by way of natural disasters and manmade circumstances (terrorist threats) have been considered and documented under the emergency preparedness and response section of the company ISO 45001 procedures.

6. Accident Reporting

All accidents, near misses, dangerous occurrences and Occupational Disease are to be reported immediately using the online Accident Incident Reporting system (AIRs) reporting system that automatically notifies senior management (the Company Head of SHEQ and other designated members of staff). The incident should be reported to the responsible person on site and recorded. An entry should also be made in the accident books on site (client) and in the local office (in the event of the online system being unavailable). The Head of SHEQ will provide, as necessary, support, advice and where necessary additional documentation for completion and return.

If the accident or dangerous occurrence is reportable, the report should be completed in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations; this process is managed by the Head of SHEQ to ensure that a detailed report is submitted by the most appropriate means within the specified time periods to the national incident reporting centre. The responsibilities undertaken by us and the client should be clearly defined prior to assignment to ensure that all parties are aware of their duties and reports are submitted to the enforcing authorities within the prescribed timescales.

6.1 Incident Investigation

The responsible manager or supervisor is required to investigate the circumstances of all accidents and incidents which are potentially dangerous involving persons, equipment, materials, or the environment in which his/ her employees are involved. The nature and extent of the investigation are determined by the severity of the incident; the Head of SHEQ will contact the responsible manager or supervisor and provide guidance.

The investigation should be carried out in line with documented company procedures and completed on the prescribed standard forms where appropriate.

On client sites, the client should agree to undertake the accident investigation and provide us with a copy of their report.

If assistance is required to undertake the investigation, requests should be made directly to the Health and Safety Team who will allocate the appropriate resource or take over the investigation.

7. Monitoring

7.1 Health and Safety Matters

All managers are required to monitor their areas of responsibility in accordance with the philosophy of this Policy and all current legislative requirements.

The Head of SHEQ will monitor health and safety matters and advise the MD and his Directors on matters requiring attention.

7.2 Potential Hazards

The Head of SHEQ will monitor or arrange for the monitoring of areas under our direct control, affected by noise, gases, fumes, dust, etc. and report their findings and actions to the MD and his Directors.

7.3 Health Surveillance

The Head of SHEQ will advise line management of any statutory and other obligations to undertake medical health surveillance of any employees and the required scope and frequency of any such surveillance. Records of medical surveillance must be sent to the HR Department for retention.

8. Electricity at Work Regulations

The Company fully complies with its obligations under the Electricity at Work Regulations. In accordance with these regulations, all electrical equipment, including fixed installations has been risk assessed, to determine the requirements for testing and inspection. All such equipment is tested to the appropriate standards. Portable appliances will be inspected on a regular basis in accordance with the current policies and HSE guidance, and records maintained.

9. COSHH Regulations

The Head of SHEQ ensures compliance with Control of Substances Hazardous to Health Regulations by undertaking a COSHH assessment and by providing employees a COSHH method statement and the relevant information of product safety. Any substances that have Workplace Exposure Limits (WELs) will be closely monitored with the objective of elimination or reduction of exposure to the employees and at least controlling maximum exposure to within the WEL.

Information relating to activities on client sites will be requested prior to allocation of labour, any concerns relating to substances in use on client sites will be raised with the Head of SHEQ. Checks will be made to ensure that if required, health surveillance is provided, and records maintained.

10. Display Screen Equipment Regulations

It is the intent of the Company to provide and maintain an environment in which display screens can be operated without risks to health. Assessment of all workstations is undertaken where the operators use the screens for significant periods. The assessment looks at the equipment, furniture, and the immediate environment. This assessment also includes components which make up the workstation, such as desks, chairs, screens and keyboards. These elements must meet the prescribed minimum requirements. Records of these assessments are kept, except where the risk is very low or where the workstation is temporary.

In relation to Temporary Workers, the client is responsible for undertaking any assessment required under these regulations. Our obligations extend to ensuring the provision of a sight test and corrective devices (if required for DSE use).

11. Manual Handling Regulations

Wherever reasonably practicable manual handling is to be avoided, by using mechanical methods instead. Where this is not possible, such activities are subject to a risk assessment and any identified controls implemented. All operatives are instructed in basic safe manual handling techniques and are selected for tasks most appropriate for their abilities. No employee is allowed to undertake any lifting activities which may be injurious to their health. Any employee who identifies shortcomings in provisions that have been made must immediately notify his/ her supervisor of the condition.

Information relating to activities/ processes on client sites will be requested prior to allocation of labour, any concerns will be raised with the Head of SHEQ. Checks will be made to ensure that if required, specialist training is provided, and records maintained.

12. Noise at Work Regulations

None of the work activities that we undertake within our own premises produce noise levels that require control measures to be implemented.

However, noisy workplaces may exist within our client sites where we may be requested to place workers under the direction, control, and supervision of the client. It is a statutory obligation for the client to advise us of this hazard, and the control measures that they have put in place, along with any requirements for health surveillance.

Information relating to activities/ processes on client sites will be requested prior to allocation of labour, any concerns will be raised with the Head of SHEQ. Checks will be made to ensure that if required, health surveillance is provided, and records maintained.

13. Vibration

None of the work activities that we undertake within our own premises produce vibration levels that require control measures to be implemented.

All client site work activities must have been reviewed and assessed; in general activities which would expose employees to Hand, Arm Vibrations (HAVs) and Whole-Body Vibrations (WBVs) should have been designed out of the processes or reduced to an acceptable level. Client assessments and details of control measures must be reviewed prior to assignment.

14. Maintenance of Plant and Equipment

All plant and equipment are maintained in a safe condition. All statutory inspections, tests and examinations are undertaken as required, with reports/ findings and recommendations passed to senior management for action.

Information relating to plant/equipment on client sites will be requested prior to allocation of labour, any concerns will be raised with the Head of SHEQ.

14.1 Use of Plant and Equipment

All plant/ machinery used must comply with the Provision and Use of Work Equipment Regulations, suitable and sufficient risk assessments should have been undertaken. Persons using such equipment have received training and have been deemed competent to do so.

Some of the important points are.

- Training and SSoW for normal operations.
- Training and SSoW for abnormal conditions including replenishment of consumables, freeing of jams and blockages, maintenance, and cleaning.
- Clear instructions that equipment must only be used by authorised persons.
- Equipment should be appropriately guarded in line with current standards.
- Emergency procedures

Information relating to plant/equipment on client sites will be requested prior to allocation of labour, any concerns will be raised with the Head of SHEQ.

15 Asbestos

15.1 Surveys and Registers

All Company premises have been surveyed by a specialist organisation who have reviewed and sampled materials in the workplace to determine the presence of asbestos or ACMs. This information has been used to produce asbestos survey reports and registers. All these documents are held centrally by the Head of SHEQ.

15.2 Offices

No employee is permitted to undertake work which may disturb asbestos or asbestos containing materials (ACMs) without express prior permission of the Head of SHEQ. The asbestos register must be consulted and reviewed prior to commencement of any works which could disturb existing materials. Only specialist subcontractors with appropriate certification and licences will be allowed to undertake any such work after appropriate notification to the HSE.

15.3 Client sites

Full compliance with all host organisation systems and procedures is mandatory. Prior to commencement of work the relevant manager must ensure that he is familiar with the local requirements (and asbestos register) and that all instructions are disseminated to the operatives.

All work that may result in contact with or the disturbance of asbestos materials is not permitted. If the assessment of the exposure identifies that persons may be at risk a detailed method statement specific to the project must be prepared and approved by the Head of SHEQ before work begins. Only approved contractors holding current asbestos working certificates are allowed to work with or disturb asbestos materials, at no time must direct or unlicensed subcontract labour undertake such works.

All relevant HSE regulations, codes of practice and guidance notes concerning asbestos work must be observed.

Information relating to asbestos on client sites will be requested prior to allocation of labour, any concerns will be raised with the Head of SHEQ.

16. Permit to Work Systems

A permit to work system operates at the company sites for roof works and civil works that may involve disturbance of the fabric of the buildings (also see point 15). This is managed by the Head of SHEQ.

The permit is a formal document which identifies the work to be done, the person who is to do the work, the length of time likely to be taken, the hazards associated with the work and the control measures used. It is a formal way of analysing the risks associated with the task so that precautionary measures are not overlooked or forgotten.

Ensure that the Head of SHEQ has been advised in advance of any proposed works, to ensure that sufficient time has been allowed for the review of proposed works and the method statements provided by the potential contractors.

When working at client's premises the host procedures must be followed fully to ensure compliance with local site requirements.

17. Use of Portable Electrical Appliances

All portable electrical appliances must be inspected in compliance with the Electricity at Work Regulations (EAWR) and must only be used in the environment in which they were designed to operate.

18. Lone Working

Lone working must always be undertaken with great care and follow the guidance given in HSE guidance note: "Lone Working."

- Always notify authorised persons of your presence in the area/ building.
- Notify your supervisor of your movements and expected timeframes.
- Make arrangements to regularly make contact with your supervisor/ office.
- Do not enter confined spaces or other areas where known hazards are present.
- Notify your supervisor/ office of any deviation to your planned work.
- Do not place yourself or others at risk by attempting to undertake work on your own which requires assistance.
- Activities on client sites should be assessed and have suitable control measures in place.

If you have any concerns

19. Working Time

The Company recognises that statutory obligations exist relating to the number of hours that employees can work in general and also specific requirements for special groups of employees (Young Persons, Night Workers and Drivers). To ensure that no person works in contravention to these requirements, we have implemented stringent management systems to monitor and control hours worked. Please refer to the 'Working Time Regulations Policy and Process'.

20. Driving and Management of Occupational Road Risk

The company fully understands the special requirements that need to be put into place to ensure that drivers and driving activities are free from avoidable risks. In order to ensure this, we undertake the following activities:

20.1. Drivers

All drivers will be fully vetted to ensure they are compliant to undertake the driving activities they are tasked to undertake. This will entail licence checks, full management of driving hours and CPC.

20.2. Management of Occupational Road Risks

The company recognises the special risks that exist, especially for professional drivers, and the company has put in place systems and procedures that ensure that drivers are not subject to risks due to excessive working/driving hours. The drivers are continually monitored to ensure compliance.

21. Placing Workers with Clients

Employees are placed with clients in a diverse range of sectors.

In placing workers, we must satisfy ourselves that the client is meeting their statutory obligations in relation to the workplace, processes and activities undertaken on their premises. This is achieved by following the guidance provided by the HSE in respect to the conduct of undertakings of employment businesses.

- By obtaining details from the client in relation to the hazards that exist in their workplace, the assessments that they have undertaken and the resultant control measures that have been developed (SSoW, PPE etc.) and communicating this to the potential worker.

- By ensuring that an agreement is in place relating to the specific arrangements that are required to ensure the health, safety and welfare of the worker, namely.
- That responsibilities for key Health and Safety issues are defined and agreed prior to placing workers, these include control and supervision, welfare, first aid, competence, training (including inductions and job specific training), accident and ill health reporting (notification to enforcing bodies). This should take the form of a Client Implementation Form, Service Level Agreements or Local Agreements (which may supplement national contracts)

Only when all of these issues are satisfactorily addressed should placement commence.

22. Disciplinary Procedure

Employees failing to perform their health and safety duties and responsibilities to the satisfaction of their immediate supervisor may be subject to disciplinary action.

23. Working within a Learning Environment

Where staff are working in Schools/Colleges they shall ensure that appropriate Risk Assessments are undertaken in compliance with the requirements of the Health and Safety Policy of the host organisation and that effective arrangement are in place for planning, organising, controlling, implementing, monitoring and reviewing any measures necessary to safely manage the risk assessment outcomes.

They shall ensure that effective communication and information dissemination systems are in place such that all affected staff; as appropriate, are aware of the policies and any other relevant health and safety information which may influence their actions.

They should also ensure that all staff are provided with comprehensive and relevant information on the significant risk of their work and the measures to control these risks, and where appropriate be adequately trained to undertake their work activities safely.

They must ensure that all safeguarding policies, and process are always followed to ensure the safety and wellbeing of young or vulnerable learners under their control.

24. Other Relevant Documentation

The following processes and policy documents should be reviewed in conjunction with this document:

- Equality and Diversity Policy
- Environmental Sustainability Policy
- Employee Handbook
- Online Accident Reporting System Policy and Process
- Provision of PPE, Work Wear and Non-PPE Equipment
- Working Time Regulations
- Contract Implementation Process