



the trg group

HEALTH AND SAFETY POLICY

General Statement of Policy

Company Policy

It is the policy of the TRG Group (hereinafter referred to as TRG) to provide and maintain safe and health working conditions, equipment and systems of work for all our employees insofar as is reasonably practicable, and to provide such information and training as they need for this purpose.

Appropriate preventative and protective measures are, and will continue to be implemented following the identification of work-related hazards and assessment of the risks related to them. It is also the policy of TRG to ensure that its business is conducted in a manner so as to reduce the risks to members of the public. TRG may require you to attend such training and/or induction programmes in order to meet the aims of TRG.

TRG accepts its responsibility for health and safety of other persons who may be affected by TRG's activities.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out herein and in associated health and safety documented records.

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

Every employee must co-operate with us to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of employee, from Boardroom to the Workplace.

Each individual has a legal obligation to take reasonable care of his or her own health and safety, and for the health and safety of other people who may be affected by his or her act or omissions, full details of the organisation, responsibilities and arrangements for health and safety are contained within the respective sections of the 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 legislation or organisational changes.



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TRG's responsibility

It is the duty of management to ensure the following:

- Providing and maintaining systems of work that are safe and without risk to health;
- Ensuring safety and absence of risks to health in connection with handling, storage and transport;
- Providing information, instruction, training and supervision;
- Maintaining all places of work in a safe condition;
- Providing and maintaining a safe working environment.

Your responsibility:

All employees and workers have a duty in law to act responsibly and to take reasonable care for the health and safety at work of both themselves and their colleagues. This duty can be carried out by:

- Working safely and efficiently;
- Using any protective equipment provided and meeting statutory obligations;
- Reporting incidents that have lead to injury or damage;
- All such incidents must be recorded and copied to the Health and Safety officer using the internal report form. Any failure to adhere to the Company Health and Safety Policy and Procedures will be considered a serious disciplinary offence and is one which may lead to dismissal;
- Adhering to TRG procedures for securing a safe workplace. Individuals will be nominated to undertake health and safety duties as required.

Accidents

TRG is obliged by law to keep a record showing details of all accidents, which occur on the premises. Therefore all accidents, however minor, to both employees and customers must be reported immediately. If any accidents are serious to warrant hospital treatment these must also be reported to the local authority. A RIDDOR form must be completed.



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Security

If you are responsible for setting the alarm, failure to set the alarm may result in disciplinary action being taken.

Fire & Emergency

You must observe the evacuation procedures laid down in the event of a fire or any other emergency situation. You must be aware of the location of the emergency exits, assembly points and first aid kit. Procedures to be carried out in the event of a fire or emergency will be found on the notice board.

Information and Guidance for Staff Working at Client Remote Locations

Names of the Health & Safety Committee members at your site can be found on the site's Health & Safety Notice Board. This will also show information on the health and safety policy and procedures of particular relevance to your area.

The TRG Relationship Manager will monitor Health & Safety within the Client's Department with responsibility to TRG to ensure that proper procedures are in place so that legislation may be followed and that obligations in respect of risk assessments, protective measures and procedures, training, and provision of information may be met.

Full details are contained within your Staff Handbook.

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