

Health & Safety Policy

Advance TRS recognises that the health and safety of employees, contractors, and others who may be affected by the organisation's operations is of primary importance in the successful conduct of its business.

Under the **Health & Safety at Work Act 1974**, Advance TRS Ltd is committed to ensuring, so far as is reasonably practicable, the health and safety of our employees, contractors, and anyone else who may be affected by our activities. Our target is zero accidents, with statutory compliance being the minimum acceptable standard to achieve this goal.

Responsibilities for health and safety have been clearly defined, allocated, and accepted at all levels within the organisation. All employees and contractors are involved in creating a continually improving safe working environment, and we operate under the principle that all accidents, injuries, and occupational ill health are preventable.

Policy Objectives

It is the policy of Advance TRS to ensure, so far as is reasonably practicable:

1. Health and Safety Standards:

- Risks arising from our work activities are identified, controlled, and mitigated in compliance with statutory requirements.
- All office equipment is maintained in a safe condition, and systems of work are established and followed.

2. Safe Use of Materials:

- Safe methods for the use, handling, storage, and transport of materials and substances are developed and enforced.

3. Employee Training and Information:

- Employees and contractors are provided with information, instruction, training, and supervision to secure their safety and that of others affected by their actions.
- Inductions tailored to employees and contractors ensure all workers understand the health and safety standards expected of them.

4. Safe Working Environments:

- Workplaces are safe, accessible, and equipped to prevent risks to health. Welfare facilities are maintained to promote wellbeing at work.

5. Consultation and Communication:

- Employees and contractors are consulted on health, safety, and welfare matters. Concerns must be reported promptly to Advance TRS management.
- The policy is communicated during induction and remains accessible on the company intranet.

6. Mental Health and Wellbeing:

- Mental health resources, including access to counselling and mental health first aiders, are available to promote employee wellbeing.

7. ISO 45001 Compliance:

- A robust safety management system aligned with ISO 45001:2018 forms the basis for setting objectives and achieving continual improvement.

8. Competency and Resources:

- Adequate, competent support, supervision, and mentoring are provided. Sufficient resources are allocated to meet health and safety requirements effectively.

9. Client and Site-Specific Requirements:

Advance TRS Ltd.

Advance TRS Ltd. Womersley House, The Guildway, Old Portsmouth Road, Guildford GU3 1LR
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- Contractors will comply with client-specific policies, receive site inductions, and adhere to mandatory safety regulations, including Railway Industry Standards.

10. Behavioural Safety:

- Unsafe behaviours are identified and re-educated. Safe behaviours are promoted across all roles and activities.

Responsibilities

Permanently Employed Staff:

- Participate in training, feedback, and regular reviews to enhance workplace safety.
- Ensure ergonomic practices are followed to prevent workplace injuries.
- Promote mental health by accessing available resources and supporting others.
- Promptly report unsafe conditions, incidents, and property damage to management.

Contractors:

- Complete both Advance TRS and client site inductions to understand applicable policies, hazards, and emergency procedures.
- Provide evidence of required training, certifications, and competencies prior to assignment.
- Follow site-specific safety requirements and client policies.
- Report any safety concerns to Advance TRS management and the client promptly.

General Responsibilities for All Workers:

- Take reasonable care for their own safety and that of others who may be affected by their actions or omissions.
- Co-operate with Advance TRS to meet statutory duties and implement the health and safety policy.
- Use equipment and facilities provided for personal safety in a safe and correct manner.
- Report all accidents, incidents, and near-misses immediately.

Incident Reporting and First Aid

- **Accident Reporting:** All accidents, injuries, and cases of work-related ill health must be reported immediately to a manager and recorded in the Accident Book.
- **First Aid Provision:** A First Aid Box is available in each office. Employees and contractors will be shown the location during induction. The appointed first aider is listed on the office HSE poster.

Policy Monitoring and Review

The implementation of this policy is monitored throughout the organisation's activities to ensure compliance with its objectives. Opportunities for improvement are identified and addressed promptly with adequate resources.

The **Health & Safety Manager** is the primary contact for health and safety matters. They will involve relevant leadership in the investigations or when improvements are required.

This policy is reviewed annually and updated as necessary to reflect changes in legislation, organisational operations, or identified risks.

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Managing Director

January 2026

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