

Refusal To Work (Work Safe) Policy Statement

Advance TRS is committed to providing a safe working environment and ensuring that all work activities are carried out safely, in line with applicable regulations. This Refusal to Work (Work Safe) Policy outlines our approach to maintaining safe systems of work, ensuring workforce competence, and promoting safe behaviours.

Safe Systems of Work

All activities will be risk assessed, and sufficient control measures will be implemented and communicated to all employees and temporary workers before activities are undertaken. Advance TRS is responsible for conducting internal risk assessments and ensuring that client-provided risk assessments meet regulatory requirements. Clients must provide details of excessive risks prior to work commencing, and Advance TRS will ensure that all relevant employees and workers are briefed accordingly.

Risk assessments will be carried out in line with the Management of Health & Safety at Work Regulations 1999 and the HSE's Five Steps to Risk Assessment (INDG 163). Control measures will follow a risk control hierarchy to reduce risks to As Low As is Reasonably Practicable (ALARP).

Competent Workforce

Advance TRS ensures that all employees and temporary workers are competent to perform their duties safely. Training and mentoring are provided in line with job specifications to ensure competence. No employee or temporary worker is expected to undertake duties unless they are adequately trained, briefed on task-specific risks, and equipped with suitable PPE.

Safe Behaviours

We require all employees and workers to:

- Familiarise themselves with and comply with site rules.
- Follow site-specific procedures and instructions.
- Wear appropriate PPE at all times.
- Use correct tools and equipment for tasks.
- Report unsafe behaviours or conditions immediately.
- Support colleagues in maintaining a safe working environment.

Support for Refusing Unsafe Work

Advance TRS fully supports employees and temporary workers who exercise their right to refuse unsafe work. Such refusals will not result in any form of retaliation or penalty. All reported concerns will be thoroughly investigated, and appropriate remedial actions will be taken.

Advance TRS Ltd.

Advance TRS Ltd. Womersley House, The Guildway, Old Portsmouth Road, Guildford GU3 1LR
Registered in England and Wales: 07653252, Tel: +44 1483 361061

Reporting and Escalation

Directors and managers are responsible for ensuring all staff and temporary workers under their control comply with this policy. They must:

- Ensure safe systems of work are in place.
- Verify that all employees and workers are competent.
- Establish arrangements to report unsafe acts.

Escalation Process:

1. Report concerns to your immediate line manager or supervisor.
2. If unresolved, escalate to the Health & Safety Manager.
3. If further escalation is required, report directly to the Directors.
4. Additionally, you can report confidentially to CIRAS using:
 - Freephone: 0800 4101 101
 - Text: 07507 285887
 - Freepost: CIRAS
 - Website: www.ciras.org.uk

CIRAS provides a confidential, independent platform for reporting safety concerns. Advance TRS encourages employees to use CIRAS if internal reporting mechanisms are not suitable or effective.

Communication and Review

This policy is communicated to all employees and workers during induction and is available on the company intranet. It is reviewed annually or when significant changes occur to ensure continued relevance and effectiveness. It is also available to the public and other interested parties upon request.

Andy Ridout



Managing Director

January 2025

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