

Review Date- 25/03/2026

## **Trinity Support Services Health and Safety Policy**

### **Introduction**

The health and safety of everyone involved in Trinity Support is a top priority. It is foundational to our operations. This policy ensures that both the company and individuals are protected, in full compliance with current health and safety legislation.

Our Managing Directors, Zoe Ashman and Tracy Dean, hold overall responsibility for ensuring compliance with all relevant health and safety legislation.

### **Employer Responsibilities**

The employer will:

- Implement, monitor, develop, communicate, and review the Health and Safety Policy and Management System regularly.
- Create a plan for continuous improvement in health and safety, with measurable progress.
- Ensure staff understand their responsibilities as outlined in this policy.
- Provide adequate resources including funding, personnel, materials, and equipment.
- Maintain up-to-date and sufficient insurance coverage.
- Appoint competent persons for health and safety advice and support.
- Ensure premises, plant, and equipment are maintained safely.
- Consult and communicate with staff on all health and safety matters.
- Establish an effective training programme ensuring all staff are competent in their roles.
- Conduct regular monitoring and audits to ensure policy compliance.
- Establish contingency plans and assign competent personnel for emergency situations.
- Set annual health and safety objectives and include outcomes in the annual report.
- Review this policy annually or following major incidents or legislative changes.

### **Management Responsibilities**

Managers must ensure:

- Leadership in the implementation of health and safety policies.



- Supervision is in place to ensure all staff, especially new and young workers, operate safely.
- Safe systems of work are developed, implemented, and maintained.
- Risk assessments are completed, reviewed regularly, and findings are communicated.
- Adequate resources are allocated to meet all safety needs.
- Continuous improvement actions are tracked and completed as scheduled.
- All incidents, including near misses, are investigated and recorded.
- Open consultation with staff, encouraging them to report hazards.
- Appropriate safety training is completed and logged.
- Safety issues raised are investigated, and controls implemented and communicated.
- Welfare facilities are available and maintained.
- All equipment and premises are kept safe.
- Statutory inspections are performed and documented.
- Safety issues that cannot be resolved are escalated.
- Health and safety rules are upheld.
- Monitoring activities and required checks are performed.

## **Employee Responsibilities**

All employees must:

- Take reasonable care of their own health and safety.
- Ensure their actions do not endanger others.
- Avoid tampering with safety equipment.
- Use equipment only if trained and competent.
- Report hazards and unsafe equipment immediately.
- Wear and maintain PPE as required.
- Comply with safety rules and set a positive example.
- Follow all specified systems of work without deviation.

First Aid Personnel

- Administer first aid in accordance with current legislation.
- Record all incidents in the Accident Book.
- Monitor and replenish first aid supplies as needed.

Fire Marshals

- Carry out emergency evacuation duties as trained.

Shared Responsibility for Health and Safety

Zoe Ashman and Tracy Dean lead health and safety responsibilities, but every employee is accountable for maintaining a safe workplace.

### Safe Equipment and Premises

- All equipment is to be inspected and maintained per schedule.
- Unsafe equipment is removed from use and clearly marked.
- Premises must be kept safe and any unremovable hazards clearly signed.

### Competence and Safe Work Systems

- Employees receive relevant training.
- Unsafe conduct is addressed.
- Work processes must minimise risk; signage will warn of unavoidable hazards.

### Use and Care of Equipment

Employees must:

- Not alter or misuse equipment.
- Use equipment only with proper training.
- Report issues promptly.

### Personal Protective Equipment (PPE)

- The employer provides necessary PPE.
- Employees report any PPE issues immediately.
- PPE must be cared for and used appropriately.

### Chemicals and Hazardous Substances

- Must be stored and used following manufacturers' instructions and COSHH guidelines.

### Risk Assessments

- Managers must perform and document annual risk assessments or more frequently if needed.
- All actions must be followed up, and risks communicated to staff.

### Manual Handling

- Staff must complete manual handling training every two years.
- Managers ensure training compliance.

## Accidents and Incident Reporting

- All incidents must be reported and recorded.
- RIDDOR-reportable incidents (e.g. fatal injuries, 7+ day absences) must be reported to the HSE.
- Investigations must identify any corrective actions required.

## Mental Health and Wellbeing

Trinity Support recognises the importance of mental wellbeing:

- Access to mental health first aiders will be available.
- A positive work culture is promoted.
- Staff are signposted to support services.

## Remote and Hybrid Working

For remote/hybrid roles, the employer will:

- Conduct risk assessments of home working environments.
- Provide guidance on ergonomic and safe setups.
- Maintain regular well-being and safety check-ins.

## Contractors and Visitors

- Must comply with Trinity Support's safety procedures.
- Will receive induction and supervision where appropriate.

## Emergency Procedures

- Cover fire, gas, lockdowns, and other emergency scenarios.
- All staff will receive training and updates on procedures.

## Policy Review

This policy is reviewed annually, or after major incidents, legal changes, or operational shifts.

## Contact Information

For any questions or concerns regarding this policy or staff are encouraged to contact the following individuals:

- Zoe Ashman Email: [zoe.ashman@trinitysupportservices.info](mailto:zoe.ashman@trinitysupportservices.info)
- Tracy Dean (Company Director)  
Email: [tracy.dean@trinitysupportservices.info](mailto:tracy.dean@trinitysupportservices.info)