TTC Group

Health & Safety Policy

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SUBJECT : HEALTH & SAFETY POLICY
RESPONSIBLE : SENIOR MANAGEMENT TEAM

DEFINITION : Occupational Health & Safety aims of the ISO Management System.

POLICY
TTC are committed to:

1. Occupational Health & Safety as an integral part of our business performance, including:
   - Hazard identification
   - Risk assessment
   - Risk control.

2. Meeting applicable requirements by achieving a high level of Occupational Health & Safety performance consistent with:
   - Prevention of injury & ill health (employees and visitors/contractors)
   - Compliance to legal, regulatory and other requirements
   - Continual cost effective improvement in performance.

3. Providing adequate & appropriate resources to implement this policy.

4. Setting & internally publishing Occupational Health & Safety objectives.

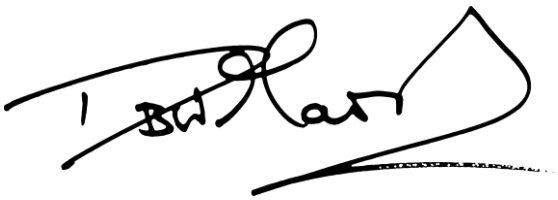
5. Ensuring that Occupational Health & Safety is documented, understood, implemented & maintained at all levels in the organisation.

6. Gaining the commitment of employees through consultation and participation.

7. Periodic review and audit of this policy and making this policy available to any interested parties.

8. The Occupational Health & Safety Policy and Procedures described in the ISO Management Manual are based on the requirements of the Occupational Health & Safety Systems Standard:
   ISO 45001

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Signed: 

Dave Marsh, TTC CEO
Date: 23 September 2026

Arrangements

LEGAL, REGULATORY & OTHER REQUIREMENTS

The key pieces of legislation that apply to this policy are:

The Health &Safety at Work Act (1974)
The Management of Health and Safety at Work Regulations (1999)
The Workplace Health, Safety and Welfare Regulations (1992)
The Corporate Manslaughter and Corporate Homicide Act (2007)
The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (2013)

There are a number of additional legal and regulatory requirements applicable to the activities undertaken. A full list is available on the company legal register.

ORGANISATION & RESPONSIBILITIES

CEO

The CEO is ultimately responsible for:

- The company policy and delivery of its objectives
- Systems are in place for the effective management of Health & Safety
- Adequate resource is provided for an effective Health & Safety Management System
- Making top level decisions based on the information provided by the Health & Safety Management System.

Health & Safety Manager

The Health & Safety Manager is responsible for:

- Monitoring and auditing the company health and safety procedures and practices
- Maintaining health and safety records
- Reporting on the performance of the Health & Safety Management System (including accidents and incidents)
- Carrying out investigations in to accidents and incidents according to company procedure
- Reporting incidents under RIDDOR when required
- Conducting, maintaining and updating risk assessments where necessary
- Communicating Health and Safety information to employees and contractors
- Ensuring the competency of contractors undertaking high risk activities
- Determining new and updated legal and regulatory requirements and applying compliance action when necessary

The Management Team

The Management Team are responsible for the following within their department:

- Ensuring that new employees are given suitable induction training covering safety requirements applicable to their job role
- Allocating tasks that are relevant and suitable to the capability, skill level and understanding on the individual
- Understanding the process for reporting accidents and incidents and communicating this to others (staff, visitors and contractors)
- Maintaining the safety of the environment that they and their team operate
- Setting a good example in safe behaviour
- Keep up to date with Health & Safety matters applicable to their department

All Employees

All employees have a responsibility for safety within a work environment. Everyone can contribute to prevent injury to themselves, colleagues or others that are affected by their actions or omissions at work. All employees are required to:

- Be aware of all your responsibilities regarding health and safety
- Adhere to safe systems of work
- Do not use equipment or undertake activities that you do not feel confident or competent to complete
- Report all accidents, incidents or near misses according to company reporting procedure
- Follow safety rules and signage and maintain a good level of housekeeping including a clean and tidy workplace
- If you have the knowledge, inform visitors of the correct health and safety procedures and any safety precautions that must be taken

CONSULTATION & PARTICIPATION

Effective performance of the Health & Safety Management System relies on investment and interest at all levels of the business. All members of staff will be consulted both on an individual basis and during team meetings, this is the opportunity for individuals to raise any health and safety concerns or obtain any guidance. Changes in safe systems of work or policy or procedure will be communicated at these sessions as well as being published using the company communication tools such as the Microsoft Team (H&S Channel), Yammer and the Breathe HR system. In addition, employees are encouraged to raise any issues regarding health and safety to their line manager.

RISK ASSESSMENTS

Risk assessments are in place for any activity where there is an element of risk. Each risk assessment is reviewed at least annually or whenever there has been a change in process or procedure. All new activities are immediately risk assessed prior to being implemented and improvement actions are signed off by the Health & Safety Manager.

Fire risk assessments identify the fire hazards for each of our operating premises and include the control measures for maintaining the risks to the lowest level that is reasonably practicable.

Although the company does not use any substances that are hazardous to health, there may be occasions where a contractor brings a substance on site. In this case a COSHH assessment will be undertaken and communicated to the relevant parties.

The activities that have the highest levels of risk associated are:

- On-road driver training
- In classroom training
- Display screen equipment use

Each of the above activities have their own specific risk assessment.

On road driver training
Driving is most hazardous work activity there is, a significant amount of time is spent by staff and trainers using the road therefore all of the hazards have been identified and the risks mitigated to a level that has been deemed acceptable – see On Road Driver Training Risk Assessment for further information.

In Classroom training

The company provide around 20,000 training courses per year, the majority of these are classroom-based theory courses, therefore the risks associated with the environment need to be addressed. A general risk assessment is carried out at least annually however as the conditions of the environment can change from course to course, our trainers carry out a dynamic risk assessment prior to commencement of each course. Any issues are fed directly back to HQ to be actioned immediately. See – Training Centre Risk Assessment for further information.

First Aid
By providing a significant number of staff with approved first aid training, the company has ensured that there is always at least 1 first aider on site at all times.

Display Screen Equipment
The majority of the head office based staff use a PC or display screen for multiple hours per day, therefore the associated risks are addressed by competing individual workstation assessments to ensure that the working environment is ergonomically sound. A workstation assessment is completed by each member of staff on an annual basis and a new assessment is required to be completed if there is a change of environment. See – Workstation Assessment for further information

Other risks assessments include:
Manual Handling
Lone Working
Young Workers
Expectant Mothers
Electrical Safety
Stress
Aggressive/Abusive Clients
Working at Height
Legionella
Office Equipment
Substances Hazardous to Health (COSHH)

See – General Risk Assessment for further information