



## **1<sup>st</sup> POL 30 Health & Safety Policy**

### **Statement of Intent**

The Board of Directors of **1st Security Solutions Limited** fully accept their responsibilities to their employees to ensure, so far as is reasonably practicable, their health, safety and welfare and to: -

- Provide and maintain plant and systems of work, which are, so far as is reasonably practicable, safe and without risks to health.
- Make arrangements for ensuring, so far as is reasonably practicable, safe and absence of risk to health in connection with the use of, handling, storage and transport of articles and substances.
- Provide information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of our employees.
- Maintain in a condition that is safe and without risk to health, so far as is reasonably practicable, any place of work under our control.
- Provide means of access to and egress from any place of work under our control, which is, so far as is reasonably practicable, safe and without risk to health.
- Provide and maintain for our employees a working environment that is, so far, as is practicable, safe, without risk to health, and adequate as regards facilities and arrangement for their welfare at work.
- Any employee who feels they have a specific issue relating to Health & Safety is at liberty to raise the point or points with the Managing Director, by telephone or in writing.
- The company does operate within the current regulations relevant to the Working Time Directive. The Board of Directors accepts that Health & Safety are management responsibilities, but they depend on the co-operation of all employees to make the policy successful. It is the duty of all employees to comply with the safety policy at all times to act responsibly and do everything they can to prevent injury to themselves and other workers.
- The policy will be monitored to make sure that it is effective and it will be reviewed every twelve months and revised if necessary.

### **The Organisation**

- Ultimate responsibility for health and safety rests with the Board of Directors.
- The Board will appoint a dedicated Health & Safety Representative and he/she will have responsibility for all risk assessments and receipt of statistical analysis of incidents and accidents from the management team.
- Monitoring will take place though normal procedures and statistics being recorded by your managers.
- All statutory reports will be made and these will be monitored during normal supervisory visits and in any event once per calendar month.



- The Managing Director will check that all the compliances with the policy are being performed.
- The reporting procedure will be as per standing orders i.e. the Security Officer on duty makes the report.
- This is reported to control.
- Control will ensure copies are obtained for filing.
- Local Managers will collate the reports and ensure that all legislation is complied with.
- The Directors of 1st Security will compile statistics.
- The process thus far will be inspected and monitored by the Company’s Managing Director.
- The Board of Directors ultimately monitor that all stages are being correctly carried out.
- There will exist in each client file a checklist for monitoring each stage of the procedure.
- In all cases where necessary, an employee’s personnel file will contain copies of all relevant reports, which will be accompanied by the monitoring checklist.

## **The Arrangements**

### **Risk Assessments**

Risk Assessments will be carried out by Senior Management prior to the commencement of work at any new Location.

Hazards will be considered systematically, their level of risk determined, and appropriate control measures and work methods established to minimise the risk of injury

### **Staff Consultation**

The Company plans to meet their duties under the Safety Representatives and Safety Committees Regulations 1977 and the Health & Safety (Consultation with Employees) Regulations 1996.

The Company will communicate and consult with all employees on the following issues:

1. The content of the Policy
2. Any rules specific to a site or job.
3. Changes in legislation or working best practices.
4. The planning of health and safety training
5. The introduction or alteration of new work equipment or technology.

Consultation will take place by means of memos, e mails, briefings, toolbox talks and formal staff meetings.



## **Personal Protective Equipment**

All our operatives will be issued with a uniform suitable for their assignment; however, in some cases PPE will be necessary. It will be issued to personnel free of charge and if issued, must be used.

It must be suitable for the purpose to which it is intended and kept serviceable. All such PPE, which becomes unsuitable through normal wear and tear, unavoidable accident, or obsolescence, will be replaced free of charge.

A written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a duty to wear PPE as specified in relevant site rules, risk assessments and Site Assignment Instructions

Defects or malfunction of PPE must be reported immediately to the Duty Controller and the Operations Manager

The PPE will be stored in a suitable area when not in use.

It will be inspected by a supervisor on a regular basis and in any event once every two calendar months.

## **Working at Heights**

It does not normally fall within the scope of our work and where our client deems it necessary, we will only work within the client company's guidelines.

## **Manual Handling**

In the event of a unique requirement to do so, most sites conduct their own 'in house' training. However, should it be felt necessary, other arrangements will be made for the training.

## **General Workplace Safety and Welfare**

As stated during induction training, as a company we arrange with our clients that they will endeavour to comply with all legal requirements.

The company will produce a health and safety risk assessment, relevant to your site. If at any time you observe additional hazards, report the matter to Control who will inform management. The company will then undertake whatever action is appropriate.

## **Fire**

We have issued general instructions in respect of fire, in the Basic Job Training manual. These instructions can only be superseded by site-specific instructions.

Supervisors will check means of exit and it will be your responsibility to check these regularly whilst patrolling, together with fire hoses, extinguishers, blankets and the like.



## **Training**

All employees are given training appropriate to their responsibilities.

Induction Training will be provided for all new employees this training will include Health and Safety Awareness and Company Procedures.

Additionally appropriate training will be provided following a change in employee position, work activity or responsibility.

There are no specialised pieces of equipment for which you should be trained, as a general rule. However there may be cases where such training is required. Only suitably qualified and authorised persons may carry out such training.

Any Training provided by the Company will be formally recorded with a hard copy kept on file.

A programme of continual professional development and refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

It is the responsibility of the Directors to ensure the suitability of such trainers.

## **Boiler Plant**

On some sites we may be required to monitor boiler plant and its fuel supply.

This is the only way we need to deal with this equipment, other than the chain of reporting procedures in the event of a change to the status quo.

## **Pressure Valves**

These will be dealt with as above.

## **Dangerous Substances**

At present we have no assignments where dangerous substances are stored or used.

- In the event of such substances being introduced to your site you must be aware of what is required of you.
- Ensure that all storage regulations are complied with.
- Establish the nature of any dangers and how they are to be dealt with.
- Be familiar with the emergency procedures related to any such substance.

Ensure that suitable arrangements are in place to deal with these under the COSHH regulations.

## **First Aid**

- Know where the first aid box is located.
- Establish who is responsible for its upkeep.
- Know the first aid qualified personnel.



- Establish the location of the accident book.
- Identify who is the person responsible for notification in respect of reportable accidents and dangerous incidents. It is usually the safety officer of the site and in his absence, the duty or call out manager.
- Should your assignment require that you are first aid trained; the necessary training will be given.

### **Accident Reporting and Investigation**

All accidents must be reported to your Site Supervisor/Line Manager and 1<sup>st</sup> Security Solutions Ltd Head Office/Control the details recorded in the accident book. Serious accidents where hospital treatment is required must be reported to the Health and Safety Coordinator / Representative as soon as possible after the incident.

The Company intends to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 by reporting the following:

1. Deaths
2. Major Injuries
3. Injuries which have caused over 7 days incapacitation (not counting the day on which the accident happened).

A member of Senior Management will be responsible for forwarding notification to the enforcing authorities via:

1. The web at <http://hse.gov.uk/riddor/report.htm>
2. Telephone 0845 300 9923 (opening hours Monday to Friday 08.30 am to 5 pm)

A member of Senior Management will be responsible for investigating the causes of an accident in order to:

1. Determine the cause(s) with a view to preventing a recurrence
2. To gather information for use with any criminal or civil proceedings
3. To confirm or refute a claim for industrial injury benefit.
4. To prepare notification to be made to the Health and Safety Executive

The aim of such investigation will be to seek to answer the following questions:

1. WHAT caused the accident?
2. WHO was involved?
3. WHEN did it occur?
4. WHY did it occur?
5. HOW could it have been prevented ?
6. HOW can a recurrence be prevented ?

### **Noise**

We can see no reason for you to be exposed to excessive noise.

In such an eventuality contact Control and a member of the management team will attend to arrange for noise control to be dealt with.



## **Racking**

Do not climb any racking.

## **Monitoring Audit Review**

The Policy and any procedural documents will be reviewed at a minimum on an Annual basis

The Director will be responsible for ensuring that a nominated Senior Manager is responsible for reviewing the policy, procedures and Risk Assessments.

Continual and frequent audits and reviews will be undertaken by Senior Managers on workplace/Site inspections, and at Management review meetings.

The Policy will be reviewed in response to changes in Legislation and Industry best practice.

## **DISCLAIMER:**

The observations and opinions contained within this document are aimed at assisting our clients in identifying areas of potential hazard or vulnerability. This document is designed to highlight problems our surveyor feels may compromise security or endanger life. The information within this text was accurate to the best of our ability, at the time this survey was completed. 1st Security Solutions Limited can accept no liability for loss, damage or inconvenience caused by the whole or any part of this document.

Signed:

Managing Director

Date: 01 October 2020