

HEALTH AND SAFETY POLICY



**Unit 107/108 New Wing
The Argent Centre
Frederick Street
Hockley
Birmingham
B1 3HS**

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HEALTH AND SAFETY POLICY STATEMENT

SECURITY 3000 NATIONWIDE LIMITED

The policy of our company **Security 3000 Nationwide Limited** is to provide and maintain a safe and healthy workplace by ensuring that work equipment is safe and that a safe system of work is provided for all of our employees. We will also provide suitable and sufficient information, instructions training and supervision as is necessary to ensure the health and safety of our employees and this shall include suitable and sufficient welfare, sanitary and working facilities as required.

All employees at **Security 3000 Nationwide Limited** have a duty to ensure that they work in a safe manner and that their acts or omissions do not cause harm to themselves or others in the vicinity. Employees will be encouraged to bring to the attention of the management any concerns regarding any health and safety issues.

Security 3000 Nationwide Limited recognises its duty of care towards others that are not in our employment. These people include: visitors and contractors who have reason to come into contact with our business activities and premises. These persons will be given suitable and sufficient information and instructions to ensure their health and safety. The actions of visitors and contractors will be controlled in such a way so as not to cause harm to our employees or themselves.

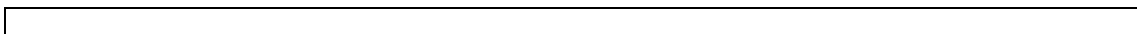
To ensure that the Policy is implemented and maintained so that **Security 3000 Nationwide Limited** keeps within the requirements of the **Health and Safety at Work etc Act 1974** the person named below will ensure that sufficient resources, both financial and physical, are available so that the Policy and its arrangements can be implemented effectively.

We believe that this Health and Safety Policy complies with the requirements of the **Health and Safety at Work etc Act 1974** and will be subject to a regular review annually or when there are any significant changes.

Overall Responsibility for Health and Safety in Security 3000 Nationwide Limited rests with:

Signed:  Position: - Managing Director

Dated: 1- 09 2011

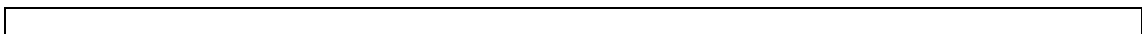


LEGAL DUTIES AND RESPONSIBILITIES OF EMPLOYERS

It is our duty and responsibility as employers under the **Health and Safety at Work etc Act 1974 section 2.1 and 2.2 a-e** and this policy to:

- Ensure so far as is reasonably practicable the health, safety and welfare at work of all our employees and others who may be affected by our work undertaking.
- To provide and maintain plant and safe systems of work that are, so far as reasonably practicable, safe and without risk to health or safety.
- To make arrangements for ensuring, so far as is reasonably practicable, the safety and absence of risks in connection with the use, handling, storage and transportation of articles and substances.
- To 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.
- And as far as is reasonably practicable, we will maintain any place of work in our control in a safe manner and maintain safe access and egress from it.
- Provide and maintain, so far as is reasonably practicable, a safe working environment with adequate facilities and arrangements for the welfare of our employees and others who enter our workplace.

We also recognise that a breach of health and safety legislation by our company constitutes a criminal offence. An Enforcing Authority may take criminal proceeding against the Company or its management. This can result in penalties, i.e. fines and / or imprisonment.



LEGAL DUTIES OF EMPLOYEES

In addition to the previously described general responsibilities, the **Health and Safety at Work etc Act 1974** places legal duties on all employees.

These are:

Section 7 ‘Health and Safety at Work etc Act 1974’

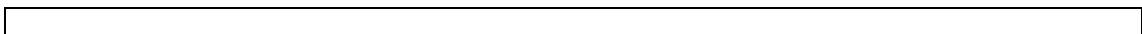
- To take reasonable care for the health and safety of them and other persons who may be affected by their acts or omissions at work.

- To cooperate with the management to enable the employer to carry out legal duties or any requirements as may be imposed.

Section 8 ‘Health and Safety at Work etc Act 1974’

- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety, and welfare.

Employees should bear in mind that a breach of health and safety legislation by an individual constitutes a criminal offence and action may be taken by an Enforcing Authority against an individual. Such action can result in penalties, i.e. fines and / or imprisonment.



HEALTH AND SAFETY RESPONSIBILITY

The overall responsibility for health and safety within **Security 3000 Nationwide Limited** rests with:

LYN HANNA

The above named person will ensure that sufficient resources, both financial and physical, are available so that the Policy and its arrangements can be implemented effectively.

To ensure that the Policy is implemented and maintained so that **Security 3000 Nationwide Limited** keeps within the requirements of the **Health and Safety at Work etc Act 1974** the above named person may delegate duties to employees who will provide support to meet the responsibilities.

These individuals may also delegate duties to other employees to enable the requirements of the Policy to be carried out with due diligence.

Delegation of the individual duties and responsibilities to employees does not in any way detract or remove the ultimate responsibility and duty of care placed on the above person by the **Health and Safety at Work etc Act 1974**.

INDIVIDUAL RESPONSIBILITIES

The duties of those employees with responsibility for health and safety are set out within our Policy. Details of their individual responsibilities are set out within the Arrangements for Health and Safety section.

The person responsible for ensuring this Policy is put into practice is:

LLOYD WINTERS / CHRIS HANNA

Other duties will include:

- Identifying hazards present within any business activities.
- Ensuring risk assessments are undertaken and any actions are followed through to completion
- Ensuring that hazardous substances are assessed and any actions are followed through to completion.
- Liaising with the Enforcing Authorities as and when required.
- Identifying any training needs.
- The development and implementation of safe systems of work.
- The maintenance of the workplace and buildings.
- Fire and emergency management.
- Ensuring waste is managed.
- Ensuring accidents are reported and investigated.
- Ensuring that any ill-health situations that are caused by work activities are reported and investigated.

COMPETENT ASSISTANCE

The competent assistance and advice is provided by:

Employment Law Advisory Services Ltd

The **Management of Health and Safety at Work Regulations 1999, regulation 7** requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

The organisation of Health and Safety Consultants indicated above has been contracted to ensure that **Security 3000 Nationwide Limited** is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

Employment Law Advisory Services Limited will carry out audits of our Health and Safety Management Documentation in order to measure our health and safety performance. These will be completed within the contractual arrangements at no more than twelve monthly intervals.

ARRANGEMENTS FOR HEALTH AND SAFETY AT WORK

HEALTH AND SAFETY INFORMATION FOR EMPLOYEES REGULATIONS 1989

The regulations require information relating to health, safety and welfare to be provided for our employees by means of posters or leaflets in the 'approved form' and published for the purposes of the regulations by the Health and Safety Executive (HSE).

The regulations require the name and the address of the Enforcing Authority and the Employment Medical Advisory Service to be written in the appropriate spaces on the poster. When the leaflet is provided, you should specify the information in a written notice.

The poster 'Health and Safety Law' – 'What You Should Know' will be displayed in a prominent position in the workplace where it can be read by all our employees.

Information on the poster states who has overall responsibility for health and safety within **Security 3000 Nationwide Limited** and the name of any safety representatives that have been identified.

NOTICES

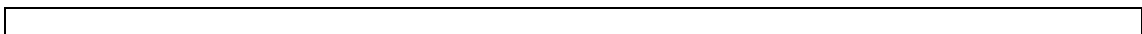
All notices whether on **Security 3000 Nationwide Limited** premises or elsewhere issued in accordance with the **Health and Safety at Work etc Act 1974** and its associated legislation must be complied with.

All employees, visitors, and contractors must take the necessary action to ensure that they are familiar, as far as is reasonably practical, with any warning signs and the meanings and interpretations of signs, both advisory and warning, and comply with them.

Any suggestions on how we may improve health and safety within **Security 3000 Nationwide Limited** should be communicated to your manager/supervisor for assessment and feasibility.

All employees and others who may be affected by the contents of this Policy are advised and a master copy of the 'Health and Safety Policy' statement for **Security 3000 Nationwide Limited** is retained in the main office. The policy contains detailed information relating to the business activities and a copy is available for you to read.

Security 3000 Nationwide Limited consider themselves responsible employers. We will ensure that all employees read the policy and any areas that are not understood are explained to them in detail.



**THE HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES)
REGULATIONS 1996**

Where there are employees who are not represented by safety representatives under **The Safety Representatives and Safety Committees Regulations 1977 amended 1997** the employer must consult with those employees in good time on matters concerning their health and safety at work. This will be implemented through meetings, toolbox talks, use of the notice board and an open door policy. Matters requiring consultation will include:

- The introduction of any measures in the workplace which may substantially affect the health and safety of the employees.
- The employer's arrangements for appointing or nominating an employee representative and their responsibilities and any resources that may be required to allow them to carry out the duty.
- Any information that the employer is required to provide under relevant statutory provisions
- The planning and organisation of any training requirements with regard to health and safety
- Any new technologies that are brought into the workplace and the training and consequences with regard to health and safety that may arise from the new technology.

To allow the business to carry out this duty consultation with employees will be the responsibility of:

LYN HANNA

The elected or nominated person/s to act as the employees' representative is:

LLOYD WINTERS/CHRIS HANNA

Health and Safety meetings will take place:

In the Control Room through daily Toolbox Talks and monthly meetings

Regular health and safety information will be posted on a specific notice board. The notice board is located in:

SECURITY 3000 NATIONWIDE CONTROL ROOM

IDENTIFYING AND MANAGING HEALTH AND SAFETY RISKS

RISK ASSESSMENTS

The **Management of Health and Safety at Work Regulations 1999 Regulation 3** requires that we must carry out a suitable and sufficient assessment of the health and safety risks to our employees whilst they are at work. We will also consider those that are not in our employment who may come into contact with our business activities or premises. Before embarking on this task we need to have an understanding of the following:

- A **Hazard** is something with potential to cause harm.
- The **Risk** is a measure of the likelihood that harm will be caused.

Security 3000 Nationwide Limited will ensure that we carry out suitable and sufficient risk assessments of all the tasks and equipment connected with our business activities that are likely to present a significant risk of injury or ill health to our employees or others within our activities.

The person responsible for carrying out the risk assessments is:

LLOYD WINTERS/CHRIS HANNA

The risk assessments will be made available to all our employees who will read them. After reading and understanding the content of the risk assessment, the employee must sign our confirmation sheet to confirm that they have read and understood the assessment and its findings.

The responsibility for the implementation of risk assessments and any controls that are required rests with the nominated person identified above and shall be supported by any other employees as is required.

The managers or supervisors will also monitor the effectiveness of any actions resulting from the findings of the risk assessments. Any deficiencies that are identified will be reported to the person responsible for carrying out the risk assessments.

All risk assessments will be reviewed annually as a minimum or if there is any significant change that affects the validity of the risk assessment.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The **Control of Substances Hazardous to Health Regulations 2002 as Amended** require us to carry out an assessment and record the risks involved with using, storing and handling hazardous substances.

Hazardous substances will not be used handled or stored until a suitable and sufficient risk assessment has been carried out. The findings and content of the risk assessment will be communicated to all employees likely to come into contact with the substance.

Material safety data sheets (MSDS) will be obtained for all hazardous substances purchased and this information will be retained. We understand these data sheets are freely available from suppliers and manufacturers who have a legal obligation to provide them.

We also recognise that hazardous substances may develop as a result of our business practices. These substances will also be assessed and controlled.

The person responsible for carrying out the CoSHH assessments is:

LLOYD WINTERS/CHRIS HANNA

After reading and understanding the content of the CoSHH assessments the employee will sign the confirmation sheet to confirm that they have read and understood the assessment and its findings.

Responsibility for implementation of CoSHH assessments and any controls that are required rests with the nominated person identified above and supported by any other employees as required.

The manager/ supervisor will monitor the effectiveness of the CoSHH assessment and any deficiencies will be reported to the person responsible for carrying out the CoSHH assessments.

All CoSHH assessments will be reviewed annually or if there are any significant changes that affect the validity of the risk assessment.

MANUAL HANDLING

The **Manual Handling Operations Regulations 1992 (as amended)** require that all manual handling tasks must be avoided where reasonably practicable. Where this is not reasonably practicable, an assessment of the risks to employees must be carried out. The manual handling assessments will be made available to all employees.

After reading and understanding the manual handling assessment the employee will sign the confirmation sheet to confirm that they have read and understood the content of the assessment.

The person responsible for carrying out the manual handling assessments is:

LLOYD WINTERS

Responsibility for implementation of manual handling assessments and any controls that are required rests with the nominated person above, supported by any other employees as required.

The manager/ supervisor will monitor the effectiveness of the manual handling assessments. Any deficiencies will be reported to the person responsible for carrying out the manual handling assessments.

However, management cannot carry out an assessment for all minor tasks. Therefore it is the responsibility of employees to mentally assess the risk of harm to themselves and others before carrying out manual handling.

Before carrying out any manual handling task employees must consider

The Task - What you are going to do

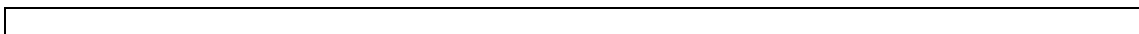
The Individual – The persons own capabilities

The Load - The weight, size and shape of the load

The Environment – The environment to which the task is being undertaken

If in doubt get help

All manual handling assessments will be reviewed annually or if there is any significant changes that affect the validity of the risk assessment.



PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) must be provided for employees where a risk assessment indicates there is a requirement. The equipment provided will be suitable for the task, affording the necessary protection.

An assessment of personal protective equipment will be carried out and where a need is identified, the equipment will be provided at no cost to the user.

Where PPE is supplied then employees must use the equipment provided. This is a legal requirement under the **Health and Safety at Work etc Act 1974 Section 7**.

The person responsible for the assessment and provision of PPE is:

LLOYD WINTERS/CHRIS HANNA

Any questions or complaints (e.g. discomfort) about the PPE provided should be directed to:

HEALTH & SAFETY REPRESENTATIVE

The requirement for PPE will be reviewed regularly. PPE will always be used as a last resort when controlling risks.

WORK EQUIPMENT

The **Provision and Use of Work Equipment Regulations 1998** requires that all equipment and machinery used for work must be suitable for the task. When choosing work equipment a number of factors must be considered:

- The task that the equipment or machinery is to be used for.
- The environment in which it is going to be used.
- Who is going to use the equipment.
- All equipment purchased or hired by **Security 3000 Nationwide Limited** must comply with the minimum safety standards required by **The Supply of Machinery (Safety) (Amendment) Regulations 2005**. We will also ensure our equipment is in compliance with British and ISO standards and it is CE marked when purchased within the European Union.

The person responsible for the supply, procurement and repair of work equipment and machinery is:

DARRELL COGHLAN

Items of work equipment that require statutory inspection by competent persons will be inspected at the required intervals as stated below.

All portable electrical equipment will be inspected at regular intervals dependant on its type and usage.

The competent person responsible for the inspection of electrical equipment is:

A.J SMITH PAT- TESTING

Records of these inspections are kept in:

SECURITY 3000 NATIONWIDE CONTROL ROOM

WORK EQUIPMENT Cont

All defects of any work equipment must be reported to:

DARRELL COGHLAN

Records of repair and maintenance are retained. Inspections of other work equipment that may deteriorate with use (e.g. ladders and stepladders) are undertaken.

Records of repair and maintenance are kept in:

SECURITY 3000 NATIONWIDE CONTROL ROOM

Equipment Guarding/ Covers

The **Provision and Use of Work Equipment (PUWER) 1998 Regulations Dangerous Parts of Machinery or Equipment (Regulation 11)** requires that all dangerous parts of machinery or equipment must be guarded or covered. The Management will ensure that where practicable and technically possible, appropriate guards or covers will be fitted to dangerous parts of machinery or equipment.

Employees are also reminded that they have a duty under the **Health and Safety at Work etc Act 1974** and **The Management of Health and safety at Work Regulations 1999** to work in a safe manner and to use all equipment provided for their safety. Failure to do this may lead to disciplinary action.

Records of maintenance and repair of any work equipment will be kept available for inspection.

Any electrical work equipment that is used outside will be connected to the electrical circuit via a Residual Current Device that will break the circuit in the event of an accident.

DISPLAY SCREEN EQUIPMENT (DSE)

The **Health and Safety (Display Screen Equipment) Regulations 1992** require that an assessment of all display screen equipment (DSE) and the workstation be carried out to identify any risks present.

Prior to carrying out the assessment a checklist will be completed to identify the presence of any significant risk.

We recognise that DSE users require training and will provide it as necessary.

The person responsible for the assessment of display screen equipment is:

LLOYD WINTERS

The assessments will be reviewed annually or when any significant change occurs.

Eyesight Tests and Corrective Glasses

Security 3000 Nationwide Limited accepts their responsibility under these regulations. Should an employee have difficulty with their eyesight whilst using the display screen for their work we will pay for an eyesight test. This will determine if the employee requires corrective glasses to reduce the health risks involved in the use of computer screens.

If corrective eyewear is required then we will provide basic eyewear, which must be used whilst the operative is using the computer.

Security 3000 Nationwide Limited will not pay for any other type of eyewear, such as bi focal or varifocal. If an employee requires these then they must pay the cost difference.

THE WORKPLACE

The **Workplace Health Safety and Welfare Regulations 1992** are designed to provide all employees with a safe place to work and adequate welfare facilities.

We will ensure that the premises as well as any fixtures, fittings and plant within it do not present a health and safety risk to any visitors and contractors that may come into contact with our business activities and premises.

Workplace inspections that identify defects and omissions early will be carried out at regular intervals. When defects and omissions are identified, a time scale and person responsible for repair or implementation will be set.

Security 3000 Nationwide Limited will ensure that suitable sanitary facilities are provided for employees at our office premises.

Security 3000 Nationwide Limited recognises that its employees also undertake work at client premises and will ensure use, where practicable, of client sanitary facilities. Where this is not practicable, Security 3000 Nationwide Limited will provide suitable sanitary facilities for our employees.

Inspections of our buildings and outside environment will be carried out every:

LANDLORD- MIDLAND INDUSTRIAL

Any defects and omissions must be reported promptly so that they can be dealt with. The person responsible for dealing with workplace defects is:

LANDLORD- MIDLAND INDUSTRIAL

The Institution of Electrical Engineers Regulations and the HSE recommend that a competent electrician should inspect fixed electrical installations at least every five years and a certificate of inspection obtained and retained.

The person responsible for ensuring electrical installations are inspected is:

LANDLORD- MIDLAND INDUSTRIAL

Any electrical defects must be reported to:

LANDLORD- MIDLAND INDUSTRIAL

In order to maintain a safe and healthy workplace, good housekeeping is extremely important. All employees have a part to play in the delivery of this requirement. They will ensure that their workplace and work equipment is kept in a clean and tidy condition. Items and equipment must not be left on the floor to present a trip, slip or fall hazard and any cables must be tucked away or routed away from traffic routes.

THE HEALTH ACT 2006

Chapter 28 of the Health Act makes provision for the prohibition of smoking in certain premises, places and vehicles. Therefore “Smoking” is not allowed in any of our workplaces, vehicles or entrances where smoke can enter the building. This also applies where cigarette smoke can enter the building through a window. It is our policy to ensure that this legislation is fully applied. In the event of a person smoking in the workplace areas, disciplinary action will be taken.

Good Housekeeping is Everybody’s Responsibility

CONTROL OF CONTRACTORS

If we employ a contractor to carry out work on our behalf, the contractor must produce or complete the following:

- A copy of their current Employer and Public liability insurance.
- Copies of any accreditations applicable to the job they may have.
- A method statement for the task they are to carry out.
- Copies of any risk assessments relevant to the job.
- Any other information that may affect the health and safety of anybody involved.

The person responsible for the control of contractors is:

DARRELL COGHLAN

FIRST AID

The **Health and Safety (First Aid) Regulations 1981** requires us to provide adequate first aid equipment and a sufficient number of trained people to administer first aid when required.

We will carry out a first aid risk assessment. This will enable us to establish the number of trained first aid person/s we require as well as the amount of first aid equipment needed.

Factors considered will be:

- The number of people involved.
- The level of risk that our business activity presents (low, medium or high risk).
- The proximity of our business (location e.g. rural or town centre that may affect the speed at which the paramedics will arrive).
- Any other issues that may affect the assessment.

The qualified first aid people or appointed persons are:

LLOYD WINTERS

The first aid boxes are located at:

**SECURITY 3000 NATIONWIDE CONTROL ROOM
AND ALL COMPANY VEHICLES**

All accidents are to be reported and entered in the accident book which is located in:

SECURITY 3000 NATIONWIDE CONTROL ROOM

All accidents will be investigated and remedial actions identified. This will prevent reoccurrence of the same or similar incidents. The level of investigation will depend on the seriousness of the accident.

The person responsible for investigation of accidents is:

LLOYD WINTERS

**REPORTING OF INJURIES DISEASES AND DANGEROUS OCCURENCES
(RIDDOR) REGULATIONS 1995**

Under these regulations specific work related accidents, diseases and dangerous occurrences must be reported to the Enforcing Authorities. The method of reporting is through the **Incident Contact Centre (ICC)**.

Although there is a comprehensive list of reportable situations within the regulations the main incidents that must be reported are:

- Fatalities –These must be reported as soon as possible by the quickest method: usually by telephone.
- Major injuries such as broken bones and back injuries etc.
- Injuries that causes the employee to be away from his/her normal work activity for more than three days.

The person responsible for reporting incidents is:

LLOYD WINTERS

Records are to be securely kept of any reportable incidents.

The record must include information such as:

- The name and occupation of the injured person or those involved in the incident.
- The status of the injured person (employee or visitor/contractor).
- The location of the incident.
- A brief description of the incident or disease.
- The date, time and method of reporting.

Incidents and diseases can be reported by the following methods:

- By post on forms F2508 (for incidents) and F2508A (for diseases).
- By telephone **0845 300 9923**
- By fax 0845 300 9924
- Online at www.riddor.gov.uk

FIRE SAFETY

Under the **Regulatory Reform (Fire Safety) Order 2005** and the **Management of Health and Safety at Work Regulations 1999** employers are required to undertake a specific risk assessment of the risks posed by fire within their businesses undertaking.

A specific fire risk assessment will be undertaken and the findings implemented.

The fire risk assessment will be reviewed at least annually, or if there is any significant change in the circumstances.

The fire evacuation will be practiced at least twice annually but not in the same six months.

The alarm system will be tested weekly

The person responsible for carrying out the evacuation practice, tests and then recording the results is:

LANDLORD- MIDLAND INDUSTRIAL

The assembly point is situated at:

PAVEMENT OPPOSITE ARGENT CENTRE ON FREDERICK STREET

All fire extinguishers are inspected by a competent person annually and must be replaced when discharged. The competent person for fire extinguisher inspection is:

LANDLORD- MIDLAND INDUSTRIAL

The emergency lighting will be tested monthly and any defects found reported and repaired. The person responsible for this is:

LANDLORD- MIDLAND INDUSTRIAL

Flammable Liquids

All flammable liquids will be stored safely.

Flammable Liquids are not to be left near sources of heat or ignition.

FIRE SAFETY Cont

Emergency exits and evacuation routes will be kept clear at all times and checked at regular intervals. The person responsible is:

**LANDLORD- MIDLAND INDUSTRIAL AND THROUGH HAELTH 7 SAFETY
WASTE WALKS ON A WEEKLY BASIS**

The evacuation plan will also include a procedure for the removal of visitors and contractors.

A roll call will be carried out to ensure that all people are present. The roll call coordinators are:

JOAN THORNTON/LLOYD WINTERS

The Fire Procedure is as follows:

If you discover a fire:

- Raise the alarm by the recognised method.
- Only tackle the fire if trained to do so, with the equipment provided ensuring your exit is clear at all times and without taking personal risks.
- Call the Fire Brigade Immediately by telephone.
- Give the operator the contact telephone number.

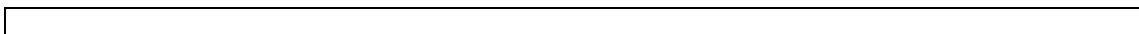
When speaking to the Fire Brigade provide the following information:

- We have a fire at **The Argent Centre** and give the operator the full address.
- Do not replace the receiver until the Fire Brigade has repeated the address.
- Call the Fire Brigade immediately to every fire or on suspicion of a fire.

Upon hearing the recognised alarm:

- Evacuate the building by the nearest available emergency exit.
- Move towards the fire assembly point and report for roll call.
- The fire roll call coordinator will inform the fire service of any missing persons.
- Do not stop to collect personal belongings.
- Do not re-enter the building until the Senior Fire Officer informs you it is safe to do so.

* * *



FIRE SAFETY

Security 3000 Nationwide Limited recognises that its employees also carry out their work in the premises of our clients and at various locations and as such will require a copy of the clients' fire safety arrangements and emergency procedures.

Where this is not practicable, the fire procedure for **Security 3000 Nationwide Limited** employees is as follows:

If you discover a fire:

- Raise the alarm by the recognised method.
- Call the Fire Brigade Immediately by telephone.
- Give the operator the contact telephone number.

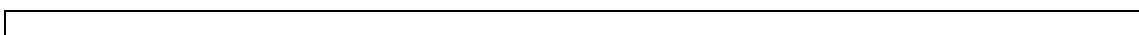
When speaking to the Fire Brigade provide the following information:

- We have a fire at **THE CLIENT PREMISES** and give the operator the full address.
- Do not replace the receiver until the Fire Brigade has repeated the address.
- Call the Fire Brigade immediately to every fire or on suspicion of a fire.

Upon hearing the recognised alarm:

- Evacuate the premises or work area by the nearest available emergency exit.
- Do not stop to collect personal belongings.
- Do not re-enter the premises or work area until the Senior Fire Officer informs you it is safe to do so.

* * *



STRESS

Security 3000 Nationwide Limited recognises that work related stress can cause ill health and will put controls in place to help prevent stress. However, **Security 3000 Nationwide Limited** cannot be held responsible for stress caused by outside sources such as financial or domestic problems.

Because stress does not affect all people in the same way and that one person may find a job stressful when another does not, it is difficult to assess the risk to all employees. Therefore, employees must ensure that they report any undue stress that they may feel from different work activities

Stressful situations can be reported in confidence to:

JOAN THORNTON / DARRELL COGHLAN

Stress counselling will be provided if and when necessary by:

SECURITY 3000 NATIONWIDE

VIOLENCE

Violence and aggression in the workplace is unacceptable but is a recognised hazard. Therefore, to reduce the risk to any of our employees a specific risk assessment will be carried out and reviewed as and when required but at least annually.

The assessment will:

- Recognise the risk from violence.
- Give commitment to reducing the risks.
- State who is responsible for doing what.
- Provide an explanation of what is expected from individual employees.
- Provide support for people who may have been assaulted or suffered verbal abuse.

Training in the prevention and management of violence and aggression will be provided where it is considered necessary.

The policy, risk assessments and procedures will be reviewed annually or if there is any significant change.

PREGNANCY

It is important to **Security 3000 Nationwide Limited** that the health, safety and welfare of all our employees is safeguarded. We recognise our responsibilities under the **Management of Health and Safety Regulations 1999 Regulation 16** and acknowledge that if any of our employees become pregnant they must inform their manager/supervisor immediately. This can be verbally but must be followed up by a written confirmation from their doctor.

The management will carryout an individual specific risk assessment of the work that the employee does for the company to determine any risks to her and her unborn baby that may arise from the work activities.

The risk assessment will be carried out by:

LLOYD WINTERS / CHRIS HANNA

Where the risks are significant then assistance or alternative employment will be provided.

Pregnant employees must not:

- Carryout manual handling tasks (Lifting and Carrying).
- Use or come into contact with any chemicals.
- Work at height (stand on stepladders, step ups etc).

Pregnant employees must.

- Work to the controls put in place by the risk assessment.
- Inform their line manager/ supervisor of any problems or changes that may occur during their pregnancy so that the risk assessment can be reviewed.

To maintain a safe working environment for any pregnant employees a suitable rest area will be provided for them to rest if required.

Seating will be provided for the employee to carry out their work.

YOUNG PERSONS

The Management of Health and Safety at Work Regulations 1999 Regulation 19 defines a young person as someone who is over the legal school leaving age of 16 years but has not reached the age of 18 years.

Due to their lack of experience, maturity and lack of awareness it is essential that they are supervised at all times until they gain the required experience, maturity and awareness of the risks.

A risk assessment will be carried out to determine any risks that the young person may be exposed to. The risk assessment will be carried out by:

LLOYD WINTERS / CHRIS HANNA

Any young person will be provided with all the information; instruction, training and supervision they require. They will also be provided with a mentor (responsible employee), who has accepted the responsibility of overseeing the young person.

Young persons will not be allowed:

- To carry out work that is beyond their mental and physical capability.
- To be exposed to substances which are toxic or carcinogenic.
- To carry out tasks that can involve risks which may be assumed to be beyond their recognition.
- To be exposed to extremes of heat, cold, noise and vibration.

The young person must

- Carry out all reasonable instructions given to them by their mentor.
- Refrain from horseplay or practical jokes.
- Report any thing that they feel unsure or unsafe about

TRANSPORT

The road transport safety of our employees is important to **Security 3000 Nationwide Limited**. To ensure that vehicles and users are safe at all times the company will carry out risk assessments to ensure that the correct controls and safeguards are put in place.

The person responsible for carrying out the risk assessments is:

CHRIS HANNA

- Only authorised employees will be allowed to drive company vehicles.
- All drivers will hold full clean UK driving licenses.
- If required, the driver must undergo a thorough medical examination and eyesight test.
- All drivers must report any ill health that may impair their driving abilities, road accidents and any fines and driving endorsements received. They may then be removed from the authorised drivers list
- All vehicles will have a valid Road Fund Tax disc.
- All vehicles will have valid fully comprehensive insurance for the extent of the vehicles use.

The Company vehicle insurance provider is:

MADOC & RHODES INSURANCE BROKERS
LEA VILLAGE, BIRMINGHAM, B33 9SJ

- All vehicles will have a current MOT certificate if required.
- A competent garage will service all vehicles regularly.
- Employees responsible for Company vehicles must fill in a weekly check sheet and report any defects immediately.

The competent garage is:

CAMBRIDGE CARS COMMERCIALS
ANDOVER STREET, BIRMINGHAM, B5 5RG

- Privately owned vehicles may only be used on company business if covered by fully comprehensive insurance with extra business or passenger cover dependant on the type of vehicle
- Privately owned vehicles used for company business must have all the relevant documentation.

The rules and assessments will be reviewed annually or if any significant change takes place.

Mobile phones

It is an offence under the **Road Traffic Act** to use a hand held mobile phone whilst driving. This includes waiting at traffic lights and in traffic queues.

Security 3000 Nationwide Limited will not place pressure on any employee to use the phone whilst driving. Therefore the company cannot be held responsible for any employee who is prosecuted for this offence. Before answering the phone the driver must pull over and park in a safe place. The use of call divert to voice mail is encouraged or the use of the answering machine. The text message service is not to be used whilst driving. Failure to comply with this rule may lead to disciplinary action.

TRAINING

Security 3000 Nationwide Limited recognises the duty to provide its employees with relevant training to ensure they can carry out their job in a safe manner. This will ensure they are protected from hazards and that they do not cause anyone to be harmed by their activities.

The person below has been appointed to identify any training needs:

LLOYD WINTERS / CHRIS HANNA

The type of training that will be provided is:

- Induction training for all new employees
- Job specific training for all new employees or employees who transfer to other roles.
- Health and safety training for all employees who have been given specific tasks in the policy and to allow all employees to carry out their jobs safely.
- Extra training and supervision will be provided for young people due to their immaturity and lack of experience.
- Training will either be provided in house, where appropriate, or by an accredited training provider.
- Suitable refresher training will be provided at regular intervals or as necessary.

All training will be recorded and retained with the employee's personal file. The employee will sign to confirm that they have received the training and understood it.

The person responsible for maintaining the training records is:

LLOYD WINTERS / CHRIS HANNA

Health and Safety Training should include:

- Risk and CoSHH assessment training when applicable.
- Manual handling training as and when required.
- Use of Personal Protective Equipment (PPE) when issued.
- Use of Display Screen Equipment where necessary.
- Personal and food hygiene.
- Health and Safety awareness.
- Fire prevention and safe use of fire equipment.
- Any other training that may be relevant to their tasks or health and safety.

LONE WORKING

Security 3000 Nationwide Limited has a duty to ensure the safety of lone workers, as far as reasonably practicable. As far as the Health and Safety at Work, etc Act 1974 is concerned, the responsibility of the employer to ensure the safety of lone workers does not differ much from that of the responsibility to ensure the safety of employees working in a group or under close supervision.

Employees must co-operate with management to enable them to comply with their health and safety duties in respect of lone working. Section 7 of HASWA requires employees to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Security 3000 Nationwide Limited will manage the risks associated with lone working by the following means:

- Risk assessments will be carried out for all lone working activities. This will enable us to establish the degree of risk and to put in place the control measures required to reduce the risk to an acceptable level. Risk assessment will take into consideration the person, the equipment/ materials being used and the environment where lone working is carried out. The assessment will also consider the emergency arrangements including rescue and first aid.
- We will ensure that the required communication equipment and procedures are implemented to enable employees to be communicated with at suitable intervals (the degree of risk determines what constitutes a suitable interval). The means of communication will be determined via the risk assessment process, but the telephone is an obvious means, with mobile telephones or two-way radios for workers who may be working at remote out-stations.
- Only trained, competent and authorised persons will be permitted to work alone. Training, information and instruction will be provided following the satisfactory completion of a suitable and sufficient risk assessment.

Whether or not a person will be permitted to work alone in or out of normal hours, will depend on the degree of risk posed by the work, the working environment and on the individual.

The person responsible for ensuring that the risk assessment for lone working is carried out:

LLOYD WINTERS / CHRIS HANNA

The person responsible for developing procedures for the lone working activity is:

LLOYD WINTERS / CHRIS HANNA

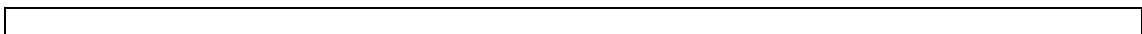
ASBESTOS

Under **The Health and Safety at Work Act 1974 Section 2: The Control of Asbestos Regulations 2006: The Workplace (Health, Safety and Welfare) Regulations 1992; The Management of Health and Safety at Work Regulations 1999 Section 3: The Health and Safety (Safety Signs and Signals) Regulations 1996:** requires us to protect the health and safety of our employees and others who may be affected by our undertaking, whether the work is for us or not.

We will expect comprehensive information regarding the presence of any asbestos containing materials from our clients prior to the commencement of work and this will be considered as part of our site specific risk assessments.

The person responsible for ensuring that a risk assessment has been undertaken is:

CHRIS HANNA / LLOYD WINTERS



GENERAL GUIDELINES FOR EMPLOYEES

- You must not commit or allow to be committed any act which may result in potential danger in any way.
- You must attend as requested any training course, meeting etc, designed to further the interests of health and safety.
- You must observe all laid down procedures concerning work activities, equipment, materials and substances.
- You must ensure you understand the Health and Safety Policy and familiarise yourself with safety information and instructions.
- You must observe all safety rules on and off the Company's property.
- You must comply with all written or verbal instructions given to you to ensure your personal safety and the safety of others.
- You must conduct yourself in an orderly manner at all times and not stray from responsible behaviour.
- You must dress with health and safety of yourself and others in mind.
- You must use the safety equipment and/or protective clothing provided.
- You must avoid improvisation in any form, which may create a risk to your safety or the safety of others.
- All employees are to obey the rules of **Security 3000 Nationwide Limited** as contained in the Contract of Employment.
- You must not invite visitors onto **Security 3000 Nationwide Limited** premises without permission from Management.
- If at any time you are unsure about duties you may be asked to perform you must inform your Manager/Supervisor.
- Co-operation is vital to ensure successful health and safety standards.
- Health and safety notices will be posted on notice boards from time to time you must ensure you view this information.
- No alcohol or non-medical drugs are to be consumed during working hours. Employees found to be under the effects of either will subject to disciplinary action.