

Newsletter September 2011

Security 3000 Nationwide Ltd

* S.I.A Licence *

Front line staff must:

- Wear the licence where it can be seen at all times when engaging in designated licensable activity unless you have reported it lost or stolen, or it is in our possession.*
- Tell us and the police in writing as soon as practicable if your licence is lost or stolen.
- Tell us in writing as soon as practicable of any convictions, cautions or warnings, or charges for relevant offences whether committed in the UK or abroad.
- Not deface or change the licence in any way (should your licence become damaged, you should advise us and request a replacement).
- Not wear a licence that has been defaced or altered in any way.
- Produce the licence for inspection on the request of any constable, any member or employee of the SIA or other person authorised by the SIA.
- Return the licence to us as soon as practicable if you are asked to do so.
- Tell us in writing as soon as practicable of any change to your right to remain or work in the UK.

Health and Safety

Personal Protective Equipment – September 2011

P.P.E – THE FACTS:

Is often regarded as the “Last Resort”, which is correct, as it doesn’t eliminate the hazard. But in our work environment the correct use of PPE is essential, this is why it is mandatory to wear the identified PPE for your process.

- Always use the PPE that has been identified from the Process Risk Assessment,
- Ensure PPE is properly maintained and any defects are reported,
- Ensure PPE is properly stored at break and shift end times,
- PPE will always be used as a last resort when controlling risks.

PPE - Really Does Work



Safety boots must be worn

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.

New Shift Report Books

Over the coming weeks, our new design Shift Report Books will be replacing the current Shift Report Books.

New sections added with emphasis on site checks/inspection when starting duty (i.e. Patrol Route Safe etc...)

If you are unsure any parts of the new form whilst on duty please contact the supervisor who will be more than happy to help.

Missed Check Calls

Booking *On* and *Off*

All staff must book *ON* and *Off* duty at all times not only is this a Health & Safety issue, it is also part of your Terms & Conditions of Employment.

All staff are also required to make a check call every hour during their shift. There is a 10 minute window either side of the hour to enable you to make your check call.

Again this a Health & Safety issue, it is also part of your Terms & Conditions of Employment

When your wages are calculated we use the check call register on Timegate – *So we need to Know.*

Any Suggestions ?

If you have any suggestions that will help us to improve our service to any of our customers, we would welcome your ideas this could be anything from how to improve the security at the site or how we can “add Value” for the customer. Contact the office. Thank you

Officer of the Month

Congratulations to our Officer of the Month –*Yerro Bah.*

There will £50.00 in vouchers awarded to the officer of the month.

Yerro conducted and acted in a very professional manner when dealing with a recent incident where intruders gained access onto one of our clients sites, he liaised very professionally and proficiently with both the client and Police. Very well done Yerro!

Please note that our new webpage is

www.security3000.co.uk

Please use the employee zone

Also if you are on Facebook press the “ Like” button on our page

LYN HANNA