




## Health and Safety Policy

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# HEALTH AND SAFETY POLICY

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## Section 1

### **HEALTH & SAFETY POLICY STATEMENT** **THE HEALTH AND SAFETY AT WORK ETC ACT 1974**

The Company recognises its health and safety duties under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, The Construction (Design & Management) Regulations 2015 and concomitant protective Legislation, including the Environmental Protection Act 1990, the Environment Act 1995 and the Regulatory Reform (Fire Safety) Order 2005, both as an Employer and as a Company and to that end has appointed members of Staff to be responsible for health and safety maintenance at the Company, to keep workplace procedures relating to health and safety under constant enforcement review and development and to liaison with the Health and safety Executive whenever necessary, so as to keep the Managing Director updated on any new Legislation affecting them, EU Directives, regulations and British Standards, in order to ensure compliance with same.

In recognition of its duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Company has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive, including injury to any Trainee, and this is in addition to its statutory duty to keep an Accident Book available for inspection by an Inspector of the Health and Safety Executive.

In furtherance of (1), the Company proposes always to comply with its duties under S 2 of the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations, Regs 3-6, towards its Employees and, more particularly, so far as is reasonably practicable, to:

- a) provide and maintain a safe place of work, a safe system of work, safe appliances for work and a safe and healthy working environment;
- b) provide such information and instruction as may be necessary to ensure the health and safety at work of its Employees and also compliance with the Health and Safety Information for Employees Regulations 1989, the Personal Protective Equipment at Work Regulations 1992, the Workplace (Health, Safety and Welfare) Regulations 1992 (as amended), the Health and Safety (Display Screen Equipment) Regulations 1992, the Construction (Design & Management) Regulations 2015, the Employment Rights Act 1996 and the Management of Health and Safety at Work Regulations 1999, and to promote awareness and understanding of health and safety throughout the workforce;
- c) ensure safety and absence of health risks in connection with use, handling, storage and transport of articles and substances;
- d) make regular Risk Assessments to Employees;
- e) take appropriate preventative / protective measures;
- f) provide Employees with health surveillance;
- g) Appoint competent Personnel to secure compliance with statutory duties.

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In further recognition of its statutory and common law duties, the Company has taken out insurance, with an approved Insurer, against liability for death, injury and / or disease suffered by any of its Employees and arising out of and in the course of employment, provided only that it was caused by the negligence and / or breach of statutory duty on the part of the Company; such certificate of insurance being prominently displayed so as to be available for inspection at all reasonable times by Employees and the Health and Safety Executive.

All Employees of the Company agree, as a term of their Contract of Employment, to comply with their individual duties under S 7 of the Health and Safety at Work Act, Reg 12 of the Management of Health and Safety at Work Regulations 1999 and generally co-operate with their Employer so as to enable the Employer to carry out his health and safety duties towards them. Failure to comply with health and safety duties, regulations, works rules and procedures regarding health and safety, on the part of any Employee, can lead to dismissal from employment; in the case of serious breaches, or repeated breaches, such as dismissal may be instant without prior warning through the Company disciplinary procedure.


Prime responsibility for health and safety lies with the Director of the Company and its Managers and appointed Supervisors.

In recognition of its duties towards the general Public and all lawful Visitors to the Company's premises, or other sites of work, the Company regards the extent of its duties as compatible with Sections 2 and 5 of the Health and Safety at Work Act and the Occupiers' Liability Acts 1957 and 1984. In particular, where Visitors are under a statutory duty to wear personal protective clothing, or otherwise to take reasonable precautions for their own health and safety, failure to do so will be regarded as a breach of Company Policy, entitling the Company to take such measures as it considers appropriate, including asking the Visitor to leave the premises or site.

This Policy has been prepared in furtherance of S 2(3) of the Health and Safety at Work Act 1974 and binds the Director, Managers, appointed Supervisors and Employees, in the interests of Employees and Customers. We request that our Customers and Visitors respect this Policy, a copy of which can be obtained on demand.



**Signed** .MR ANDREW DAVIES  
**Director**  
 March 2021

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## **2.0 Objectives**

### **2.2 Objectives of this policy**

The Company's objectives in the fulfilment of this policy are:-

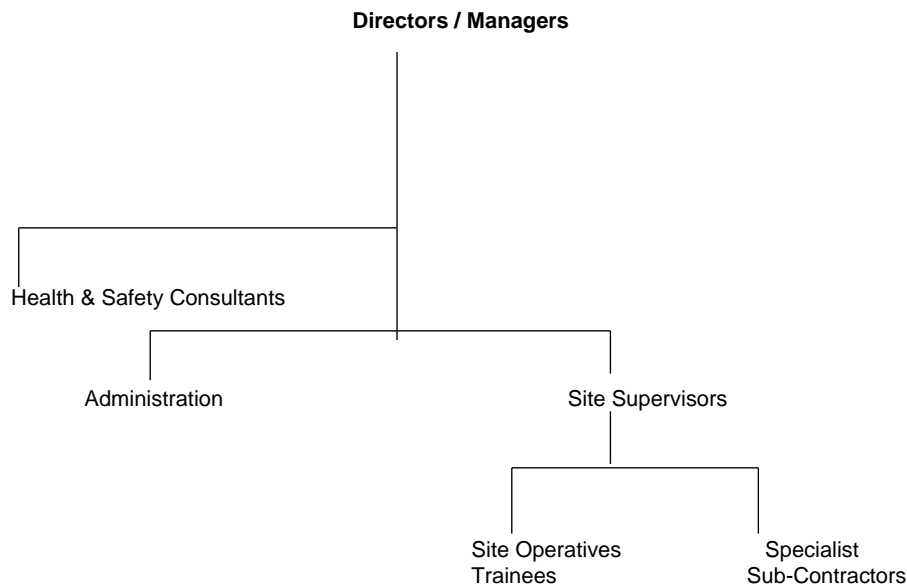
- To set standards which will meet the relevant statutory requirements for health and safety matters, as these affect its own employees, sub-contractors and the public at large.
- To review and, where appropriate, develop these standards in the light of changes in working practices, technology and trends in legislation.
- To ensure that the potential health and safety factors and environmental effects are assessed for all activities and projects.
- To ensure that all employees are properly informed of their responsibilities for health, safety and environmental matters and discharge them effectively and are encouraged to participate in the prevention of accidents.
- To ensure that procedures for consultation with employees on matters effecting health and safety at work are established and used.
- To provide and maintain safe systems of work and a safe working environment with respect to facilities, equipment and machinery.
- To provide and maintain protective equipment and clothing, where necessary, and to ensure that those involved are properly trained in its use.
- To provide and maintain health and safety services.
- To ensure that adequate training is given to enable employees to discharge their duties safely and competently.
- To comply with specific objectives as detailed in the policy.
- To ensure that a written statement of health, safety and welfare policy is brought to the attention of all employees.
- To maintain adequate channels of communication.

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### 3.0 Organisation

The policy places specific general responsibilities on certain post holders as defined below. Further duties for specific policies are outlined in the individual policies which supplement this policy and the management system.

#### 3.1 Organisational chart




### 3.2 Responsibilities of each party

The responsibilities with regard to Health and Safety of all employees are set out in the sections below

#### 3.2.1 The Director

As the employer, the Directors carries the ultimate responsibility for Health and Safety within the Company, under the Health and Safety at Work Act 1974. The director has a responsibility to ensure the following:

- The Company has a suitable Health and Safety policy.
- The management responsibility for Health and Safety is clearly designated.
- Those with such designated responsibility in the Company are aware of, and have access to, relevant regulations, advice and training.
- Adequate resources are available to meet all reasonably practicable requirements for Health and Safety.
- Health and Safety within the Company is given a high priority.
- Health and Safety is treated as a management function equal to all other management responsibilities.
- Ensuring that the objectives of the policy are understood and observed by all levels of management and employees.
- Providing adequate resources to meet all reasonably practicable requirements for health and safety.


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- Approving the halting of unsafe operations.
- Investigating accident causes and advising on remedial action.
- Periodically appraising the effectiveness of the Companies Health and Safety procedures.
- Attending a meeting with employee representatives and management representatives on a quarterly basis.
- Ensuring all staff have up to date relevant training and qualifications and store all certificates securely.
- Establishing and maintaining a central safety library.
- Co-ordinate health and safety action within the company.
- Generating new policy documents in accordance with the company's and legal requirements.
- Ensuring that adequate communication channels exist within their own area of control.
- Making safety, for their area of control an item of report to the Directors.
- Ensuring that suitable procedures for facilitating good safety practice are in place and adhered to by all employees under their control.
- Delegating certain responsibilities for the implementation of the Policy through designated employees.
- Monitoring the development and delivery of employee safety training programmes and identifying training needs.
- Ensuring the implementation of the Safety policy by all Managers and employees.
- Ensuring that they are aware of the appropriate statutory requirements affecting the Company's operations by regular consultation with the 'appointed competent person'.
- Advising on the introduction of new plant, machinery and other equipment and monitoring the maintenance of existing machinery.
- Monitoring relevant budgets and other Health and Safety expenditure.
- Research and advise on Health and Safety matters, encourage awareness and facilitate good practice and systems.
- Receiving all safety inspection reports, investigating specific problems and potential hazards and advising management on appropriate action.
- Ensuring that all records, registers and reports are kept up to date.
- Investigating Accidents, Incidents and Near Misses and implementing adequate remedial action.
- Managing the Personal Protective Equipment (PPE) stock and ensuring all employees have necessary PPE available to them, to allow for the safe undertaking of their work activities

### 3.2.2 Managers

The Contracts Managers are responsible to the Operations Director for the implementation of the Health and Safety Policy in their respective areas, in particular they will:-

- Ensure that employees under their control understand the objectives of the Company's Health and Safety Policy, carry out their duties in a safe and responsible way and do not endanger themselves or others by adopting unsafe methods of work.
- Ensure that employees under their control are properly trained to perform the tasks required and are fully aware of known hazards.
- Issuing of PPE to employees as identified through risk assessment and the monitoring of such equipment.
- Be responsible for all on site safety arrangements including fire.


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- Provide at all times safe systems of work ensure that these are carried out at all times and conduct site safety checks.
- Ensure that all requirements of safety procedures and policies are adhered to and all relevant registers and forms are completed (e.g. accident record book).
- Seek advice on health and safety matters, when necessary, which may affect the safe working conditions of those under their control.
- Ensure that all safety equipment, facilities and procedures comply with appropriate safety legislation and that all statutory requirements are complied with e.g. Fire Regs etc.
- Ensure that equipment and facilities are properly maintained and any that are not are put out of use and reported to the appropriate personnel.
- Be receptive to complaints regarding health and safety matters.
- Ensure all waste is disposed of in accordance with relevant legislation and codes of practice.
- Maintain an acceptable standard of housekeeping throughout the area of their control.
- To have the authority to halt unsafe practices or operations.
- Ensuring that all employees are aware of and familiar with the Company's Health and Safety policy.
- Conducting regular inspections of all work areas and plant to ensure their safe condition.
- Ensure that maintenance contracts are in place for all plant and equipment Including portable appliance tests.
- Carry out safety audits of sites under their control and procedures in accordance with agreed programmes.
- Advising and assisting all employees on the introduction of Safe Working practices.
- Prohibiting working where immediate and serious hazards warrant such action.
- Conducting suitable and sufficient risk assessments for all activities, processes, chemicals and other aspects as required by legislation.
- Ensuring that all recommendations arising from risk assessments are implemented and adhered to.
- Ensuring the provision of suitable first aid and firefighting equipment and ensuring that all staff are aware of the appropriate actions to take.
- Accompanying enforcement officers, on-site visits and taking appropriate action.

### 3.2.3 Supervisors

The Supervisors are responsible to the Contracts Manager for the implementation of the Health and Safety Policy in their respective areas, in particular they will:-

- Ensure that employees under their control understand the objectives of the Company's Health and Safety Policy, carry out their duties in a safe and responsible way and do not endanger themselves or others by adopting unsafe methods of work.
- Ensure that employees under their control are properly trained to perform the tasks required and are fully aware of known hazards.
- Issuing of PPE to employees as identified through risk assessment and the monitoring of such equipment.
- Be responsible for all on site safety arrangements including fire.
- Provide at all times safe systems of work ensure that these are carried out at all times and conduct site safety checks.
- Ensure that all requirements of safety procedures and policies are adhered to and all relevant registers and forms are completed (e.g. accident record book).

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- Seek advice on health and safety matters, when necessary, which may affect the safe working conditions of those under their control.
- Ensure that all safety equipment, facilities and procedures comply with appropriate safety legislation and that all statutory requirements are complied with e.g. Fire Regulations etc.
- Ensure that equipment and facilities are properly maintained and any that are not are put out of use and reported to the appropriate personnel.
- Be receptive to complaints regarding health and safety matters.
- Ensure all waste is disposed of in accordance with relevant legislation and codes of practice.
- Maintain an acceptable standard of housekeeping throughout the area of their control.
- To have the authority to halt unsafe practices or operations

### 3.2.4 All employees

All employees have a duty to:-


- Take reasonable care for the health and safety of themselves and of others who may be affected by what they are doing.
- Co-operate with the Company as far as is necessary to enable Company to meet its statutory requirements
- Obey any work instructions and only use authorised methods and practices.
- Use correctly all safety devices, equipment or protective clothing provided and to report any defects to their supervisors.
- Help maintain a safe working area and contribute to good housekeeping in the area in which they work.
- Conform to all prohibitive and instructional notices and to written or verbal instructions given to procure the safety of others.
- Report any near misses, hazard or malfunction, which may result in a risk to health, personal injury or damage to the environment.
- Report to all injuries and seek medical attention as necessary to any injuries sustained at work.
- Co-operate fully with inquiries and investigations established to determine the cause of major accidents, incidents or near misses, to prevent their recurrence.
- Conduct themselves in an orderly manner at work.
- Familiarise themselves with the location and use of emergency exits, fire alarms and with the procedure to be used in the event of an emergency.
- To participate in safety training programmes when required.

### 3.2.5 Health and Safety Advisor

iSAFE – Health, Safety and Quality Services is appointed ‘competent advisor’ for Health and safety matters. The duties of the competent advisor include: -

- Carrying out safety audits of Company Premises and procedures in accordance with agreed contracts.
- Conducting Health and Safety Audits of ongoing projects to ensure company’s compliance with Health and Safety Regulations including Construction (Design and Management) Regulations 2015 when requested.
- Supporting the Managing Director and providing advice on health and safety matters on site, including generating Method Statements, Risk Assessments and Construction Phase Health and Safety Plans in accordance with agreed contracts.



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- Liaise with the Managing Director and the Operations Director with regard to any health and safety matters in the company

#### **Section 4 Arrangements**

Within the Company's Health and Safety Manual there are several documents including: -

- a) This Health and Safety Policy and various underlying safety policies
- b) Assessment procedures, documentation and forms
- c) Inspection and audit forms.
- d) Safe systems of work.
- e) Record forms.

Arrangements have been made with respect to the following: -

##### **4.1 Consultation with employees**

- The Company accepts that it has a legal duty to consult with employees on matters of health and safety (The H&S (consultation with employees) Regs.).
- The Operations Director is responsible for organising and chairing a meeting with employee representatives on a quarterly basis.
- Employees are entitled to nominate an individual to represent them and their interests at this meeting.
- In addition, all information will be posted on notice boards and discussed at regular team meetings and safety group meetings.


##### **4.2 Training**

Training in Health and Safety matters is given a high priority in all Company training programmes. It is the responsibility of all Directors to monitor the development and delivery of employee safety training programmes for all employees under their control. Particular attention is paid to; -

- Induction courses for new employees or employees starting work on new processes, sites or requiring new capabilities.
- Training in the operation of machinery and equipment to make the operator familiar with the hazards and the means to protect themselves.
- Training to ensure that all employees understand their rights and duties under Health and Safety legislation and the company's Health and safety policy.
- Subsequent training to ensure that management and employees are kept up to date with legislation and technical requirements.
- The training needs of all employees are assessed by the Director responsible for them at the start of employment and are subsequently reviewed regularly.
- In addition to the above site-specific safety training will be given to employees and others who may be affected, where this is deemed necessary.
- This training will cover general company policies and rules, site-specific policies and rules, identified specific hazards and emergency procedures.

##### **4.3 Fire Procedures**

The Managing Director is responsible for ensuring that suitable systems are in place for emergency evacuation, firefighting and obtaining assistance. They will also ensure that a suitable fire risk assessment has been completed for all premises and that maintenance contracts are in place to cover all firefighting equipment.

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The general fire procedure is as is set out below: -

- 1) If you discover a fire: -
  - Operate the nearest fire alarm.
  - Endeavour to control any small fire with the method appropriate to that type of fire.
  - Call the Fire Brigade directly by dialling 999.
- 2) If the fire is beyond your control
  - Close the windows, switch off the gas and electrical appliances if safe to do so.
  - Leave the premises by the nearest available exit route.
  - Report to the designated assembly point.
  - DO NOT RE-ENTER THE BUILDING UNTIL TOLD IT IS SAFE TO DO SO
- 3) on hearing the fire alarm
  - Leave the building quickly and calmly by the usual route. If this is blocked use the alternative route.
  - Close doors behind you. DO NOT COLLECT PERSONAL BELONGINGS
  - When clear of the building report to the designated fire assembly point.
  - DO NOT RE-ENTER THE BUILDING UNTIL TOLD IT IS SAFE TO DO SO.

#### 4.4 Site fire precautions

The Supervisor is responsible for the fire arrangements on site, in particular he will: -

- Liaise with the fire officer and ensure that the site complies with any recommendations/ requirements.
- Conduct site fire risk assessment using the standard form.
- Ensure that clear signage is posted informing people of the action to take in the event of a fire.
- Ensure that adequate signs are posted indicating Emergency exit routes and fire assembly points.
- Ensure that all employees are aware of the actions to take in the event of a fire.
- Ensure that the correct type of fire-fighting equipment is available and in a good condition.

#### 4.5 Good-housekeeping


Good-housekeeping is an integral part of the Health and Safety Policy. Employees therefore have an individual duty to maintain high levels of good housekeeping throughout areas of their control/work.

The benefits of good housekeeping are:-

- Elimination of accident hazards
- Prevention of fires
- Greater efficiency
- Good impression

The general duties of employees with regard to good housekeeping are:-

- To keep all areas clean and tidy
- To keep all emergency exits clear from obstruction.
- Dispose of all waste materials as soon as possible in an authorised manner
- Ensure that all gangways are kept free from obstruction
- Clean down machines and equipment after use
- Ensure that storage facilities whether indoor or out are clean tidy and not over stacked

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#### 4.6 Personal Protective Equipment


- Personal Protective Equipment (PPE) must be supplied to all employees engaged in any work activity where it has been deemed desirable or necessary.
- It is the responsibility of the purchasing manager to distribute appropriate PPE to site.
- It is the duty of the Supervisor to distribute the correct personal protective equipment for use by the employees at a site level.
- Employees have a duty to wear all PPE provided to take care of and maintain all PPE provided.
- Training in the correct use and maintenance of PPE at the time of issue must be given and the standard form completed signed and dated by both the supervisor and the employees and a copy retained on file by the PA to the Managing Director.

#### 4.7 Monitoring and auditing

- It is the duty of the Directors to ensure that adequate resources and time are available for employees to carry out their duties as defined by the Health and Safety Policy.
- The Competent Safety Advisor will carry out safety audits of all areas on a pre-planned timetable and the results of all audits will be made available to all employees.
- Records of audits will be available for all employees to view and copies will be kept on file in the general office.
- The Contracts Managers will carry out inspections of all sites to ensure compliance with safety legislation.
- The Supervisor will conduct weekly Health and Safety Monitoring of sites they are responsible for to ensure the health and safety standards are maintained throughout the projects.
- Site Supervisors will complete Daily Site Diaries

#### 4.8 Electrical Appliances

- There is an absolute duty on employers and employees to comply with the Electricity at Work Regulations.
- This means that every piece of electrical equipment should be regularly checked.
- All on site portable electrical equipment is checked every 3 months, by a competent person and identified as to its status.
- All office based electrical equipment is checked every 12 months by a competent person and identified as to its status
- The Operations Director is responsible for ensuring that service and maintenance contracts are in place.
- Should any employee find that a piece of electrical equipment is faulty or unsafe in any way he / she should inform his supervisor immediately and not use the equipment.

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#### 4.9 Work Equipment


- The Company accepts that it has a legal duty to ensure that all work equipment is suitable for the purpose and maintained in good working order.
- will work equipment is assessed using the standard form in the safety manual.
- The Operations Director is responsible for ensuring that assessments are completed in areas under their control.
- All employees will be informed of any significant findings and all have a duty to follow recommendations made.
- Copies of all assessments are kept in the general office.
- The Contracts Manager is responsible for ensuring that all work equipment is maintained and that a maintenance contract for all plant and equipment is in operation in areas under their control.
- All new equipment will be assessed for suitability for use before purchase in line with the recommendations of PUWER.
- Employees will receive training in the proper use of work equipment and have a duty to observe any working instructions given.
- All staff have a duty to report defective work equipment to their supervisor and remove that equipment from use.

#### 4.10 Sub- contractors

- It is the duty of the Operations Director in conjunction with the Contracts Managers, to ensure that all sub-contractors satisfy health and safety criteria.
- A form to be used to assess the competency of contractors is in the safety manual. This form must be completed before any sub-contractors are employed by the company.

#### 4.11 Construction, design and management

- The CDM Regulations place specified duties on certain individuals involved in the construction and/or demolition project, namely the Client, the Designer, the Principal Designer, the Principal Contractor and Sub-contractors.
- If the client appoints Security Solutions (Northern) as the Principal Contractor then the Operations Manager will normally be the named individual fulfilling the duties under the regulations.
- The main duty of the Principal Contractor is to ensure that all works are undertaken safely, once works commence.
- Before works commence the Principal Contractor will take the lead for the project safety management from the Principal Designer.
- The main duties of the Principal Contractor are as follows: -
  - a) Inform the HSE of his appointment.
  - b) Implementation of the Health and Safety plan
  - c) Control and co-ordination of sub-contractors and assessment of their competence.
  - d) Enforcement of the safety rules on site.
  - e) Control of access to the working areas and other affected areas.
  - f) Modify and amend the health and safety file in response to variations from the design.
  - g) Provide information to sub-contractors and ensure that sub-contractors provide suitable information and training to their employees
  - h) Raise matters which may require modifications to the health and safety plan with the Principal Designer so that the plan can be formally modified.

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- Within the safety manual there is a procedural document for CDM outlining the main duties and requirements of the regulations.

#### 4.12 Asbestos management

- Under the Control of Asbestos regulations, there is a duty to manage asbestos containing materials and control the associated hazards.
- Before the commencement of any works, the Asbestos Register will be requested from the client. If no Asbestos Register present, the Refurbishment and Demolition (R&D) Survey will be undertaken by a competent Asbestos Surveyor.
- Any asbestos containing materials identified will, either be removed, encapsulated or clearly labelled, dependent upon the outcome of the risk evaluation.
- Any asbestos containing materials requiring removal, will be removed, by licensed asbestos removal contractors.
- Before the commencement of any major works or refurbishments, the competent safety advisor will be engaged to conduct an R&D survey in line with the Control of Asbestos Regulations.
- Findings of the survey, recommendations of the safety advisor and any relevant safety information will be relayed by the Operations Director and Contracts Manager to all employees affected.

#### 4.13 Risk Assessments ([Link to HS102 Risk Assessment Policy](#))

- Under the Management of Health and Safety at Work Regulations there is a duty for a clear and effective communication of risk assessed safe systems of work.
- Risk assessment is compulsory and must be written. The assessment must also specify the control measures to be used, inline with the hierarchy of control as defined in the management of health and safety at work regulations and other hazard specific regulations e.g. Work at Height regulations.
- Where operations conducted are not routine, using the process and documentation defined in HS102 Risk Assessment Policy should be followed. This document defines the procedures risk assessment of a task in order to develop a safe system of work in the form of a method statement.
- Where operations are routine such as office working, safe systems of work have been developed. These have been developed in accordance with HS102 risk assessment policy. All employees are issued with a copy of those safe systems of work relevant to their work.
- Responsibilities for each party are defined in HS102 risk assessment policy.


#### 4.14 Working at Height ([Link HS103 Work at height policy V3](#))

HS103 Work at height Policy defines the procedures, for assessment of work taking place at a height and control measures to be applied, including responsibilities of each party, specific training requirements and the provision equipment.

#### 4.15 Noise at work ([Link HS104 Noise at work policy V3](#))

HS104 Noise at work policy V3 Policy defines the procedures, for assessment of working in areas with high noise levels and control measures to be applied, including responsibilities of each party, training requirements and the provision of health surveillance where required.

#### 4.16 Hand/ arm vibration ([Link HS105 Vibration Policy V3](#))

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HS105 Vibration Policy defines the procedures, for assessment of hand arm vibration and control measures to be applied, including responsibilities of each party, training requirements and the provision of health surveillance where required.

**4.17 Driving at work (Link HS106 Driving policy V3)**

HS106 Driving policy V3 Policy defines the procedures and control measures for operatives using company vehicles for Security Solutions (Northern) business.

**4.18 Display Screen Equipment (DSE) (Link HS107 DSE policy V3)**

HS107 DSE Policy defines the procedures, for assessment of display screen equipment users and control measures to be applied, including responsibilities of each party, training requirements and the provision of equipment where required.

**4.19 Control of Substances Hazardous to Health (COSHH) (Link to HS108 CoSHH Policy v4)**

HS108 CoSHH Policy defines the procedures, for assessment for use of hazardous substances and control measures to be applied, including processes for internal management of CoSHH and processes for external parties who wish to use hazardous substances on Security Solutions (Northern) sites. In addition, the policy defines the responsibilities for each part within the organisation and the requirements for legal compliance, training and health surveillance where required.

**4.20 Reporting of Accidents/Near Misses and first aid (Link HS110 Accident Reporting Policy V1)**

Procedure for reporting of accidents and near misses and the provision of first aid defined in HS110 Accident reporting policy.

**4.21 Manual Handling (Link to HS111 Manual Handling Policy V3)**

HS111 Manual Handling Policy defines the procedures, for assessment tasks that require manual handling operations and the mechanism for implementation of control measures.