

# Health and Safety Policy and Procedure

## **Purpose**

The Directors of Prime Security Services Limited recognises its duty as an employer to comply with the Health and Safety at Work Act 1974.

The Company acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, or service partners working on its behalf and all others affected by their activities. Also ensure adequate provision and arrangements for welfare facilities at work.

## **Introduction**

Section 2(3) of the Health and Safety at Work etc. Act 1974 requires each company to prepare, and when appropriate to revise, a written statement of general policy with respect to the health and safety at work of its employees, and the organisation and arrangements in force for carrying out the policy, and to bring the policy statement to the notice of all employees.

This document contains the policy statement of Prime Security Services for all its operations within the Security Industry.

## **General Statement**

It is the Company's policy to carry out all work in the safest practicable manner, consistent with good practice. The health and safety of all employees and others who may be affected by any of the Company's activities either directly or indirectly is the responsibility of the Management, and commands the highest priority. Adequate means will be made available to ensure that all the requirements laid down here can be achieved in full and without compromise to the intention of the policy.

It is the Management's duty to do everything practicable to prevent injury and ill-health, and it is equally the duty of all employees to exercise personal responsibility for their own safety and that of others.

All employees are to be made fully aware that, in the event of any emergency, full support will be given by Management to the safety of employees and third parties regardless of the impact on the Company's service.

### **Prime Security Services Limited is committed to provide a quality service:**

- By using capable trained staff
- Using safe working procedures to protect the health, safety and welfare of everyone who could be affected by their work.

### **Prime Security Services Limited will, as far as is reasonably practicable:**

- Carry out a survey and risk assessment of our client's premises and/or employee working environment to identify Health and Safety hazards.



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- Provide written instructions on all assignments detailing how the work can be carried out safely effectively.
- Report in writing any actual or potential Health and Safety incidents on our client’s premises.
- Provide effective management supervision and training to ensure that the objectives of this policy and our obligations to our clients are fulfilled.
- Ensure all members of the staff are sufficiently to fulfil their duties in a safe manner.

### All employees are reminded:

- That they have a personal responsibility to carry out their work in such a manner so as to protect their own health and safety at work and the health and safety of anybody else who may be affected by their work.
- They must also report any work situation which they consider to represent a serious and immediate danger to health.

It is company policy to adhere completely to the requirements of the Health and Safety at work etc. Act 1974; the Factories Act 1961; the Offices Shops and Railway Premises Act 1963 and all regulations which affect our operations.

The Health and Safety policy and health and safety arrangements will be reviewed on a yearly basis and any revisions brought forward to the attention of all employees.

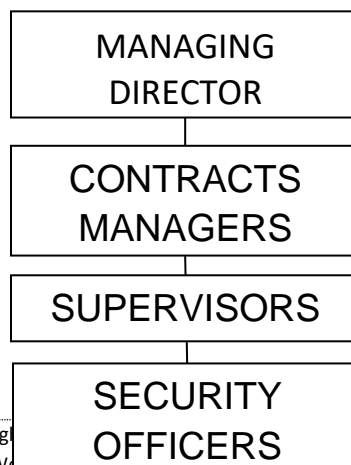
Signature: 

Position: Managing Director

Date: 06/05/2022

### Organisational Structure

The organisational structure diagram outlines the chain of command in respect of health and safety management. It also shows who has the responsibility for the implementation of the Health and Safety General Policy and are accountable for their areas of responsibility.





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### **List of Specific Arrangements**

We are required to make specific arrangements to carry out our duties and to inform you about them. This section tells the specific arrangements we have identified as requiring the attention of field and management staff.



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- Accident and Incident Reporting
- Accident Investigation
- Consultation
- Electrical Safety
- Equipment Use
- Fire / Emergency Arrangements
- First Aid
- Hazard Reporting
- Occupational Health
- Purchasing
- Risk Assessments
- Training
- Welfare / Working Environment
- Asbestos
- Cleaning
- Control of Contractors
- Visual Screen Unit
- Office Equipment
- Hazardous Substances
- Lone Working
- Manual Handling
- New and Expectant Mothers
- Shift Working
- Substance and Alcohol Use / Abuse
- Working at Height
- Personal Protective Equipment
- Smoking
- Stress in the Workplace
- Occupational Road Safety
- Violence
- Slips, Trips and Falls

### **Responsibility**

Health and safety law lays down specific duties on employers to make arrangements to protect the health, safety and welfare of the employees whilst at work and others (visitors and contractors) who might be affected by their undertakings.

As part of our duties, we have prepared the followings:

- Our Health and Safety Policy.
- Responsibilities and monitoring duties for management.
- Specific arrangements to deal with issues in our workplace.
- Risk assessments.
- Emergency procedures to deal with accidents at work, fire and evacuation of the premises.



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- Rules for all of our employees.
- Where applicable we also provide other documentation that provides the information necessary for our staff to be able to carry out the work safely.

Responsibility for health and safety on premises, site and elsewhere is delegated to the persons in charge of the work in accordance with the usual chain of Management responsibility.

They are considered responsible for the safe conduct of work in their areas, and this responsibility cannot be delegated to others. Mr Irfan Shafiq, Managing Directors, is responsible for health and safety matters. The Senior Manager of our Client at each work location (such as the Site Manager) is primarily responsible for health and safety at their workplace. Wherever difficulties arise on sites with regard to the maintenance of safe working and conditions, reference must be made to the Senior Manager or the Client, who then has a responsibility to ensure a safe working environment is maintained.

Ultimate responsibility rests with the Managing Director responsible for all health and safety matters.

Specific responsibilities of all levels of Management are set out in Appendix 1 attached to this Policy Statement.

### **Health and Safety Advice**

It is the responsibility of Management to ensure that all employees using any equipment supplied, shall be made aware of any relevant information and instructions which may be provided by the manufacturer /supplier in order to comply with their obligations under Section 6 of the Health and Safety at Work etc. Act 1974. It is the responsibility of Management to pass this information and instructions on to the users.

Any employee who is in any doubt about safe working practices and methods should contact either site manager or operations Management.

### **Safety Policy / Periodical Review**

Under the Health and Safety at Work etc. Act 1974 regular reviews must be undertaken by the Company as to the effectiveness of this policy and its use by both Management and the Workforce.

The review of the safety record of the Company and the working of the H&S Policy is the duty of the Managing Director. The policy will be reviewed on an annual basis.

#### **To ensure this policy is effective, we will:**

- Review it annually or on any significant changes to our business,
- Make any such changes known to our employees,
- Maintain procedures for communication and consultation between all levels of staff on matters of health, safety and welfare,
- Continue to improve in areas identified during the course of our daily operation to ensure safe working practices.



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### **Security Surveys/Welfare Facilities**

Prior to the commencement of an operation the appropriate person from the Company will carry out a site survey, the survey will include such areas that are a security risk along with the determination of the welfare facilities appropriate for the staff working on site such as suitable base, toilet facilities, heating and lighting.

### **First Aid Facilities**

To fully comply with the Health and Safety (First-Aid) Regulations 1981, Prime Security Services will supply the required first-aid equipment and facilities as required to each site. Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

Head Office – the first aid box is placed on the wall visible to everyone.

On Sites – wherever possible arrangements are made with clients/principle contractors to use their first aid facilities.

### **First Aid**

Arrangements have been made to ensure that incidents requiring first aid treatment are dealt with in an appropriate manner.

In the event that you have an accident resulting in an injury, however minor, you must report to the person appointed to administer first aid, if you are able to do so. You must enter the details of the accident in the **Accident Book**.

If you are in the vicinity of a serious accident then you must inform the First Aider immediately. If the First Aider is unavailable, you must inform the designated 'Appointed Person' to deal with the situation.

The name and location of the persons appointed to administer first aid can be found on the **First Aid Notices** that are placed in prominent positions throughout the workplace.

Accidents that do not result in an injury must also be reported.

### **Fire / Emergency Procedure**

#### **Upon Discovering Fire**

- Should you discover a fire, raise the alarm by the established method identified in your training.
- Telephone the emergency services by using the organisation's agreed procedure. Provide your telephone number, address, postcode and location of the fire. Speak slowly and clearly.
- Ensure the relevant information is relayed back to you correctly.
- Leave by the nearest emergency exit and go to your established assembly point.



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- Do not use lifts.
- DO NOT re-enter the building until authorised to do so by the Senior Fire Officer.

### **Emergency Evacuation Arrangements**

In the event of the alarm being raised, the following action must be taken:

- Leave the building by the nearest available emergency exit.
- Do not stop for personal belongings.
- Do not use lifts.
- Report to your established assembly point.
- Ensure the Senior Fire Officer is informed of any situations that may affect the safe evacuation of the premises.
- DO NOT re-enter the building until authorised to do so by the Senior Fire Officer.

### **Occupational Health**

We have a legal responsibility to ensure the wellbeing of anyone who may be affected by the possibility of ill health arising from a work activity.

Hazards that have the potential to harm you, or anyone connected with our business, are identified in our risk assessments which are contained in the relevant section of the **Risk Assessments Manual**. These assessments will identify any occupational health issues that require controlling.

If our risk assessments deem it necessary, we will institute monitoring procedures for the health of any employee or prospective employee who is, or may be, exposed to health risks whilst carrying out work activities. This may mean that existing employees are referred for health screening, in the event that you have come into contact with something that is likely to cause long term harm and may affect your ability to safely continue with your normal duties. We reserve the right to refer you to an Occupational Health Practitioner appointed by ourselves.

If you suffer from any of the following medical conditions you must inform your Line Manager so that, in case of need, the appropriate action can be taken: bronchitis, heart complaints, epilepsy, allergy to any substance e.g. penicillin, asthma, confirmed pregnancy, high / low blood pressure, giddiness / fainting or diabetes.

This is not an exhaustive list. Any condition that affects your ability to work, or would affect the safety of others must be reported to the relevant Line Manager.

### **RISK ASSESSMENTS**

We recognise that we have responsibilities to carry out risk assessments so that we can identify:



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- The significant hazards that employees may be exposed to.
- Who could be harmed and how?
- What is the likelihood that someone could be harmed by the hazard?
- How the hazards are controlled and whether any action is required to deal with the hazard.

Completed risk assessments forms can be found in the **Site Manual**.

Where necessary, copies of the completed risk assessment forms will also be placed in the relevant department.

The control measures identified in the risk assessments will form part of our safe working practices and procedures.

You will receive instruction in the form of training and information on both the control measures and safe working practices and procedures. You must comply with those instructions at all times.

### **Safety Records**

We have a need to maintain records of our activities (information on these can be found in the **Policy and Procedures Manual**. Completed records can be accessed by approaching the Health & Safety Manager (Data Protections rules may apply).

### **Accident Reporting**

All accidents **MUST** be reported to your Site Supervisor/ Managing Director/ operational manager and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the managing director as soon as possible after the incident.

It is our policy to report all accidents, industrial diseases and dangerous occurrences to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. We will also record all injuries in the appropriate accident book, as required by the Social Security (Claims and Payments) Regulations 1979.

The company representative (Managing Director) is responsible for reporting all accidents that require notification to the enforcing authority. Employees must report all injuries to their supervisor/ Managing director/ operational manager immediately after treatment. The accident report must be fully completed for all injuries incurred at work, however minor. An accident book is maintained in our main control room where all staff have been instructed to report to. If, because of their injury, employees are incapable of making an immediate





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entry, then that entry must be made by managing director/ operational manager, first-aider or nominated person.

Following any accident of any severity that requires treatment, the Managing Director/ operational manager will do the following:

- Complete an accident investigation report,
- Notify the enforcing authority, if the accident is reportable,
- Will take statements and retain any other documents related to the accident.

If the injury is of a serious nature or if there is any doubt, the injured person will be sent to the nearest hospital for treatment. Although it is not our legal duty, we will notify the enforcing authority of injuries to a non-employee, e.g. Contractors, if the injury takes place on our premises or the site where we are providing security services and we become aware of it.

Accidents and injuries that are reportable to the enforcing authority will also be reported to our employer's liability insurer.

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.)**

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- Fractures, other than to fingers, thumbs and toes.
- Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding) which:
  - Causes significant damage to the eyes, respiratory system or other vital organs.
  - Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which:
  - Leads to hypothermia or heat-induced illness.
  - Requires resuscitation or admittance to hospital for more than 24 hours.

### **Accident Investigation**

It is our policy to investigate:

- All accidents resulting in any reportable injury or losses of any assets,
- All accidents, however minor,
- All near misses.



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Employees should be aware that managing Director/ operational manager can enter premises without appointment, at any reasonable time, to ascertain if the requirements of the law are being met. If they have reason to believe that a situation exists or may arise in which there is potential for serious injury or death, they may enter work premises at any time.

We will extend to them full co-operation. We will co-operate with our insurers, in order to reduce our premium as far as we can. If the insurers have advice on reducing risk, we will follow that advice where reasonably practicable.

### **Training**

Training in all matters concerning safety is the responsibility of the Managing Directors Mr Irfan Shafiq. Regular reviews as and when required will be carried out. Safety Training will be given to all new employees.

### **Documentation / Records**

All accidents and injuries regardless of their apparent insignificance, must be recorded in the Accident Book immediately. This is kept on site and record is maintain at head office.

### **Company Safety Rules**

The statutory safety requirements as detailed in the various Health and Safety Acts are considered by the Company as being the minimum level of acceptable standards rather than the ideal level. The Company therefore has laid down the following safe practices and procedures. These must be strictly adhered to by all employees without exception. Any wilful disregard for Company rules shall be considered sufficient cause for disciplinary action and could lead to dismissal.

All personal protection issued by the Company should be worn as and when necessary, in particular steel toe capped safety footwear at all times. In addition site operatives must wear safety helmets and hi-visibility waistcoats or jackets at all times on site.

No employees should lift single handed any heavy object that they are not completely comfortable with and under no circumstances any weight over 25 kilograms.

Any employee using machinery on site will refrain from acts which may lead to personal injury, or injury to others.

Accidents occurring on site will in the first instance be reported to the Site Manager, and then to the Company's Managing Director Mr Irfan Shafiq.

### **Working Practices**

- You must not operate equipment unless you have been trained how to use it.
- You must use work equipment in the safe way that you have been trained.
- You must report any equipment problems to management as soon as possible.
- You must not make repairs to any work equipment unless you have been trained to do so.



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- You must obey the drugs and alcohol policy of the organisation.
- You must carry out manual handling tasks in accordance with safe systems of work.

### Hazard / Warning Signs and Notices

- You must comply with all workplace warning signs and notices displayed.

### Working Conditions / Environment

- You must clear up any spillage within the work area.
- You must make proper use of all equipment and facilities provided.
- You must keep all areas clean and tidy.
- You must dispose of all rubbish and waste materials using the facilities provided.
- You must report any hazardous conditions.

### Protective Clothing and Equipment

- You must use all protective equipment as instructed.
- You must not damage or misuse personal protective equipment.
- Personal protective equipment must be stored correctly.
- You must inform your Supervisor of any personal protective equipment defects.
- Personal protective equipment must be worn according to the safe system of work.

### Fire Precautions

- You must report any use of firefighting equipment to your Supervisor/Controller.
- Do not fight fires unless you have been trained to do so.
- You must comply with all emergency procedures.
- You must not obstruct any fire escape route, fire equipment or fire doors.
- You must not interfere with or misuse any fire equipment provided.

### Vehicles

- Safety checks must be carried out on all work vehicles.
- Do not operate any work's vehicles without approval.
- You must not allow unauthorised passengers in work's vehicles.
- You must not use work vehicles for unauthorised purposes.
- You must report any medical condition that will affect your ability to drive.
- If you drive your own vehicle on company business, you must provide proof that it has been serviced properly and that you hold business insurance.



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- You must not use a hand held mobile phone whilst driving.

### Accidents

- You must report any injury suffered at work to the person in charge and enter details in the Accident Book.
- You must report immediately all accidents and dangerous occurrences to the person in charge.
- You must report all instances of damage to any property or articles.

### Health

- You must report to the person in charge any medical condition which could affect safety.
- You must cooperate with the organisation's health surveillance provisions.
- You must inform the person in charge, as soon as possible, if you are pregnant.

### Hygiene

- You must maintain high standards of personal hygiene at all times.
- You must protect all open wounds with the appropriate dressings provided.
- You must report all relevant infections immediately to the person in charge.
- You must not consume food or drinks in a place where it may become contaminated.

### Issue of Protective Clothing

Prime Security Services will issue the following items of protective clothing where required:-

Safety helmets  
High visibility vests  
Safety Shoe

Any requests for further protective equipment not detailed above and deemed necessary for the safety of employees will be granted.

### Rules Covering Gross Misconduct

You will be liable to summary dismissal if you are found to have acted in either of the following ways:

- Serious breaches of the preceding health and safety rules, which endanger the lives of or may cause serious injury to employees or any other person.
- Interference with or misuse of any equipment, for use at work that may cause harm.

### CONSULTATION

To enable you to raise issues of concern relating to health and safety issues in our workplace consultation has to take place between us.



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This is accomplished by consultation sessions between employees and management in the form of tool box talks (on the job) and by pre-arranged formal meetings. These meetings take place on a regular basis.

If you wish, you have a right to elect a fellow employee(s) to represent you at the consultation sessions.

We consult with our employees on a one to one basis over matters concerning health and safety.



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### **Appendix 1**

#### **Responsibilities**

This Appendix to the Company Safety Policy details the responsibilities at all levels within the Company. If any members of staff are unclear about their own responsibilities they must seek the advice of senior Management.

#### **Irfan Shafiq (Director with responsibility for Health and Safety)**

Initiate and administer the effective implementation of the Company Health and Safety Policy.

Have an understanding of the application of the Health and Safety at Work etc. Act 1974 and all other legislation that may be relevant to the Company's operations.

Be aware of changes in legislation which may affect the Company

Never encourage working practices which would or might lead to a breach in safety.

Set a personal example by wearing protective clothing or equipment as and when required.

Arrange for the adequate supply of funds and facilities to maintain the Policy.

To fully understand the Company's Health and Safety Policy and the level of responsibility that each employee carries.

Have an understanding of the application of the Health and Safety at Work etc. Act 1974 and all other legislation that may be relevant to the Company's operations.

Observe all staff to ensure that they are working in accordance with correct working practices and procedures.

Set a personal example by wearing protective clothing or equipment as and when required.

Keep abreast of all new health and safety legislation that relates to the Company's operations.

Keep written details of all accidents and injuries and maintain all other health and safety records.

Fully train all employees and keep records on the safe use of equipment in accordance with relevant safe working practices.

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### **All employees**

Behave at all times in a safe and sensible manner, avoiding horseplay and practical jokes.

Observe all safety rules laid down where applicable as per the Site Assignment.

Set a personal example especially to new or inexperienced employees with regard to all matters in connection with safe and sound working practices and procedures.

Wear all safety clothing and equipment as provided by the Company to enable safe completion of duties.

Inform a senior member of Staff or Management of any concerns with regard to safety, either on the Company's premises or on site.

In addition to the above, we have produced this Employee Handbook, Site Risk Assessment, Site Assignment Instruction which is available for you to read, which are of particular importance and relevance to you as our employee:

- Working Practices
- Hazard / Warning Signs and Notices
- Working Conditions / Environment
- Protective Clothing and Equipment
- Fire Precautions
- Vehicles
- Accidents
- Health
- Hygiene
- Rules Covering Gross Misconduct

**Name:** Irfan Shafiq

**Date:** 06/05/2022

**Signed:**



**Review Date:** 27/05/2023