

Dated 30<sup>th</sup> May 2017



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**HEALTH & SAFETY POLICY**

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## General Statement of Policy

The Company acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities.

It is the intent of the company to provide safe and healthy working conditions for all our employees by:

- providing and maintaining safe plant and equipment
- providing safe systems of work
- providing a safe place of work and safe access and egress
- providing for the safe use, handling, storage and transport of all particles and substances
- providing a safe working environment
- providing adequate and sufficient information, instruction, training and supervision

It is also the intent of this Company to enlist the support of all employees towards achieving the safest possible working conditions and to encourage consultation on all health and safety matters. Support, co-operation and consultation will also be sought from clients, other contractors and any other persons who might reasonably be expected to be included in such discussions. To this end, regular health and safety discussions will be held.

The Company accepts its responsibility for the health and safety of other people who may be affected by our activities including clients' employees, other contractors and members of the public. The Company also accepts responsibility for any affects our activities may have on the environment.

The allocation of duties for safety matters and the particular arrangements which will be made to implement this policy are set out in this document. This Policy will be kept up to date particularly as regards any changes in activities or the nature or size of the business and will be reviewed annually.

Signed: 

Date: 30<sup>th</sup> May 2017

Name: Ron Bramwell

Position: Health & Safety Officer



## **Background**

Elite Security Groups' Health and Safety Policy statement briefly outlines the objectives, organisation and arrangements for the health and safety management of the organisation.

## **Procedure**

The policy, having been prepared, is reviewed on an annual basis for its continued suitability. Changes in staff, legislation or company objectives may impact on the effectiveness and suitability of the policy.

A signed policy statement is held in the Master Copy of the Quality Systems Manual and a copy of the policy is given to all new members of staff, which is incorporated in the Employee's Handbook. Additionally, copies are made available to customers.

## **Objectives**

Elite Security Groups' policy is to provide and maintain a safe and healthy working environment for all staff and visitors. Our staff are provided with appropriate equipment and systems of work and all relevant information, training and supervision as required. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

## **Organisation**

Overall responsibility for health and safety rests with Ron Bramwell, Health & Safety Officer, to ensure that health and safety is managed appropriately.

This appointment does not in anyway, negate the responsibilities of staff. All Elite Security Group staff have a legal duty to co-operate with this policy to maintain a safe and healthy working environment by taking reasonable care of themselves and others. The arrangements for the company's health and safety policy are outlined below:

## **Management**

Scott Huntley, Director of Support Services, along with Andy Grice, Director of Compliance prepares and reviews the policy statement with the Health and Safety Officer on an annual basis, and additionally, consults if there are any significant changes to be made.

All employees have a duty to co-operate by accepting full responsibility for their actions and taking reasonable care by:

- a) working safely and efficiently so that they do not endanger themselves or any other person;
- b) following procedures, instructions or any appropriate statutory provision required to secure and maintain a safe working place;
- c) using any equipment provided by the company to ensure the health and safety of themselves and others;
- d) reporting any accident or dangerous situation to ensure prompt action can be taken.

### **Monitoring and Review**

Health and safety issues are monitored on a regular basis in the form of Inspections, Audits and Risk Assessments. Recommendations are reviewed on a regular basis and all such activities are recorded.

### **Fire Detection Equipment**

Smoke detectors and manually operated fire operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds it is the responsibility of any employee present to activate the alarm and evacuate the building.

### **Fire Fighting Equipment**

Fire extinguishers are located at strategic points throughout the workplace. In some areas automatic sprinkler systems activated by automatic detection systems have been installed. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

### **Fire Doors**

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.



## **Fire Exits**

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of power failure. Lifts also have emergency lighting installed although they should not be used in the case of an emergency evacuation.

Smoking is prohibited in all areas of the workplace except those areas which have been specifically designated as smoking areas. Smoking areas should at all times be kept fire safe. Combustible materials must never be stored or allowed to accumulate in areas where smoking is permitted. All assignments vary.

## **Consultation and Information**

Employees are encouraged to identify any health and safety problems and where possible, put them right or make suggestions on how matters could be improved. The Company supports all such initiatives and will provide all suitable facilities to meet legal requirements.

All staff have access to the current copy of the company policy statement. Audit Reports, Risk Assessments, etc. are available to view at all times.

## **Training**

All new staff receive an induction briefing and further supervision. Health and safety training is identified through site specific Risk Assessments and can be provided on the job, through specific site training. Training is provided by competent persons.

## **Workplace Inspections**

Elite Security Group conducts regular inspections of the workplace. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operation.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.



## **Work Equipment**

It is the policy of Elite Security Group to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998. Elite Security Group will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is intended.

All workers will be provided with adequate information and training to enable them to use work equipment safely. The use of any work equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair. All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment. All work equipment will be clearly marked with health and safety warnings where appropriate.

## **Personal Protective Equipment**

It is the policy of Elite Security Group to comply with the law as set out in the Personal Protective Equipment at Work Regulations 2002.

All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment. All personal protective equipment provided by Elite Security Group will be properly assessed prior to its provision.

All personal protective equipment provided by Elite Security Group will be maintained in good working order

All workers provided with personal protective equipment by Elite Security Group will receive training and information on the use, maintenance and purpose of the equipment

Elite Security Group will endeavour to ensure that all personal protective equipment provided is used, and used properly by its employees

Where PPE is provided to Employees, the Employees must ensure that it is used and Maintained according to the training and Risk Assessment

Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.



Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor.

## **Display Screen Equipment**

It is the policy of Elite Security Group to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

Elite Security Group will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work. The risks to users of VDU screens will be reduced to the lowest extent reasonably practical. VDU screen users will be allowed periodic breaks in their work. Eyesight tests will be provided for VDU screen users on request. Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses. *(The cost of an eye test and a contribution of between £40 and £60 towards the cost of glasses may be reimbursed by the Company every two years. All claims should be first authorised through your line Manager prior to your claim.)*

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

## **Hazardous Substances (COSHH)**

It is the policy of Elite Security Group to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002.

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

Elite Security Group will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.



Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Health and Safety Co-ordinator / Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers health, and emergency actions. Supervisors will brief staff on any hazard or substance precautions, with written records being located in an accessible location within each department. An inventory of all substances and materials hazardous to health is held at head office.

## **Manual Handling**

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the company will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by;

- reducing weights
  - reducing the frequency of manual handling
  - the use of additional manpower
  - through the provision of suitable equipment to assist in the operation
  - the selection of persons to carry out
1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
  2. The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
  3. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
  4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free from obstruction or spillage, which could cause tripping, or spillage.
  5. Employees should not attempt to lift or move a load, which is too heavy to manage comfortably.



6. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
7. When lifting an object off the ground employees should assume a squatting position, keeping the back straight. Straightening the knees, not the back, should lift the load. These steps should be reversed for lowering an object to the ground.

## **Walkways**

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any passageway.
4. Any change in floor elevation of any walkway or passageway must be clearly marked.
5. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
6. Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.
7. Approved personal protective equipment must be properly used where appropriate.
8. Persons using machine tools must wear protective clothing, jewellery should not be worn, long hair should be tied back.
9. Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

## **General**

1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All employees shall immediately report any unsafe practices or conditions to the relevant authority.



3. Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job.
4. Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.
5. Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.
6. Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instruction to do so by a senior member of staff.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
8. No workers should undertake a job that appears to be unsafe.
9. No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
10. All injuries must be reported to a delegated representative.
11. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.

## **New or Expectant Mothers**

It is the policy of Elite Security Group to comply with European Directives on Pregnant Workers.

In addition to the general risk assessment, a further assessment of risk to new or expectant mothers will be conducted. When a Risk to new or expectant mothers is identified, working conditions and / or hours will be adjusted so as to avoid the risk. Where this is not reasonable the employee(s) concerned will be suspended from work on full pay. Where a new or expectant mother produces a doctor's certificate stating that she should not work at night, suitable alternative daytime work will be found. Where this is not possible she will be suspended from work on full pay.



## **First Aid and Accident Reporting / Investigation**

Adequate first aid provision will be made at every place of work occupied by the Company. 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 located within the Kitchen facility.

The Qualified First Aider / Appointed Person: **Rob Bramwell**

All accidents **MUST** be reported to your Site Supervisor and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident.

### Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) - 2013:

Certain “specified injuries” are reportable to the HSE’s Incident Contact Centre. Andy Grice, Scott Huntley AND Ron Bramwell **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:
  - covers more than 10% of the body
  - 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

## **Over-seven-day incapacitation of an employee**

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.



## **Over-three-day incapacitation**

Accidents must be recorded, but not reported where they result in an employee being incapacitated for more than three consecutive days. The Company maintains an accident book under the Social Security (Claims and Payments) Regulations 1979 for compliance in this regard.

## **Non fatal accidents to non-workers (eg members of the public)**

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

All accidents / incidents will be investigated by senior management and/or the Health and Safety Co-ordinator / Representative with the following objectives;

- To determine the cause(s) with a view to preventing a recurrence
- To gather information for use in any criminal or civil proceedings
- To confirm or refute a claim for industrial injury benefit
- To prepare notification to be made to the Health and Safety Executive

The degree of investigation will be dependent on the seriousness of the accident. The aim of the investigation will be to seek to answer the following questions;

- WHAT caused the accident?
- WHO was involved?
- WHEN did it occur?
- WHY did it occur?
- HOW could it have been prevented?
- HOW can a recurrence be prevented?

## **Staff Welfare**

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

Where these facilities are not provided by the Client or Principal contractor, the company will provide suitable welfare facilities

### **Policy Review**

This policy will be reviewed annually, or more frequently in the event that the business changes in nature or size. The contents of this policy will also be included in our internal auditing process (see *Quality Manual*). In addition to this, reviews of risk and COSHH assessments will be reviewed as part of our Site Supervision programme.