



Health and Safety Policy
for
SAFESEC LTD

Prepared by
WESTMINSTER COMPLIANCE LLP

This is the current Health and Safety Policy of SafeSec Ltd

Signed: _____ **(Director)**

Name: _____

Date: _____



Policy Issue Number	Reason for amendment	Page No	Date
1	Update of Job Titles	Throughout	14.04.2015

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HEALTH AND SAFETY POLICY STATEMENT
This Health and Safety Policy sets out our arrangements for ensuring good health and safety practice in the workplace in line with the Health and Safety at Work etc Act 1974 and all other relevant legislation

This is the Health and Safety Policy Statement of

SafeSec Ltd

Our statement of general policy is:

- **To provide adequate control of the health and safety risks arising from our activities**
- **To consult with employees on matters affecting their health and safety**
- **To provide and maintain safe plant and equipment**
- **To ensure safe handling and use of substances**
- **To provide information, instruction and supervision for employees**
- **To ensure all employees are competent to undertake their work**
- **To provide employees with adequate training**
- **To prevent accidents and causes of work-related ill health as far as is reasonably practicable**
- **To maintain safe and healthy working conditions**
- **To review and revise this Policy at regular intervals and when there is a major change in circumstances e.g. expansion of SafeSec Ltd’s operations, purchase of new equipment etc**

Signed:

Name:

Position:

Date:

Issue number:



WORK ACTIVITIES

Providing Security, Access Control, Time and Attendance and associated services to Rail, Mass Transit and Infrastructure Projects

RESPONSIBILITIES

Overall and final responsibility for Health and Safety at **SafeSec Ltd** is that of The CEO.

Day to day responsibility for ensuring this policy is put into practice is delegated to the nominated **Competent Person: Peter Hart, Operations Director**. He is required to do all that is reasonably practicable to meet the health and safety standards laid down in this policy and in legislation. **Peter Hart** is responsible for the implementation and carrying out of this policy under the guidance of **Westminster Compliance LLP** (*subject to contract*).

If **Peter Hart** is absent **Martin Jackson, CEO** will deputise.

SafeSec Ltd work is undertaken on site by teams of operatives. On site health and safety is therefore the responsibility of the senior member of the team as appointed by **Peter Hart** or **Martin Jackson, CEO**.

* * * * *

- All employees must:**
- co-operate with the **Operations Director** and/or **CEO** on health and safety matters
 - not interfere with anything provided to safeguard their health and safety
 - take reasonable care of his or her own health and safety
 - report all health and safety concerns to an appropriate person i.e. any of those named above: **Operations Director** or **CEO**

RISK ASSESSMENTS

All work activities undertaken by **SafeSec Ltd** are subject to a Risk Assessment. These are undertaken by **Peter Hart, Operations Director** and the findings are reported to all employees. Where Risk Assessments are undertaken on operations, a Safe Method of Work statement is produced as a result and passed to the employees concerned.

Actions required to remove and/or control risks will be approved by **Peter Hart** who will ensure that these actions are implemented. At present, due to the relatively small number of employees, communicating the findings of Risk Assessments and implementation of the resultant actions is straightforward: **Peter Hart** and employees meet regularly and are updated on Health and Safety matters. Health and Safety is a standing agenda item at the weekly management meetings. These methods of communicating will be reviewed if the Company increases in size, or if another layer of supervision is introduced.

All employees have responsibility to report any concerns about the effectiveness of Risk Assessment findings and are encouraged to inform **Peter Hart** or his deputy of any improvements or corrections they think could be made.

All Risk Assessments will be reviewed every twelve months or when work activities change in any way. The Register of Risk Assessments is kept in the Health and Safety file in the office and is available to all employees at all times.

CONSULTATION WITH EMPLOYEES

SafeSec Ltd consults with all its employees on matters of Health and Safety.

Consultation is provided by **Peter Hart, Operations Director** who ensures all employees receive full and relevant information. He listens to and takes into account what employees have to say before taking any Health and Safety decisions.

Health and Safety is a standing agenda item at **weekly management** meetings. Employees are encouraged to raise any issues concerning Health and Safety at these meetings.

At present, due to the relatively small number of employees, consulting on Health and Safety matters is straightforward and there is no need for employees to nominate representatives. However, this position will be reviewed if the company increases in size or another layer of supervision is introduced.

SAFE EQUIPMENT

Overall responsibility for the provision of safe vehicles and equipment lies with **Peter Hart, Operations Director**. All employees have responsibility for reporting any faults, breakages or other concerns with the vehicles and equipment they use.

The procedure for selection, usage, inspection and maintenance of equipment is as follows:

1. Each **contract** is assessed separately and the safest method of working selected prior to commencement of the work. Items of equipment are compared and selection of which to use is made on the basis of suitability and safety.
2. All **SafeSec Ltd** equipment is inspected regularly. In addition, employees undertake checks of all items immediately before and after usage and any faults are reported straightaway. Faulty equipment is removed and sent for repair. This ensures that all equipment is safe to use.
3. All equipment is regularly maintained. Items with particular technical requirements are maintained by a suitably qualified person. Should any faults occur the item will be immediately taken out of commission until repaired and checked.
4. All employees are trained in the safe use of equipment and **SafeSec Ltd** always follows the manufacturer's instructions for each individual item.
5. All equipment is stored safely when not in use, either in locked vehicles or at **SafeSec Ltd's** own secure premises.
6. All portable electrical equipment e.g. computers, printers, kettle etc is subject to regular Portable Appliance Testing by a suitably qualified electrician. Records of these tests are kept in the office. **Peter Hart, Operations Director** and **nominated Competent Person** has responsibility for arranging these tests, acting on their findings and for keeping the records.

INFORMATION, INSTRUCTION AND SUPERVISION

The Health and Safety Law poster is displayed at **SafeSec Ltd's** premises.

Health and Safety advice is available from **Peter Hart, Operations Director** and **nominated Competent Person** and from Westminster Compliance LLP on 020 3411 7888 (*subject to contract*).

The Company does not employ anyone under the age of 18.

This Health and Safety Policy is available to all employees at any time. In addition, the Registers of Risk and CoSHH Assessments are available to all employees at any time.

All employees receive Health and Safety Induction training before taking up work at **SafeSec Ltd** and annual refresher training thereafter.

New employees are closely monitored on site by either **Peter Hart, Operations Director** or the **on-site Team Leader** until they have completed their initial trial work period (the length of which depends upon experience and references). **Peter Hart** or the **on-site Team Leader** must be satisfied that they are competent to undertake the tasks assigned to them.

See also page **10** which has the Company's policy for employee training.

COMPETENCY FOR TASKS AND TRAINING

Health and safety induction training is provided for all employees. **Westminster Compliance LLP** is retained as **SafeSec Ltd's** Health and Safety advisor and provides training on request (*subject to contract*).

All **SafeSec Ltd's** employees speak English. Should the Company take on employees who do not speak English well **Peter Hart, Operations Director** will arrange for the employees in question to receive copies of all relevant Health and Safety documentation translated into their own language and for an interpreter to be present at all training sessions.

In addition, all employees receive annual Health and Safety refresher training and additional Health and Safety training if circumstances change e.g.

- new equipment is purchased
- the Company expands its operations
- the Company changes its organisational structure

This list is not exhaustive.

Job-specific training is provided by **Peter Hart, Operations Director**.

Employees are encouraged to request additional Health and Safety training if they feel it is necessary for them to undertake their work safely.

Training records for all employees are kept by **Peter Hart, Operations Director**. He also has responsibility for identifying, arranging and monitoring all training.

ACCIDENTS, FIRST AID AND WORK-RELATED HEALTH

Health Surveillance

Health surveillance for employees is not generally required as none of the work undertaken by **SafeSec Ltd** is especially hazardous according to the Risk or COSHH Assessments. However, should any of the work activities change, or the Company undertake any one-off jobs which could potentially cause harm to employees the following arrangements will be implemented:

- **Peter Hart, Operations Director** will inform the employees of the need for instituting appropriate health surveillance. He will also keep copies of the health surveillance records at the Company's office.

Accidents and First Aid

All vehicles carry a first aid box which is kept fully stocked and is replenished when necessary.

The majority of Company staff (approximately 70%) are trained First Aiders.

An appropriately-stocked First Aid box is kept at the Company premises in Reception. There are First Aid boxes provided on every site where the Company works, the locations of which are clearly signed. **Peter Hart** is responsible for ensuring that the First Aid boxes are well-stocked and replenished when stock is out of date or has been used.

All accidents, dangerous occurrences and cases of work-related ill health are recorded on the Accident and Near Miss Report Form and the associated Investigation Form which are retained by **Peter Hart**. These forms record details of the incident, the remedial measures taken at the time and the implementation of any training or other identified actions which may be required as a result.

RIDDOR

Serious accidents, cases of work-related ill-health and serious 'near misses' must be reported to the HSE in line with RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013). Such incidents must be reported online: go to <http://www.hse.gov.uk/riddor/report.htm>.

Fatal and major injuries ONLY can be reported by calling the Incident Contact Centre (ICC) on **0845 300 99 23** (local rate) on Monday to Friday 8:30am to 5:00pm.

Out of hours reporting is only required for the following:

- following a work-related death

The logo for SAFESEC, featuring the word "SAFESEC" in a bold, white, sans-serif font. The text is set against a black rectangular background with a thin red border. A small "TM" trademark symbol is located at the bottom right corner of the black box.

- following a serious incident where there have been multiple casualties
- following an incident which has caused major disruption such as the evacuation of people, closure of roads, large numbers of people going to hospital etc.

If your incident fits these descriptions ring the duty officer on **0151 922 9235**.

MONITORING

To check **SafeSec Ltd's** working conditions and ensure that safe working practices are being followed, the following monitoring procedures are undertaken:

- unannounced spot checks
- analysis of accident reports to determine whether there are any trends, patterns or failures in training, instructions etc
- employees informed of any failure in health and safety procedures and steps put in place to prevent a recurrence e.g. re-training, amending the Health and Safety policy or any other appropriate action.
- a full annual Health and Safety audit

Peter Hart, Operations Director is responsible for investigating, or arranging the investigation of, accidents, dangerous occurrences and work-related causes of absence.

Peter Hart, Operations Director is responsible for acting upon the findings of any investigations in order to prevent a recurrence.

EMERGENCY PROCEDURES – FIRE AND EVACUATION

Peter Hart, Operations Director has responsibility for ensuring that a fire risk assessment is undertaken on all **SafeSec Ltd's** work activities.

Smoking is not permitted at any time *on any* site.

All vehicles are equipped with correctly maintained fire extinguishers and employees are trained in their use.

The great majority of activities undertaken by **SafeSec Ltd** are on site and outdoors, so the risk of fire is minimal. Neither is the work itself inherently dangerous or considered a fire risk.

SafeSec Ltd's office is equipped with correctly maintained fire extinguishers and employees are trained in their use. **Dela Fire Security Ltd** is responsible for the provision and maintenance of these extinguishers and can be contacted on 01795 844991.

Peter Hart is responsible for ensuring that the premises are kept tidy to avoid the build up of combustible materials.

Peter Hart is also responsible for arranging the testing of all fire alarms, fire escapes, fire doors and smoke detectors on a regular basis.

Peter Hart ,undertakes fire drills every monthly. He records the results of the drill, identifies any problems and takes steps to rectify these problems.

Records of all tests, emergency drills etc are kept in the company Fire Safety Log Book by **Peter Hart, Operations Director**.

All site staff receive fire safety training as part of their site induction training. In addition, the majority of employees have received Fire Marshall training.

WORKING ALONE

SafeSec Ltd staff often work alone and on a variety of sites. "Working Alone" is subject to a company risk assessment and all employees who work by themselves are instructed in how to ensure their own personal safety.

All employees carry a mobile phone. The location of all employees is always known to the **Operations Director**. The Company has a "Lone Worker Check Call System" established which is used to ensure the safety of the employee as far as possible.

The system includes:

- agreeing a time for the completion of work and checking that the employee has finished work at such a time
- regular contact (e.g. by mobile phone) at agreed intervals to check on the safety of the employee