



HEALTH AND SAFETY POLICY MANUAL

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HEALTH AND SAFETY POLICY STATEMENT

PART 1 . STATEMENT OF INTENT

The following policy statement on health and safety fulfils the requirement of section 2(3) of the Health and Safety at Work Etc Act 1974, and succeeds completely all previous policies or statements.

The board of Directors of **Securteam Limited** considers the health and safety of all its staff, customers and contractors to be of great importance.

The board of Directors therefore through its managers and supervisors at all levels has a responsibility to ensure, as far as reasonably practicable within the meaning of the act, the health and safety of all its employees, whilst at work, members of the public and contractors whilst on its premises and other premises to which it is assigned.

OBJECTIVES

In accepting responsibility we will, so far as reasonably practicable, extend that duty in relation to

- ❑ The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health
- ❑ Have arrangements for ensuring, so far as reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage, and transport of articles and substances
- ❑ The provision of such information, instruction, training and supervision as is necessary to ensure, so far as reasonably practicable, the health and safety at work of all its employees
- ❑ So far as reasonably practicable as regards any place of work under the employers control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks
- ❑ The provision and maintenance of a working environment for his employees that is, as far as reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work
- ❑ Carrying out, as far as reasonably practicable, health surveillance on their employees
- ❑ The provision of risk assessments with revues as far as reasonably practicable.

To ensure that this policy is effective the company will

- ❑ Review it annually, or on any significant changes in 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.

SAFETY RESPONSIBILITIES AND DUTIES

The levels of responsibility and authority for health and safety within the company will be determined as follows

- ❑ Overall responsibility for health and safety at work will rest with the Managing Director
- ❑ The directors have designated the managing director to be responsible for the management and implementation of health and safety procedures.
- ❑ At department level, the responsibility will be given to managers and supervisors for
 - Implementation of this policy within their own area and to bring it to the attention of their employees
 - Ensure all new staff are properly inducted into the organisation, which will include an awareness of all precautions and procedures applicable to the job, and the emergency procedures
 - Make sure that no person is permitted to work at any kind of machinery or hazardous task unless he or she has been properly and fully instructed in the use of such equipment
 - Ensure that all staff are aware of the location of all fire fighting equipment and alarm call points at their particular location and their operation
 - Ensuring that any responsibilities delegated to subordinate staff are clearly identified
 - Make sure that access to the premises by customers or other members of the general public is strictly limited to safe areas.

EMPLOYEES RESPONSIBILITIES

- ❑ It is the responsibility of each employee to take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work.
- ❑ Employees must co-operate with others in the company to fulfil our statutory duties
- ❑ Employees must not interfere with, misuse or wilfully damage, anything provided in the interest of health and safety
- ❑ Every employee must use the safety equipment or clothing in a proper manner and for the purpose intended
- ❑ Every employee must work in accordance with any health and safety instruction or training that has been given.
- ❑ No employee may undertake any task for which they have not been authorised for and for which they are not adequately trained
- ❑ Every employee is required to bring to the attention of a responsible person any perceived shortcoming in the safety arrangements
- ❑ All employees have a duty to familiarise themselves with this policy

CONTRACTORS

- ❑ All contractors working for the company are required to comply with the appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring the work is carried out in a safe manner.

CONSULTATION AND TRAINING

- ❑ The managing director is committed to involving employees at all levels in the maintenance of health and safety standards and to provide them with adequate information, instruction and training.

ENVIRONMENTAL POLICY

Securteam Limited policy on environmental issues is, in the most part, driven by our customers. It is our practice to work with our customer's environmental policy framework, as our operations may occur on customer premises.

As an organisation, we communicate care for the environment and encourage all conduct amongst staff and sub-contractors that promotes this, this in practical terms means

- ❑ Selected vehicle categories that are fuel efficient
- ❑ Use of paperless communication through E-mail
- ❑ All paper and ink cartridges go for re-cycling

We will continue to seek ways to protect the environment, our customers and staff during the course of our business.

Last Review: 26 July 2010

Position: Director

PART 2

ACCIDENT REPORTING POLICY

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 1995. 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 is responsible for reporting all notifiable accidents to the enforcing authority

Employees must report all injuries to their supervisor/ line manager immediately after treatment.

The accident must be fully completed for all injuries incurred at work, how ever 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 entry, then that entry must be made by their manager, first-aider or nominated person

Following any accident of any severity that requires treatment, the employee's manager will notify the company representative who will

- ❑ Complete an accident investigation report
- ❑ Notify the enforcing authority, if the accident is reportable

Following any accident of any severity that requires treatment, the employee's supervisor/line manager 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 non-employee's, e.g. Contractors, if the injury takes place on our premises 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.

Last Review: 26 July 2010

Position: Director

ACCIDENT INVESTIGATION POLICY

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

Employee's should be aware that health and safety enforcement officers 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.

HIV AND OTHER BLOOD BORNE DISEASES POLICY

We recognise that some of our employee's may be concerned about HIV and other blood borne diseases, such as Hepatitis B, in our work place

We will carry out risk assessments for potential exposure to blood borne diseases, and implement any control measures necessary to protect our employee's

The risk of contracting a blood borne disease is low, however staff should take the following action

- Keep all wounds covered
- If there is a spillage of blood, do not touch it.
- Injuries must only be treated by a qualified first-aider

All first aiders should keep disposable protective gloves and protective resuscitation aid close to hand.

Employee's suffering from HIV are not obliged to report their condition to the employer. Employee's found to be suffering from HIV infection or AIDS will not be treated differently from other employee's

The fact that an employee is suffering from HIV infection or AIDS will not be communicated to other employee's without the suffers consent.

Last Review: 26 July 2010

Position: Director

OCCUPATIONAL ILL-HEALTH POLICY

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR) require us to report certain diseases to the enforcing authority.

Supervisors/line managers will provide their staff with information on any occupational disease associated with their work activity, where relevant.

Any employee who notices any of the symptoms of, or is diagnosed by a doctor as having, any relevant disease must report this to their supervisor/line manager as soon as possible.

We will take all reasonably practicable measures to prevent our employees from contracting any occupational disease.

If an occupational disease is contracted, wherever possible we will take steps to protect the employee against further exposure while keeping them in their normal job. If this is not possible, we will try to offer the employee suitable alternative work.

Not reporting an occupational disease associated with your work activity is a disciplinary offence.

In some cases, we may have to suspend employee's to protect their health. This will only be done after all other alternatives have been considered but are not reasonably practicable.

Managers and supervisors must report any occurrences of occupational diseases to the company representative. The representative will report all cases of reportable diseases to the enforcing authority

Last Review: 26 July 2010

Position: Director

TEMPORARY WORKERS POLICY

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 apply to the health and safety of temporary workers employed in our business.

Except where the temporary worker is retained for short periods (e.g. one day or less), they will be given comprehensible information on the risks to their health and safety, including an induction covering the hazards of the business, emergency procedures and the management controls for those risks.

Temporary employee's will be exposed to the complete range of risks to which other employee's are exposed. They will be unfamiliar with many of the procedures and will need extra supervision for a period of their induction.

Where the temporary worker is retained only for short periods they will be given information on emergency procedures, and will be continually supervised.

CONTRACTORS POLICY

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 impose duties to safe guard the health and safety of those who are not in our employment, but who may be affected by our business activities.

We will endeavour to employ only competent contractors, who will be selected according to our specifications.

SHIFT WORKERS POLICY

The Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992 apply to the safety of shift workers

Staff who work alone must follow the systems set up for reporting regularly to a designated person or control room. Full details must be recorded of the night worker on the appropriate form.

Last Review: 26 July 2010

Position: Director

PERIPATETIC WORKERS POLICY

The Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992, and the Workplace (Health, Safety and Welfare) Regulations 1992 apply to our employee's who visit other premises in the course of their work (peripatetic workers).

We recognise that this work is carried out in places that are not under our direct control. We will provide additional measures, such as information, instruction and training, to ensure their safety on the premises of others.

Where any of our employee's are on other premises for anything other than short periods, we will ensure that those in control of the premises are aware of the proposed activities of our employee's by means of risk assessment.

We will obtain a risk assessment from the person in control of visited premises, covering any of their activities that may affect our employee's.

No peripatetic worker will be expected to work on premises of others without being advised of the hazards they may have to deal with.

Workers on clients premises must conform to all their arrangements for fire, security and liaison, such as signing the visitors book, observing no smoking areas and reporting to specific managers before starting or leaving work or moving to a different area.

ALCOHOL AND DRUG ABUSE POLICY

Alcohol and drug abuse have serious implications for users and for their work, particularly with hazardous situations.

No alcohol can be consumed on the premises at any time.

Anyone found taking drugs on the premises is guilty of gross misconduct and will be disciplined accordingly

Anyone found to be intoxicated by alcohol or drugs on the premises will be removed, guilty of gross misconduct and disciplined accordingly.

Last Review: 26 July 2010

Position: Director

DISPLAY SCREEN EQUIPMENT (DSE) POLICY

The Health and Safety (Display Screen Equipment) Regulations 1992 apply to work with DSE.

Display screen operators may suffer from postural difficulties and visual fatigue, in addition to the other hazards of the workplace, such as tripping over cables or carpets, lifting injuries picking up boxes of paper, etc. Although DSE's produce some radiation, the levels produced are no more than those from the environment in many areas.

Postural hazards result from poor ergonomics and working environment. The following may produce fatigue related conditions.

- Sitting in an immobile position for long periods
- High rates of repetitive finger movements, with the wrists bent
- Poor circulation to the legs
- Pressure from the seat/chair upon the thighs

Visual fatigue may result from the following

- Poor screen display, such as low contrast or flickering
- High levels of ambient light compared to the screen display
- Reflections or glare

These can produce eye strain, headaches or other related symptoms

It is our policy to exceed, where possible, the minimum health and safety requirements of the law. We aim to provide a working environment that is both comfortable and maximises the effectiveness of employee's. Although the regulations only apply to DSE users or operators, we will try to apply the principles to all DSE workstations regardless of the category of user.

In order to achieve our goals, we will put in place arrangements and procedures for the assessment of risks from the DSE use. The risk assessment will be followed by the provision, maintenance and monitoring of appropriate control measures to minimise any risks identified.

Responsibility for implementing this policy lies with the managing director, who will delegate this function

Last Review: 26 July 2010

Position: Director

INDOOR ENVIRONMENT POLICY

The Workplace (Health, Safety and Welfare) Regulations 1992 govern the health and safety of our indoor working environment.

Where reasonable, we will adapt the premises and facilities to those employee's with disabilities.

It is our policy to exceed the minimum health and safety requirements of the law and to provide a working environment that is both comfortable and that maximises the effectiveness of employee's.

In order to achieve this, we will put in place arrangements for the assessment of risks from the working environment and provide, maintain and monitor appropriate control measures to minimise the risks identified.

Employee's are reminded that they have a legal obligation under regulation 12(2) of the Management of Health and Safety at Work Regulations 1992 to inform their supervisor/line manager of situations where they see serious imminent danger to health and safety, or any matters where they see a shortcoming in our arrangements for managing health and safety.

MANUAL HANDLING POLICY

The Manual Handling Operations Regulations 1992 apply to work activities

In consideration to their special needs, we will take additional measures to secure the safety of pregnant or nursing mothers, including modifying our manual handling risk assessments.

Manual handling operations will be assessed for all activities for any loads other than those, which are clearly not significant. Manual handling operations in areas or under conditions that may alter the risk will be assessed.

Last Review: 26 July 2010

Position: Director

PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

The Personal Protective Equipment at Work Regulations 1992 apply to some of our work activities.

Personal protective equipment (PPE) will only be used where it is not reasonably practicable to modify the activity, the process, or the method of work to prevent risk. This is because it protects only the wearer, so others who may enter the zone of hazard without PPE will be at risk.

Specific assessments to comply with the Personal Protective Equipment at Work Regulations 1992 will be carried out by the company representative.

For all activities requiring the use of PPE, a record will be kept of the protective equipment, the operations and the personnel involved.

The supervisor /line manager for each area requiring PPE will keep a list of activities that are identified by risk assessments.

All PPE required by the risk assessment for the activity will be provided without charge, as required by law.

All activities requiring the use of PPE will be monitored and any item found unsuitable or damaged will be replaced as necessary.

Employee's must report loss or damage in PPE to their supervisor/ line manager as soon as practicable and safe to do so. Those who fail to do so may be the subject of disciplinary action.

In view of the importance of PPE as a last resort against hazards, employee's are required by the business and by law to use PPE for the activities specified in our risk assessments. Repeated failure to do so may be considered as gross misconduct.

Last Review: 26 July 2010

Position: Director

POLICY STATEMENT ON RISK ASSESSMENT

We will carry out suitable and sufficient assessments of the risks to the health and safety of our employees and to others who might be affected by our work activities, in compliance with the Management of Health and Safety at Work Regulations 1992. To ensure this happens we will:

Identify all hazards with a potential to cause harm to our employees and others who may be affected by our business.

Evaluate the probability and severity of potential injury or damage.

Where we identify a risk of serious or imminent danger:

-establish appropriate procedures for controlling exposure to this special risk, including the stopping and resumption of work.

-nominate sufficient competent persons to implement the procedure for evacuation from the premises and restrict access to the danger area for all who have not received adequate instruction.

Analyse the options for eliminating, reducing or controlling the identified risk areas and then take the appropriate action.

Review the assessments periodically and particularly where they may no longer be valid or where there has been a significant change in work activities, processes etc.

Keep records in writing, or electronic form, of the significant findings of risk assessments and identify employees who may be especially at risk.

Provide appropriate health surveillance where there is an identifiable disease or potential adverse health condition related to our work.

Appoint competent person(s) to assist us in complying with our statutory duties for health and safety.

Provide our employees and employees of other employers working on our premises with comprehensive and relevant information on risks, preventative and proactive measures, emergency procedures and competent persons.

In addition to the above it is our policy to carry out specific risk assessments in accordance with other regulations and codes of practice, as detailed in our arrangements section of the full safety policy.

Last Review: 26 July 2010