

SECURITAY LIMITED

HEALTH AND SAFETY & WELFARE AT WORK

Declaration of Intent

Securitay Limited regards the promotion of health and safety measures as a mutual objective for Management and employees at all levels. In addition to the company Health & Safety Policy. Securitay Limited will do all that is reasonable and practicable to prevent personal injury, damage to property and to protect from foreseeable work hazards, its employees, customers and others, including the public, in so far as they come into contact with Securitay Limited or its services.

In following this Policy Securitay Limited, so far as is reasonable and practicable:

- Provide and maintain safe and healthy working conditions in compliance with all Statutory provisions.
- Provide training, instruction and supervision as necessary to enable employees to perform their tasks safely and efficiently.
- Make available any necessary safety device and personal protective equipment.
- Maintain a constant and continuing interest in health and safety.

Managers and supervisors at all levels have a responsibility for the direct implementation of this Policy within their specific area of control.

Employees have a duty to co-operate in the operation of this Policy by working safely and complying with Securitay Limited procedures, reporting any situation that appears dangerous, reporting all incidents causing/potentially causing damage or injury and making full and proper use of safety equipment provided by Securitay Limited and/or its customers.

The company will not undertake any disciplinary action against employees who refuse to undertake work on reasonable grounds of hazard to their health and safety.

A number of Securitay Limited procedures exist to complement and further clarify points within this statement.

This Policy will be reviewed and if necessary revised should there be legislative or organisational changes within Securitay Limited. To ensure this, the Policy will be revised annually by Securitay Limited, with regular audits to ensure validity and adherence to the policy.

Induction of Staff

All Securitay Limited staff undergo health & safety training as part of their basic training in addition the company provides an induction process.

SECURITAY LIMITED

Health & Safety

Securitay Limited is committed to ensuring the health and safety of all who are affected by our business activities, whether it be employees, contractors, customers or the general public. Health & Safety is included as an agenda item in Securitay Limited Management Meetings to ensure that a focus is maintained on matters related to it.

Employees undertake an in depth health and safety induction when first deployed on site. The induction is structured to the individuals work activity. This typically encompasses such topics as:

- Display screen equipment (DSE)
- Accident/incident reporting
- First Aid Requirements
- Fire Emergency
- Evacuation Procedures

On site guards receive additional instruction in areas such as:

- Access and Egress control
- Lone Working
- Radio Frequency (RF)
- Vehicle Safety
- Security awareness
- Accident / Incident Reporting
- First Aid Requirements
- Fire Emergency/Evacuation Procedures
- Reporting of Environmental Hazards

In addition to the initial health & safety induction awareness is maintained by communication to all employees of changes to the company health and safety arrangements. These may be driven by company identified improvements , new/changing legislation, etc.

Suitable refresher training is provided where necessary to ensure that employee awareness / competence is maintained.

All of the Securitay Limited's Health & Safety Arrangements are located in the company head office for all employees to view



Richard Jennings
Deputy Managing Director
17th January 2019

SECURITAY H&S RESPONSIBILITIES CHART

Health and Safety: who is responsible for what ? What you need to know about the Securitay Health and Safety Policy.	
MANAGING DIRECTOR	<p>Managing Director to be responsible for the establishment implementation of and compliance to H&S policies and procedures Take interest and publicly support H&S policies and procedures delegate the day to day implementation of H&S to the HR Manager</p>
DEPUTY MANAGING DIRECTOR	<p>Deputy Managing Director to:</p> <ul style="list-style-type: none"> •Evaluate and respond appropriately to all H&S related communication and publications. •Maintain a central register of all relevant documents and official notices. •Maintain the profile of Health & Safety with Committee meetings and other forums, for the transfer of information. <p>Information and Consultation</p> <ul style="list-style-type: none"> •The company's health & safety procedures and risk assessment s are documented and located at relevant workplaces. All employee's may have access to this information. •Updates to systems & procedures will be communicated to all staff by appropriate means. •Employees will be consulted on matters relating to H&S affecting their work place. •Liaison with recognised unions / Staff Association will be maintained as necessary.
HRMANAGER	<p>Human Resources Manager to</p> <ul style="list-style-type: none"> •Monitor, control, recommend and report on H&S matters to the Deputy .MD. •Continually review the responsibility of the H&S Manager. •Form and revise where necessary, the H&S policy statement. •Ensure competent persons are appointed to advise on H&S matters. •Ensure the adequate provision of resources to meet H&S Requirements •Ensure competent persons are appointed to advise on H&S Matters. •Ensure adequate provision of resources to meet H&S requirements •To understand the statutory regulations relevant to your area of responsibility •Ensure your team implement company H&S policies and procedures. •Ensure your team members receive appropriate levels of training. •Ensure appropriate levels of resource are allocated to H&S matters •Consider the H&S implications of any changes to equipment, practices and procedures. •Continuously seek to improve H&S standards
H&S MANAGER OPERATIONS MANAGER	<p>Health & Safety Manager</p> <ul style="list-style-type: none"> •Provide expert advice to all levels of the organisation on Health, Safety and fire matters. •Develop and implement, in collabo ration with line management, appropriate policies and procedures to ensure all statutory requirements are complied with. •Communicate and co-ordinate a ll Health, Safety and Fire initiatives. •Ensure all statutory inspection and reporting requirements are complied with. •Ensure regular inspection and audit of premises and systems of work to ensure safe working cond itio ns. •Monitor, assess and report on H&S standard s to the HR

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MANAGERS AND SUPERVISORS	<p>Manager / Supervisor Understand and implement all H&S policies and procedures relevant to your area of responsibility.</p> <ul style="list-style-type: none"> •Ensure new employees are given induction training to include emergency , first aid and accident reporting procedures. •Ensure adequate supervision is available at all times. •Be responsible for good housekeeping and ensure that all defects and unsafe conditions are promptly reported and rectified. •Ensure safe systems of work are complied with at all times. •Report any H&S issues to your Line Manager or the H&S Manager. •Identify, manage and communicate, by means of the risk assessment process, hazards associated with your working environment. •Carry out any H&S assessments, audits and inspections when required.
EMPLOYEES	<p>ALL EMPLOYEES Make yourself familiar with, and conform to the H&S policy and procedures at all times.</p> <ul style="list-style-type: none"> •Take care of your own H&S and that of your colleagues. •Follow instructions given by those responsible for H&S. •Report all hazards immediately to your line manager. •Report all accidents and damage to their Control Room. •Don't misuse or interfere with any safety equipment. •Never put yourself in a situation that could cause injury to yourself or others. •Inform any visitor / contractor under your control of emergency procedures and relevant hazards.
VISITORS	<p>Visitors/ Contractors</p> <ul style="list-style-type: none"> • Comply with the H&S policy and procedures and any instructions given by those responsible for H&S. • Not to work on premises until satisfactory evidence of public liability insurance cover, and any other H&S related documentation requested by the company has been provided.

Health and Safety Policy Statement

This organisation is committed to ensuring the health , safety and welfare of its employees, so far as is reasonably practicable. The Company fully accepts its responsibility for other persons who may be affected by its activities. The Company will take steps to ensure that its statutory duties are met at all times. Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities. It is the duty of the management to ensure that all processes and systems for work are designed to take account of health and safety and are properly supervised at all times. Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety. Employees must co-operate with the Company to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from employees at all levels of the organisation. Each individual has a legal obligation to take reasonable care for his or her acts or omissions. Full details of the organisation and arrangements for health and safety will be set out in separate documents. This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes. The company is fully committed to continual improvement of Health and Safety standards with regards to quality and service delivery.

Richard Jennings Deputy Managing Director



17th January 2019