

WARD SECURITY

P13. Health and Safety at Work Policy

Health & Safety Policy Statement

Ward Security will adhere to the following Health and Safety Policy as far as it is reasonably practicable, in accordance with the Health and Safety at Work Act 1974. Ward Security have a commitment to;

1. Provide and maintain a safe place of work.
2. Provide systems and procedures for work which are safe.
3. Provide and maintain equipment and plant in a safe state.
4. Regularly monitor our performance and revise our Health and Safety Management System as necessary to ensure we achieve our objective of continuous improvement.
5. Make arrangements to ensure the absence of risks to health in connection with the use, transport, storage and handling of articles and substances.
6. Maintain any work place under Ward Security or the Clients control in a safe condition and to ensure that all entrances and exits from the work place are safe.
7. Agree on, and provide, a framework for setting company OH&S objectives
8. Fulfil our OH&S related legal obligations and other requirements
9. Work in close co-operation with a responsible person from any leasing company engaged to ensure a safe environment for staff and visitors so as to exclude foreseeable risks including the prevention of damage to property which in turn may present a hazard to others.
10. Provide any necessary training and supervision to ensure the health and safety at work of employees, and to allocate sufficient resources (financial and human) to ensure that this policy is adhered in full.
11. Provide and maintain a working environment for employees which is safe and without risk to health and is adequate regarding facilities and arrangement for their welfare at work.
12. Regularly reminding employees that whilst at work they have a personal responsibility to take reasonable care for the health and safety of him/herself and other persons who may be affected by Section 7 of the Health and Safety at Work Act 1974
13. Communicate a copy of this statement to all Ward Security Personnel.
14. Direct employees to fulfil their responsibility where working in, or visiting premises under the control of, Ward Security not to endanger the health and safety of other personnel through carelessness or reckless behaviour.
15. Direct employees to fulfil their responsibility to co-operate with their direct line manager and/or client site representative to achieve a healthy and safe workplace and to take reasonable care of themselves and others who may be affected by their acts or omissions at work.

The person responsible for carrying out the Company's Health and Safety policy is the Managing Director.

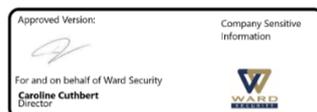
The policy will be reviewed annually to reflect any changes in responsibility or procedure.



Signed

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Section B – Responsibilities

1. Managing Director

The **Managing Director's** health and safety responsibilities are to ensure that:

- They understand the company's health and safety policy, their role and all decisions that reflect the health and safety intentions; as articulated in the health and safety policy statement.
- The policy is effectively implemented, monitored, developed and communicated to all staff and that necessary alterations are made to the policy to reflect changes in legislation or company development.
- Suitable and sufficient funds, people and equipment are made available to meet the health and safety requirements of the policy.
- The appropriate insurance cover is provided and maintained.
- They take responsibility for ensuring that the workforce is kept informed of relevant health and safety issues and arrangements within the company.
- Procedures are put in place to ensure that all accidents and incidents are correctly reported and recorded, and that action is taken to prevent a recurrence of the accident or incident.
- Procedures are put in place to ensure that written instructions are provided to establish safe working practices.
- Health and safety policies are developed and followed by all.
- Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision for new and young persons (under the age of 18 years).
- Safety training requirements are identified for all members of staff under their control to ensure that employees are competent to undertake their work in a safe manner.

2. Health & Safety Officer

The Health & Safety Officer's responsibilities include;

- To act as a source of competent advice to the company on health & safety issues.
 - To ensure adequate and sufficient risk assessments are undertaken and recommendations are made for improvements are carried out.
 - In conjunction with the Account Managers & Operations Managers, to ensure that all risk assessments are reviewed regularly.
 - Plan, organise, develop and implement any required health and safety training.
 - Ensure through discussion and implementation of policy that health and safety issues are taken seriously by other members of staff and that adequate time is given to supervision.
 - Ensure all accidents are thoroughly investigated to identify the root causes and generate recommendations to reduce or eliminate significant future risks.
 - Ensure that regular audits & reviews of the Health & Safety Management System are carried out.

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- Ensure that key health and safety performance indicators are produced and reported.
- The company has in place a nominated 'competent person' who will act as a source of competent health & safety advice to the company.
- Overall responsibility for health and safety rests with the Board of Directors.

3.0 Regional Operational Management

It is the responsibility of Regional Operational Management to ensure that;

- All staff working at assignments are made aware of any potential hazards of their jobs and how to avoid them where is reasonably practicable and within the perimeters of their training.
- Ensuring that all staff understand and comply with the safety rules for their area of work
- Identify training needs of individuals and ensuring participation in relevant courses
- Ensuring that all accidents, near misses and incidents at their sites are reported in accordance with company procedures & any subsequent accident investigations are carried out in accordance with company policies.
- Ensuring that all Health and Safety concerns are reported to themselves or an appointed nominee in order that improvements can be made where reasonably practicable.
- Identifying substances and equipment used in their own area which are potentially hazardous to health, seeking advice when uncertain, and notifying the Health & Safety Officer so an adequate assessment can be made.
- Ensuring in co-operation with the Health & Safety Officer or other appointed nominees that all new work practices are safe and comply with any relevant health and safety legislation or Approved Codes of Practice (ACOP's) which may be relevant to the work practices.
- Ensuring that all staff comply with safety rules and report any necessary defects immediately in order that these defects may be rectified at the earliest opportunity where is reasonably practicable. In the event of any defects not being rectifiable an assessment made of the extent and effect on its effects on people and the locale.

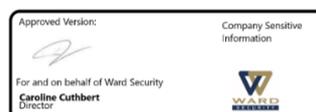
4.0 Employees

All employees will be issued with a copy of Ward Security Health and Safety Policy and are required to follow the procedures laid down in the policy. Failure to do so could constitute a breach of UK legislation & may result in disciplinary procedures. All employees have a general responsibility to:

- Maintain their work area in a clean and tidy condition and free from any unnecessary risk.
- Check before using that any equipment, tools, safety devices and protective clothing (if issued or required) are in good condition; are as specified as suitable for the task or purpose; and are used in accordance with manufacturer's instructions.
- Immediately report potential hazards to their Operations Manager or the client representative on site whilst taking appropriate steps to minimise the risks associated with the hazard in question.
- Reporting any breaches of the Health and Safety Policy that they may become aware of to their Line Manager, and the Client representative on site.
- Assist with undertaking a risk assessment prior to undertaking a new task or following a change to an existing area of work in tandem with the company Risk Assessor and/or nominated person qualified in the field of risk assessment.

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- Not endanger the health & safety of themselves others through careless or reckless behaviour.
- To co-operate with their Operations Manager or any other company or client representatives to ensure a safe & healthy workplace.

Section C – Health and Safety Arrangements

1. Reporting of Accidents, Dangerous Occurrences and Near Misses Accident Reporting Procedure

- 1.1 All accidents, dangerous occurrences, near misses and incidents, no matter how trivial are to be reported to the Company's (Ward Security) relevant Operations Managers.
- 1.2 In the event of an accident the employee is to immediately record the details of the accident in both the site accident book & also report the accident using the employee gateway.
- 1.3 Once the accident has been recorded the employee is to inform Control and their Operations Manager of the details of the accident by notifying them either by email or a telephone call.
- 1.4 If the accident is out of hours, then notify Control who will notify the Operations Manager's.
- 1.5 Once the Operations Manager has been notified of an accident they are to notify both their Associate Director & the company Health & Safety Officer. An accident investigation will then begin by the Associate Director & the Health & Safety Officer.

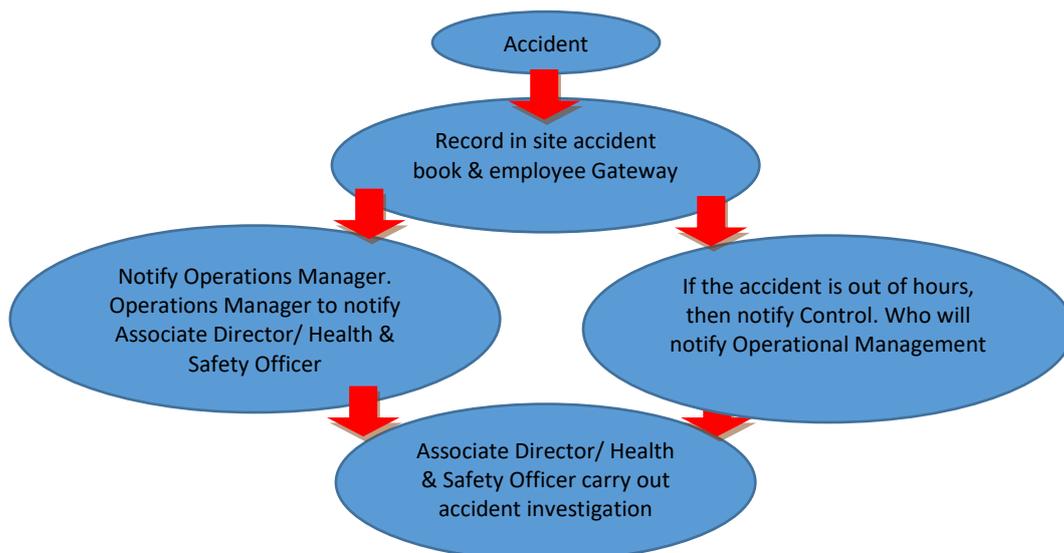


Diagram 1. Accident Reporting Procedure

- 1.6 In the event of a member of staff requiring first aid treatment as a result of an accident at work they should immediately contact the qualified first-aider for the site if there is one available, who may recommend further treatment.

Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)

- 1.6 Certain serious accidents and dangerous occurrences are required to be reported to the Health and Safety Executive (HSE) under the **Reporting of Injuries Diseases and Dangerous Occurrences Regulations**.
- 1.7 **2013 (RIDDOR)**. It is the responsibility of the Health & Safety Officer to report all RIDDOR reportable incidences to the HSE within the required time. Ward Security will have in place & maintain COP-25 Accident

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Investigation Procedure to ensure any qualifying incidences under RIDDOR are identified & reported appropriately.

In the event of a RIDDOR reportable incident a full report must be forwarded to the Managing Director.

A RIDDOR report is required only when:

- The accident is work-related.
- It results in an injury of a type which is reportable.

Examples of reportable injuries include;

- the death of any person
- any accidents which result in the employee being absent from work or unable to perform their normal duties for a period of more than seven days,
- any injury detailed on list of specified injuries under RIDDOR,
- any occupational disease as listed in regulation 8 of RIDDOR,
- any dangerous occurrence as listed in Schedule 2 of RIDDOR,
- any non-fatal injuries to members of the public which require treatment in hospital

2.0 Near Miss Procedure

Ward Security encourages the reporting of all near miss incidences. The recording of near misses is essential in the further prevention of accidents as near misses are situations which could have become accidents if one or two factors of the near miss had been slightly different.

A near miss can be defined as:

“An undesired event which could cause an accident.”

For example, a near miss could be if you slip on coffee that someone else has spilt but instead of falling and injuring yourself, you slip and remain on your feet, unscathed but perhaps a bit shaken.

Any near misses shall be reported using the 'Report a Near Miss' tool via the employee Gateway. The reporting of near misses is very important in the prevention of accidents.

3.0 First Aid

Ward Security shall ensure that as a minimum a fully stocked first aid kit is available at each security site.

Where there is a specific need according to Assignment Instructions relevant sites are to have a Security Officer that has a dated qualification in basic First Aid. An assessment of site first aid provision shall be made during the initial site risk assessment.

4.0 Fire

4.1 Fire Procedures at Assignments

Ward Security staff must adhere to the procedures within the Assignment Instructions for the site, also bearing in mind any update and additions that may have been made by the client.

An assessment of site-specific arrangements relating to fire will be made during the initial site-specific risk assessment & will be reviewed annually.

4.2 Fire Procedures at Ward Security Offices.

Ward Security shall ensure that where they maintain either permanent or temporary offices the following arrangements are made for each individual site;

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- That a specific fire risk assessment is carried out to assess the risk of fire & to recommend any additional control measures which may be required.
- To have in place specific fire evacuation procedures.
- To ensure that regular fire evacuation practices are held on an annual basis & any records are maintained.
- To ensure that, where provided, all fire alarm systems & fire equipment are regularly checked & tested on a regular basis & that adequate records are kept.

5.0 Electrical Appliances

5.1 Assignments

All electrical appliances should be tested on a regular basis, marked accordingly and a competent person who has undertaken the appropriate training should carry out the tests and a record of tests should be kept. The client on site will normally be responsible for these procedures.

5.2 Ward Security Managed Offices

All electrical appliances should be tested on a regular basis, marked accordingly and a competent person who has undertaken the appropriate training should carry out the tests and a record of tests should be kept.

5.3 Fixed Wiring Testing

To ensure electrical safety all sites attended by Ward Security Officers shall have had electrical fixed wiring testing carried out within the last five years. This requirement shall be assessed during the general assignment risk assessment.

All offices & buildings managed by Ward Security shall be subject to electrical fixed wiring testing which shall be carried out every five years.

6.0 Equipment

Safety rules for items of equipment are to be strictly followed. Where an item of equipment is fitted with some form of a guard the equipment is only to be operated with the guard in place. If any item of equipment breaks down staff should not attempt to repair unless they have been:

- a. Trained to do so
- b. Authorised to do so

Failure to comply and an accident or incident occurring may be in contravention of the Health and Safety at Work Act Section 7.

Any requirements for officers to use workplace equipment will be identified during the initial site assessment.

7.0 Clothing

Where protective clothing or equipment is provided for specific tasks they are always to be worn by those carrying out the tasks.

Failure to comply and an accident or incident occurring may be in contravention of the Health and Safety at Work Act Section 7.

8.0 Hazardous Substances

All Substances designated as being toxic, harmful, irritant or corrosive are to be used and stored in accordance with COSHH (all such substances must be marked in accordance with prescribed standards). Any substances hazardous to health used by Ward Security Personnel shall be

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subject to a COSHH assessment. All staff will be trained on the arrangements of the safe use, storage & disposal of hazardous substances.

9.0 Workstation Assessments

- 9.1 The Operations Manager must carry out an assessment of all workstations, identify possible risks to users and reduce risks to the lowest extent possible. If there is a change in the working environment, then a re-assessment must be carried out immediately.
- 9.2 Employees who are regular display screen operators are entitled to eyesight tests at the employer's expense. Where users require corrective glasses or lenses solely for the use of display screen equipment at work then the company will pay for a basic pair of glasses.
- 9.3 Employees who regularly use display screen equipment are provided with a workstation review which is available on the employee Gateway. Completion of the workstation review will forward any outstanding actions to the Health & Safety Officer for resolution.
- 9.4 Line Managers should ensure that the work of regular display screen equipment users is designed in such a way as to allow regular breaks away from display screen work.

10.0 Sickness

- 10.1 Any absence of Security Officers due to illness should be reported to The Control Room as soon as possible as laid down in Company Conditions of Service.
- 10.2 Any absence of Office based staff due to illness should be reported to their Line Manager as soon as is possible by telephone.

11.0 Staff Welfare

- 11.1 Ward Security is committed to providing all employees with adequate welfare facilities. An assessment of welfare facilities will be made during the site initial risk assessment. Any remedial actions will be passed to the client to rectify.

12.0 Communication & Consultation

- 12.1 It shall be the responsibility of the Health & Safety Officer to keep all members of the management team and employees informed of changes in legislation and regulations pertaining to health and safety that could have an effect on the individual, the place of work, the work dynamics or have an affect on individuals utilising the services provided by Ward Security
- 12.2 Communications to individual sites regarding health and safety will be done via a number of mediums;
- Instruction to Associate Directors and/or Operations Managers for inclusion in the Assignment Instructions
 - Site specific memorandums
 - Site specific tool box talks
 - Assessment reviews of processes
 - Direct action; i.e. Restriction of access to particular areas
 - Personal letter to individuals
 - Client meetings
 - Emails to individuals
- 12.3 As service providers, Ward Security will adhere to changes made relating to health and safety within the buildings which are under the security auspices of the company by the managing agent so long as it is of no detriment to individual employees, the company or its branding.

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- 12.4 Ward Security will consult employees in relation to health and safety where it creates a change in their working practices and will alongside the employees establish a working practice for the betterment of the assignment and individuals that will be established as the safe system of work where the task dictates one is required due to control measures not being of sufficient nature or where control measures are not possible without it being of detriment to all parties.
- 12.5 Ward Security will operate a Health & Safety Committee for the purpose of communicating health & safety issues to employees & to provide an opportunity for employees to raise any concerns they may have. The committee shall meet at regular intervals of approximately once every three months.

13.0 Training and Development

- 13.1 Ward Security is committed to support every member of staff in their personal and professional development and encourage training as an important aspect of each person's role within the company
- 13.2 To ensure that all new employees are provided with the necessary basic job training relevant to their job to ensure that they become fully competent as quickly as possible
- 13.3 To provide employees with an opportunity to work towards a National Vocational Qualification in security
- 13.4 To incorporate training into everyday activities and promote the importance of continuous learning amongst all employees
- 13.5 To establish via meetings with individuals, site supervisors and clients any continuation training pertaining to health and safety matters that is required due to legislative requirements, changes or for personal development within a defined employment role or as part of individual development, and source or undertake such training via in-house programmes or from a specialist third party
- 13.6 To establish refresher training pertaining to health and safety matters as required by individual assignments where legislative changes have occurred or where there is a need for individuals to receive such training as highlighted by individual appraisals, client meetings or other means and source or undertake such training via in-house programmes or from a specialist third party

14.0 Alcohol and Drugs

- 14.1 The effects of alcohol and/or drugs can seriously diminish your judgement and physical reactions. The use of items of machinery or equipment whilst in an unfit state could constitute a major health and safety risk to all concerned.

The consumption of alcohol or drugs (unless prescribed medication) is therefore strictly forbidden whilst on assignment or prior to attending work.

The consumption of drugs or alcohol may result in prosecution and termination of your contract with Ward Security.

15.0 Manual Handling

- 15.1 Ward Security Officers are not normally expected to undertake manual handling tasks as part of their general duties.
- 15.2 In the event of Ward Security employees being required to undertake manual handling tasks this will be subject to a manual handling risk assessment.

16.0 Asbestos

- 16.1 Ward Security Officers would not normally be subject to the risk of asbestos exposure in the normal course of their duties.

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16.2 Where Ward Security operates & manages company offices, these buildings shall be subject to an asbestos survey to identify any asbestos containing materials & to allow the company to adequately manage asbestos risk.

17.0 Risk Assessment

17.1 All tasks undertaken by Ward Security employees will be subject to risk assessment.

17.2 An initial risk assessment of all proposed Ward Security sites will be undertaken as part of the tender process. Ward Security will have in place procedures to manage any risks identified which may require additional assessment. Examples of additional assessments may include; Fire, First Aid, Asbestos, Control of Substances Hazardous to Health (COSHH) Display Screen Equipment (DSE), Expectant & New Mothers, Young Persons, Aggression & Violence, Personal Protective Equipment (PPE) & Manual Handling.

18.0 Occupational Health Monitoring

18.1 All Ward Security employees who work a night shift shall be offered an annual Night Working Hours Health Assessment. Any referrals as a result of the assessment shall be subject to an examination by an Occupational Health Practitioner.

18.2 Ward Security employees would not normally be exposed to any situations in which they would require any further occupational health monitoring. Any situations which would give rise to Security Officers requiring occupational health monitoring will be identified through risk assessment.

19.0 Violence & Aggression

19.1 Ward Security does not expect our employees to be the subject of any violent or aggressive behaviour. All Security Officers have received training in conflict resolution as part of their SIA licence. Officers are expected to utilise this training as a first course of action before notifying the police of any violent situation.

19.2 In the event of a situation where there is a specific risk of violence the company will undertake a specific violence and aggression risk assessment.

20.0 Subcontractors

20.1 Ward Security will have in place procedures to actively manage the health & safety performance of any Contractors used throughout the course of the business.

21.0 Working at Height

21.1 Working at height does not typically form part of the day-to-day activities of Ward Security & Security Officers would not normally be expected to carry out any working at height tasks. In the unlikely event of any working at height tasks needed to be completed a working at height risk assessment will be carried out.

22. Slips, trips & falls

22.1 Ward Security will manage the risk of slips, trips & falls through general risk assessment. Ward Security will seek to where practical eliminate slip, trip & fall hazards.

23. Confined Spaces

23.1 Ward Security will manage the risk of Security Officers entering confined spaces by carrying out an initial risk assessment. Any duties requiring the entry of officers into confined spaces will be assessed for the presence of specific risks such as asphyxiant gases, free flowing materials, etc, and managed accordingly.

The Health & Safety Officer is the nominated responsible officer for this policy - If you have any queries regarding any part of this policy or any other Health & Safety issues you must inform them immediately.