

HEALTH & SAFETY POLICY

a) Statement of Intent

As Director I fully recognise the benefits of health and safety in the working environment, not only for my staff but also for everyone for whom we provide a service and who may be affected by our undertakings. With this in mind, the company takes a positive proactive, not just preventative, approach to Health & Safety. In order to secure a healthy and safe working environment our management embraces the need to protect everyone from harm by utilising practical and measurable means.

To achieve this goal, we require everyone to play their part. Directors and managers will ensure, as far as reasonably practicable, that they include health and safety into their plans and that resources are made available for the staff to conduct their activities as free from risk as possible. We intend to meet our legal and moral obligations and we require everyone associated with the company to do the same. We not only require all staff working for the company to abide by all relevant health and safety legislations and guidance but they must also be proactive in its implementation and use.

We understand that workers' actions are central to making good health and safety practice a reality in workplaces and that ignorance of standards and lack of training often causes health and safety failures. To address these problems, it is our intention to ensure that the management team always foster, and actively encourage, an atmosphere of continual improvement where we learn from our mistakes and train to understand and prevent any recurrence of injury. This in no way indicates that we accept a complacent approach to health and safety; on the contrary we demand that our staff are as pro-active on these issues as possible and maintain a commitment to prevent injury and ill health.

Signed:



Name: Stuart Lodge

Position: Chief Executive Officer

Date: 08/01/2025

b) Policy

This policy statement of health, safety and welfare has been agreed by the Company's Board Members and establishes the Company's intent to provide safe and healthy conditions for employees, clients and members of the public who use or visit company premises or who may be affected by its activities.

The health and safety at work act 1974 and other related acts or regulations require a published statement of policy on health, safety and welfare at work. This document forms the company's Health and safety at work policy as required by the

act. A copy of this policy will be made available to all employees and all new employees will be informed of its content and location on appointment.

It is recognised that the company meets its obligations through its employees and therefore directors will specify to managers and supervisors what is required of them concerning the health and safety of employees and the system of work under their control.

c) Arrangements

Training in relation to health and safety requirements for employees is identified and sanctioned by management and sufficient resources will be allocated to meet these needs.

All employees must take reasonable care of their own safety and health and that of anyone else who may be affected by work activities. They should work in accordance with information and training provided and fully co-operate with the company in the fulfilment of its duties in health and safety at work.

All purchasing arrangements will take into account health, safety and welfare factors and managers will adequately check goods and services which they procure to ensure health and safety requirements are met.

Consultation will be conducted with employee representatives or directly with employees, as the situation requires, prior to any decision being made by the management of the company on all matters concerning employee health, safety, and welfare.

The management has responsibility for the monitoring and auditing of overall compliance with this policy and for notifying appropriate members of staff of any revision.

Regular and suitable inspection of workplaces and working practices are a key element in this management system and it is recognised that this proactive approach will enable the company to prevent injury to staff and others and to prevent damage and loss to company property and that of our clients.

Management is responsible for ensuring that all tests are carried out and that regular examination of certain equipment takes place accordance with best practice.

Procedures are in place to ensure that the company meets its statutory requirements, record, investigate and where appropriate report accidents and dangerous occurrences to the health and safety executive.

d) Objectives

The company's objectives to meet its statutory and moral responsibilities are:

- i. Provide and maintain a workplace which is without risks to the health and safety of any employee or visitor
- ii. Provide a work environment of a standard which will ensure the health and safety of its employees
- iii. Provide, where appropriate, tools and equipment which are safe and without undue risks to health
- iv. Make adequate arrangements for the safe use, handling, storage and transport of articles and substances used in the company's undertakings
- v. Promote the instruction, supervision and training of employees in matters of health and safety to enable them to avoid hazards and contribute positively to their own health and safety at work
- vi. Inform employees of the risks associated with their work activities and clearly describe the work methods necessary to minimise the likelihood of injury or harmful effects to health
- vii. Provide and maintain where appropriate, personal protective equipment and ensure that employees are informed of their obligations in respect of its use
- viii. Provide first aid facilities, equipment and training and make other emergency provision as necessary to ensure the health and safety of all employees and others
- ix. Institute a procedure for the recording and reporting of all accidents and instances of ill health occurring as a result of the company's work activities
- x. Advise all employees of their obligations in health and safety matters, in co-operating with the company to enable it to carry out its own responsibilities successfully and the penalties for acting in such a way as to endanger the health and safety of themselves or others
- xi. Consult with employees in the development and maintenance of measures referred to in this statement
- xii. Set up safety committees to review the measures being taken and used by management to ensure that the required standards of health, safety and welfare are being met
- xiii. Ensure the proper direction and control of all persons other than employees allowed access to company premises and also to ensure they are not put at risk by company work activities
- xiv. Control the use of contracted works and ensure that contractors work to safety standards at least the same as those in this policy statement
- xv. Ensure the company's health and safety policy statement will be regularly monitored to ensure the objectives are achieved. It will be reviewed when necessary to take into account legislative or organisational changes. A copy of this policy will be made available to all employees

e) **Key points to health & safety**

The management of occupational health and safety is a prime responsibility of all employees and all members of the management team.

All employees are required to attend relevant training and/or awareness courses that will provide the skills to enable them to work in a healthy and safe environment.

The company will utilise existing and develop new structures that enable genuine employee involvement and consultation to gain commitment and positive contributions to the policy development.

Management is responsible for ensuring that suitable and sufficient risk assessments are in place to ensure the health, safety and welfare of those who may be affected by their areas of responsibility.

f) **Risk Assessment and Control Measures**

Risk assessments and Control Measures to reduce and mitigate risks will be identified for all work activity. The contractual service being delivered will determine whether a Method Statement, Scope of Works or Assignment Instructions are required.

Method Statement: Typically, a discreet piece of work i.e. installation of CCTV System
Assignment Instructions: Ongoing Service Delivery such as deployment of Security Personnel.

Method Statement Scope

- Scope of Work
- Equipment or Tools Required (including PPE)
- Risk Assessment
- Controls
- Compliance Legal Requirements

Assignment Instructions

Assignment Instructions will include

- Site Details
- Emergency Procedures
- Duties
- H&S Requirements
- Incident Reporting Instructions
- Risk Assessment

The Risk Assessment will identify and hazard assess risks based upon likelihood and severity, in accordance with the scale detailed and identify risk control measures and be reviewed annually.

Activities	Hazards Identified	Persons Affected	Risk Rating - Likelihood - Severity - Level of Risk	Risk control measures	Further Improvements to Minimise Risk	Residual rating - Likelihood - Severity - Level of	Recommendations	Completion date

Likelihood Scale		
1	Very Unlikely	There is a 1 in a million chance of the hazardous event happening
2	Unlikely	There is a 1 in 100,000 chance of the hazardous event happening
3	Fairly Likely	There is a 1 in 10,000 chance of the hazardous event happening
4	Likely	There is a 1 in 1,000 chance of the hazardous event happening
5	Very Likely	There is a 1 in 100 chance of the hazardous event happening

Severity Scale		
1	Insignificant	No injury
2	Minor	Minor injuries needing first aid
3	Moderate	Up to three days absence
4	Major	More than 7 days absence
5	Catastrophic	Death

Risk Evaluation = Frequency X Severity

- 20-25 **Stop**
 Stop activity and immediate action
- 15-16 **Urgent action**
 Take immediate action and stop activity if necessary, maintain existing controls rigorously
- 8-12 **Action**
 Improve within specified timescale
- 3-6 **Monitor**
 Look to improve at next review or if there is a significant change
- 1-2 **No action**
 No further action but ensure controls are maintained and reviewed

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5