

HEALTH & SAFETY POLICY

1. Introduction

Section 2 (3) of the Health and Safety at Work Act 1974 requires each employer to prepare and when appropriate to revise a written statement of general policy with respect to Health and Safety at Work of it's employees, and the Organisation and arrangements in force for carrying out the policy, and bring to the notice of all employees.

This document contains the **Policy Statement of The Security Network Ltd**

2. General Statement

2.1 It is our policy to perform all work activity in the safest practical manner, consistent with good practice. The health and safety of our employees and all those likely to be affected by our operations is the responsibility of the directors, and as a **Priority** ranks equally with production and profit. Adequate resources will be made available to ensure the success of this policy.

2.2 It is the duty of Management to do all that is reasonably practicable to prevent Injury and Ill-Health, and is equally the duty of each employee to exercise personal responsibility for his or her own safety and the safety of others who could be affected by their acts or omissions.

2.3 All employees are to be made aware that in the event of conflict between the demands of the job and safety, they will receive the support of management if they reasonably choose **Safety** of themselves or third parties (Clients) as the priority.

2.4 It is the Company Policy to adhere completely to the requirements of the Health and Safety at Work Act 1974, The Workplace (Health Safety and Welfare) Regulations, the Management of Health and Safety at Work Regulations, the Construction (Design and Management) Regulations, the Construction (Health, Safety and Welfare) Regulations, and all other regulations and codes of practice etc made under the Act.

2.5 The Attention of all employees is directed to this Safety Policy and its appendices. Any revisions will be incorporated when necessary, and these will also be brought to the attention of all personnel.

The foregoing is the **Statement of Policy of The Security Network Ltd.**

It has been prepared after due consultation with those involved in its operation.

It has the full backing and Authority of Management

Signed



Mr Richard Parkes – Managing Director

Date

1st January 2013

Organisation

3. Responsibility

- 3.1 Responsibility for Health and Safety on premises, sites and elsewhere is delegated to the person in charge of the work. They are responsible for the Safe Conduct of work in their area/s, and this responsibility cannot be delegated.
- 3.2 The Managing Director has overall responsibility for Health and Safety. Where difficulties arise in the maintenance of safe working conditions, or practices, reference must be made to the manager with the responsibility for that project or the Managing Director, who then has the responsibility for ensuring that sufficient authority is given to enable safe conditions and practices to be maintained.

1.3 Specific responsibility of all employees is as follows:

Engineer – Responsible for the use of appropriate equipment and protective clothing to perform the task given to them.

Operations Manager – Responsible to ensure all Engineers are adequately trained and have the appropriate equipment to perform the task they are given.

Administrator – Responsible to use equipment provided in a safe and considerate way. In particular they will follow the correct procedures when lifting heavy packages and equipment.

Managing Director – Responsible to ensure that all staff are adequately trained in the safe use of equipment required to perform their tasks. They must ensure that the proper equipment is made available whenever required to perform a task safely.

4. Health and Safety Advice

- 4.1 The Managing Director is appointed as the competent person for the purpose of assisting us to undertake necessary measures to ensure compliance with the statutory provision as required by Regulation 6 of the Management of Health and Safety at Work Regulations.
- 4.2 It is the responsibility of all managers to ensure that all users of products and articles supplied or hired for use at work shall be made aware of any relevant information and instruction which may be provided by the manufacturer/supplier in order to comply with our obligations under section 6 of the Health and Safety at Work Act 1974.

5. Consultation

- 5.1 In compliance with the Health and Safety - Consultation with Employees Regulation 1996 it will be the company policy to consult employees on any matters which could affect their Health, Safety and Welfare.
- 5.2 Management will always consider suggestions or comments on ways in which our Health and Safety performance can be improved.

Arrangements

6. Safety Policy Review

- 6.1 The Health and Safety at Work Act 1974 requires the company to monitor effectiveness of this policy in terms of the use made by both management and the workforce. Review of our safety performance and the functioning of the Policy is the task of the Managing Director. He will annually review the contents of the Policy Statement and indicate ways in which our safety performance can be improved.
- 6.2 Health, Safety and Welfare will also be considered at site meetings which the Director or Manager with the clients or contractors representative who may be present for discussion on their safety policies, working practices, risk assessment, safety performance and other related matters covered by Legislation.

7. Training

- 7.1 It is the responsibility of the Managing Director to review the Health and Safety Training at regular intervals. This will be done in conjunction with the Operations Manager for the Engineering staff, and the Administration Manager for the clerical staff. Safety training will be given to all employees as necessary.
- 7.2 Management will undertake induction training for personnel when they join the company. The Manager responsible for the work area is required to review with any new employee any hazards and the specific health and safety rules applicable to the work. Similarly, those transferring from job to job, or site to site will be given any necessary information by the Manager responsible for the contract. Introduction of new technology or working methods will also be occasions when further training will be provided.

8. **Documentation**

- 8.1 Accident details must always be entered immediately into the office Accident Book, however trivial they may appear to be. In addition, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), accidents resulting in a fatality, major injury or in absence from normal work for more than three days must be reported to the Health and Safety Executive on form F2508 by the “responsible person” as defined below (see 8.5). Accidents to non-employees must also be reported using this system, as it is our responsibility to report certain injuries to non-employees. The procedure is detailed on the form F2508 pad cover, together with the definitions of “specific major injury” and “dangerous occurrence”. In compliance with the Construction (Design and Management) Regulations 1994, the Principle Contractor will also be informed where applicable.
- 8.2 Fatal or major injury accidents must be reported by telephone immediately to the Managing Director at The Security Network Ltd, who will inform the appropriate Health and Safety Executive area office by telephone, followed by written report form F2508 within ten days.
- 8.3 Dangerous Occurrences as defined by law, and as listed on the pad cover of F2508 must also be reported immediately by telephone to the Managing Director who will inform the Health and Safety Executive by telephone, followed by a written report F2508 within ten days irrespective of whether a injury has occurred.
- 8.4 Details of diseases and conditions which are listed inside the F2508 cover and which are notified in writing to us as having been suffered by employees, will be reported to the Health and Safety Executive by the Managing Director.
- 8.5 Documentation for accidents, dangerous occurrences and notifiable diseases and conditions will be held by the Managing Director who is the person in charge of office-held health and safety documentation. They are also responsible for making direct telephone and written notification as above. Copies of all notifications made on our behalf will be kept for record purposes.
- 8.6 Investigations of serious accidents and dangerous occurrences will be carried out by the Manager responsible for the work, in conjunction with our insurers and/or Safety Advisor Services when necessary.

9. **First-Aid Facilities**

- 9.1 To comply with the Health and Safety (First Aid) Regulations 1981, the company will supply the premises with adequate first-aid equipment and facilities as necessary. For sites, arrangements will be made by the appropriate Manager for these to be provided or to be shared with the client/main contractor. Engineers will be provided with personal first-aid equipment.

The Managing Director is designated as the “Appointed Person” for the office and the Manager in charge of the work is the “Appointed Person” on site. The function of the appointed person is to take charge of the equipment and facilities where appropriate, to replace missing or defective items and to summon assistance if required to do so.

- 9.2 The names of any persons trained and certificated in first-aid will be displayed within company premises and on each of the larger sites, if appropriate.
10. **Safety Rules**
- 10.1 Statutory requirements are viewed as being the minimum acceptable standards, rather than the ideal maximum. In addition to statutory requirements, the following safe operating practices and procedures must be strictly adhered to by all employees regardless of the nature of their duties. Wilful disregard by any employee of any safety rule may be considered sufficient cause for immediate dismissal. Some of these rules are statutory requirements and are included as reminders.
- 10.2 Personal Protective Equipment (PPE) shall be worn without exception wherever necessary, as identified by risk assessments carried out by the appropriate Director/Manager, in liaison with the appropriate personnel.
- 10.3 Safety helmets will be worn in accordance with the Construction (Head Protection) Regulations 1989 on sites or in work areas which are designated as "Hard Hat" sites or areas, or wherever there is a risk of head injury.
- 10.4 Safety boots or shoes must be worn at all times when there is a risk of injury to the feet. It is strongly recommended that no engineer may wear plimsolls, trainers or other soft-soled footwear.
- 10.5 Fire-fighting equipment is provided within the company premises. All employees must be aware of the location of the fire extinguishers and of their method of operation.
- 10.6 All access equipment including ladders must be kept in good repair. Mobile towers must only be erected by those trained to do so, and in accordance with the maker's or supplier's instructions, which are circulated to site with other relevant safety documents.
- 10.7 All injuries, no matter how slight must be reported immediately.
- 10.8 Employees' vehicles will not be parked in working areas. Vehicle parking is permitted only at the sole discretion of the person in charge of the site, whose specific responsibility is to designate areas in which vehicles may be parked.
- 10.9 Untidy areas and methods of working create unacceptable risks and must be avoided at all times.
- 10.10 Anyone known to be under the influence of alcohol and/or drugs shall not be allowed on the job while in that condition. Persons found to be displaying symptoms of alcohol or drug abuse will be subject to disciplinary action.
- 10.11 No-one shall knowingly be permitted or required to work while his or her ability or alertness is so impaired by fatigue, illness, temperature or other cause that might expose the individual or others to injury.

- 10.12 Horseplay, scuffling and other acts which tend to endanger the safety or well being of employees are prohibited.
- 10.13 Portable tools and other work equipment such as plant and test equipment must be kept and maintained in good condition for the tasks for which they will be used. Worn or broken tools must be replaced immediately, and it is the personal responsibility of each employee to ensure that this is done.
- 10.14 Smoking is restricted to designated areas in the offices and sites.
- 10.15 Safety rules and advice covering specific work areas and/or systems of work will be attached as Appendices to this policy statement when formulated, as necessary.

11. **Work Equipment**

- 11.1 The company will ensure that all tools and equipment provided for use at work will comply with the requirements of the Provision and Use of Work Equipment Regulations 1999.
- 11.2 It is the duty of the Managing Director and Management to ensure that all work equipment hired or purchased for use by our employees is suitable for the purpose for which it is to be used.
- 11.3 Where tools or equipment are issued to employees for their personal use, those employees are responsible for ensuring that the item/s is kept in good working order and that any defects are reported.
- 11.4 Managers/Supervisors are responsible for ensuring that all work equipment is properly maintained on site.
- 11.5 The Managing Director is to ensure that servicing, inspection and calibration for equipment used is performed in line with the Manufactures guidelines and is recorded adequately, e.g.:
 - ◆ Ladders and access equipment maintenance.
 - ◆ Portable electrical appliance testing.

12 **General Arrangements for Special Hazard**

- 12.1 There are a number of special hazards which have potentially serious consequences and which have been identified as “High Risk” in our risk assessment (Section 13). These include:
 - ◆ Work with asbestos-containing products.
 - ◆ Work with COSHH substances.
 - ◆ Confined space entry.
 - ◆ Work on access scaffold towers.
 - ◆ Use of mobile elevating working platforms.
 - ◆ Work on or near fragile roofs.

- 12.2 These activities will require a specific risk assessment to be made prior to the commencement of work. The Manager responsible for the contract will carry out these specific risk assessments, and further information on standard precautions is given in Section 13.
- 12.3 All those to be involved in the work will be made aware of the control measures for the identified risks, and any procedures to be followed.
- 12.4 Work requiring interface with client activities or specific control may be governed by a permit-to-work system, other controls imposed by the client or our own written procedures.
- 13. **Risk Assessments and Control**
 - 13.1 Risk assessments and their significant findings are required to be made by the Management of Health and Safety at Work Regulations 1992, and other Regulations.
 - 13.2 The Manager or Supervisor responsible for the contract will carry out an ongoing assessment of the risks associated with all work activities, as required by the Regulations. Risk assessments will be made site-specific as required, by the Supervisor in charge of the work (Section 13.8 below). The Grange Security Systems Ltd risk assessment forms will be used for this purpose, to include office work and, if appropriate, display screen equipment workstation assessments.
 - 13.3 Where appropriate, clients and others likely to be affected by the work will be provided with a copy of the assessment and/or its significant findings, together with details of the method of work to be followed, if appropriate.
 - 13.4 Generic risk assessments will be reviewed at annual intervals or whenever it is suspected that they may no longer be valid. This is the responsibility of the Director.
 - 13.5 Records of any health surveillance, medicals and other individual health records which may be required will be kept securely in our personnel files, and will be kept for 40 years after the date of the last entry as required by law.
 - 13.6 Training will be given to operatives as necessary in order to make them aware of the findings of the assessments and the required control measures, which may include the selection, use and maintenance of personal protective clothing and equipment.
 - 13.7 All work will be negotiated for, or tendered for, taking risk assessments into account.
 - 13.8 A generic written assessment will be available for each task with significant risks normally carried out during our work. This will be varied by the Manager or Supervisor responsible for the contract, taking into account local risk factors where these are appropriate under the actual working conditions.

- 13.9 In general, the priority will be for an alternative, less hazardous procedure to be specified as the control measure to be preferred.
- 13.10 Any necessary plant, equipment, monitoring, hygiene and welfare facilities, medical examinations, health surveillance and protective clothing and equipment specified in the risk assessment must be present at the relevant location before the task is carried out.

13.11 **Manual Handling Operations**

All manual handling operations having a risk of injury which may be carried out by our employees will be identified and recorded by the Supervisor in charge of the work. When the supervisor is unsure they will liaise with the Director. Where these cannot be avoided, mechanised or automated, specific assessments will be made and procedures developed to minimise the risks involved in each case.

Appropriate selection of staff as to capability will then take place, followed by necessary training and the giving of appropriate information and instruction. All employees are encouraged to discuss potential manual handling problems not so identified by the person in charge of the work, together with any work involving repetitive motion.