



HEALTH&SAFETY POLICY

GUARDFORCE SECURITY SERVICES LIMITED

It is our legal and moral duty to provide a safe and healthy working environment and to ensure the safety and welfare of our employees, visitors and contractors at all times

JULY 2015

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2. Company Management Responsibilities for Health&Safety

2.1 Managing Director

Overall responsibility for the Health and Safety of Guardforce Security Services Limited lies with the **Managing Director Mick Iqbal**, who is solely responsible for the implementation of this healthy and safety policy, including arranging for the completion of risk assessments as required by the management of Health and Safety at work regulations 1999 and any other statutory provisions.

The managing director is responsible for ensuring that all aspects detailed in this policy are implemented, monitored and reviewed as determined necessary and for providing suitable funding to ensure this.

For ensuring that a fire risk assessment is completed as required by the Fire Regulatory Reform (Sub-divisions) Order 2006 on the building and the outcomes implemented as required.

Ensuring that accidents and near misses are investigated, making sure that those reportable to RIDDOR are done so correctly and on-time, maintaining records of all accidents, near-misses etc. and reviewing them as required.

Keeping up to date with the appropriate health and safety legislation, ensuring the policy and risk assessments are reviewed regularly to ensure they are sufficient and up-to-date.

Providing suitable information, instruction, supervision and training to employees in order for them to satisfy their job roles, and maintaining records of this; including any other specific training if identified in a risk assessment. Ensuring that regular safety inspections are completed and providing medical screening if determined necessary.

2.2 Health and Safety Representative

The designated Health and Safety Representative here is **Nicola Hull – External Consultant**, who is responsible for the effective day to day implementation of this policy. They are responsible for the completion of risk assessments, and ensuring that a suitable fire risk assessment is also completed.

Arranging the maintenance of all plant and equipment as necessary, and keeping records of such maintenance, in accordance with the Provision and Use of Work Equipment Regulations 1998.

Arranging for the training of employees and updating of training records – releasing operatives if necessary from any specialised off-site training.

Ensuring that First Aiders or appointed persons, and all items of first aid equipment, as required by the Health and Safety (First Aid) Regulations 1981, are available and their location is known to employees and arranging for all notifiable accidents, dangerous occurrences are reported in accordance with the Reporting of Injuries Disease Dangerous Occurrences Regulations (RIDDOR) 2013.

2.3 Employee Responsibilities

You as an Employee of the company are responsible for ensuring reasonable care for the Health, Safety and Welfare of yourself and of other persons who may be affected by your acts or omissions whilst at work.

You are to comply with us fully so far as is necessary to ensure that we, the Company fulfil our legal duties to you and to others under our employment.

You shall not or interfere with anything provided by the company in the interests of maintaining the health, safety and welfare of our employees or anything provided under the relevant legislation.

You shall ensure that you wear the correct PPE as instructed and provided and report all accidents, dangerous occurrences, near misses to the works Manager or Director.

All employees will be made aware through induction or through meetings, of their right to refuse to work if they feel that the risks involved to themselves or others is too great.

If an employee feels that there is grounds under the Health and Safety at Work Act to refuse to work, that employee must inform the works manager immediately. We will then review the relevant risk assessment and where reasonably practicable introduce new risk control measures.

This review will be carried out in consultation with the employee(s). Employee(s) who have invoked the refusal to work process will be free from any disciplinary action by the company

2.4 Contractors and Sub-contractors

All Contractors and Sub-Contractors to the Company are responsible for ensuring that they undertake their duties under Section 3 of the Health and Safety at Work Act 1974:

- Ensuring, so far as is reasonably practicable that work undertaken under the control of Jordan Reflectors Ltd, does not constitute a Health and Safety risk to any person who may be affected by those activities
- Agreeing with the company's, safe systems of work, prior to the commencement of any contract, if necessary in writing

- Complying with the Tolway Fixings safety policy and safe systems of work
- Providing Tolway Fixings with a copy of their safety policy and safe systems of work
- Provide suitable and sufficient risk assessments as required under the Management of Health and Safety at Work Regulation 1999 and any other relevant statutory provisions.

2.5 Trainees, Apprentices and Young persons

Special attention shall be paid to the activities of trainees and young persons who will be unfamiliar with the type of work and the responsibilities for safe working that go with it.

No person will be allowed to operate any equipment or carry out any process for which they have not received training or have not been authorised, except as part of that training under the direct supervision of a trained and competent person.

Trainees and young people will comply with all safety instructions given to them by their instructors whilst “in Company” and during periods of off-the-job training.

All trainees will undergo the company induction, and a record of training will be kept as with other employee’s.

3. Health and Safety Arrangements

3.1 Risk Assessments

As required by the Management of Health and Safety at Work regulations 1999, we shall assess all risks to Health and Safety, and record the significant findings, that may arise out of any activity within their control. This will include the risks to the Health and Safety of its employees to which they are exposed whilst they are at work, and the risks to the Health and Safety of persons not in their employment arising out of, or in connection with the conduct of its undertakings.

All the significant findings will be communicated to all employees along with all the control measures, and Safe Systems of work Method Statements required reducing or eliminating the associated risks.

3.2 COSHH, Hazardous Substances and Storage

Guardforce Security Services Limited shall comply with the Control of Substances Hazardous to Health Regulations 2002 (as amended 2005) to ensure that wherever possible exposure to substances hazardous to health is prevented, or where not practicable, the exposure is controlled.

Prior to the use of any substance, a suitable and sufficient assessment will be completed to determine any risks to health involved in its use.

This will be based on the data provided from the safety data sheets obtained from the supplier, and in the manner from which the substance will be used. The assessments shall in all but trivial of cases, be documented and employees made aware as necessary. All substances shall be stored and handled as per the supplier instructions laid down in the safety data sheet and this is communicated to our employees.

Training is given to any employee who is likely to use the Chemical. This should include the use of any equipment, the application of the chemical, calibration, protective clothing and emergency procedures.

Note: when purchasing any new material for use by Guardforce Security Services Limited, the person buying is responsible for obtaining the relevant Health and Safety data sheet on purchase.

NEVER, whilst on site, should you touch, move or tamper with any chemical substance, known or unknown. The consideration of harmful chemicals and substances on a site of work is considered during planning stage and investigated in the site survey and risk assessments process.

3.3 Consultation with Employees

The communication of Health and Safety information and policies begins during basic Induction Training, which includes all basic work and site related instructions, and also this Health and Safety policy, risk assessments and method statements.

The information and conclusions resulting from risk assessments is communicated to all employees when relevant and where there is a risk involved in completing specific tasks. Employees are advised of the risks involved and are given, or shown, the findings of the risk assessment in question. If control measures or changes are necessary, these are highlighted to the employees before implementing.

Risk assessments are incorporated into Safe System of Work Method Statements, and employees are made aware of these statements during Induction Training and are issued, or shown, statements that relate to specific, one-off tasks as the need arises. This is also applicable when changes or control measures are implemented.

Employees are always informed of all changes or new issues of documents or procedures as these are reviewed or amended. This information is communicated verbally, in the case of small or site-specific changes, or by form of a memo when the changes or amendments are more substantial or affect the whole safety system.

3.4 Fire Prevention and Control

As required by the Regulatory Reform (Fire Safety) Order 2005, we shall assess risks to fire, record the significant findings, and ensure that employees at all levels are made aware of the significant findings of the risk assessment and are trained accordingly.

We shall identify the necessary control procedures to ensure a safe means of escape, and implement these as necessary. The following should be considered as a minimum:

- Smoking is prohibited throughout the office
- Waste paper bins should be emptied on a regular basis
- Accumulation of paper and other similar material should be kept to a minimum
- Sockets must not be over loaded

All escape routes are detailed on signs and posters around the office building, fire drills are also rehearsed to ensure familiarisation. It is also included in the basic induction training. Fire escape plans and emergency procedures can also be found as an outcome of the fire risk assessments completed. All queries or concerns regarding Fire Safety should be directed to **Rocio Colomer or Gus Luurtsema**.

Fire extinguishers

These have been implemented throughout the sites and offices and are all maintained annually by a competent person.

Fire alarms

These are tested weekly and fire drills are completed and recorded every 6 months. Site specific arrangements are included in pre-work visits completed by the Health and Safety Representative of area/site supervisor, where evacuation plans will be considered as necessary.

3.5 Accidents and First Aid

Guardforce Security Services Limited will comply fully with the Health and Safety (First Aid) Regulations 1981 Approved Code of Practice. All sites and offices shall keep a first aid box in accordance with Health and Safety (First Aid) Regulations. These shall be sited so that an employee has rapid access.

All first aid boxes will be clearly marked with a white cross on a green back ground in accordance with the Safety Signs and Signals Regulations 1996. The container will hold first aid equipment only, and will be protected from dust and damp. Medicines, even those for general sale, are not first aid items, and neither is it part of a first aider's duty to dispense them. First aid boxes will be regularly checked and replenished as appropriate.

All employees shall be made aware of the location of first aid facilities and the arrangements for providing treatment. A sufficient number of suitably and sufficiently trained personnel will be provided to render first aid.

3.6 Accident Reporting and Investigation

At Guardforce Security Services Limited we shall comply fully with the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) 2013. Should an accident occur, regardless of the associated or injury it is to be reported to the health and safety representative who will ensure it is recorded in the accident book held in the office.

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs

- Serious burns (including scalding) which:
 - Covers more than 10% of the body
 - Causes significant damage to the eyes, respiratory system or other vital organs
- Any scalding requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
 - Leads to hypothermia or heat-induced illness
 - Requires resuscitation or admittance to hospital for more than 24 hours.

Over seven day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over three day incapacitation

Accidents must be recorded, but no reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-Fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as precaution when no injury is apparent

Occupational diseases

Employers and self-employed people must report diagnose of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- Carpal tunnel syndrome
- Severe cramp or the hand or forearm

- Occupational dermatitis
- Hand-arm vibration syndrome
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent.

REMEMBER, any accident that occurs whilst on a customer's site also needs to be reported to the client as well as to our health and safety representative. Only 'responsible persons' including employers, the self-employed and people in control of work premises should submit reports under RIDDOR.

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All accidents, regardless of the associated injury, shall be recorded in the Accident Book held on each site and then reported to the site manager who will inform the Health and Safety Representative as required. Accidents will be investigated fully as determinate necessary and as determined by our health and safety representative and results of these investigations will be maintained and recorded, with the associated risk assessment reviewed as necessary and new control measures implemented as need be.

If necessary, the Health and Safety representative will inform the appropriate Enforcing Authority by the quickest possible means ensuring that the Accident Book is completed. All documentation relating to accidents, near misses and dangerous occurrences will be retained for at least three years.

If necessary, the Health and Safety representative will inform the appropriate Enforcing Authority as required by the RIDDOR Regulations 2013, by the quickest possible means and ensuring that the Accident Book is completed

Internet> www.hse.gov.uk/riddor/report.htm

Telephone: 0345 300 9923

Our of hours: 0151 922 9235 (ONLY EMERGENCIES)

3.7 Training

Each new employee of the company will attend an induction training session which will cover all the basic aspects of Health and Safety. Should areas of specialised training be identified they will be completed as soon as pactable.

No employee will be expected to undertake work where he or she is not adequately trained or under the direct supervision of a trained employee. Refresher training shall be arranged as the need arises, as new equipment is introduced, an accident has occurred or annually if required.

Training records will be raised for all new employees and any training completed will be marked up accordingly on the training records. All training received will also be recorded on the individuals training record held on each individual site/file

Tool Box Talk

Where, and when, appropriate and determined necessary, suitable personnel shall conduct Tool Box Talk to ensure that personnel are aware and up to date with safety requirements.

Site Induction training

Site training will be completed either by the following:

- Guardforce on behalf of the customer
- The customer

The site training received will then be signed for in the assignment instruction, and this then left on the client's site as further guidance.

3.8 Monitoring and Review

All employees are encouraged to bring to the attention of Management, any area that they consider inadequate with regards to Health and Safety. Management will consider this, and where possible, further safety procedures will be developed and implemented to reduce the risk.

The Health and Safety representative will undertake regular Safety Audits of the workplace on for the purpose of identifying actual and potential hazards to the workforce and the environment and to ensure all policies, procedures and method statements are being followed.

Where Hazards or Risks are encountered, the current Safe System of Work Method Statements will be examined to determine whether further control measures can be taken to reduce those Hazards or Risks.

This policy document will be subject to an annual review, or as any member or management deem necessary where any changes will be made, i.e. new legislations, new staff etc.

Areas to be covered include:

- Management involvement
- Employee involvement
- Provision of personal protective equipment
- Safety Training
- Control of Hazardous Substances
- Fire Prevention Standards

- Maintenance
- Accident Reporting
- Hazard Identification
- Risk Assessment
- Record Keeping

3.9 Office Safety and Welfare

Guardforce Security Services intends, so far as is reasonably practicable to comply with the requirements of the Workplace (Health & Safety and Welfare) Regulations 1992.

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Ventilation

Enclosed workplaces will be sufficiently well ventilated so that stale air, and air which is hot or humid, is replaced at a reasonable rate. Air that is introduced will be, as far as is reasonably practicable, free from any impurity which is likely to be offensive or cause ill health.

In most cases, windows or other openings will be all that is required, but where this is insufficient mechanical ventilation will be considered.

Temperature in Indoor Workplaces

Temperature in workplaces should provide reasonable comfort without the need for special clothing. The temperature should be at least 16.0 C unless much of the work is strenuous in which case the temperature should be at least 13.0 C. Where a reasonably comfortable temperature cannot be achieved throughout a workroom, local heating or cooling will be provided.

Lighting

Lighting will be sufficient to enable people to work, use the facilities and move from place to place safely without experiencing eye strain. Where necessary local lighting will be provided. Lights should not become obscured and should be replaced, repaired and cleaned as necessary.

Windows and skylights will be cleaned regularly and kept free from unnecessary obstruction to admit maximum daylight. Where these results in excessive heat or glare, the workstation will be repositioned or the window shaded. Natural light will be used in preference to artificial light.

Cleanliness

Every workplace and the furniture and fittings therein will be sufficiently clean. Floors will be cleaned at least once per week.

Room Dimensions and Space

Workrooms will have enough free space to allow people to get to and from workstations and to move within the room with ease. The minimum space per person is 11 cubic meters, but this may be insufficient where much of the room is taken up by furniture, equipment, or the layout is poor.

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Sanitary Conveniences and Washing Facilities

Suitable and sufficient sanitary conveniences and washing facilities, including showers if required, will be provided at readily accessible places.

Drinking Water

An adequate supply of wholesome drinking water shall be provided for all persons at work in the workplace. Drinking cups or beakers shall be provided unless the supply is by means of a drinking fountain. If these are not disposable, a means for washing them shall be provided.

Accommodation for Clothing, Changing Facilities, Rest and Eating Meals

Secure accommodation for workers own personal clothing will be provided. Work seats will be sufficient. Eating facilities will include a facility for preparing or obtaining a hot drink.

3.10 Electrical Equipment

The inspection of plugs and cables for loose connections and faults will be carried out by the operative every time they start to use any equipment and report any defects found.

All electrical equipment is periodically checked and serviced and tested by a qualified electrician and this is recorded, all electrical equipment is P.A.T. tested yearly and is labelled "Passed" dated and signed. Under no circumstances is equipment to be used if there is no P.A.T. Test label present or if the equipment has failed the P.A.T. Test and is labelled so.

All machinery and equipment will be kept in a clean and safe working condition and it is the responsibility of the operative to ensure this is so.

If any problems are found with machinery being used it should be reported to the Health and Safety representative, who will inspect the machine/equipment in question and decide what action is necessary.

Under no circumstances should equipment be used if the operative is unsure about the safety of the machine or of the electrical socket being used. If unsure the operative should immediately cease their activity and report the incident to the aforementioned person.

3.11 Manual Handling

Training is given to all staff involved in the handling and transportation of items and staff should adhere to these directives, there are also various transportation aids and the safe use of these is explained during training.

Risk assessments are completed for manual handling operations and any risks involved will be fully documented. All staff involved in the work will be fully informed and made aware of all the risks involved and these risks will be minimised and controlled wherever possible.

Items are located and arranged on site depending on their size and use, e.g. those items that are picked more often can be found on the lower shelving units.

Suitable and sufficient risk assessment are completed for manual handling operations and where necessary, any risks involved are documented. All personnel involved in the lifting and carrying etc. will be made aware to the risks involved and these risks will be minimised and controlled wherever possible.

Manual Handling will be avoided if a safer way is practical; jobs will be designed to fit the work to the person rather than the person to the work, taking into account human practical capabilities and physical strength.

Remember! NEVER attempt to lift or carry something you know you can't handle. Think! Why not try

- Making the loads smaller. Lighter or easier to grip
- Changing the layout of the work area
- Lifting in teams, having a colleague assist you
- NEVER attempt to lift something you know you cannot handle!

ALWAYS assess the load in terms of the following before even attempting to carry an item:

- Load size
- Bulkiness of the item
- Intrinsically harmful e.g. sharp, hot...
- Location to be carried/moved to and from

- Access to item, is the area cluttered? (Thus the proper lifting technique cannot be fulfilled).

When lifting or carrying etc. always remember the following:

- Stop and think, Plan the lift. Is help required? Is the area free of obstruction?
- Place the feet correctly –feet apart, leading leg forward
- Get a firm grip – keep your arms inside the boundary formed by your legs
- Do not jerk – lift and move smoothly
- Move the feet – don not twist the body
- Keep close to the load
- Put the load down and then adjust

Extra care should be taken when lifting or carrying a height particularly if there are awkward hand or arm movements involved as these can lead to disorders of the arm or neck.

3.12 Personal Protective Clothing

Guardforce Security Services shall comply fully with the Personal Protective Equipment Regulations 1992.

All Personal Protective Equipment (PPE) shall be issued to control risks but only as a last resort and this signed for by the individual. Staffs are encouraged to wear the PPE at all times and to maintain them in a clean and usable condition, reporting any defects immediately to the health and safety representative.

Under no circumstances should certain tasks be undertaken without having the correct protective clothing/equipment.

Unique site supervisors are responsible for ensuring staffs under their control are adhering to Health and Safety regulations regarding protective clothing and equipment.

Management are responsible for ensuring the need for protective equipment is identified. The cost of any such equipment will be borne by the company.

If any employee is of the opinion that personal protective equipment is required or that the current provisions are inadequate or unsuitable this should be raised with management and the general risk assessment reviewed.

3.13 Display Screen Equipment

As required by the Display Screen Equipment Regulations 1992 (as Amended 2002), workstations will be analysed in order to assess the risks to the Health and Safety of the users, which arise out of or in connection with the use of those workstations.

Any risks, which are identified, will be removed or reduced to the lowest extent that is reasonably practicable. All assessments will be recorded in writing and will be reviewed if there is a significant change in the workstation or in the job undertaken. Users of the workstations will be fully involved in all assessments.

Display Screen

Characters shall be well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.

- The image on the screen will be stable with no flickering
- Brightness and contrast will be adjustable
- The screen shall swivel and tilt easily
- The screen shall be free of reflective glare and reflections liable to cause discomfort to the user.

Keyboard

The keyboard shall be tilt able and separate from the screen. The space in front of the keyboard shall be sufficient to provide support for the hands and arms of the user. The keyboard shall have a matt surface.

Work desk or work surface

The work desk or work surface shall have sufficiently large, low reflective surface and allow flexible arrangement of the screen, keyboard, documents and related equipment. The document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movements.

Work Chair

The chair shall be stable and allow the user easy freedom of movement and a comfortable position.

- The seat shall be adjustable in height.
- The back shall be adjustable in both height and tilt.
- If necessary, a footrest will be provided.

Environment

The workstation shall be dimensioned and designed so as to provide sufficient space for the user to change position and vary movements. Room lighting or spot lighting shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and background environment. Windows will be fitted with blinds where appropriate.

User/Computer Interface

- Software shall be suitable for the task.
- Software shall be easy to use and, where appropriate, adaptable to the users level of knowledge or experience.
- Systems shall display information in a format and at a pace, which are adapted to the user.

Work Breaks

Wherever possible, jobs involving DSE work shall be designed to consist of a mix of screen based work and non-screen based tasks to prevent fatigue. Where the job unavoidable contains spells of intensive screen work, deliberate breaks, and pauses of changes in activity will be encouraged.

Vision Assessment

Each user shall be entitled to an eye and eyesight test by an ophthalmic optician or suitably qualified practitioner. All such tests shall be free of charge to the users. If corrective spectacles are required for use at the intermediate distance only, they will be provided at no cost to the user.

Training and Information

All users will be provided with the appropriate Health and Safety training and instruction. Users will also be provided with the following information:

- The risks from DSE work stations
- The risk assessment and control measures taken to reduce the risks
- The facilities for breaks, pauses of change of activity.

3.14 Lone Working

The Company recognises that there may be an increased risk to the Health and Safety of its employees whilst working alone and on site. We have assessed the risks to Lone workers, considering all work currently undertaken alone (or proposed to be); where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong.

The results from these risk assessments have and are implemented as necessary and all staff is made aware of the necessary control measures when on sites, following our safe systems of work and any other associated procedures at all times. Should the nature of the tasks change in any way, the supervisor must ensure that a new risk assessment is carried out and the necessary controls implemented.

Where necessary, all lone workers will be fully trained in the safe working practices to be adopted in order to carry out their tasks safely. This will apply to employees and other workers where applicable. All lone workers are expected to co-operate fully with any instructions given by their supervisors, of which it is the responsibility of individual supervisors to monitor the tasks being carried out by their staff.

The comprehensive assignment instructions, induction training and time refreshers will be provided to keep the officers up to date with the changes.

All lone workers must maintain contact with our own 24/7 Control Room via hourly check calls and report any activities as and when detected. This will apply to employees and other workers where applicable. All lone workers are expected to co-operate fully with any instructions given by their supervisor and/or control room of which it is the responsibility of individual supervisors to monitor the tasks being carried out by their staff.

3.15 Provision and Use of Work Equipment

We shall, so far as is reasonably practicable, comply with the Provision and Use of Work Equipment Regulations 1998. The following requirements apply to all new equipment. Where possible all equipment should comply with these requirements, however some existing work equipment will require modifications. These will be undertaken as soon as possible. If equipment is purchased second hand this is deemed to be new equipment. Hired and leased equipment is also deemed to be new equipment.

Selection

When selecting work equipment, management will ensure that it is suitable for the purpose for which it is to be used or provided. Reference will be made to the general risk assessment.

The following aspects will be considered:

- Its initial integrity
- The place where it will be used
- The purpose for which it will be used.

Maintenance

All work equipment shall be maintained so that its performance does not put anyone at risk. Equipment will be frequently checked to ensure safety related features are functioning correctly. All pieces of equipment will be uniquely identified and a maintenance log will be kept for each piece of equipment.

Information and Equipment

Our management will ensure that all employees are given all Health and Safety information relating to work equipment. This will include where relevant, written instructions. Information shall include details of:

- The conditions in which and the methods by which the work equipment may be used
- Foreseeable abnormal situations and the action to be taken if such a situation were to occur
- Any conclusions to be drawn from experience in using the equipment
- All information and written instructions will be clearly presented, and special considerations will be given to any employee with language difficulties or disabilities, which may impede their receipt of information.

Training

All persons who use work equipment or supervises its use shall receive adequate training, including training on work methods to be adopted, any risks involved and precautions to be taken.

Dangerous Parts of Machinery

Effective measures will be taken to either prevent access to any part of a machine or to stop the movement of the dangerous part before a person can reach it.

The general risk assessment will have identified hazards. The control measures should follow this hierarchy of controls

- Fixed enclosing guards
- Other guards or protection devices
- Protection appliances
- Provision of information, instruction, training and supervision.

Controls

Each piece of equipment will be assessed to determine what controls, if any, are appropriate. There should be means of isolating the equipment from sources of energy.

- Only one person on the ladder at one time.

3.16 Company Vehicles

Company vehicles are inspected weekly by the user, these checks shall ensure the following:

- All the lights and indicators are in working order
- Tyre pressure and condition
- The brakes are functioning correctly
- The mirrors and windscreen are not damaged
- The oil level is at the recommended level
- There is sufficient brake fluid in the reservoir
- There is coolant level is at the recommended level.

Any defects found shall be reported to the Health and Safety Representative and/or Managing Director.

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It is the responsibility of the user to ensure vehicles are maintained in a clean and tidy manner and to ensure that the vehicle is serviced.

- It is illegal to use a hand-held mobile phone whilst you are driving, stopped at traffic lights, in a traffic jams or in any other hold up. Hand-held phones may only be carried in the vehicle providing
- They are switched off and not checked during these periods
- The only occasion under which a hand-held phone can be used first driving is to make a 999 emergency call, but only if is not safe or practical to stop to make a call
- Calls may be made and messages retrieved when the vehicle is safely and securely parked
- Hand-free sets for mobile phones are legal to use. However, we expect all drivers to exercise their judgment in deciding when it is safe to make or receive phone calls. Drivers must retain full control of their vehicles at all times
- Calls made to and from a hands-free mobile phone should be kept as short as possible

The Highway Code and Speed limits need to always be obeyed:

- 70mph on Motorways and Dual Carriageways
- 60mph on single carriageways
- 30mph on urban roads

3.17 Site Safety

All sites will be issued with a site specific manual with the relevant information in for that particular site covering all basic points such as fire safety, contact numbers etc.

It will also cover the following:

- Procedures for dealing with accidents, injuries and work related illness
- First aid
- General fire safety
- Necessary telephone and emergency numbers

- Hazard identification and risk assessments
- Manual handling
- PPE Issues
- Safety inspections
- Safety signs
- Policies
- Safe procedures for signing and checking of vehicles.
- Procedures for dealing with suspect packages.
- Procedures for dealing with suspect visitors.

3.18 General Housekeeping

It is the responsibility of all staff to ensure that their work site and area is kept in a clean, tidy and hygienic condition. Each employee has a duty to dispose of his or her rubbish correctly and to keep all his or her personal cutlery etc. clean and tidy. This also includes kitchen areas and other communal areas.

Responsibilities for the up keep of these areas whilst out on site lies with the operative's themselves and they are all away on basic housekeeping duties and the reasons why it needs to be achieved.

3.19 Violence

Violence at work has been defined as "any incident in which the person is abused, threatened, or assaulted in circumstances relating to their work". Whilst this definition applies to all staff, some may be more at risk than others. In our own workplace, we have identified the following groups of staff as being most at risk:

- Staff on sites dealing with regular visitors.
- Those who work outside of normal business hours. E.g. night and early morning shifts, particularly if on their own
- Lone workers
- Cash handlers.

The safety of our staff is paramount. So if anyone finds themselves dealing with rude or aggressive visitors, they must never return aggression as this is how anger can escalate to violence. Try to adopt a calm and reassuring attitude and speak slowly and gently. In the unlikely event that a situation escalates, staff should always withdraw from it.

Any incidents of violence must be entered in the accident book as well as being reported to the relevant supervisor. This includes all incidents of violence, threats or verbal abuse.

3.20 Drugs and Alcohol

This statement sets out our policy in respect of ANY employee or contractor whose proper performance of their duties is or maybe impaired as a result of drinking alcohol or taking illegal drugs.

ALL staff and persons concerned will be made aware of this policy at their initial company induction, and periodically at safety briefing sessions.

The Managing Director will, where reasonably practicable, take steps to ensure that employees and contractors are made aware of this policy.

Disciplinary action Guardforce Security Services or attempting to drive a vehicle while under the influence of alcohol or illegal drugs, as a result of which they have the incapacity to work or drive a vehicle.

It is a requirement of Guardforce Security Services that NO employee or contractor shall:

- a) Report or endeavour to report for duty knowing they are under the influence of drugs or alcohol.
- b) Report for duty in an unfit state due to the use of drugs or alcohol
- c) Be in possession of illegal drugs or alcohol on premises under the control of Tolway Fixings Ltd, in a company vehicle, or during working hours.

The Site supervisors/managers will be continually on alert to react to staff or contractors in situations where:

- There is reasonable belief of alcohol consumption or the use of illegal substances immediately before or during the working day or shift
- There are grounds to suspect that the action of a member of staff or a contractor under the influence of alcohol or drugs, leads to an incident involving that person or others
- An abnormality of behaviour that requires the intervention of a Manager or Supervisor, and it is evident that the probable cause is attributed to the use of alcohol or drugs.

We will not tolerate any departure from the above rules, which will, if contravened, be seen as gross misconduct, leading to dismissal.

3.21 Employee Disciplinary Procedures

Any breach of this Health and Safety policy Manual and the policies, procedures and the Safe Systems of Work Method Statements implemented for your own well-being be seen as gross-misconduct, which will lead to the necessary disciplinary action by the Health and Safety Representative.

Employee's Receipt of Document

I have received the Company Health and Safety Policy.

This document was explained to me and I understand and accept my responsibilities as an employee of Guardforce Security Services.

Signed:

Print:

Date:

