



# **HEALTH AND SAFETY POLICY & MANAGEMENT SYSTEMS**

**Dan Potter**

**Version 1**

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## Statement of Intent

As well as been compliant with the Health and Safety at Work at Act 2015 and all other relevant legislation and standards, we as a company are fully committed to providing all colleagues with a safe and healthy working environment to the best of our ability. This responsibility is absolute and governed by law, placing strict obligations on the management of the company. Equally, all colleagues are required by law to carry out their activities in a safe manner, which does not endanger other colleagues, sub-contractors, customers and visitors.

Health and safety at work is a two-way responsibility! Remember that it is the policy of the company to look after you whilst at work. Please respect this and play your part by looking after yourself, your colleagues, customers and visitors.

Detailed information can be found in the company Health and Safety policy, a copy of which is available on the colleague portal. It is most important that you familiarise yourself with this policy and also, if you are working on a customer's premises, their health and safety policy. Health and Safety guidelines are also displayed on notice boards and may be updated from time to time.

## RESPONSABILITIES FOR HEALTH AND SAFETY

### The company's responsibilities

To provide all colleagues with a safe and healthy working environment to the best of our ability by:

- Providing a safe working environment without risk to health.
- Providing appropriate training in health and safety for all colleagues.
- Providing appropriate equipment, systems and protective clothing.
- Making arrangements to ensure the safe use, storage and handling of potentially dangerous substances.
- Providing appropriate welfare arrangements.
- Ensuring that all systems, articles and equipment purchased are adequate for the purpose and without risk to health and safety.
- Consult with colleagues on major health and safety issues.
- Auditing processes on a regular basis and ensuring that attention is always paid to health and safety considerations.

The ultimate responsibility for health and safety within the company rests with the Director, whilst the prime responsibility for the implementation of the policy and application of procedures rests with the Quality and Compliance Manager. All managers and supervisors have a specific responsibility for the health and safety of their colleagues.

## The colleague's responsibilities

You have both a legal and moral responsibility to act in a safe manner at work and to take reasonable care of yourself and others who may be affected by you:

- To cooperate with your manager, supervisor and colleagues to enable them to comply with the law and company policy.
- Not to interfere or misuse anything which is provided for health and safety purposes.
- To notify your manager or supervisor immediately if you discover an actual or potential health and safety problem which you cannot rectify.
- If working on customers premises, to conform to their health and safety rules and procedures in addition to company's procedures.

Any breach of health and safety rules or interference with procedures or equipment will be viewed as a serious misconduct and will be dealt with under Event Pro Security Management's disciplinary procedure up to and including dismissal if appropriate (see Section L of this colleague handbook).

## RISK ASSESSMENTS

Risk assessments are carried out by: Dan Potter – **Compliance**

Risk assessments are conducted prior to work been carried out, this involves an initial PRAM (Premises Risk Assessment Master) been carried out to identify potential risks, once this has been completed, we will then identify the risks and run them through our Risk Assessment scoring with control measures been put in place to minimise the risks.

Risk Assessments will be placed in the Site Folders where all staff have access to them, Staff will be expected to read these and then sign to confirm understanding

Risk Assessments will be reviewed annually or as and when required, whichever is sooner.

## STAFF CONSULTATION

As a company, we pride ourselves on keeping our staff informed and up to date with current legislation, best working practices and changes to current policies and procedures. We do this in several ways:

- Through our Text Messaging systems
- Through our onsite Assignment Instructions in the form of Memo's or update sheets.
- On the job training (toolbox talks)
- Classroom based training / e-learning training at our approved training centre

## TRAINING

At Event Pro Security Management, we see our staff as our biggest asset, therefore we believe in training and developing our staff to enable them to carry out the duties more efficiently and effectively. We do this by providing our staff with the following:

- Identify areas for development/training as part of our monthly staff welfare visits.
- Ensure staff completes the relevant onsite training with a competent officer before they carry out a live shift, followed up with them completing a signed training record.
- Provide specific training opportunities that are appropriate for their role.
- Keep up to date training records and certificates of all courses attended.

## FIRE / EMERGENCIES

The below is an extract taken from our General Instructions that are in all site folders, this is what we expect our staff to follow in the event of a fire or when conducting site patrols:

*There is a constant threat from damage and destruction by fire.*

*You need to understand the risks of your site, where alarms and equipment are located, where main services are located.*

*Keep alert for potential fire hazards. Check*

*the locations of fire equipment.*

- *Location of different types of extinguishers*
- *Fire doors/ exits clear*
- *Fire doors closed but unlocked when people are present*
- *Where are the access points for the Emergency Services?*
- *Location of alarm call points*
- *Any high-risk areas*
- *Main stopcocks for water, electricity mains boards, gas main valve*
- *Location of dry riser inlets*
- *Location of fire alarm panels*
- *Location of water hydrants*
- *Location of wet riser and foam inlets*
- *Location of sprinkler valve room*

## PART NINE – FIRE FIGHTING

*Action on discovering a Fire*

- *Sound the alarm*
- *Call the Fire Service*
- *Carry out the evacuation as per Assignment Instructions*
- *Inform Event Pro's operations Support Centre*
- *Direct the Fire Service to the fire*
- *Advise the Fire Officer of*
- *Any persons still in the premises*
- *Any dangerous chemicals etc. on the premises*
- *Location of Hydrants or Dry risers*
- *Location of service isolation points e.g. Gas and electric shut off valves*
- *Location of fire panel*
- *Emergency access routes*

***At no time attempt to extinguish any sort of fire unless you are sure that you can do so safely. Raise the alarm first."***

## **Control of Substances Hazardous to Health (COSHH)**

In our line of work, from time to time we may come into contact with hazardous substances, it is important that the following process has been followed before we proceed:

- An MSDS (Material Safety Data Sheet) will need to be requested from the relevant supplier and a risk assessment made by the Safety Officer in line with the COSHH Regulation.
- Consider the alternatives
- Consider how the item will be stored, handled and used, and any potential PPE required.
- Ensure that all staff who comes into contact with the substance have been briefed, with written records available and accessible in each location.
- Ensure all substances are documented with an inventory kept on site.

## **Reporting of Incidents**

It is a legal requirement that an employer must keep written records of all accidents and dangerous occurrences. Security Officers **MUST** record all accidents to themselves, or others, which are associated with their work. In the event of an accident or dangerous occurrence, Security Officers are to contact the Area Office and complete an Accident Report Form. The Area Office will then complete the Accident Book provided. **Serious accidents or injuries should be reported to the Quality and H&S Advisor directly - who is responsible for completing form F2508 (in accordance with RIDDOR guidelines).**

## **First Aid**

All sites will be equipped or have access to First Aid provisions as well as a first aid book for reporting first aid incidents or near misses, First Aid provisions are also available at our office along with all the relevant paperwork required.

First Aid / Emergency procedures will be identified in both the Risk Assessments and Assignment Instructions as well as the General Instruction that are held on site and in our Midlands Office, these will clearly identify the location of such items and the procedures that are required to be followed.

All sites will have a designated First Aider and this will be made known at point of site induction, it will also clearly be displayed on notice boards etc., in the event the officer onsite is down as a designated First Aider then their credentials will also be advertised on the relevant notice boards onsite.

Head Office Qualified First Aider: **DANIEL POTTER**

## **Accident Reporting / Investigating**

All accidents are to be reported to our Head Office and direct towards **DANIEL POTTER** as soon as practically possible, details must be recorded down via our incident report forms that are located in the Assignment Instructions (Section 6), with a copy forwarded within 24 hours to **DANIEL POTTER** (dan@eventprosecuritymanagement.co.uk)

Event Pro Security Management Ltd will report any incidents/injuries that comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (RIDDOR) 2013 regulations and the HSE via the correct reporting process and remaining compliant with the timeframes set by both RIDDOR and the HSE.

DANIEL POTTER will be responsible for forwarding notifications to the relevant authorities via the HSE web site ([www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm))

All accidents / near misses will be investigated by the relevant manager with a report compiled and sent to DANIEL POTTER; who will then review the report and determine the cause of the incident, along with identifying any measures to prevent a recurrence.

All updates to legislation and/or policies will be communicated to our staff via our Texting system, as well as amendments in the Assignment Instructions which all staff will be expected to read and sign. Copies of this document can be obtained from the Midlands office upon request.

### **Welfare Provisions**

As part of our initial Risk Assessment welfare provisions will be discussed with the customer and identified at the initial stage, as a minimum we would expect our staff to be provided with:

- Toilet
- Running Water
- Rest Areas

If the above is not already available onsite then agreements will be made with the customer to either source alternative facilities onsite (i.e. using their office space and/or staff facilities) or provide external facilities to site. These will be provided prior to work commencing.

### **Monitoring / Audit / Review**

As a company, we review our critical success factors on a quarterly basis, as part of those Success factors is the ability to maintain and develop sound Health and Safety Principles.

By reviewing our policies on a regular basis allows us to stay ahead of the game, by identifying new policies as well as identifying policies that are now no longer relevant.

This policy along with all our other policies are reviewed annually or before (subject to changes in current legislation or best practice) if required. This policy along with all other policies, are the overall responsibility of **DANIEL POTTER**, Daniel will update policies as and when required and have them re-signed and dated by the SMT.

This policy has been agreed and signed by:

**Daniel Potter – Director**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Document Review Date:** 01/09/2025

