

Health and Safety Policy

Authorised By:

Mr. Walinase Nyirongo

C.E.O, Security Depots

Next Review Date: 30th September 2021

1 - Safety Policy Statement

It is the policy of Security Depots, hereafter referred to as 'The Company' to ensure the health, safety and welfare of its employees, and that of other persons who could be affected by their undertaking. In accordance with the requirements of the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations, and other applicable legislation, the company will undertake assessments of risks and instigate arrangements that, so far as is reasonably practicable, ensure:

- Places of work are maintained in a safe condition.
- Working environments are safe and without risk to health.
- Work equipment and systems of work are safe and without risk to health.
- Adequate welfare facilities are provided; and
- Information, instruction, training and supervision are provided to ensure the health and safety of its employees and that of persons who may be affected by their work activities.

The company places great importance on ensuring the health safety and welfare of its employees. Managers have a key role in maintaining these standards and should regard their Health and Safety responsibilities towards persons under their direction, with equal importance to that of maintaining customer service levels and profitability.

The effective implementation of this policy will require the co-operation of employees at all levels. All employees are reminded that they have specific legal responsibilities to:

September 2020

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Sparepals Ltd Trading as
Security Depots,

6 Vokes Way, Salisbury,
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- Ensure the health and safety of themselves and of any other persons who may be affected by their acts or omissions at work.
- Use equipment in accordance with the instructions and training provided.
- Report any work situation, which is considered to pose a serious threat or danger.
- Co-operate with their employers to comply with any statutory requirement placed upon them.
- Report any matter where it is considered that the safety arrangements in force fail to reduce risk to an acceptable level.

The C.E.O is ultimately responsible for Health and Safety within the company. He will ensure adequate resources are available to achieve the aims of this policy and monitor its effectiveness. Managers/Line Managers and Supervisors are responsible for the implementation of the arrangements defined in this policy in relation to the areas and activities under their control. The Policy will be reviewed annually and updated as necessary to reflect any changes in the activities undertaken and legislative requirements.

2 – Responsibilities for Health and Safety

The C.E.O

The Managing Director is responsible for:

- Ensuring a health and safety policy is maintained that meets the requirements of the Company Safety Policy,

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- Ensuring resources are made available for the implementation of the policy in all areas of business activity,
- Monitoring adherence to the safety policy throughout the company.

Operations Manager

The Operations Manager is responsible for the implementation of the safety policy and procedures in relation to the areas and activities under his/her control, including:

- Ensuring that fire risk assessments are completed.
- Ensuring emergency arrangements are maintained and practised as appropriate.
- Reviewing accident investigation/incident reports and reporting accidents via the correct channels.
- Monitoring the progress of risk assessment programmes during monthly business review meetings.
- Ensuring that employees are competent and adequately trained to discharge their defined safety responsibilities.
- Ensuring employees under their control discharge their defined safety responsibilities.
- Ensuring that they, and all employees under their direction, adhere to the safety policy and procedures.
- Monitoring the implementation of the policy at their location/place of work by undertaking annual safety reviews.
- Reporting to the Managing Director, any areas where the effectiveness of the safety policy and procedures could be improved.

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Contract Managers

Contract Managers are responsible for the implementation of the safety policy and procedures in relation to the areas and activities under their control, i.e.:

- Carrying out pre contract site health, safety and welfare assessments.
- Ensuring risk assessments, welfare arrangements and emergency procedures are defined in assignment instructions.
- Ensuring employees are provided with information, training and supervision as necessary to work safely.
- Undertaking site inspections to ensure assignment instructions are being adhered to,
- Consulting with Security Officers on safety matters,
- Undertaking accident investigations of all incidents with the potential for serious injury,
- Meeting monthly with the client's site representative to resolve any safety issues,
- Ensuring that they and all employees under their direction adhere to the safety policy and procedures; and
- Reporting to the Operations Manager any areas where the effectiveness of the safety policy and procedures could be improved.

All Security Depots Employees

All Security Depots Employees are responsible for:

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- Co-operating in health and safety inspections, risk assessments and accident investigations as required.
- Attending training courses as and when required.
- Following the laid down safety procedures.
- Undertaking their work in a safe manner in accordance with instructions and training provided; and
- Reporting any unsafe occurrences by notifying their Contract/Line Manager as appropriate.

3 - Risk Assessments

As part of our health and safety responsibility, Security Depots will carry out proper risk assessments of possible risks to our security guards and clients. We will do what we reasonably can to either remove or reduce the risks identified.

As part of our health and safety measures, we will provide PPE to security guards, providing appropriate refresher training to our staff, putting safe working practices in place, sufficient warning signs and safety equipment.

We will show compliance with all relevant current and future health and safety legislation, regulations, approved code of practise as well as client's existing protocols and procedures.

We will work in accordance with the Health and Safety at Work Act 1974, and Health and Safety at Work Order 1978 which cover the employer, employees, people who control premises and visitors/customers on the site or premises. Our security guards understand they are responsible for either health and safety and have a duty of care to the service users and themselves.

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Security Depot understands it is responsible for the overall health and safety of the security guards and service users.

4 - Health and Safety Maintenance at work

- Ensure that our environment and workplace are healthy and safe.
- Carry out an assessment of the risks to our health and safety at work and put measures in place to reduce the chances of an injury or illness happening to our employees.
- Communicate all issues through risk assessment for or assessment instructions.
- Ensure that drinking water supply and toilets are available to all employees.
- Provide workers with free PPE if the risk at work can't be controlled
- Provide employees with information and instructions about health and safety hazards that they may be exposed to.
- Train employees on how to carry out their duties ensuring safety to themselves and others around them. This includes providing training on how to deal with deferent types of incidents and conflict resolution techniques (violence and aggression).
- Conduct consultations and presentations about health and safety at work.

5 - Health and Safety of Security Guards at work

Security personnel always face daily risk of threats, abuse and assault. Many security personnel wrongly see violence as part of the job rather than crime and therefore less likely to report it than other workers. At Security Depots, security personnel are:

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- Report any acts of violence to management and complete incident report documentation.

Security guards are entitled to adequate welfare facilities, these include:

- Accessible toilets, washing facilities and drinking water.
- A warm comfortable rest room (if a suitable office is not available).
- Facilities for making hot drinks and warming food, if they cannot leave the premises.
- Comfortable seating arrangements to avoid prolonged standing hours for the guards that may cause health hazards.
- Any incidents/ accidents that occur on site are to be reported to our 24 hours monitored control room in no time and calling of emergency services (999) as appropriately determined by security personnel.
- In an event of water supply failure, gas or power supply on site, Security Depots facilitate emergency facilities to security personnel.

6 - Health and Safety Training

Security Depots provide health and safety training for all its personnel. Topics covered include:

- Dealing with incidents of aggression and violence, and the procedure for reporting such incidents.
- Prohibition of vandalism, unauthorised entry and tempering or malicious damage to property and equipment prevention by secure gate and perimeter fence.

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7 - Emergency and Fire Procedures

- Security Depots outline clear procedure on what to do in an event of a fire emergency. Security guards are to ensure all fire exits are clear from obstruction, fire marshal and assembly point is identified to ensure smooth evacuation procedures in an event of a fire at an operation site.
- Security guards are to identify the location of fire-fighting equipment and ensure they understand its functionality.

8 - First Aid Training

- Security Depots will ensure all security guards are first aid qualified. Security guards are to make sure first aid training knowledge is conveyed and implemented by guards on site.
- Security personnel need to ensure they are aware of first aid kit on site, usually in the kitchen area or within the office.
- Supervisors are to ensure first aid kit is replenished as when necessary.

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