

# Health and safety policy statement

## Health and safety at work etc Act 1974

### *(for Security Services)*

This is the health and safety policy statement of **PR Protection Services Ltd**

Our statement of general policy relating to security activities is:

- To provide adequate control of the health and safety risks arising from security activities and present all relevant risk assessment findings and control measures to all employees;
- To consult with clients on matters affecting the health and safety of their employees, contractors and PR Protection employees;
- To provide or maintain (where issued by the contract provider) all Personal Protective Equipment (PPE) or equipment directly associated with health and safety issues;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to undertake their duties and provide adequate training and instruction on health and safety issues;
- To prevent accidents and cases of work related ill health;
- To review and revise this policy as necessary at regular intervals.

**Paul Richardson** (Director)

**Richard Deegan** (General Security Manager)

**Raffi Hussain** (Operations Manager)

## **Responsibilities**

1. Overall and final responsibility for health and safety is that of;

**P Richardson**

2. Day to day responsibility for ensuring this policy is put into practice is that of;

**R Deegan**

3. To ensure health and safety standards are maintained and improved on, the following people have the responsibility in the following areas;

Risk assessments - **P Richardson/ R Deegan**

Employee induction (*venue/ premise/ site*) - **P Richardson/ R Deegan/ R Hussain**

Employee induction (*health & safety overview*) - **P Richardson/ R Deegan/ R Hussain**

Employee training - **P Richardson/ R Deegan**

Provision of PPE/ safety equipment - **P Richardson/ R Deegan/ R Hussain**

4. All employees have to;

Co-operate with contract providers (*and their employees*), supervisors and managers on health and safety matters;

Not interfere with any equipment provided to safeguard their, or any other persons health and safety;

Take responsible care of their own health and safety and;

Report all health and safety concerns to an appropriate person (*as detailed in this policy statement*) and/or to the contract provider.

## Health and safety risks arising from our work activities

Risk assessments will be undertaken by **P Richardson/ R Deegan** and/or in conjunction with the contract provider (*where requested*).

The findings of the risk assessment will be reported to the contract provider and all employees.

Action required in removing/ controlling risks will be approved by **P Richardson/ R Deegan** in conjunction with the contract provider.

**P Richardson/ R Deegan/ R Hussain/ PR Protection Supervisor** and/or in conjunction with the contract provider (*where requested*) will be responsible for ensuring the action required is implemented.

**P Richardson/ R Deegan/ R Hussain** and/or in conjunction with the contract provider will check that the implementation actions have removed/ reduced the risks.

Assessments will be reviewed every three months or when the work activity or duties undertaken changes from that of the original agreement between PR Protection Services and the contract provider.

## **Consultation with employees**

Employee representatives are;

**P Richardson/ R Deegan**

Consultation with employees is provided by;

**P Richardson/ R Deegan**

## **Personal Protective Equipment**

**P Richardson/ R Deegan/ R Hussain** will be responsible for the implementation and issuing of Personal Protective Equipment/ safety equipment to all employees where it is deemed a necessary control measure (*as highlighted by risk assessment*) to reduce risk of harm to employees and/or at the instruction of the contract provider.

**P Richardson/ R Deegan/ R Hussain** will be responsible for the maintenance of all Personal Protective Equipment/ safety equipment.

Any problems found with Personal Protective Equipment/ safety equipment should be reported to **P Richardson/ R Deegan/ R Hussain/ PR Protection Supervisor**.

**P Richardson/ R Deegan/** will check that new Personal Protective Equipment/ safety equipment meets health and safety standards and that it is suitable for the activities to be undertaken.

## **Information, instruction and training**

All relevant health and safety documents/ instructions are issued to all employees prior to starting work at any new venue/ premise/ site in accordance with the contract provider's instructions. These will be issued by **P Richardson/ R Deegan/ R Hussain/ PR Protection Supervisor**.

Where applicable all employees will be given a tour of the venue/ premise/ site prior to work commencement by **P Richardson/ R Deegan/ R Hussain/ PR Protection Supervisor** and/or a representative/ employee of the contract provider (*where requested*).

All employees will be required to sign documentation prior to work commencement to state that they have received and understood any health and safety information/ documentation and that they will adhere to all health and safety practices put in place.

Health and safety advice will be available to all employees from **P Richardson/ R Deegan**.

Health and safety documents will be available to all employees from **P Richardson/ R Deegan/ R Hussain**.

## **Competency for tasks and training**

Induction training will be provided for all employees by **P Richardson/ R Deegan/ R Hussain** and/or by a representative or employee of the contract provider (*where requested*).

Job specific training will be provided by **P Richardson/ R Deegan/ R Hussain** and/or by a representative or employee of the contract provider (*where requested*).

Specific jobs requiring special training are;

Duties that are non security specific but are part of the contract agreement between PR Protection Services and the contract provider.

All training records are kept by **Paul Richardson** (York local office) and duplicates held by the contract provider (*if required*).

Training will be identified, arranged and monitored by **Paul Richardson/ Richard Deegan**

## Accidents, first aid and work related ill health

Health surveillance is required for employees doing the following jobs;

- Door supervision (*internal*) – Where the level of noise exceeds that of 85dbs
- Event Security (*both internal & external*) - Where the level of noise exceeds that of 85dbs
- All guarding work in areas deemed high risk
- CCTV Monitoring (Display Screen Equipment)
- Permanent night working job roles

Health surveillance will be arranged by **P Richardson/ R Deegan**

Health surveillance records will be kept by **P Richardson** (York local office) and/or by the contract provider (*if required*).

All employees will be made aware of first aid facilities at the venue/ premise/ site prior to work commencement or will be issued with first aid equipment (*where applicable*).

The appointed 'Head of First Aid' for PR Protection Services is **P Richardson**

All employees provided by PR Protection have completed basic first aid training in line with the SIA licensing activities.

First Aid (*First Aid at Work*) qualified employees will be utilised on 'higher risk' contracts or where it is a condition of contract award by the client.

All accidents and cases of work related ill health are to be reported to **P Richardson/ R Deegan** and the contract provider.

**P Richardson/ R Deegan** are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority (*HSE or local authority*).

## **Monitoring**

To check our working conditions and ensure our safe working practices are being followed we will;

- Implement supervisory spot checks;
- Implement employee and client questioners;
- Investigate any accidents, dangerous occurrences or ill health and implement control measures to reduce the risk of re-occurrence;
- Review Risk Assessment amendments at regular intervals.

**P Richardson/ R Deegan** are responsible for investigating accidents/ dangerous occurrences.

**P Richardson/ R Deegan** are responsible for investigating work related ill health and causes of sickness absences.

**P Richardson/ R Deegan** are responsible for acting on investigation findings to prevent re-occurrences.

## Emergency Procedures

All employees will be given information and training (*where required*) by **P Richardson/ R Deegan** and/or by the contract provider (*if requested*) on venue/ premise/ site evacuation procedures.

All employees will possess a mobile phone which will be kept on their person at all times and all relevant phone numbers/ emergency contacts issued to employees prior to work commencement.

All lone working employees will be supplied with lone worker alarms and given additional training for their job role(s).

All employees will be made aware of the venue/ premise/ site address for emergency service calls.

All employees will act in accordance with their SIA training when dealing with possible confrontation and not put themselves or other employees, contract provider employees or members of the public at risk from injury.