

# **C.T GUARDS UK LIMITED**

## **ENVIROMENTAL COMPANY POLICY STATEMENT**

This is the environmental company policy statement of *C.T Guards UK Limited* (the Company) for its employees and clients, prepared in accordance with the requirements of the Environmental Health Act and associated governmental guidelines.

### **1. GENERAL POLICY**

As a Company, we welcome this opportunity of stressing once more our continuing concern that all our employees should be provided with the safest and healthiest working conditions possible. We have particular problems in that so many of our employees work on our customers' premises and we are, by the very nature of some aspects of our work, involved in a risk business. However, we acknowledge that these problems do not absolve us from our responsibilities. Instead, they place upon us the bonus of making greater efforts than the average employer to reduce risks to an acceptable level. The means by which this overall policy is put into effect are outlined below.

### **2. ACCOUNTABILITY AND RESPONSIBILITY FOR SAFETY**

The Managing Director is ultimately accountable for the company's adherence to Environmental legislation. C.T Guards UK Limited's General Manager is accountable to him for the establishment and maintenance of an effective Environmental Policy. Responsibility for implementing the Environmental Policy rests with line management at every level. In particular the Divisional Manager has an overall responsibility for advising management on safety standards and ensuring the safety of the company's premises. Your Personnel officer, as an aspect on environmental matters, is in a position to advise not only management but also employees on environmental matters. However, the first person to whom an approach should be made is your own supervisor, who has been trained to deal with environmental problems.

### **3. CONSULTATION ON ENVIRONMENTAL MATTERS**

If you wish to express a view on an environmental matter, you should raise it initially with your immediate supervisor. However, if a problem is not satisfactorily resolved in this way, it should be pursued through the laid down grievance procedure.

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## **4. RISK ASSESSMENT**

The Company will, at regular intervals and at other times if circumstances warrant it, carry out an assessment of:

- (a) The risks of the environment of its employees to which they are exposed while at work; and
- (b) The risks to the environmental health of persons not in its employment arising out of or in connection with the conduct by it of its undertaking.

The assessment will be reviewed if:

- (a) There is reason to suspect it is no longer valid; or
- (b) There has been a significant change in the matters to which it relates.

Any significant findings of the assessment and any group of employees identified as being especially at risk shall be recorded.

## **5. ENVIRONMENTAL ARRANGEMENTS**

The Company will make and give effect to such arrangements as are appropriate having regard to the nature of its activities and the size of its undertaking, for the effective planning, organisation, control, monitoring and review of any preventative and protective measure arising from any risk assessment, and any such arrangements will be recorded.

## **6. HEALTH SURVEILLANCE**

The Company will ensure that its employees are provided with such Health Surveillance as is appropriate having regard to the risks to their Environmental health, which may be identified by any risk assessment.

## **7. ENVIRONMENTAL ASSISTANCE**

The Company will appoint one or more competent persons with sufficient training and experience or knowledge to undertake the measures needed to comply with the requirements and prohibitions imposed upon the Company by or under the relevant statutory provisions and shall make arrangements for ensuring adequate co-operation between such appointees if more than one.

## **8. PROCEDURES FOR SERIOUS AND IMMINENT DANGER AND FOR DANGER AREAS**

The Company will establish and where necessary give effect to appropriate procedures to be followed in the event of serious and imminent danger to its employees and shall nominate a

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sufficient number of persons to implement such procedures insofar as they relate to the evacuation from premises of its employees. The Company shall ensure that none of its employees has access to any area occupied by the Company to which it is necessary to restrict access on the grounds of Environmental danger, unless the employee concerned has received adequate Environmental training.

### **9. INFORMATION FOR EMPLOYEES**

The Company will provide its employees with comprehensible and relevant information on:

- (a) The risks to their environment, identified by any risk assessment;
- (b) The preventative and proactive measure implemented as a result of any risk assessment;
- (c) The procedures to be followed in the event of serious and imminent damage to the Company's employees and the identity of persons nominated to implement such procedures;
- (d) Any risks notified to the Company by any other employer sharing any workplace with the Company's employees.

### **10. CO-OPERATIONS AND CO-ORDINATION**

Where employees of the Company are required to work at premises occupied by any other employer the Company will cooperate with the employer so far as is necessary to enable the other employer to comply with the requirements and prohibitions imposed upon them by or under the relevant statutory provisions and the Company will take all reasonable steps to co-ordinate with any other employer to ensure compliance with such requirements and prohibitions and to inform any other employer at any risks to its employees environmental. Our customers are of course, bound by the Environmental Act, to provide a safe working environment for our employees as well as their own.

Of all assignments, both at the stage of the consultants survey and at the operational handover, attention is paid to this. On any assignment where there is a potential danger to environmental which cannot be eliminated other than by taking special precautions, this will be considered on handover and therefore outlined in your assignment instructions that you should read carefully.

### **11. "OUTSIDE" EMPLOYEES**

The Company will ensure that the employer of any employee from an outside undertaking who is working in the Company's undertaking is provided with comprehensible information on the risks to the employees environmental and the measures taken by the Company in compliance with the requirements and prohibitions imposed upon the Company under the relevant statutory provisions.

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## **12. CAPABILITIES AND TRAINING**

*C.T Guards UK Limited* is a training-conscious Company. Induction and follow-up training courses are carried out progressively throughout each individual's career. One of the aims of the training given is to ensure that employees are aware of environmental hazards. It is the Company's hope that you will take full advantage of such training, since each individual employee has a vital role to play in maintaining a safe and healthy working environment for themselves and their colleagues.

As indicated in Paragraph 10 (**CO-OPERATION AND CO-ORDINATION**), there may be special safety problems at your own particular working location. If this is the case, your assignment training which will be given to you by our supervisor will be of great importance and should receive your fullest attention.

The Company shall, in entrusting tasks to its employees, take into account their capabilities as regard the environment and shall ensure that they are provided with adequate environmental training on their being recruited to the Company and on their being exposed to new or increased risks because of their being transferred or given a change of responsibilities or the introduction of new technology or new systems at work. Training shall take place during working hours and shall be repeated periodically where appropriate and shall be adapted to take account of any new or changes risks to the environment of the employee concerned.

## **13. EMPLOYEE DUTIES**

With the wide range of locations and duties in which the Company and its employees are involved, it is obviously impossible to detail here all potential hazards. However, if you are employed on uniformed security duties, you should take note of the general rules outlined in the "Security Officer's Handbook" where these are appropriate to your position.

Employees must familiarise themselves with the environmental policy effective at their place of work. Operational personnel must familiarise themselves with the environmental policy at each client's premises and any additional instructions relating to special risks or requirements at those premises.

Please note also the importance of wearing, carrying or using any protective clothing or equipment that will be compulsory for certain duties and/or locations. Failure to do so will be most seriously regarded by the Company and could result in disciplinary warnings and, ultimately dismissal. Failure to do so may also affect employees' rights under the Injury on Duty and Death Benefit Scheme.

In addition to being aware of potential risks to your own safety, you should be aware of creating hazards for others by your own lack of care and thought. If you drive a Company Vehicle, you should report promptly all faults or defects that may develop. Failure to do so may put at risk not only your safety but also that of other personnel.

Every employee shall use any machinery, equipment, dangerous substance, transport equipment,

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means of production or safety device provided to them by the Company in accordance both with any training in the use of the equipment concerned which has been received by them and the instructions respecting that use which have been provided to them by the company in compliance with the requirements and prohibitions imposed upon the Company by or under the relevant statutory provisions.

Every employee shall inform the Company or any other employee of the Company with specific responsibility for the environment of his or her fellow employees:

- (a) of any work situation which a person with the first-mentioned employee's training and instruction would reasonably consider represented a serious and immediate danger to the environment; and
- (b) Of any matter, which a person with the first-mentioned employee's training and instruction would reasonably consider, represented a shortcoming in the Company's protection arrangements for the environment.

Insofar as that situation or matter either affects the environment of that first-mentioned employee or arises out of or in connection with their own activities at work, and has not previously been reported to the Company or to any other employee of the Company in accordance with this paragraph.

*Emmanuel Utomi*

(General Managing)

Dated: