



**C.T GUARDS UK LIMITED
HEALTH AND SAFETY POLICY**

1.1 STATEMENT OF INTENT

We regard the requirements of Health and Safety at the foremost of our welfare and client requirements, and must be regarded with the utmost importance of all employees who work within the group.

1.2 It is the responsibility and duty of C.T GUARDS UK Ltd to ensure that every step is taken to prevent injury to employees, damage to property and to protect individuals from possible hazards and injuries at work. This includes members of the general public, visitors or contractors, as and when they come into contact with C.T GUARDS UK Ltd Staff and management, whether in pursuance of their everyday employment or by other activities.

1.3 C.T GUARDS UK have a particular responsibility with regard to:

⇒ Providing and maintaining safe and healthy working conditions.

⇒ Ensuring that adequate training, instruction, information and supervision is given to ensure all personnel are able to perform their various duties safely and efficiently.

⇒ To ensure that a constant awareness with regard to health and safety at work is maintained in respect of all employees within C.T GUARDS UK Limited.

1.4 All employees within C.T GUARDS UK have a legal obligation to co-operate in the operation of this policy by not interfering with or miss-using equipment that has been provided in the interests of Health & Safety.

1.5 All employees working within C.T GUARDS UK have an obligation to co-operate in respect of this policy so far as reasonably practicable by means of the following:

⇒ Reporting any incident, which has led to or could have led to personal injury or damage to property.

⇒ Complying with safety procedures, whether written or brought to their attention by other means.

⇒ Assisting with any investigation with regard to incidents.



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- 1.6 It is the responsibility of all Directors, Managers and supervisors both on site, and located at the group headquarters, to ensure the contents of this policy are carried out within the spirit and intention of this document. The policy will be reviewed and amended where necessary.

10th July, 2017

Signed: M LEWIS

Director



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HEALTH AND SAFETY AT WORK ACT 1974

INTRODUCTION

2.1 The Health and Safety at Work Act (HASAWA) imposes general duties of care on all persons associated with work activities.

OBJECTIVES

2.2 The Act has three main objectives. They are as follows:

- ⇒ To secure the health and safety of all persons at work.
- ⇒ To protect the public against risk to health and safety arising out of work related activities.
- ⇒ To control the keeping and use of highly flammable or other dangerous substances.

2.3 This Act effects C.T GUARDS UK LIMITED in so much as we are bound by the (HASAWA 1974) and any regulations made under this Act, or any other Acts or Orders including the following:

- ⇒ Offices, shops and railway Premises Act 1963
- ⇒ Fire Precautions Act 1971
- ⇒ Noise at Work Regulations 1989
- ⇒ Electricity at Work Regulations 1989
- ⇒ Environmental Protection Act 1990
- ⇒ Work Place Health and Safety & Welfare Regulations 1992
- ⇒ Personal Protective Equipment Regulations 1992 (as amended 2002)
- ⇒ Manual Handling Operations Regulations 1992
- ⇒ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)



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- ⇒ Fire Precautions (workplace) Regulations 1997 (as amended 1999)
- ⇒ Provision and use of Work Equipment Regulations 1998
- ⇒ Management of Health and Safety at Work regulations 1999
- ⇒ Health and safety (Miscellaneous Amendments) Regulations 2002

This list is not conclusive statutory regulations that affect the work place but covers the main statutory regulations that affect the workplace.

DUTIES OF EMPLOYERS

- 2.4 In accordance with section 2 of the Act, it is the duty of the employer to ensure as far as reasonable and practicable the health, safety and welfare at work of all his employees.
- 2.5 To achieve these criteria there is an obligation on the employer to provide the following:
- ⇒ Safe systems of work
 - ⇒ Healthy and safe working environment
 - ⇒ Healthy and safe premises with adequate amenities
 - ⇒ Safe plant, machinery, equipment and appliances and to maintain them in good working order.
 - ⇒ Safe methods of handling, storing and transporting materials and substances.
 - ⇒ Adequate instruction, training, information and supervision of employees to enable them to carry out their jobs safely.
 - ⇒ Adequate supervision by trained and competent personnel.
 - ⇒ All information necessary for an employee to ensure his / her own health, safety and welfare.



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2.6 DUTIES OF EMPLOYEES

Section 7 of the HASAWA places the following responsibilities on all employees at work:

To take reasonable care of health and safety for themselves and others who may be affected by their acts or omissions at work.

All employees are required to co-operate with their employer or employer's representative, whether that representative is a Director, Manager or Supervisor, in so far as is necessary to perform any duty or comply with any requirement imposed as a result of any law which may be in force.

2.7 Section 8 of the Act states that any employee who misuses, or recklessly interferes with, any item which is provided in the fulfilment of a legal obligation and in the interest of Health & Safety, will be guilty of a criminal offence.

2.8 The duties created under the HASAWA, are supported by criminal sanction. Any employee who conducts himself or herself in such a way as to endangers his or hers or another person, health and safety whilst at work, may be prosecuted.

It is an offence to contravene any requirements of health and safety legislation. The penalty on summary conviction is a fine not exceeding £20,000.00 and on conviction on indictment, an unlimited fine or imprisonment of not more than two years or both.



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**THE OBJECTIVES, ORGANISATION AND RESPONSIBILITY FOR
HEALTH, SAFETY AND WELFARE.**

OBJECTIVES

3.1 The objectives of the Policy Document are:

- ⇒ To promote high standards of health, safety and welfare which in so far as is reasonably practicable comply with the terms of the Health and Safety at Work Act 1974 and any other statutory provision as well as Approved Codes of Practice,
- ⇒ To ensure that places and methods of work protect health, safety and welfare of all C.T GUARDS UK employees and other persons who may be affected by a work activity.
- ⇒ To protect all personnel from any foreseeable hazards and consequential risks, whether they are:
 - ⇒ EMPLOYEES
 - ⇒ MEMBERS OF THE PUBLIC
 - ⇒ CONTRACTORS EMPLOYEES
 - ⇒ VISITORS TO THE PREMISES
- ⇒ To ensure adequate training, instruction, supervision and information is given to all personnel in order that they may work in maximum safety.
- ⇒ To ensure a safe and healthy working environment for all personnel and that there are sufficient facilities and arrangements for their welfare.
- ⇒ To ensure that an awareness of all aspects of safety is fostered by all personnel.
- ⇒ To ensure personnel are aware of their responsibilities to take any steps necessary for the health and safety of both themselves and others and to co-operate in all aspects with regard to safety.
- ⇒ To ensure that full and effective consultation on all safety matters is encouraged.



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THE ARRANGEMENTS

- 4.1 All Directors, Managers and Supervisors must ensure that safe operating procedures are in place in order to protect all personnel working within their department or region of responsibility. They are also to familiarise themselves with laid-down safe working policies and procedures as contained in this document and ensure that all personnel under their control are fully conversant with these procedures.
- 4.2 Head office management will ensure that Health and Safety Risk Assessments are carried out prior to the commencement of any work undertaken. Normally this work will be carried out by operations management but may be undertaken by any other person within the group considered competent to carry out such work. The results will be made available to any interested party. This is in compliance with Regulation 3 (1-4) of the Management of the Health and Safety at Work Regulations 1999.
- 4.3 In general terms, a risk assessment should seek to identify any potential Hazards in the workplace, identify the Risk (likelihood of that hazard causing harm) and ascertain the employees likely to be affected.
- 4.4 Where a customer who controls the premises where C.T GUARDS UK employees are working has arranged for a risk assessment to be undertaken by a competent person, the need for C.T GUARDS UK to carry out their own assessment is waived. This applies only if the clients risk assessment has encompassed the work undertaken by C.T GUARDS UK LIMITED. All significant findings of any risk assessment are to be placed in the Assignment Instructions, and the employees exposed to such a risk real or potential should be informed personally and by way of the findings of the risk assessment.
- 4.4.1 Risk assessments must be constantly reviewed and updated, particularly any measures put in place to reduce or eliminate the risk. These must be subject to constant monitoring to ensure that they are effective.

Where five or more employees are employed then the significant findings must be recorded and kept for up to FIVE YEARS.

- 4.5 All Managers are to ensure that employees receive suitable and sufficient, training, instruction and information to ensure their health, safety and welfare whilst at work. Managers are to record any training, instruction or information given to employees in respect of Health & Safety issues.



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REPORTING OF INJURIES AND DANGEROUS OCCOURENCES.

- 5.1 C.T GUARDS UK have a duty to ensure that certain injuries are recorded and reported to the relevant authorities. The detail of how this is to be applied is as follows, all C.T GUARDS UK employees have received training during their induction course as how to deal with and report accidents occurring at work, this document lays out the formal procedure.
- 5.2 All managers and supervisors have a duty to inform Head Office Senior Management, (up to Managing Director) where an accident at work is sustained by an C.T GUARDS UK employee whether or not this results in the employee being off work.

5.3 The accident or dangerous occurrence happens:

First Aid is administered or emergency services are called as necessary.

Details are reported as soon as possible to:

The C.T GUARDS UK Control Room and Client representative.

A Manager will be dispatched to the assignment to investigate the cause of the accident and to take remedial action.

Depending on the severity of the incident the Managing Director will be informed, this will always be the case where an employee is taken for medical treatment either to a doctor or to hospital.

The Customer Accident Book is completed

The C.T GUARDS UK Accident Book is completed

An investigation is conducted by C.T GUARDS UK management to ascertain the cause of the accident and to take evasive action in preventing a reoccurrence.

A full report on the accident will be passed to the Managing Director and Company Secretary.



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SAFE WORKING POLICIES AND PRACTICES

6. SUMMARY OF DUTIES

C.T GUARDS UK Limited is under a duty to ensure, as far as is reasonably practicable, the Health & Safety of all C.T GUARDS UK employees.

- 6.1 To act as guidance for good practice and to assist those responsible for health and safety several working policies and practices are included in site induction training and ongoing training sessions.
- 6.2 That the policies and practices cover all points relating to the work of C.T GUARDS UK employees, and includes, work undertaken at C.T GUARDS UK premises or customer sites.
- 6.3 These policies will be kept up to date and amended as and when new procedures, practices, legislation comes into effect.

7. ACCESS AND EGRESS

C.T GUARDS UK is committed to providing a safe place of work and safe means of access and egress within all parts of the workplace. Safe access and egress includes managers and supervisors are responsible for implementing this policy, which covers the following headings:

- ⇒ Access to and egress from the workplace
- ⇒ Routes through working areas
- ⇒ Accessibility of storage areas
- ⇒ Access to and egress from an individual's workplace
- ⇒ Emergency exit routes
- ⇒ Use of access equipment, such as ladders and lifts
- ⇒ Limitation of access to hazardous / high security areas
- ⇒ Temporary arrangements for access
- ⇒ External pathways and roadways around the workplace



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⇒ Common parts of the building, e.g. external gated entry points, client's reception, staircases, etc.

7.1 PRACTICE FOR ENSURING THE HEALTH AND SAFETY OF EMPLOYEES.

C.T GUARDS UK WILL, in consultation with clients, clients representatives and the employees ensure that:

Articles or substances do not impede safe access and egress at the workplace and that objects which may restrict safe movement within the workplace are removed immediately. Any access restrictions are adhered to so that suitable and safe arrangements for work and other areas of high-risk confined spaces are guaranteed.

Formalised systems of work are designed and implemented in all areas of significant risk. All C.T GUARDS UK employees are encouraged to report any situation where safe access and egress is restricted or obstructed and arrange for the appropriate remedial action to be taken immediately.

A competent person regularly inspects all access equipment.

7.2 SAFE SYSTEM OF WORK

The following points will assist in ensuring that safe access and egress is achieved:

Do not store objects on the floor or in walkways; return articles or equipment to their designated storage point when they are no longer required.

Ensure that articles are not stored precariously on top of cabinets or on shelves. These could fall onto a passer-by.

Carry out regular inspections of walkways to ensure that they are free from obstructions.

Dispose of obsolete and waste items immediately.

Regularly review the suitability of lighting.

Ensure the flooring is suitable for the purpose and is maintained in safe condition.

Regularly check that there is sufficient space to move freely.



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Closely monitor the working activities of contractors, to ensure that they do not hinder safe access and egress of personnel.

Comply with safe working arrangements in areas of high risk or security.

Comply at all times with the appropriate procedures regarding safe access and egress in the workplace.

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**C.T GUARDS UK LIMITED
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