



YOUR TRUSTED SECURITY PARTNER

## Health and Safety Policy

(Health and safety at Work etc Act 1974)

### Statement:

It is the policy of Secure Frontline Services:

- To comply with the terms of all applicable Health and Safety Legislation
- To carry out risk assessments and provide adequate control of the health and safety risks arising from our work activities
- To ensure all employees are competent to do their tasks and give them adequate training and supervision
- To consult with our employees on matters affecting their health and safety
- To review and revise this policy annually or on any significant changes in our business

### Safety Responsibilities & Duties:

<u>Managing director</u>	<u>Business Development Manager</u>	<u>All employees</u>
<ul style="list-style-type: none"> <li>• Manage and respond of implementing the health and safety procedures.</li> <li>• Undertake COSHH assessments (when needed) and ensure that all relevant employees are informed about this.</li> <li>• Ensure that Health and Safety Law poster is displayed in the office staff room</li> <li>• Induct office staff with regards to this policy</li> <li>• Approve the actions required to remove/control risks and check that the implemented actions have removed/reduced the risks.</li> </ul>	<ul style="list-style-type: none"> <li>▪ H&amp;S Representative</li> <li>▪ Ensure all new operative staff are provide with relevant health and safety info applicable to the job</li> <li>▪ Undertake site risk assessments and report the findings to the Director</li> <li>▪ Make sure that no operative staff is permitted to work at any hazardous task unless he or she has been properly and fully instructed</li> <li>▪ Ensure periodical consultation of employees</li> </ul>	<ul style="list-style-type: none"> <li>• Cooperate with supervisors and managers on health and safety matters</li> <li>• Not interfere with anything provided to safeguard their health and safety</li> <li>• Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work.</li> <li>• Report all health and safety concerns to an appropriate person</li> <li>• Use the safety equipment or clothing in a proper manner and for the purpose intended</li> <li>• Work in accordance with any health and safety instruction or training that has been given.</li> <li>• Not undertake any task for which they have not been authorised for and for which they are not adequately trained</li> </ul>

### Violence in the work place:

- It is the policy of the Company that violence in any form is unacceptable. This includes any form of verbal abuse, intimidation, threats, physical attack and property damage.
- Any form of violence by an employee of the Company against another employee, client's staff or any member of public, if proved, will lead to disciplinary action up to and including dismissal for unacceptable conduct.
- Any employee who feels that he or she has been the target of workplace violence (verbal or physical) must report this to the Operations Manager or, ultimately, to the Director.
- In the event of an employee being a victim of physical or verbal violence, the Company will offer appropriate and timely help and support. Additional advice and information is available from Operations Manager.
- Any employee who witnesses workplace violence (be it verbal or physical) should feel able to report this to their line manager without fear of intimidation.

### Covid 19:

- We aim to eliminate the risks which COVID-19 poses, but, where this will not be possible, to implement control measures to reduce and control these risks.

Signed  
(Employer)

Date 14/08/2020

Review date 14/08/2021

