



UNITRUST PROTECTION SERVICES (UK) LTD

HEALTH AND SAFETY POLICY

UNITRUST PROTECTION SERVICES (UK) LTD

This Health and Safety Policy document has been written and issued to comply with the general requirements of the Health and Safety at work Act 1974, and to demonstrate the Company's commitment to

INDEX

Health and Safety Policy Statement	Page	3
Responsibilities		4
Emergency Services		5
Fire Safety		6
Medical and Welfare		6
Housekeeping		7
Work Equipment		7
Manual Handling		8
Electrical Equipment		8
Display Screen Equipment		9
Noise at Work		9
Hazardous Substances		10
Display of Notices		11
Off Site Working		11
Lone Working		12
New and Expectant Mothers		12
Violence and Personal Safety		12
Bomb Threats		13
Personal Protective Equipment / Clothing		13
Handling of Injuries, Diseases and Dangerous Occurrences		14
Training		14
Rules for Visitors and Contractors		15
- Visitor Safety Rules		15

HEALTH AND SAFETY POLICY STATEMENT

The Company regards the management of health and safety as an integral part of its business and as a management priority and at all times adheres to the Health and Safety at Work Act 1974. It is our policy that all activities and work will be carried out in a safe manner and we will ensure the health, safety and welfare of our employees and others who may be affected by our activities.

Our target is for zero accidents and zero work-related ill health to be achieved by applying current best practice in health and safety management. Compliance with current health and safety legislation is therefore regarded as the absolute minimum standard acceptable.

Proper management of health and safety issues is seen as an integral part of the efficient management of the Company's activities, and critical to developing the professional culture of the Company and establishing and maintaining a solid reputation with all of our clients.

The organisation and arrangements to meet the above objectives and for the implementation of this policy are detailed within the Company's more detailed health and safety policies.

The objectives of this policy are fundamental to our business and the company directors are responsible for ensuring that the requirements of this policy are achieved.

Management, staff and operatives have responsibility for implementing the specific arrangements made under this policy throughout the Company. All employees are expected to read the relevant sections of the policy, familiarise themselves with its provisions and carry out their defined responsibilities. A copy of the policy is held in the HR department and will be made available to all employees.

Employees are expected and encouraged to be proactive on health and safety issues as part of the continued development of the health and safety culture of the organisation.

All employees, contractors and sub-contractors are required to cooperate with the Company and their colleagues in implementing the policy and shall ensure that their own work is without risks to themselves and others as far as reasonably practicable. The Company will provide appropriate training and make available competent health and safety advice and adequate resources including time and money so that legal obligations may be met

SIGNED:  Managing Director

DATE:09.... /01..... / ..19.....

RESPONSIBILITIES

Responsibilities for Health, Safety and Welfare matters have been assigned to named persons:

OVERALL RESPONSIBILITY FOR HEALTH AND SAFETY POLICY:

Scott Gough – Managing Director

RESPONSIBILITY FOR IMPLEMENTATION OF HEALTH AND SAFETY POLICY AND RISK ASSESSMENTS:

Darryl Roberts – Health & Safety Champion

RESPONSIBILITY FOR HEALTH AND SAFETY TRAINING:

Darryl Roberts – Health & Safety Champion

FIRST AIDERS

HEAD OFFICE

Shiv Gill – Contract Manager
Paras Pandya – Head of HR
Karl Sullivan – Contract Manager
Baldeep Nagi – Duty Manager

ON SITE

As directed by the client

PERSON RESPONSIBLE FOR REPORTING INJURIES, DISEASES AND DANGEROUS OCCURRENCES:

Paras Pandya – Human Resources Manager

SAFETY REPRESENTATIVES FOR ALL AREAS:

Head Office

Darryl Roberts – Health & Safety Champion

Note that all Managers and Supervisors are responsible for maintaining the Health and Safety systems that apply within their departments/sites and for encouraging their staff to be vigilant in regard to their own and other people's Health, Safety and Welfare.

EMERGENCY SERVICES

NEAREST HOSPITAL WITH CASUALTY DEPARTMENT: -

Name: Northwick Park Hospital
Watford Road
Harrow
Middlesex
HA1 3UJ

Telephone Nos: Accident & Emergency: -
020 8864 3232

POLICE STATION: EMERGENCY: DIAL 999

Address: Wembley Police Station
603 Harrow Road
Wembley
Middlesex
HA0 2HH

Telephone Nos: 0300 123 1212

FIRE BRIGADE: EMERGENCY: DIAL 999

Address: Wembley Fire Brigade 591 A
Harrow Road
Wembley
Middlesex
HA0 2EG

Telephone No: 020 7582 2000

GAS: Customer Service Centre

Telephone No: 0845 609 1122

ELECTRICITY: Customer Service Centre & Loss of Supply

Telephone No: 0800 183 1515

WATER SUPPLY: THAMES WATER

Telephone No: **Emergency & Enquiries: 0845 9200 800 HEALTH & SAFETY**
Rose Court EXECUTIVE: 2 Southwark Bridge
London SE1 9HS

Telephone No: 020 7556 2201

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FIRE SAFETY

The fire safety arrangements in places of work are dictated by the provisions of The Regulatory Reform (Fire Safety) Order 2005

Fire Safety Instructions are posted within the work areas and should have been brought to the attention of all employees. There is a Fire Alarm system in place with 2 call points, one at each fire exit. The Fire Assembly area for Head Office is located **outside Cleshar on Heather Park Drive. We assemble on the pavement outside the building to the right of UniTrust House.**

The Company will arrange for a weekly Fire Alarm test and call point test. There will be a full evacuation training every 6 months to be carried out, monitoring the effectiveness of such practices.

FIRE EXTINGUISHERS AND THE ALARM SYSTEM ARE MAINTAINED BY:

ALARM SYSTEM
Head Office

FIRE EXTINGUISHERS
Head Office

ADT Fire & Security
House
201 Pinner Road
Northwood
Pinner
Middlesex
HA6 1DL

Chubb Fire Limited	Zetter
P O Box 37	
Chubb House	
Sunbury - on -Thames	
Middlesex	
TW16 7SI	

Telephone number: 01923 848 147

Telephone number: 020 8844 1666

Fire alarm testing will be carried out on all customer sites and employees should familiarise themselves with the client's procedures.

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MEDICAL AND WELFARE

To comply with The Health and Safety (First Aid) Regulations 1981. The organisation is committed to providing adequate first-aid personnel, equipment and facilities to deal with ill health and injuries to employees while they are at work. Emergency first-aid treatment can save lives and prevent minor injuries becoming major injuries.

The organisation will provide first-aid personnel with sufficient training, information and support to undertake their responsibilities

FIRST AID FACILITIES ARE LOCATED AS FOLLOWS:

Head Office: On the wall in the downstairs kitchen area

Client Sites: As directed by the client

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HOUSEKEEPING

The Company undertakes to provide a comfortable and pleasant working environment in respect of appropriate heating, lighting, ventilation, hygiene and sanitary conditions.

The Company makes provision for maintaining all areas of the Workplace in a clean, tidy and healthy state. This includes the maintenance of any equipment and facilities associated with the health, safety and welfare of Employees at work.

The Company operates a No Smoking Policy at Head Office in all work and public areas. Smoking is only permitted outside of the office. When working on a client's site please adhere to the client's smoking policy.

All employees are required to maintain their own workplace in a tidy, safe and healthy condition as far as it is possible for them to do so, including management of connecting cables; to comply with the No Smoking Policy; not to interfere with equipment, facilities or control mechanisms which are provided for the purpose of helping to maintain healthy and comfortable working conditions; to keep gangways and emergency exits clear of obstructions, and to report any situations where the expected standards are not being met.

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WORK EQUIPMENT

The Company ensures that Work Equipment is suitable for the purpose intended under the Provision and Use of Work Equipment Regulations 1998. The organisation will take all reasonable steps to reduce health and safety risks from work equipment to employees and others who may be affected.

The organisation will ensure that suitable, safe work equipment is provided and that it is maintained, tested and inspected. Adequate information, instruction, training and supervision will be provided to ensure that work equipment is used in a safe manner and without risks to health. Employees will make proper use of any equipment and systems of work provided for their safety.

The organisation will ensure that an assessment of the risks associated with the work equipment is conducted by a competent person.

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MANUAL HANDLING

Manual handling is defined as “any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force” and is covered by the Manual Handling Operations Regulations 1992 (as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002).

The Company will take all reasonable steps to reduce health and safety risks to employees from manual handling.

The Company will ensure that manual handling tasks that involve injury risks are avoided where reasonably practicable. Where it is not reasonably practicable to avoid these tasks a suitable and sufficient assessment of the risks will be undertaken and identified risks will be reduced to as low as is reasonably practicable.

By carrying out risk assessments the Company will identify those positions, which involve manual handling, this will be done under four main headings: load, task, Individual and environment.

The Company will also provide adequate information, instruction, training and supervision to employees regarding manual handling best practice.

Employees will make proper use of any equipment and systems of work provided for their safety.

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ELECTRICAL EQUIPMENT

To comply with the requirements of the Electricity at Work Regulations 1989, and to ensure the safety of employees and others, the Company operates a programme for checking electrical systems and equipment to prevent danger and the risk of injury.

Records are kept to identify items of equipment and specify the checks to be carried out and their frequency, and to indicate results of checks carried out, name of checker, date and corrective action taken. The test will include: -

- Visual testing
- Plug and lead check
- Fuse rating check
- Earth bond test

- Insulation test
- Load test
- Earth leaking test

Records are reviewed by the Managing Director.

Employees and users of electrical equipment are responsible for using the equipment only for the purpose intended and for reporting to their supervisor any fault or damage to the equipment.

SAFETY CHECKS ON THE INSTALLED ELECTRICAL SYSTEMS ARE PERFORMED BY:

Office Test Ltd
Lovatt House
14a Clerkenwell Green
London
EC1R 0DP

Telephone Number: 0800 999 6000

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DISPLAY SCREEN EQUIPMENT

It is the intention of the Company to meet its obligation under the Health and Safety (Display Screen Equipment) Regulations 1992. The Company will take all reasonable steps to ensure the health and safety of "users" and "operators" of display screen equipment (DSE), where "users" are employees, including temporary employees, and operators are self-employed persons.

The Company recognises that risks associated with DSE are directly related to the type and layout of the workstation, the nature of the work and the physical and mental attributes of the person using the DSE. The Company will therefore provide all necessary information, training and support to users and operators to enable them to understand and manage these risks.

The Company will also ensure that suitable and sufficient DSE risk assessments are undertaken and, whenever possible, eliminate or, if not, reduce all identified risks to as low as is reasonably practicable.

Users will be informed of the facility for eyesight testing.

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NOISE AT WORK

Under the Control of Noise at Work Regulations 2005 companies are required to limit the risk to hearing damage to people at work. The Regulations require

all companies to take action if noise levels reach “action levels”. Advice can be sought from the Human Resources Department with regard to the action levels.

If any member of staff has difficulty being understood by others from about 2 meters distance as a result of localised noise, then the Company shall undertake a noise assessment to establish whether the exposure is likely to reach action levels and then what action to take. Should this situation arise the following steps will be taken: -

- Assess the noise levels and exposure;
- Keep the staff informed;
- Reduce the noise as far as reasonably practical; □ If action required, provide ear protection;
- Periodically review exposure and action.

Provision and use of ear protectors depends upon the level of noise exposure and should ear protection be issued to staff then staff shall wear these protectors whenever exposed to the noise (if it applies to secondary and peak action levels). Below these levels there is no legal duty for the member of staff to wear the issued ear protectors, however the Company shall issue them regardless and recommend that they be worn.

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HAZARDOUS SUBSTANCES

The Company will undertake periodic assessments in accordance with the requirements of the Control of Substances Hazardous to Health Regulations 2002 (COSHH) to determine the hazard and risks associated with the use of substances hazardous to health. The Company will ensure exposure to substances hazardous to health is prevented, or, where this is not reasonably practicable, adequately controlled.

The Company will also ensure that those who undertake assessments in accordance with the Control of Substances Hazardous to Health Regulations 2002 are competent to do so.

The Company will provide suitable and sufficient information, instruction, training and supervision to employees regarding the control of substances hazardous to health and the associated hazards. Employees will make proper use of any equipment and systems of work provided for their safety. The Company will take all reasonable steps to ensure that control measures are properly used.

The Company will ensure that adequate arrangements are in place to deal with accidents, incidents and emergencies related to the presence of substances hazardous to health in the workplace.

Records of COSHH Assessments will be retained and reviewed to decide on any actions, which are to be taken to implement corrective and preventative measures.

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DISPLAY OF NOTICES

The Company shall ensure that there is displayed information in the form of notices, documents and other articles as follows: -

- *The Health and Safety Information for Employers Regulations 1989* The above Regulation requires employers to bring to the attention of their employees information relating to general requirements, duties, etc. The Company shall display posters at Head Office in accordance with the above.

- *Employers Liability (Compulsory Insurance) Act 1969*
The above Act places a duty on employers to take out and maintain approved insurance policies with authorised insurers against liability for bodily injury or disease sustained by their employees in the course of their employment. The Company will ensure that an up-to-date Certificate of Insurance is displayed at Head Office for the information of its employees.

- *Health and Safety (Safety Signs and Signals) Regulations 1996* All safety signs, regardless of when they were erected or placed, must comply with this Regulation. The Company will ensure that all required safety signs are displayed for the information of its employees.

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OFF SITE WORKING

UniTrust has a responsibility to maintain the health and safety duty of care to all their employees who are affected by work activities carried out on a customer's premises.

In all instances a pre-site visit will be arranged and this will be used as the basis for a risk assessment. The risk assessment will be conducted to ensure, as far as is reasonably practicable, that all hazards at a client's site are identified. Once all hazards have been identified, an assessment will be made of the likely resultant risk. The assessment will take into account any existing control measures that may be in place and will identify any further controls that may be required e.g. personal protective equipment; additionally any specialised training requirements or competence levels will be examined.

The Company has a duty to co-operate with any safety rules issued by the client for the conduct of operations on their site. All rules laid down for safety purposes must be strictly adhered to, however, if it is believed that the

customer's rules are not sufficiently stringent all higher UniTrust standards must be applied.

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LONE WORKING

Lone working is defined as working with no other person within visual or normal audible range. The availability within range need not be on a continuous basis, but the adequacy of non-continuous coverage must be assessed in relation to the hazards of the work concerned, in determining if the work should be considered as "lone-working".

Whilst employees have responsibilities to take reasonable care of themselves, it is the duty of the Company to organise and control working patterns. Safe systems of work should be instigated after the identification of hazards and the assessment of risk.

Safety auditing will be conducted for hazard identification and risk assessment. This may conclude that one person cannot control the risk involved i.e. staff working in a workshop.

All equipment (whether this be hand tools or even a pair of steps) is to be used in safe working order. Safe working procedures will be made available and known to the employees concerned and they will receive training to use the equipment and to follow the procedures. It will also be understood that they will not improvise or take potentially dangerous short-cuts.

The Company's management will ensure that arrangements are made for checking employees at agreed intervals using the process of check calls made via the Control room.

All lone working must be formally notified to and authorised by the relevant Director and Human Resources.

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NEW AND EXPECTANT MOTHERS

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VIOLENCE AND PERSONAL SAFETY

EU Directives require every employer to assess the risk to their staff's personal safety and to introduce appropriate training, procedures and practices. At the same time, the Health and Safety at Work etc. Act 1974 requires employees to do their part.

The Company considers the risk of work-related violence to be a serious matter and will take all reasonable steps to reduce risks from violence to employees and others who may be affected.

Safety at work is considered a dual responsibility for both UniTrust and its employees. All staff within UniTrust have an interest in reducing or avoiding violence at work.

The Company will eliminate work-related violence where possible. Where this is not reasonably practicable it will undertake a suitable and sufficient assessment of the risk of violence. Identified risks will be reduced to as low as is reasonably practicable through safe systems of work, suitable equipment, and information and training. Employees will make proper use of any equipment and systems of work provided for their safety.

Any incidents of violence at work will be investigated and victims will be provided with appropriate support.

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BOMB THREATS

The aim is to prevent bomb or incendiary attacks, or when this is not possible, to minimise their effects in buildings to which members of the public must have access.

This must be done without imposing unacceptable restrictions on them and the Company must weight the seriousness of the threat against the need to maintain business as usual and decide the extent to which counter measures should be adopted.

All employees will receive training on how to deal with a bomb threat either by post or by telephone and will be made aware of the necessary procedures.

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PERSONAL PROTECTIVE EQUIPMENT / CLOTHING

The Personal Protective Equipment at Work Regulations 1992 is defined as all equipment designed to be worn at work or held by a person at work to protect him/her against one or more risks.

The Company will provide and maintain suitable personal protective equipment when there are risks to the health or safety of employees that cannot be controlled by other means.

The suitability of the personal protective equipment to be provided shall be established by an assessment and the equipment will be provided to employees

free of charge. Where more than one item of personal protective equipment is required to be worn by employees the Company will ensure that the items are compatible.

The Company will provide adequate information, instruction, training and supervision to ensure that employees understand the purpose of the personal protective equipment, the risks that it protects against, the manner in which it should be used and the action to be taken to ensure that the equipment is maintained. Employees will make proper use of personal protective equipment provided.

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HANDLING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES

All accidents, however minor, should be reported immediately to a Manager/Supervisor who in turn should report the accident to Human Resources to enable all accidents to be recorded in the Accident Book and when necessary first aid should be administered. The accident book is required under the Social Security (Claims and Payments) Regulations 1979.

In addition to reporting accidents, it is imperative that near misses are also reported. In the interests of Health and Safety the Company will take preventative measures for near misses too.

To comply with the requirements of the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), the Company has made provision for reporting such notifiable work-related incidents. The HSE Form F2508 will be used for recording and reporting notifiable incidents to the HSE enforcing authority.

THE LOCAL ENFORCING AUTHORITY IS:

HEALTH & SAFETY EXECUTIVE
MARITIME HOUSE
1 LYNTON ROAD
BARKING
ESSEX
IG11 8HS

Telephone No: 0181 235 8000

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TRAINING

The Company will provide permanent employees, temporary employees, contract staff and transferred employees with adequate health and safety

training and information prior to their starting work in any workplace, whether on a permanent or temporary basis.

The induction training will be conducted during working hours and the information provided will be appropriate to the level of training, knowledge and experience of the individual in question.

Induction training is seen as the first step in providing health and safety information. Training needs will be identified at regular intervals and any necessary training, including refresher training, will be provided when required.

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RULES FOR VISITORS AND CONTRACTORS

The Company acknowledges its responsibilities towards Visitors and contractors who are working within Company premises.

Visitors and Contractors are required to conform to all Company Health and Safety requirements and they have a legal responsibility to take care of their own and other peoples' health, safety, and welfare while on site.

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VISITOR SAFETY RULES

Visitors are required to conform to the following Safety Rules while on UniTrust premises: -

1. You have a legal responsibility to take care of your own and other Peoples' Health and Safety while on site at UniTrust's premises.
2. You are required to conform to any Health and Safety precautions that apply to the area where you are working. Ask your host about the precautions.
3. In the event of an Emergency an alarm will be sounded. Go with your host to the assembly point outside the premises. Do not re-enter any buildings until your host informs you that it is safe to do so.
4. In the event of illness or injury occurring while on UniTrust premises, this must be reported to your Company host and a record made of the occurrence. You should also report the incident to your own company's health & safety representative.
5. Smoking is not permitted.

UNITRUST PROTECTION SERVICES (UK) LTD

HEALTH AND SAFETY POLICY

I acknowledge that I have read and understood the terms of the Health and Safety Policy and I confirm that I agree that the terms are expressly incorporated into my Contract of Employment with UniTrust Protection Services (UK) Ltd.

Print Name:

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Signature:

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Date:

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