



HEALTH & SAFETY POLICY

C UK SECURITY SERVICES LTD

HEALTH & SAFETY AT WORK POLICY

INTRODUCTION

This document is designed to communicate the company's policy and arrangements for managing health & safety of its employees, contractors and others that may be affected by the company's operations.

The arrangements for managing health & safety are written so that all employees will know their responsibilities within the company for health & safety and individual responsibilities under health & safety legislation.

It should be noted that any procedures, standards or instructions (written or otherwise communicated) are mandatory and non-compliance may result in disciplinary proceedings.

POLICY

C UK Security Services Ltd views the management of the Health, Safety and Welfare of its Staff as a vital and integral part of the company's overall business plan. The company also recognises that it has a duty to manage the risks to health and safety of Contractors and others that may be affected by the company's operations.

In pursuance of this policy the company will ensure, as far as reasonably practicable, the health, safety and welfare of its employees, the health and safety of contractors, and others who may be affected by the company's operations in line with current legislation.

The company will implement an effective Health & Safety management system that involves consultation with employees to enable a co-ordinated approach and the fulfilment of the company and employee's responsibilities towards health & safety.

CUK is in the position where most of the employees are working at the clients premises. This necessitates a close partnership between the company and its clients regarding the management of risks to Health & Safety.

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RESPONSIBILITIES

The overall responsibility for Health, Safety and Welfare rests with the Board of Directors. However, responsibility is delegated through Line Management, Supervisors and Employees.

The Health & Safety Officer has the responsibility for implementing the policy, advising the Board on policy and legislation and the Health & Safety Management System. The Health & Safety Officer has responsibility for liaising with clients on matters of health & safety.

ARRANGEMENTS

The arrangements for identifying, assessing and controlling risks to health & safety are listed below (the arrangements are not limited to or exhausted by this list)

- 1) Risk assessments (Site or task specific).
- 2) Training (task specific, company and site induction).
- 3) Provision of information on specific risks to health & safety where appropriate.
- 4) Consultation with employees.
- 5) Provision of safe systems of work.
- 6) Detailed reporting, recording and analysis of health & safety data.
- 7) Get it right first time attitudes.

Signed.....

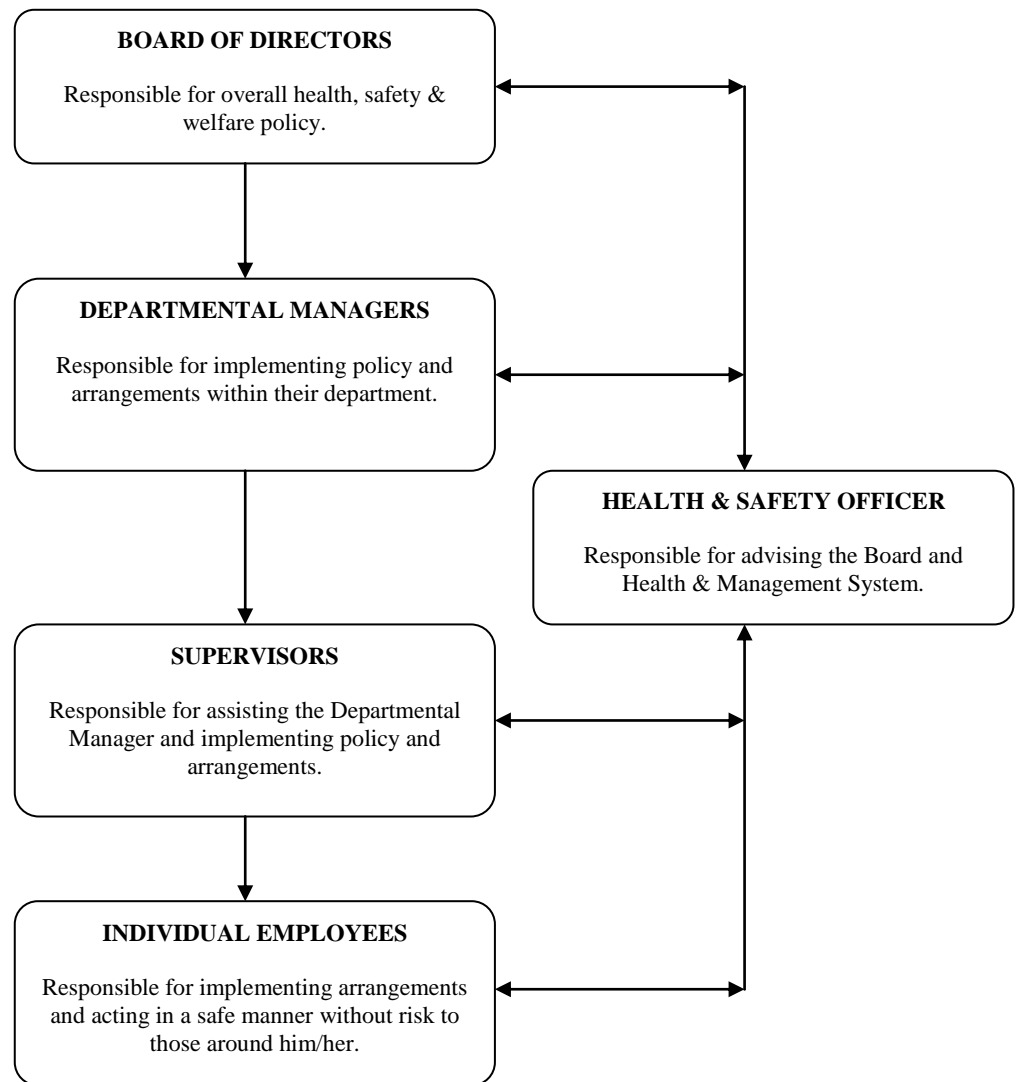
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DUTIES AND RESPONSIBILITIES

As stated the overall responsibility for health & safety rests with the Board of Directors. Below is a flow chart that indicates the relationship of responsibilities to employee level.



Departmental Managers will also be responsible for their staff during emergency evacuation procedures.

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ASSESSMENTS

The risk assessment is the principle means by which the risks to health, safety and welfare of company personnel are discovered and managed at an acceptable level or preferably removed.

Risk assessments will be carried out on a task and/or site specific basis, where applicable, at head office and at the clients premises.

A risk assessment shall be carried out prior to the commencement of any new contract, whether guarding, key holding or otherwise. It is best practice if Health & Safety is part of the tendering process.

Assessments shall be completed on the risk assessment form (latest issue) and carried out by the Company Health & Safety Officer or other competent person (a competent person is deemed a person with the relevant knowledge, training or experience).

Risk assessments shall be reviewed every two years unless circumstances change to warrant a review or records show a need for a review.

SAFETY ADVICE

Advice on health & safety matters may be obtained from the Health & Safety Officer.

If the Safety Officer is not available then information can be found in the Croner Industrial Health & Safety Manual situated on his desk.

There are also specific health & safety publications kept by the Safety Officer.

SAFETY POLICY REVIEW

Health and Safety form part of the regular Management meetings held, changes to policy and/or arrangements may result from these. However, a formal review of the Health & Safety Policy and Arrangement shall occur annually.

TRAINING

The following list shows the provision for health & safety training;

- 1) Company induction.
- 2) SITO training for officers.
- 3) On the job training.
- 4) Site specific training from clients.

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5) Task specific training.

COMPLIANCE WITH REGULATIONS

It is the responsibility of the Health & Safety Officer to ensure that the company is compliant with all health & safety legislation regarding the company's undertakings.

To aid him in this undertaking the company has purchased "Croner's Industrial Health & Safety" publication that is updated four times a year. The company has also purchased some subject specific material which relates to the company's undertakings, these documents shall be monitored on the Internet for the current legislation.

The issue status of documents supplied by clients shall be monitored by the Health & Safety Officer annually.

DOCUMENTATION AND REPORTING

The principle documentation within the company is;

- 1) The Health & Safety Manual.
- 2) The Accident Book (BI 510) for Head Office.
- 3) Incident reports & Accident statements forms for Officers in the field.
- 4) Accident investigations.
- 5) Procedures.
- 6) Standards.
- 7) Client safety documentation.

It is the responsibility of the Health & Safety Officer to investigate and report on all incidents and accidents within the company in liaison with Departmental, Area Managers and client safety representatives.

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FIRST AID, FIRE AND WELFARE

First aid provision for head office does not require fully trained first aid personnel. However, the decision has been made to train a number of personnel on the First Aid At Work course to ensure personnel have the best available treatment for their injuries.

Officers in the field shall receive basic first aid training during the SITO course. Further, more extensive training will be given where appropriate.

The fire alarm at Head Office is a single tone alarm. If the alarm is sounded, personnel are required to exit the building by the nearest emergency exit and proceed to the designated assembly point. The location of the assembly point is situated by the emergency exits and on the controlled access doors to the ground and upper floor offices.

In case of an evacuation, it is the responsibility of the Departmental Managers to account for their staff and notify the Health & Safety Officer that all are present or anyone is missing.

For officers in the field all emergency details are in the assignment instructions and clients procedures.

All facilities at Head Office are to be maintained in a hygienic condition. In general ensure that all spillage etc are cleaned up, do not leave it for the cleaner.

COMPANY SAFETY RULES

- 1) All Departmental Managers are responsible for the health and safety within their own department in liaison with the company's Safety Officer.
- 2) All individuals shall work safely with due regard for the safety of others who may be affected by an individuals actions.
- 3) All hazards are to be reported to the Company Safety Officer via Departmental Managers. For officers in the field report hazards to the clients representative, C Area Manager and C UK Safety Officer.
- 4) All client's and CUK's procedures relating to health and safety are mandatory and non-compliance will result in disciplinary action.
- 5) All accidents and near misses are to be reported to the Company Safety Officer and to the client's safety representative.

SPECIAL HAZARDS

Personnel should remember to take regular breaks from Visual Display Equipment. The best way to do this is to plan other related work into the overall work load for each day.

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CONTRACTORS

Before the commencement of any work where the health and safety of employees is at risk by a contractor's actions the following procedure shall be followed.

- 1) The contractor shall supply a copy of their Health & Safety Policy.
- 2) The contractor shall provide a copy of a risk assessment and safety plan for the work to be carried out.
- 3) A meeting shall take place between C UK and the contractor prior to work commencing to discuss the above. Any safety concerns shall be resolved prior to work commencing.

CONSULTATION

Information regarding any risks that adversely affect the health, safety and welfare of employees will be supplied.

Employees will be consulted regarding any changes that will affect their health, safety and welfare.

HEALTH AND SAFETY LAW

Health and Safety legislation is rooted in the Health and Safety at Work Act 1974 (HSWA) supplemented by the European directives. Below are the most important sections of the (HSWA).

Section 2(1) states: It shall be the duty of every employer to ensure, so far as reasonably practicable, the health, safety and welfare at work of all his employees.

This is supplemented by section 3 of the Management of Health and safety at Work Regulations 1999 (MHSWR). This requires employers to carry out risk assessments to identify the hazards and risks and to decide what is reasonably practical in removing the hazard and/or reducing the risk.

Section 2(2) (HSWA) states: without prejudice to the generality of an employer's duty under the preceding section, the matters to which that duty extends include in particular:

- a) the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- b) arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- c) the provision of such information, instruction and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety of his employees;
- d) so far as is reasonably practicable the provision of maintenance with regard to any place of work under the employer's control in a condition that is safe and without risks to health and the

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provision and maintenance of means of access to and egress from it that are safe and without such risks;

- e) the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work.

Section 2(3) (HSWA) states: Except, where an employer has fewer than five employees, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of its general policy with respect to the health and safety at work of its employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all his employees.

Under section 3(HSWA) the company has a duty to ensure the health and safety of persons who are not employees and who may be affected by the company's actions.

Section 7(HSWA) deals with the duties of employees and states it shall be the duty of every employee while at work:

- a) to take reasonable care of the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- b) as regards any duty or requirement imposed on his employer or other person by or under any relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

ACCIDENT REPORTING

All accidents at Head Office shall be entered into the Accident Book (BI 510) and reported, as well as near misses, to the Health and Safety Officer. The Health and Safety Officer shall investigate all accidents to ascertain the route cause and implement applicable corrective and preventative measures.

Accidents to officers in the field shall be entered onto the incident reports and sent to the C UK Safety Officer. The accident shall then be investigated in liaison with the client's safety representative. Accident statements shall be made by the victim and any witnesses on the relevant form.

A formal report shall be written by the Health and Safety Officer after each investigation.

FIRE PREVENTION AND PROTECTION

The best way to prevent fires is by good house keeping. This will prevent the build up of fire hazards, such as stacks of paper near heat sources. Extension leads and electrical sockets should not be overloaded.

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Remember to keep all fire doors shut and extinguishers should not be removed from the correct storage point.

Only try to put out a fire if it is not a risk to safety.

Remember that it is an offence to deliberately misuse equipment provided for safety reasons.

STATUTORY NOTICES AND INFORMATION

Statutory notices, signs and information is provided for your safety in conjunction with any training given. Read the notices, signs and information given, you have a duty under health and safety legislation.

HEALTH AND SAFETY IN OFFICES

There are three main hazards within an office, these are:

- 1) Trip, slip or fall hazards.
- 2) Electrical hazards from equipment, electrical sockets, plugs etc.
- 3) Visual display equipment and work stations.

Trip, Slip and fall

Regular inspections of floor coverings, wandering leads and the tidiness of offices is highly recommended. Any hazards such as worn carpets, electrical leads and obstructed gangways should be reported to the departmental manager so that corrective and preventative action can be taken.

Electrical hazards

Electrical equipment will be regularly tested by a competent contractor. However, care is to be taken when drinks are being transported within the office and when at ones desk. Liquids and electricity are not compatible.

Visual Display Equipment

Ensure that work is planned to facilitate regular breaks from the display screen.

Ensure the layout of the workstation does not put strain on a particular part of the body when working.

Ensure the seat is in good condition and adjusted for your particular height.

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CONTRACTORS GUIDANCE NOTES

Contractors are to ensure that there is no risk to health and safety of company employees and other contractors because of their actions or omissions.

There are no specific hazards within Head Office that could be construed as a special hazard that would not be outside the normal experience of a contractor. However, a contractor shall be expected to submit a risk assessment regarding the work to be carried out prior to that work being started.

The company Health and Safety Officer shall be notified of the intended use of a contractor to enable the required arrangements to be made.

HAZARDS AND RISK ASSESSMENTS

Risk assessments are generally carried out on a site basis, however, specific task related assessments would be carried out where appropriate.

It is the company's policy to remove the hazard where ever possible or, where this is not possible, to reduce and manage the risk.

Information regarding hazards and associated risks is made available to all employees.

SAFE WORKING PROCEDURES

Employees receive health and safety training when inducted into the company and during the SITO course where appropriate.

Written working procedures relating to health and safety will be written where a risk assessment shows a need for such a procedure.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment will be issued as a result of the findings from a risk assessment. This does not prejudice any requirement that may result from legislation.

It should be noted that where personal protective equipment has been issued it is to be used in the prescribed manner and not misuse the equipment in any way.

Any employee not using personal protective equipment when and how prescribed or misusing the equipment will be subject to the company's disciplinary procedure.

HEALTH AND SAFETY AUDIT

Health and safety will form part of the normal Quality Audits performed as scheduled.

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SUBSTANCES HAZARDOUS TO HEALTH

The only substances hazardous to health used at Head Office are the general, off the shelf, cleaning substances used. These substances should be used as described in the manufacturers information on the labels.

Information of specific risks from substances in the field will be supplied by the client as required under legislation.

ELECTRICITY

In the normal course of work, the only contact anyone should have with electricity is when inserting or removing a plug. It is safer to switch the socket to off wherever possible when performing this operation.

On no account should anyone try to dismantle a plug or any electrical equipment, to change a fuse for example, unless he/she has been put on the competent persons list.

CONTROL OF POLLUTION AND WASTE

Wherever pollutants are used they must be stored, used and disposed of using the manufacturers recommendations contained on the item or in a COSHH sheet.

Wherever possible waste should be recycled (scrap paper to be re-used) if possible.

Company cars will be the lowest emission vehicles possible commensurate with the workload expected.

ENVIRONMENT

It is the company's policy that the working environment shall be as comfortable as possible. The issues that shall be addressed are:

- 1) Overcrowding in offices.
- 2) Adequacy of lighting (natural and artificial).
- 3) Extremes of temperature.
- 4) Maintenance.
- 5) Ventilation.

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- 6) Cleanliness and waste materials.
- 7) Access & egress.
- 8) Sanitary facilities.
- 9) Signs and notices.
- 10) Ergonomics
- 11) Disabled facilities.

THE PROVISION AND USE OF WORK EQUIPMENT

All work equipment issued in pursuance of the contract shall be signed for as part of the shift hand over. Examples of such equipment are radios, torches, company vehicles etc. There may be items of work equipment supplied by the client.

In all cases individuals shall receive adequate and appropriate training from a competent person supplied by the company or the client.

All work equipment provided shall be used in the manner in which is intended and any defined limits shall not be exceeded.

Any employee found misusing or exceeding any design limits of any work equipment provided shall be subject to disciplinary proceedings which may include dismissal.

MANUAL HANDLING

Where manual handling is a requirement of the contract all employees and/or subcontracted labour will receive adequate and appropriate training from a competent person supplied by the company or client.

All manual handling operations shall be assessed regarding the hazards presented and associated risks. Where reasonable and practicable the need for manual handling will be removed in favour of mechanical means.

Where the initial Contract Agreement, Assignment Instructions and/or Risk Assessment indicate that Manual Handling is not part of an Officer's/Employee's no manual handling duties shall be undertaken until a risk assessment and adequate and appropriate training for the duty/duties has been undertaken.