



# **HEALTH & SAFETY POLICY ORGANISATION & ARRANGEMENTS**



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## HEALTH AND SAFETY POLICY STATEMENT

### POLICY STATEMENT

This is a statement by A Rapid Response Security Ltd regarding our intentions, organisation and principal arrangements in place for ensuring the health, safety and welfare at work of our employees and any other persons who may be affected by our operations.

### STATEMENT OF INTENT

The Company regards health and safety as an integral part of good management. The Company therefore is committed to providing adequate and appropriate resources in order to achieve a high level of occupational health and safety performance, with compliance to legal requirements as the absolute minimum. The management of occupational health and safety is a prime responsibility of line management, from the most senior executive to first line supervisor level. All levels of employee will be involved and consulted in health and safety matters in order to gain full commitment to the declared policy and ensure co-operation in its effective implementation.

The health, safety and welfare of our employees whilst they are at work, and of any other persons who may be affected by our undertaking, will be safeguarded in accordance with the general requirements of the Health and Safety at Work etc Act 1974 and The Management of Health and Safety at Work Regulations 1999.

The designated Health and Safety Manager has responsibility for Health, Safety and Welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy. The Health and Safety Manager regularly reports to the Managing Director on health and safety matters.

The Management and Supervisory Staff have the responsibility for implementing this policy throughout the Company and must ensure that health and safety is always given adequate consideration in planning and day to day supervision of work. All staff supervising other employees shall monitor workplace conditions and methods of work, take the initiative in training, have adequate regard to health and safety when issuing instructions and set a personal example themselves of the standards the Company expects.

To assist them in this respect, the Company may employ the services of external Health and Safety Advisors who provide guidance and advice, health and safety training and a workplace health and safety inspection service.

All employees, sub-contractors and suppliers are expected to co-operate with the Company in implementing the Policy and must ensure that their own work is carried out without risk to themselves or others.



## OBJECTIVES

In order to achieve compliance with this Statement of Policy, the Company have set the following objectives:

1. **To maintain high standards for health and safety at our premises and sites**
2. **To identify significant hazards and risks and set in place programmes to remove or control these risks.**
3. **To ensure that required Health and Safety standards are communicated effectively to all employees, contract staff, temporary workers, suppliers and members of the public as appropriate.**
4. **To ensure that all personnel are given the necessary information, instruction, training and resources to enable them to work in a safe manner and to implement the declared policy.**
5. **To ensure that effective arrangements are in place for the discussion and communication of relevant information on Health and Safety issues.**
6. **To review the declared policy on Health and Safety on an annual basis, make revisions as required and inform all employees of significant changes to the declared policy.**
7. **To monitor our operations in order to secure continual cost effective improvements in standards of Health and Safety.**

*M A Rana*

M A Rana

Director

05January 2024

For review January 2025



## GENERAL HEALTH AND SAFETY & WELFARE ARRANGEMENTS

### Introduction

To ensure compliance with current Health and Safety legislation, A Rapid Response Security Ltd have produced a comprehensive system to enable management of all business operations to meet the duties placed upon them. Any Management System relies upon people using it to follow the guidance given in the Policy Statement, supporting procedures and subsequent operational manuals.

The completion of any documentation i.e. assessments or inspections, should be viewed as a pro-active measure by any manager in order that they can establish evidence of their positive attitude to manage health and safety issues they are responsible for.

## ORGANISATION AND RESPONSIBILITIES

### Managing Director

The Managing Director has the responsibility for ensuring that:

- He reads, understands and implements this Health & Safety Policy.
- He accepts overall responsibility for all matters, including those regarding Health, Safety & Welfare relating to A Rapid Response Security Ltd.
- He takes reasonable steps to ensure his knowledge of current Health & Safety Legislation relating to the business.
- He names and appoints individuals to implement the requirement of the Health & Safety Policy and Safety Manuals to include: - Employee Training, Risk Assessments, Inspection/ Monitoring etc.
- That security guarding and office Health and Safety procedures are produced by the person responsible in line with the guidance instructions detailed within the safety manuals. These must be kept up to date, prominently displayed and brought to the attention of relevant personnel.
- He authorises the provision of sufficient funds and resources to ensure compliance with the legislative, policy and safety manuals requirements for the company.
- He instructs investigations into all RIDDOR related accidents/dangerous occurrences and reviews the investigation and implements any recommendations to prevent the reoccurrence.
- He will positively promote the above throughout the company. The Managing Director will also undertake site inspections on a regular basis.
- He monitors Health & Safety performance of all levels of management and staff measured against policy requirements.



- He resolves any Health and Safety issue referred to him from both internal and external sources.
- He actively promotes co-operation from all employees.

### **Monitoring and Review**

Bi-annual review meetings will be held chaired by the Managing Director, and attended by all managers and external safety advisors. The aim to discuss health and safety performance and the effectiveness of the monitoring system, to improve on prior issues, promote a positive, proactive culture, where mistakes and accidents occur, react swiftly to prevent any recurrence.

### **Health and Safety Manager**

The Health and Safety Manager reports directly to Managing Director and has the responsibility for ensuring:

- a) They are fully conversant with all current and proposed legislation relating to Health and Safety and safe procedures and practises.
- b) That the health and safety Department complete an ongoing annual audit programme in order to monitor and review the implementation of management and operational controls.
- c) All Fatal /Major Injury RIDDOR and HSE Enforcement Action that is brought to their attention is investigated by the safety department and all reports are made to appropriate bodies i.e. HSE, RIDDOR etc.
- d) They provide effective support to Site/Venue Managers/ Supervisors and External Safety Advisors
- e) They manage the overall performance of the Company's Health and Safety.
- f) They maintain a summary record of Health & Safety statistics..
- g) They advise and report into management on all matters relating to Health & Safety, keeping them fully informed of changes in safety legislation affecting the operations.
- i) They arrange and undertake twice yearly site visits with management.
- j) They set a good personal example at all times.



### **Monitoring and review**

Bi-annual review meetings will be held chaired by the Managing Director, and attended by all managers and external safety advisors. The aim to discuss health and safety performance and the effectiveness of the monitoring system, to improve on prior issues, promote a positive, proactive culture, where mistakes and accidents occur, react swiftly to prevent any recurrence.

### **Other Managers and Heads of Departments**

- Managers and Heads of Department have the responsibility for ensuring that:
- They administer the health and safety policy arrangements within the limits agreed with the Managing Director.
- They accept overall responsibility for all matters, including those regarding Health, Safety & Welfare relating to their Department issues.
- They take reasonable steps to ensure their understanding of current Health & Safety legislation relating to their area of operations.
- The Health & Safety Policy and relevant safety manuals are to be brought to the attention of all employees within their department.
- All staff have undergone necessary training.
- They positively promote the above throughout the Company.
- They promote and maintain interest and enthusiasm by actively seeking co-operation from all employees.
- They refer Health & Safety problem issues to the Health & Safety Manager for resolve.
- They set a good personal example.

### **Monitoring and review**

Bi-annual review meetings will be held chaired by the Managing Director, and attended by all managers and external safety advisors. The aim to discuss health and safety performance and



the effectiveness of the monitoring system, to improve on prior issues, promote a positive, proactive culture, where mistakes and accidents occur, react swiftly to prevent any recurrence.

### **Monitoring and Supervision of Contractors/Sub Contractors**

To establish their continual compliance with the rules and regulations set out by A Rapid Response Security Ltd, the monitoring and supervision of contractor performance is established throughout the duration of the agreement as follows.

- 1) Site/Venue Managers must complete the Sub-Contractor/Supplier Performance Sheet on a regular basis and return it to the H & S Manager.
- 2) Regular Site/Venue activity inspections are also undertaken. Information derived from Site/Venue inspections that indicate non-compliance by contractors to Site/Venue Health and Safety rules and regulations shall be considered at the aforementioned meetings.

A regular review of Contractors/sub contractors' performance should be undertaken. Contractors/sub-contractors should be advised on specific and persistent non-compliance with health and safety legislation, their agreed method statements/risk assessments, and should be asked to provide evidence of corrective action to prove their competency before being allowed to tender for future work.

An annual review of the Approved Contractor/sub-contractor lists shall be undertaken in order to discuss the findings. Site/Venue Managers Sub-Contractor/Supplier Performance Sheet, Health & Safety Inspection Reports and Health & Safety Action Reports issued should also be considered.

### **Monitoring and review**

Quarterly review meetings will be held chaired by the Managing Director, and attended by all managers and external safety advisors. The aim to discuss health and safety performance and the effectiveness of the monitoring system, to improve on prior issues, promote a positive, proactive culture, where mistakes and accidents occur, react swiftly to prevent any recurrence.

### **All Other Employees**

All other staff have the responsibility for ensuring that:

- They comply with the Health & Safety Policy





- They report all incidents to their line Manager
- They ensure the safety of themselves and others
- They report any Health & Safety non-compliance's to their Line Manager/Health and Safety Manager
- They set a good personal example at all times.

## **ACCIDENT/INCIDENT REPORTING AND INVESTIGATION**

It is the policy of A Rapid Response Security Ltd to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 13). A Rapid Response Security Ltd uses Incident Investigation as a valuable tool in the prevention of future incidents/accidents.

All accidents will be investigated by the Health and Safety Manager. The Health and Safety Manager will pass all information to the Managing Director and, where necessary, make reports to HSE.

### **Procedure - Internal Incident Reporting**

All incidents, irrespective of whether injury or damage has been caused, are reported to the Health and Safety Manager within 7 days in the accident book. All sections of this document must be completed, otherwise they will be returned to the relevant operative for completion.

### **Archiving of Incidents**

Under the GDPR/Data Protection Act all copies of any incident reports must be kept secure and away from public consumption of the personal information held on file relating to any individual.

#### *Incident Result – Action Required*

##### **i. Fatal or Major Injury or specified Dangerous Occurrence**

The site foreman or appointed person who shall hold relevant first aid certificates will:

1. a) Call the emergency services by dialling 999

(b) Notify the Managing Director by telephone immediately who will, in turn, notify the Health and Safety Executive and carry out an investigation into the incident.

2. Ensure that the scene of the incident is not disturbed unless:



- (a) It is considered necessary to avoid further incidents.
- (b) Given permission by the Health and Safety Executive Inspector or the Managing Director.
- 4. Complete the Accident book.
- 5. Co-operate fully with the Health and Safety Executive Inspector.

***Injury resulting in absence from work for more than three days (excluding the day of the incident)***

The Site/Venue Supervisor or appointed person will:

- 1. Report the incident to the Health and Safety Manager as soon as it is known that the incident will result or has resulted in absence from work for more than three days. The Health and Safety Manager will inform the Health and Safety Executive, on form F2508
- 2. Co-operate fully with any investigation by the Health and Safety Executive.
- 3. Complete the Accident book.

***Any incident involving a member of the public***

The Site/Venue Supervisor or Appointed person will:

- 1. If necessary, inform the Emergency Services by dialling 999.
- 2. If the injured person is, by any means, taken directly to hospital from site, inform the Managing Director who will notify the Health and Safety Executive.
- 3. Complete the Accident Book.
- 4. Co-operate with any investigation carried out by the Health and Safety Executive.

***All other incidents resulting in injury or damage***

The Site/Venue Supervisor or appointed person will:



1. Complete the Accident Book.

The Form F2508 will be completed by the Health and Safety Manager who will forward it to the Health and Safety Executive within 10 days of the incident.

### ***Reporting of Diseases***

The industry at the present time has not been greatly involved in having any instances of notifiable Disease. It is anticipated that this may change due to greater awareness of industrial related health problems. Should any employee report that they are suffering from a notifiable disease, then his/her manager must immediately seek advice from the Health and Safety Manager or Health and Safety Executive before any official notification is made. The Health and Safety Manager will make reports to the appropriate authorities concerning RIDDOR occurrences.

### **Consultation & Communication**

If Applicable:

Consultation & Communication between workers at all levels is an essential part of effective health and safety management. The Managing Director will facilitate consultation with members of staff and contractors by means of Safety Committee meetings every 3 months. The Safety Committee should be a cross section of all employees.

All employees must be given the opportunity to have their comments or concerns channelled through their representative and heard by the committee. Minutes of the meetings must be produced and made available for reading by all employees.

The purpose of Safety Committee meetings is to provide a forum in which information may be conveyed and Employees questions on health and safety issues answered. In addition, these meetings will provide an opportunity to assess the continuing effectiveness of the policy. Minutes of these meetings should be utilised by Managing Directors to discuss with other managers and prioritise improvements as they strive to comply with Health and Safety Policy and Safety Manuals.

Managers will communicate to employees their commitment to safety and to ensure that their employees are familiar with the contents of the company health and safety policy.

Where A Rapid Response Security Ltd employ the services of Non-English-speaking Personnel we shall:



- A) Translate safety notices and training manuals into relevant languages or replacing written notices with clearly understood symbols;
- B) Use the internationally recognised pictorial warning signs which offer a means of communication that should be clear to all regardless of literacy or language.
- C) Provide safety training sessions in relevant alternative languages to English;
- D) Provide appropriate English language training ranging from key words only, to oral and written fluency in English for longer term workers; and
- E) Using bilingual employees to interpret/translate information to their Non-Englishspeaking colleagues. The employer must satisfy themselves that the interpreter/translator has sufficient authority to discharge the responsibility placed upon them.

### **Monitoring and review**

Quarterly review meetings will be held chaired by the Managing Director, and attended by all managers and external safety advisors. The aim to discuss health and safety performance and the effectiveness of the monitoring system, to improve on prior issues, promote a positive, proactive culture, where mistakes and accidents occur, react swiftly to prevent any recurrence.

### **Co-operation & Care**

A Rapid Response Security Ltd wishes to build and maintain a healthy and safe working environment, where co-operation and care between workers at all levels is essential to achieve this.

In line with current Health and Safety Legislation, employees have a duty and are requested to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

All employees are required to co-operate with their line managers and internal/external safety officers, and to accept their duties under this policy. A Rapid Response Security Ltd shall ensure they are given sufficient training to undertake this.

Where necessary, A Rapid Response Security Ltd Management shall issue Health and Safety Warning Notices to enforce co-operation, which will be taken into consideration when undertaking staff appraisals.



Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy. In the event of Gross Misconduct, this will result in the immediate termination of employment/contract.

Therefore, if A Rapid Response Security Ltd is to achieve and maintain a safe and healthy environment, all employees must co-operate with senior management and take due care when undertaking their work activities.

### **Monitoring and review**

Bi-annual review meetings will be held chaired by the Managing Director, and attended by all managers and external safety advisors. The aim to discuss health and safety performance and the effectiveness of the monitoring system, to improve on prior issues, promote a positive, proactive culture, where mistakes and accidents occur, react swiftly to prevent any recurrence.

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

It is the policy of A Rapid Response Security Ltd to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH).

Assessments will be conducted of all work involving exposure to hazardous substances. The assessments will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

A Rapid Response Security Ltd will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases. Where an assessment highlights a reasonably practicable, less hazardous substitute substance, these must be used.

All workers who will be exposed to hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

### **Monitoring and review**



Bi-annual review meetings will be held chaired by the Managing Director, and attended by all managers and external safety advisors. The aim to discuss health and safety performance and the effectiveness of the monitoring system, to improve on prior issues, promote a positive, proactive culture, where mistakes and accidents occur, react swiftly to prevent any recurrence.

## **FIRE AND EMERGENCY EVACUATION**

Fire Risk assessments shall be completed in order to identify and implement suitable control measures in all areas of our business activities which will include our Head Office. Good use will be made of client Fire Risk Assessments in line with Peripatetic Workers Policy & Arrangements.

Emergency evacuation procedures shall be sought from each client for the venue in which the employee is based. All employees must be familiar with the fire action plan and the key individuals identified. All employees must comply with client practice fire drills and be familiar with emergency evacuation procedures.

For staff and learners based at the local office, all staff and learners must comply with the buildings fire evacuation procedures. The Managing Director will make staff and learners aware of any practice fire drills and the location of fire exits and firefighting equipment.

At no time should a fire be tackled unless you have received training in extinguishing a fire.

### **Monitoring and review**

Bi-annual review meetings will be held chaired by the Managing Director, and attended by all managers and external safety advisors. The aim to discuss health and safety performance and the effectiveness of the monitoring system, to improve on prior issues, promote a positive, proactive culture, where mistakes and accidents occur, react swiftly to prevent any recurrence.

Twice yearly meeting are held with the local fire department safety officer who makes recommendations for our office and organisational policy.

## **FIRST AID**

### **Appointment of First Aiders**



It is not essential or expected that each site/venue will have a certified First Aider.

The company at present has 3 first aiders.

Health and Safety Manager is Michael Moloney TIFSM ACIEH.

### **Equipment Supplies**

Every first aider should have access to a suitably stocked first aid box. The box should be clearly marked with a white cross on a green background and be stored in a readily accessible location.

The Health and Safety Manager has responsibility for implementation of first aid arrangements. Any first aid equipment used by any First Aider must be accounted for on the first aid register supplied with all boxes, so new supplies can be ordered to replenish boxes.

### **Monitoring and review**

Bi-annual review meetings will be held chaired by the Managing Director, and attended by all managers and external safety advisors. The aim to discuss health and safety performance and the effectiveness of the monitoring system, to improve on prior issues, promote a positive, pro-active culture, where mistakes and accidents occur, react swiftly to prevent any recurrence.

## **MANUAL HANDLING OPERATIONS**

It is the policy of A Rapid Response Security Ltd to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations shall be avoided as far as is reasonably practicable where there is a risk of injury.

Where possible all employees are to use a mechanical means of moving loads in preference to manual handling.

Where it is not possible to avoid manual handling a General Risk Assessment of the operation will be made taking into account the task, the load, the working environment and the capability



of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible. Further guidance on this subject can be found in the office health and safety manual.

### **Monitoring and review**

Bi-annual review meetings will be held chaired by the Managing Director and attended by all managers and external safety advisors. The aim to discuss health and safety performance and the effectiveness of the monitoring system, to improve on prior issues, promote a positive, proactive culture, where mistakes and accidents occur, react swiftly to prevent any recurrence.

### **PERFORMANCE MONITORING AND OPERATIONAL INSPECTION**

Regular performance monitoring and inspection will be undertaken by both the Managing Directors and the Health & Safety Manager. By reviewing the findings of inspections, audits and incident reports etc., the sound management of health and safety issues relating to work activities will reduce the potential for accidents and provide for continually improved performance.

This monitoring will include management system audits and site inspections by the Managing Director and Health and Safety Manager.

### **Procedure**

The duty of monitoring and inspection falls into three categories:

Management, Monitoring and Inspections.

To complement the risk assessment and incident reporting systems, The Managing Director and Health and Safety Manager will ensure the monitoring and inspection of work places and activities against the requirements of the Office & Site/Venue Safety Manuals. This will establish that, so far as is reasonably practicable, all operations are carried out without risk to health and safety of operatives under their control, or people who may be affected by the work activities.

Site/Venue Supervisor Weekly Inspection





- Site/Venue Supervisors will undertake a weekly documented inspection of their site using the above form to establish if the required controls are in place for the following:
- Welfare: - ensure all required facilities detailed in the Welfare Provision Procedure are in place.
- Site Safety & Security: - specifically, the protection of the public from site traffic movements, weekend work supervisory cover and controls required to prevent unauthorised access during out of hours working.
- Administration: - confirmation that both statutory and policy administrative requirements have been completed, with the relevant documented evidence of Site/Venue Management in place.
- A copy must be sent to the Health and Safety Manager, showing details of actions taken by Site/Venue employees to correct non-compliance's, and also detail requests for assistance from immediate management.
- Where assistance is requested of the line manager, but is not provided, the Site Supervisor must note this on their following week's checklist, and return the form directly to the Health and Safety Manager or Managing Director for action. **Area Manager Site Inspection**
- Area Managers shall undertake documented site inspections of sites using the appended form.
- It is highly unlikely that over a period of a month any of the Items/Activities will not be viewed by an Area Manager, however, where an activity is not applicable to the site/venue will be marked with an N/A.
- All non-compliance's noted on the Area Managers inspection sheet will be identified to the site/venue supervisor for corrective action to be undertaken.
- All completed forms shall be passed to the Health and Safety Manager

## **Monitoring and review**

Quarterly review meetings will be held chaired by the Managing Director, and attended by all managers and external safety advisors. The aim to discuss health and safety performance and



the effectiveness of the monitoring system, to improve on prior issues, promote a positive, proactive culture, where mistakes and accidents occur, react swiftly to prevent any recurrence.

## **PERSONAL PROTECTIVE EQUIPMENT**

It is the policy of A Rapid Response Security Ltd to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992 (to be amended on 6 April 2022) .

All workers who may be exposed to a risk to their health and safety while at work will, where necessary, be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by A Rapid Response Security Ltd will be properly assessed prior to its provision.

All personal protective equipment provided by A Rapid Response Security Ltd shall be maintained in good working order.

All workers provided with personal protective equipment by A Rapid Response Security Ltd will receive training and information on the use, maintenance and purpose of the equipment.

A Rapid Response Security Ltd will endeavour to ensure that all personal protective equipment provided is stored correctly and used properly by its employees.

All A Rapid Response Security Ltd manned guarding sites shall implement the wearing of hard hats, Hi-Visibility clothing and safety footwear by all management and operatives undertaking work, unless otherwise instructed in writing from Senior Management.

### **Monitoring and review**

Quarterly review meetings will be held chaired by the Managing Director, and attended by all managers and external safety advisors. The aim to discuss health and safety performance and the effectiveness of the monitoring system, to improve on prior issues, promote a positive, proactive culture, where mistakes and accidents occur, react swiftly to prevent any recurrence.



## **RISK ASSESSMENTS**

As a requirement of the Management of Health & Safety at Work 1999, risk assessments of A Rapid Response Security Ltd work activities will be undertaken and documented.

These will be monitored, reviewed periodically and updated in line with new legislation and Accepted Codes of Practice.

The assessments will be issued to all places of work and made available to all employees undertaking any work activity.

No work will take place until a full risk assessment has been completed by a competent person.

### **Monitoring and review**

Quarterly review meetings will be held chaired by the Managing Director, and attended by all managers and external safety advisors. The aim to discuss health and safety performance and the effectiveness of the monitoring system, to improve on prior issues, promote a positive, proactive culture, where mistakes and accidents occur, react swiftly to prevent any recurrence.

## **SAFETY TRAINING**

Safety training is regarded as a vital ingredient of an effective health and safety programme.

It is essential that every worker in the organisation is trained to perform his or her job safely

A Rapid Response Security Ltd will ensure that workers shall be trained in safe working practices and management systems detailed in this policy and other safety manuals, relating to their work activities and prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the safe implementation of emergency procedures.

### **Procedure**

Induction Training for A Rapid Response Security Ltd Management and Staff

The following must be undertaken:



All persons who arrive to work on sites/venues or in offices, must be given induction training, with an explanation of the general rules together with any site /venue/office specific rules before they start work. It is important that health, safety and welfare matters are explained to them.

### **Tool Box Talks**

As part of A Rapid Response Security Ltd's ongoing training plan, toolbox talks for site operatives will be undertaken at regular intervals, (minimum monthly) in line with a schedule which will include working at height, manual handling etc. Agreed by the health and safety department and all company area managers.

Further toolbox talks should be provided on an ad-hoc basis dependent on the following;

1. Recent accidents
2. Near misses
3. Safety advisor finding
4. Management monitoring

The relevant toolbox talk must be undertaken and documented and maintained in the Site/Venue Training File.

The following must be undertaken for A Rapid Response Security Ltd Management and Staff:

Safety training needs must be planned annually against pre-determined targets.

Before the start of each year Managing Directors and nominated responsible people must assess the safety training needs of the operating division's employees. This must be detailed on a Safety Training Matrix.

### **Monitoring**

Senior Management within A Rapid Response Security Ltd will undertake monitoring of training requirements; they will liaise with the health and safety department to ensure all employees achieve their necessary training schedule.

### **Review**

Review of all A Rapid Response Security Ltd's training needs will be undertaken annually, taking new legislation and organisational changes into consideration, and where necessary courses will be added to our training schedule.



## **VISITS BY THE HSE**

Whenever a site/venue is visited by an inspector from the Health and Safety Executive, the supervisor must inform his line Manager as soon as possible after the visit, documenting any comments, informing him of the inspector's name, HSE office and any comments made.

If the inspector intends to take immediate action, for example, by issuing a Prohibition Notice or Improvement Notice, the supervisor must ask for a written explanation. This will normally be included in the notice.

Under no circumstance must any work be allowed to continue in contravention of a Prohibition Notice.

This carries severe penalties, not only for the company, but also for individuals and can result in a prison sentence.

If any such notice is received the Managing Director and Health & Safety Manager must be informed immediately by the Line Manager / Site Manager / Supervisor.

### **Monitoring and review**

Quarterly review meetings will be held chaired by the Managing Director, and attended by all managers and external safety advisors. The aim to discuss health and safety performance and the effectiveness of the monitoring system, to improve on prior issues, promote a positive, proactive culture, where mistakes and accidents occur, react swiftly to prevent any recurrence.

## **PROVISION OF WELFARE FACILITIES**

### **Introduction**

The aim of this Procedure is to inform management of the welfare requirements on guarding sites. The objectives are to ensure that the Health, Safety & Welfare of those involved



working on the site are safeguarded by the provision of adequate facilities, maintained clean, tidy and hygienic, thereby removing or reducing any possibility of an unhealthy environment.

## **Responsibilities**

The responsibility for planning and providing the necessary welfare facilities rests with the duty holders identified in the CDM Regulations 2015. The Client must ensure that adequate resources in the form of funds are provided, whilst the provision of the facilities shall be dealt with by the following:

A Rapid Response Security Ltd will assess the welfare requirements, and will consider the following:

- a. Numbers of persons the facilities are to cater for at site start-up.
- b. Location of facilities
- c. Requirements of short-term temporary accommodation due to the unavailability of Services

The welfare facilities provided are for the use of all personnel on site. The client provides these for their use providing that they are used correctly and maintained clean, tidy and hygienic. Anyone found abusing the facilities then action will be taken against these individuals. Managers must ensure that employees are aware of their responsibilities and the consequences of not conforming.

The facility requirements must be available from the commencement of work on site.

### **Facilities Required:**

- Suitable and sufficient sanitary conveniences must be provided or made available at readily accessible places. Normally a unit consisting of urinals and toilets, mains connected and water flushed.
- Rooms containing sanitary conveniences shall be adequately ventilated and lit.
- Sanitary conveniences and the rooms containing them shall be kept in a clean and orderly condition.

Chemical toilets must only be used as a temporary measure and where mains supply is not immediately available. They must be provided by a supplier inclusive of an emptying, Recharging and cleaning service. All toilets must be provided with hand washing facilities and toilet paper.

### **Washing**



- Sink and running water supply provided within all toilet facilities.

- 
- Sinks provided with running water supply within an area for washing.
  - The sinks provided within the washing area must be large enough to wash face, hands and arms or the supply of water should be such as to allow this to take place
  - All sinks must be provided with an adequate supply of clean, hot, cold or warm running water. This should be supplied from mains connections. Should a mains connection not be available then the supply must be from a pumped or fed supply from a supply tank
  - Where washing facilities are located towels or hand dryers must be available along with the provision of soap or cleaning liquid.

Note:

Boilers, kettles or other such means of water heating are not suitable for washing and will not be accepted.

#### Drinking Water

An adequate supply of drinking water must be provided supplied from the mains system. Where mains supply is not available then this should be provided in clean water containers. Drinking water containers must be marked up “drinking water”. Where water for washing is supplied via a system other than the mains, then the supplier must be identified by notices “not for drinking”. Cups or similar must be available close to the drinking water supply.

#### Rest Facilities

A room or cabin will be provided of adequate size determined on the numbers of personnel likely to be on site, for taking breaks and to gain shelter from the elements.

The facilities will include:

- Tables, chairs and or benches
- Kettle or boiler to heat drinking water
- means of heating food
- Suitable heating



All rest facilities are non-smoking

### **Monitoring and review**

Quarterly review meetings will be held chaired by the Managing Director and attended by all managers and external safety advisors. The aim to discuss health and safety performance and the effectiveness of the monitoring system, to improve on prior issues, promote a positive, proactive culture, where mistakes and accidents occur, react swiftly to prevent any recurrence.

## **NON-ENGLISH SPEAKING PERSONNEL**

Recent years have seen a large increase in the numbers of foreign workers in all sectors. The increasing size of the European Union may cause further changes. These workers, like any other, must be fully engaged and consulted on matters of health and safety at work. Similar consideration should be given to other workers who have difficulties in communicating. Where a sub-contractor employs a Non-English speaking worker, then A Rapid Response Security Ltd will ensure that they employ an interpreter to ensure that the induction and emergency procedures are conveyed in a way that they can understand, furthermore, where A Rapid Response Security Ltd employ the services of a Non-English speaking worker, A Rapid Response Security Ltd will employ the services of an interpreter to carry out the following.

- A) Translating safety notices and training manuals into relevant languages or replacing written notices with clearly understood symbols;
- B) Use the internationally recognised pictorial warning signs which offer a means of communication that should be clear to all regardless of literacy or language.
- C) Providing safety training sessions in relevant alternative languages to English;
- D) Providing appropriate English language training ranging from key words only, to oral and written fluency in English for longer term workers;

The employer must satisfy themselves that the interpreter/translator has sufficient authority to discharge the responsibility placed upon them.

### **Monitoring and review**





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*M A Rana*

M A Rana  
Director  
05 January 2024

For review January 2025