

Health and safety at work

Statement of Intent

The company acknowledges and accepts its responsibilities for securing the health, safety and welfare of its employees, or sub-contractors working on its behalf, and all others affected by their activities.

This policy complies with the Health and Safety at Work Act 1974.

Our statement of general policy is:

1. To provide adequate control of the risks to health and safety arising from our work activities
2. To consult with our employees on matters affecting their health and safety
3. To provide and maintain safe equipment
4. To provide information, instruction and supervision for employees
5. To ensure all employees are competent in undertaking their tasks and to provide them with adequate training
6. To prevent accidents and cases of work-related ill-health
7. To maintain safe and healthy working conditions
8. To review and revise this policy as necessary at regular intervals

It is the company's intention to enlist the support of all employees in achieving the safest possible working conditions and to encourage consultation on all health and safety matters. Support and consultation will also be sought from clients and any other persons who might be reasonably expect to be included in such discussions. Regular health and safety discussions will be held.

The allocation of duties for safety matters and the particular arrangements which will be made to implement this policy are set out in this document.

This policy will be reviewed annually and kept up to date as regards any changes in activity or the size and nature of the business.

Signed:



Date:

04/02/2019

Name: Paul Howe

Position:

Managing Director

Responsibilities

Overall responsibility for health and safety is that of the Managing Director but health and safety is the responsibility of all employees and sub-contractors within the organisation.

Day-to-day responsibility for ensuring that this policy is put into practice is delegated to whichever supervisor is responsible for a given region. If no area supervisor is identifiable then the Managing Director assumes responsibility.

To ensure health and safety standards are maintained and/ or improved, the Managing Director has responsibility in all areas.

All employees must:

- Cooperate with supervisors and managers on health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety and that of those around them
- Report all health and safety concerns to an appropriate company representative, as listed above. If no other manager is available, the Managing Director must be contacted as soon as reasonably practicable

Potential Health and Safety hazards in our workplaces

- Burns
- Collisions
- Crowding
- Cuts
- Dehydration/ Overheating
- Drugs/ Alcohol
- Electrical installation
- Exposure to Weather
- Falling items
- Falls
- Fire
- Horseplay
- Isolation
- Lighting
- Manual Handling (excluding Physical Intervention)
- Moving Vehicles
- Noise
- Pyrotechnics
- Robbery
- Sexual Harassment
- Slips
- Structural collapse
- Terrorist attack
- Trapped fingers
- Threats and abuse
- Trips
- Violence / Use of weapons
- Working at height

Risk assessments

Risk assessments, and their reviews will be undertaken at the company office and at every customer site by the Managing Director or a suitably trained and competent individual selected by the Managing Director. Each assessment will be reviewed every 12 months or when the work activity changes, whichever is soonest.

The Managing Director will consult with employees directly.

Safe Vehicles and Equipment

The Managing Director assumes responsibility for the selection and maintenance of all company vehicles and equipment and will check that new vehicles and equipment meet health and safety standards.

All members of staff are responsible for communicating to the Managing Director any problems found with vehicles or equipment.

Information, Instruction and Supervision

The Health and Safety Law poster is situated in the company office. Similar leaflets may also be obtained from the office, although these are distributed initially to each member of staff within the induction packs.

Advice on Health and Safety is available from the Managing Director and specific HSE safety leaflets are available from the company office.

Where possible, trainees will be supervised by the Managing Director, although this will be taken on by company supervisors as the company grows.

The Managing Director is responsible for ensuring that our employees, working at locations under the control of other employers, are given relevant Health and Safety information through induction training.

Competency for Tasks and Training

All employees are to be given health and safety induction training when they start work, which covers the basics such as first aid and fire safety. Relevant health and safety induction training will be given for each role at each site, venue and/or event.

Induction, as well as job specific training will be provided for all staff by the Managing Director or a suitably trained company representative, such as the Supervisor. Specific jobs requiring special training are as follows, and staff will be inducted for each job at each site:

- Delivering Training and Consultancy
- Door Supervision
- Event Security
- Event Stewarding
- Security Patrols and Key Holding activities
- Static Guarding

Training needs are identified, arranged and monitored by the Managing Director and training records are kept in personnel files at the company office.

Accidents, first aid and work-related ill health

There is a first aid box located at the company office and in every company vehicle.

While present, the Managing Director is the first aider in the office, although first aid training is offered to every member of staff.

All accidents and cases of work-related ill health are to be recorded in the accident book. There is an accident book located at the company office and in every company vehicle. Once completed, accident forms should be sent to the company office. Under no circumstances are they to be left in the accident book or made available to any third party.

The Managing Director is responsible for reporting accidents, diseases and dangerous occurrences to the Health & Safety Executive.

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will investigate every accident or case of work-related ill health that is reported. The Managing Director assumes responsibility for investigating accidents and work-related ill health, and is responsible for using findings of such investigations to reduce the likelihood of recurrence.

Emergency Procedures

The client managers are responsible for ensuring that fire risk assessments are undertaken and implemented in each of our client sites.

The Managing Director is responsible for ensuring the fire risk assessment is undertaken and implemented at the company office.

At the company office, the Managing Director also assumes responsibility for checking escape routes every day, and extinguishers, alarms and evacuation procedures every year.

In the event of a fire

Please refer to venue/site specific assignment instructions.

You should familiarise yourself with these before your first shift in each venue/site and regularly refer back to them to ensure you fully understand the procedure.

**VENTURE
SECURITY
MANAGEMENT**

