

## **Health and Safety Policy**

The Director of **SGC Holdings Ltd T/A SGC Security Services** is committed to ensuring a safe and healthy environment for staff, customers, contractors and visitors.

The effective management of health and safety ranks equally with any other managerial or supervisory responsibility. The aim is to ensure that health and safety becomes an integral part of the company's activities.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our activities;
- to consult with employees on matters affecting their health and safety and encourage active participation to maintain and improve standards;
- to provide and maintain safe and healthy premises;
- to provide and maintain safe work equipment;
- to ensure safe handling and use of substances;
- to ensure employees are competent to do their tasks, providing information, instruction, training and supervision as required to ensure safe and healthy working;
- to ensure contractors are competent to manage the health and safety aspects of their work;
- to monitor health and safety standards by carrying out regular inspections;
- to record and investigate significant accidents and cases of work-related ill health and where appropriate implement measures to prevent re-occurrences;
- to review and revise this policy as necessary at least every 12 months.

The organisation, responsibilities and general arrangements to implement this policy are attached. Where appropriate the arrangements will be developed.

## **2 Organisation and Responsibilities**

**The Managing Director has the overall responsibility for health and safety including the specific responsibility for 'Health and Safety' on the management board and is responsible for ensuring that:**

- all Directors accept their individual role in providing health and safety leadership;
- all management board decisions reflect the health and safety objectives as set out in the

General Statement of Health and Safety Policy;



- adequate resources are available to implement this policy;
- effective action takes place to implement this policy;
- the management board are aware of their responsibilities and kept informed of and alert to, relevant health and safety risk management issues;
- a health and safety policy is prepared, reviewed regularly and brought to the attention of all employees;
- injury/incident statistics and summaries from monitoring by the Health and Safety Consultant are communicated to the management board;

**Directors are responsible for ensuring that:** effective action takes place to implement this policy;

a manager is nominated at each site to have overall responsibility for the health and safety associated with SGC Holdings Ltd activities;

- managers are competent in health and safety management techniques and discharge their responsibilities;
- the Managing Director is made aware of any situation where the requirements of this policy cannot be implemented or where risks cannot be adequately controlled.

**Managers are responsible for:**

- implementing the general arrangements in Section 3 of this policy;
- assessing risks not covered in Section 3, implementing control measures and recording the significant findings locally as detailed in Section 3.1;
- ensuring they are competent in health and safety management techniques;
- monitoring the arrangements in Section 3 and any others implemented locally to ensure they are working;
- ensuring that new employees receive appropriate health and safety induction training;
- ensuring that employees receive specific health and safety training where necessary and are competent to deal with the health and safety requirements of their work;
- ensuring that employees discharge their responsibilities set out below and in Section 3 of this policy;
- ensuring that contractors are competent to manage the health and safety requirements of their work;
- obtaining assistance from the Health and Safety Consultant where necessary;
- consulting employees/safety representatives in good time on matters affecting the health and safety of employees;
- alerting their line manager/director to any situation where the requirements of Section 3 of this policy cannot be implemented or where risks cannot be adequately controlled.

**All employees are responsible for:**



- taking reasonable care for their own health and safety and that of others who may be affected by their activities;
- using any work equipment in accordance with the training and instructions provided;
- co-operating with their manager as is necessary to implement the requirements of Section 3

of this policy and any other local arrangements;

- reporting to their manager any health and safety matters they cannot, or do not feel competent to deal with themselves and any shortcomings they see in the health and safety arrangements.

**A. Health and Safety Manager** is appointed under 'The Management of Health and Safety at Work Regulations' to provide health and safety assistance as follows:

- keeping the management board informed of relevant developments in health and safety;
- assisting managers to assess risks and advising on control measures;
- assisting managers to monitor health and safety performance by carrying out audits/workplace inspections and providing reports;
- providing health and safety information and guidance;
- providing health and safety training where appropriate;
- investigating serious injuries/incidents, recommending measures to prevent re-occurrences.

### 3.0 General Arrangements/Significant Findings of Risk Assessments

(See also the Site Specific Risk Assessments)

The duty to assess risks and take appropriate action to remove or control the risks is fundamental and absolute. The purpose of a risk assessment is to identify the measures to remove or control the risks. A systematic general examination of all activities is necessary. Risk assessments must be 'suitable and sufficient' and records should be kept to show that:

- a proper check has been made;
- those affected have been identified;
- all the obvious and significant hazards have been covered;
- the controls are reasonable and the remaining risk is low.

#### Hazard

Something with the potential to cause harm. (e.g. falls, slips, fire, electricity, vehicles, substances, manual handling). The harm will vary in severity – some hazards may cause death, some may cause injury or ill health causing short or long term incapacity, others only cause cuts and bruises.

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The combination of the severity of harm with the likelihood of it happening. This is used as the basis for prioritising actions, the higher the risk, the higher the priority for action.

### Carrying Out Risk Assessments

- Identify the hazards (ignore trivial hazards, concentrate on obvious and significant hazards);
- Decide who might be harmed and how;
- Evaluate the risks and decide if existing controls are adequate or if more should be done, (in many cases this can be done by finding out what is up-to-date good practice);
- Record the significant findings (see form overleaf, other policies/procedures can be quoted);
- Review assessments annually or when circumstances change and revise if necessary.

### Controlling Risks

Where possible eliminate the hazard, there can be no risk without a hazard or consider less hazardous options (e.g. using a less hazardous substance or piece of equipment). When controlling risks apply the principles below in the following order:

- Combat risks at source by using physical means (e.g. separation of vehicle and pedestrian routes, interlocked guarding/isolation to prevent access to dangerous parts of equipment);
- Implement systems and procedures to control the risk in conjunction with training, supervision and personal protective equipment for employees where appropriate.

### 3.1 Workplace Issues

#### Managers will ensure that:

- their areas conform to The Workplace (Health, Safety and Welfare) Regulations 1992. (A short guide for managers is published on the Health and Safety Executive's website at <http://www.hse.gov.uk/pubns/indg244.pdf>)
- establishments are not overcrowded,
- equipment and furniture is arranged to allow unobstructed passage to all work areas and exit doors,
- suitable equipment and furniture is provided,
- enough service outlets are provided to avoid the need for wires to cross floors,
- where the above is unavoidable, appropriate covers are used to prevent tripping,
- there are arrangements to salt and grit the main external walkways in snow/ice conditions,
- proper access equipment (step stools or step ladders) is provided to reach items stored at high level

• sufficient toilet and washing facilities with hot and cold water are available and these are kept clean and supplied with soap & towels etc.

### 3.2 Working at Heights

(See also the free leaflets on falls from heights on the Health and Safety Executive's website <http://www.hse.gov.uk/pubns/fallindx.htm>)

#### Managers will ensure that:

- work at heights is avoided where possible, e.g. not storing/placing things at height that need to be accessed regularly,
- where the above is not possible, the risks are assessed and measures are implemented in accordance with the control hierarchy to prevent or reduce the risk of falling,
- suitable step stools, step ladders and ladders are provided where necessary to reach above head height,
- all access equipment is subject to detailed inspections on a monthly basis and records kept

### 3.3 Asbestos Containing Materials (ACM's)

(See also the free leaflets on falls from heights on the Health and Safety Executive's website <http://www.hse.gov.uk/pubns/asbindex.htm>)

#### Managers will ensure:

- an asbestos survey is carried out on premises where ACM's are likely to be present,
- suspicious materials are presumed to contain asbestos unless there is strong evidence that they do not,
- a management plan is implemented to monitor the condition of ACM's and to prevent disturbance,
- only licensed asbestos specialists are allowed to work on ACM's,
- ACM's are brought to the attention of anyone who is liable to disturb them.

### 3.4 Fire and Terrorist Threats

(A guidance booklet covering fire risk assessments 'Fire Safety – An Employers Guide' is published on the Department for Transport, Local Government and the Regions website at <http://www.archive.official-documents.co.uk/document/fire/index.htm>)

#### Managers will ensure that:

- a fire risk assessment has been carried out for their premises
- the fire safety arrangements identified by the above are implemented,

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- fire and terrorist threat emergency procedures have been drawn up,
- a warning notice is displayed where mail is received to remind employees what to look for regarding suspicious objects and biological/chemical threats,
- employees are familiar with the fire and terrorist threat emergency procedures,
- where appropriate, sufficient employees are nominated and trained as fire marshals,
- corridors and stairwells are kept clear and not used for storage,
- waste materials are prevented from accumulating and removed daily from premises.

### **3.5 Manual Handling Operations**

(A guidance booklet 'Getting to grips with manual handling' is published on the Health and Safety Executive's website at [www.hse.gov.uk/pubns/indg143.pdf](http://www.hse.gov.uk/pubns/indg143.pdf))

#### **Managers will ensure that:**

- manual handling operations involving significant lifting, pushing or pulling are avoided where possible,
- where the above is not possible, the risks are assessed and measures are implemented to reduce the risk of injury e.g. by re-organising work systems, providing equipment such as trolleys/barrows, splitting loads into smaller units, specifying team lifts, providing employees with training in the techniques that minimise the risk of injury etc.,
- employees are not required to carry out manual handling operations beyond their individual capacities.

#### **Employees will ensure that they:**

- do not attempt to lift or move anything they consider to be too heavy or awkward for them,
- seek help where necessary,
- use the correct techniques to minimise the risk of injury i.e. keeping the back straight and lifting with the leg muscles,
- avoid bending from the waist and lifting, this puts strain on the back muscles and spine and may lead to injury,
- report to their manager any task which is beyond their capability or where the correct manual handling techniques cannot be used.

### **3.6 Display Screen Equipment (DSE)**

(A guidance booklet 'Working with VDUs' is published on the Health and Safety Executive's website at [www.hse.gov.uk/pubns/indg36.pdf](http://www.hse.gov.uk/pubns/indg36.pdf))

#### **Managers will ensure that:**

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- employees who use DSE habitually for a significant part of their work are designated officially as DSE 'users',
- 'users' are provided with the above 'Working with VDU's' booklet to alert them to the risks to their health and how to minimise them,
- workstations operated by 'users' are assessed using the DSE Checklist to ensure they meet the minimum requirements and the risks are reduced to lowest level reasonably practicable,
- DSE work is planned so there are breaks or changes of activity,
- suitable blinds are provided to minimise glare, reflections and contrasting light levels,
- 'users' receive sufficient training in the software packages to enable them to work efficiently,
- 'users' are informed of their right to free eye tests and the provision of any special spectacles required for DSE work,
- 'users' are informed how they are to obtain the above eye tests and special spectacles if these are prescribed.

**Employees will ensure that they:**

- adjust their workstations to minimise health risks
- report any problems with their workstations which they cannot rectify themselves,
- organise their work to allow changes of activity or take frequent short breaks to offset fatigue,
- report any pain, discomfort, swelling or weakness experienced during or shortly after keyboard/mouse work.

**Note – Laptop Computers**

Laptop computers on their own do not meet the minimum requirements set out in the Display Screen Equipment Regulations and can cause problems with prolonged and extended use. The keyboard and pointing devices on these units are unsuitable for extended use. For extended use a separate full size keyboard and normal mouse along with a properly set up workstation is required to minimise the risks of postural and upper limb disorders.

### **3.7 Road Transport**

**Directors and Managers will ensure that:**

- employees driving as part of their work are sufficiently competent and have the necessary documentation to show they comply with the requirements of road traffic legislation,
- work schedules are set to allow sufficient time to drive safely, complying with the relevant speed limits and taking breaks to offset fatigue on long journeys,
- any owned/leased vehicles are suitable for the work undertaken and are serviced/checked at regular intervals in accordance with the manufacturer's instructions,

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- a defect reporting procedure is implemented for owned/leased vehicles

### **Employees will ensure that they:**

- exercise particular care and comply with the requirements of the road traffic legislation and the Highway Code,
- avoid using hand-held mobile phones whilst driving,
- take breaks to offset fatigue on long journeys,
- take special care in car parks and roadways around premises to avoid pedestrians,
- check vehicles that they use are in roadworthy condition, reporting or rectifying any defects as is appropriate,
- plan routes in advance and leave details of their whereabouts at their office,
- take care as a pedestrian in car parks and when crossing public roads etc., using pedestrian crossings where available to minimise the risks.

### **3.8 Contractors**

SGC Holdings Ltd recognise their responsibilities when employing contractors to deliver their services.

Guidance on construction health and safety issues is published on the Health and Safety Executive's website at <http://www.hse.gov.uk/pubns/conindex.htm>

### **Managers will ensure that:**

- contractors selected to quote for work are competent in managing the health and safety aspects of their activities,
- contractors complete the 'Contractors Health and Safety Questionnaire',
- the above questionnaires are analysed using the 'Guidance for Assessing Contractors' Health and Safety Questionnaires',
- specialist advice is obtained when in doubt about a contractor's health and safety competence
- contractor's quotations include details of the risk control measures to be implemented (method statements, health and safety plan etc),
- quotations are analysed, and contracts awarded only to contractors agreeing to implement appropriate risk control measures,
- the work undertaken by contractors is monitored to ensure the appropriate risk control measures are being implemented,
- work is stopped if the risk control measures are not satisfactory,
- the health and safety performance of contractors is reviewed after each contract or annually and action is taken where appropriate to maintain standards.

### **3.9 Reporting and Investigating Accidents and Cases of Work-Related Ill-Health**

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SGC Holdings Ltd Trading as SGC Security Services registered in England and Wales 5912760, Unit 2 Cherry Tree Farm, Blackmore End Road, CO9 3LZ.

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[www.sgcsecurityservices.co.uk](http://www.sgcsecurityservices.co.uk)





Online guidance on the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' (RIDDOR) is available on the Incident Contact Centre (ICC) website [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm). All RIDDOR incidents must be reported to the ICC. This can be done by telephone (0845 3009923) Can now be reported on-line. Where the appropriate form is completed by them or via the online forms on the website. In each case the ICC will return a hardcopy as confirmation of notification.

## **Working Time WTD**

When people work too many hours, their health can be affected, and the risk of mistakes/accidents is increased.

### **Managers will ensure that:**

- employees do not work more than 48 hours per week (averaged over a 17-week period), without the written agreement of the individuals involved,
- health assessments are offered to night-workers,
- employees receive the breaks and annual leave entitlements specified in the Regulations, i.e.

**In work breaks** - for adults at least 20 minutes break when working more than 6 hours and at least 30 minutes break after 4.5 hours for persons under 18 years, **Daily breaks** - at least 11 hours break between leaving and starting work next day, **Weekly breaks** - at least 1 day off each week, **Annual leave** - at least 4.8 weeks leave for full time employees.

### **Working on Client's Premises Managers will ensure;**

- the risks are assessed and adequately controlled,
- the risks created by clients are properly controlled,
- ongoing communication and co-operation takes place with clients to ensure the risks to all persons are properly controlled,
- employees/contractors are capable of recognising the risks likely to be present on client's premises and applying the appropriate measures to control them.

### **Employees/Contractors will ensure that they:**

- take the necessary steps to ensure the risks from their activities are properly controlled,
- familiarise themselves with the health and safety arrangements on client's premises,
- co-operate fully and follow any relevant health and safety instructions and procedures,



report any short-comings in client's health and safety arrangements to their contact at the premises and to their manager.

### **Working at Home**

(A guidance booklet 'Home-working – Guidance for employers and employees on health and safety' is published on the Health and Safety Executive's website at [www.hse.gov.uk/pubns/indg226.pdf](http://www.hse.gov.uk/pubns/indg226.pdf))

Where employees are designated as 'Home Based' the following arrangements apply. The main hazards are associated with the extended use of computer equipment.

#### **Managers/Directors will ensure;**

- employees based at home who use computers habitually as a significant part of their work are provided with suitable equipment and furniture to minimise the risks,
- employees are provided with a 'Display Screen Equipment Checklist' to assess their home workstation,
- remedial action is taken to deal with any problems identified by the above assessment,
- employees are provided with the above 'Home-working' booklet to alert them to the risks to their health and how to minimise them.

#### **Employees will ensure that they:**

- assess their home workstation and follow the guidance in the 'Home-working' booklet,
- report to their manager/director any problems they have with the equipment/furniture/working procedures.

### **3.10 Noise**

Prolonged exposure to high noise levels causes permanent and irreversible hearing damage. The Regulations set first and second exposure action values of 80 and 85dB. The second action value also includes any impact noises 137db and above. In addition they require that the daily or weekly exposure of employees must not exceed 87dB, which can take account of any reduction in exposure provided by hearing protection. For more information see the HSE website [www.hse.gov.uk/pubns/noisindx.htm](http://www.hse.gov.uk/pubns/noisindx.htm)

#### **Managers will ensure:**

- noise surveys are carried out for any areas or processes where it is necessary to raise voices to carry out a normal conversation when about 2 m apart or where there are impact noises such as hammering, pneumatic impact tools or explosive sources such as cartridge operated tool,

- the recommendations set out in the noise surveys are implemented, in particular:
  - where exposure exceeds the first action value of 80 db (daily or weekly exposure, whichever is the lower) employees must be:
    1. Warned of the slight risk of hearing damage occurring
    2. Provided with hearing protection and shown how to use it
  - where exposure exceeds the second action value of 85 db (daily or weekly exposure, whichever is the higher) or where there is exposure to impact noises 137db or above, employees must be:
    1. Warned of the significant risk of hearing damage occurring
    2. Supervised effectively to ensure the hearing protection it is used
    3. Receive annual hearing checks

### **Employees will ensure that they:**

- use hearing protection where instructed to do so, i.e. where their exposure exceeds the second action values,
- use any noise reduction measures in accordance with the training and instructions received,
- cooperate with the arrangements for hearing checks,
- report any exposures to high noise levels their manager may not be aware of.

### **Health and Safety Training**

It is recognized that health and safety information and training helps to ensure your employees are not injured or made ill by the work they do and develops a positive health and safety culture. Specific health and safety training arrangements are also set out in many other sections of this policy. For more general information on health and safety training see the HSE website [www.hse.gov.uk/pubns/indg345.pdf](http://www.hse.gov.uk/pubns/indg345.pdf)

### **Managers will ensure that:**

- risk assessments and performance appraisals identify any specific health and training needs,
- account is taken of the capabilities, training, knowledge and experience of employees,
- that the demands of the job do not exceed employees' ability to carry out their work without risk to themselves and others,
- employees with particular training needs, e.g. new recruits, employees changing jobs or taking on extra responsibilities, receive appropriate health and safety training and supervision,
- where necessary, employees' skills are updated by carrying refresher training records are kept of all health and safety training carried out.

### **Employees will ensure that they:**

- attend training sessions they are nominated for,

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- follow the health and safety training and instructions provided
- report to their Manager any circumstance where they do not feel capable or confident to deal with the health and safety issues of their work.

### 3.11 Personal Protective Equipment (PPE)

Where it is not possible to control risks by other means PPE will be provided.

#### Employees will ensure that they:

- use the PPE specified for their work,
- inspect/maintain/replace their PPE as is necessary,
- report any defects or shortcomings with their PPE they cannot rectify themselves.

Name	Paul Macarthur	Position	CEO
Signature		Date	1 <sup>st</sup> February 2024