



# HEALTH & SAFETY POLICY

THIS POLICY COVERS THE MANAGEMENT ARRANGEMENTS FOR THE FOLLOWING:





## FOREWORD

This is the Health and Safety Policy document for MAC Security Ltd.

Documented herein are the company policy statements, organisation, and responsibilities in respect of the provisions for the management of Health and Safety at Work. In addition, specific arrangements are documented for particular hazards that are likely to be experienced with the company.

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The company have implemented measures to protect the health and safety of its employees at work, it should be remembered that the workplace can be a potential source of danger, and many simple tasks carry risks to health and safety if not undertaken correctly.

It should be noted that the Health and Safety at Work Act 1974 etc., states that "it shall be the duty of every employee while at work:-

- a. "To take reasonable care for 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 any other person by or under any of the 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".

Management is also bound by the Act:

"It shall be the duty of every employer to ensure so far as is reasonably practicable, the health, safety, and welfare at work of all his employees".

The management also has a common law duty:

"The employer must take reasonable care not to subject his employees to unnecessary risks".



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## HEALTH AND SAFETY POLICY & STATEMENT

The Company is fully committed to providing a safe place of work, safe systems of work and a safe working environment for all its employees and any visitors to the Company premises.

### The Companies Health and Safety Policy Statement:

We will ensure that the statutory requirements of the '**Health and Safety at Work Act - 1974**' will, as is reasonably practicable, be complied with, as follows:

- Provide adequate resources for meeting our health and safety obligations including competent advice
- Carry out periodic risk assessments in the offices, manufacturing and site installations and review the results annually or as deemed necessary by the process
- Provide methods of working which are safe and without risk to health of its employees, clients, sub-contractors or visitors
- Ensure arrangements are in place for safe use, storage, handling and transportation of articles and substances used at work
- Ensure that employees are provided with adequate training and records are maintained, information and or instructions and are supervised to secure their safety while at work, and the safety of others who may be affected by their actions
- Provide and maintain all plant machinery and equipment which is safe and without risk to health
- Provide adequate arrangements and facilities for employees, clients, sub-contractors and visitors welfare
- Ensure that consultation takes place with employees, clients, sub-contractors and visitors on matters affecting their health, safety and welfare
- Establish and maintain adequate fire precautions
- Co-operate with H&S advisors and act on their recommendations
- Ensure adequate provision of PPE and training, as requested or from the result of a risk assessment

This health and safety policy / statement will be reviewed annually and will be amended and re-issued as deemed necessary. Any changes will be brought to the attention of all employees through the normal communication channels within the business and a revised copy of this policy / statement will be displayed within the Company's premises.

More detailed information regarding the responsibilities and arrangements in place for the effective management of health and safety matters, are available to all employees, sub-contractors, clients and visitors in the Company's '**Health and Safety Policies and Procedures**'.

### Employee duty to Health and Safety:

It is the responsibility of all employees to co-operate with the company and not to interfere with or misuse or abuse anything provided by the company in the interest of health and safety. Employees must take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions at work, and must comply with legal requirements imposed on them by the health and safety legislation.

In the event that it is believed that Health & Safety standards are being compromised in any way you must report the matter to your line Manager immediately.

Signed: *Matt MacMasters*

Date: 15<sup>th</sup> November 2018

Name: Matt MacMasters

Position: MANAGING DIRECTOR



## ENVIRONMENTAL POLICY STATEMENT

The Directors of MAC Security Ltd are fully aware of their duty of care for the environment, and shall promote environmental awareness within the Company's operations.

Although the office environment of the Head Office involves few substances or emissions, which may cause harm to the environment, certain precautions must be taken to ensure such harm does not arise: Page | 5

The Company intends to reduce harmful and nuisance emissions to:-

### AIR by

- Maintaining plant and equipment in good repair at all times.
- Purchasing or hiring equipment where reasonably practicable which does not produce harmful or noxious fumes.
- Avoiding the use of any paint or sealant, which contains high levels of Volatile Organic Compounds.

### Contaminating **LAND** by:

- Maintaining plant and equipment to prevent leakage.
- Providing safe storage for all fluids so that leaks are contained.
- Providing suitable and sufficient absorbent material to absorb any uncontained leakage.

### Contaminating **WATERCOURSES** by

- Ensuring no waste substances are poured down any drain.
- Sealing waste liquids and substances before disposal.

### Promoting **RECYLING** by

- Ensuring, as far as possible, that all waste materials are segregated when disposed.
- Taking waste materials to recognised recycling centres where possible.

The company shall adopt the principle of **BATNEEC** (Best Available Technique Not Entailing Excessive Cost) in all its operations where harm to the environment is a foreseeable risk.

The company is committed to continually improve our environmental performance and awareness.

Signed: *Matt MacMasters*

Date: 15<sup>th</sup> November 2018

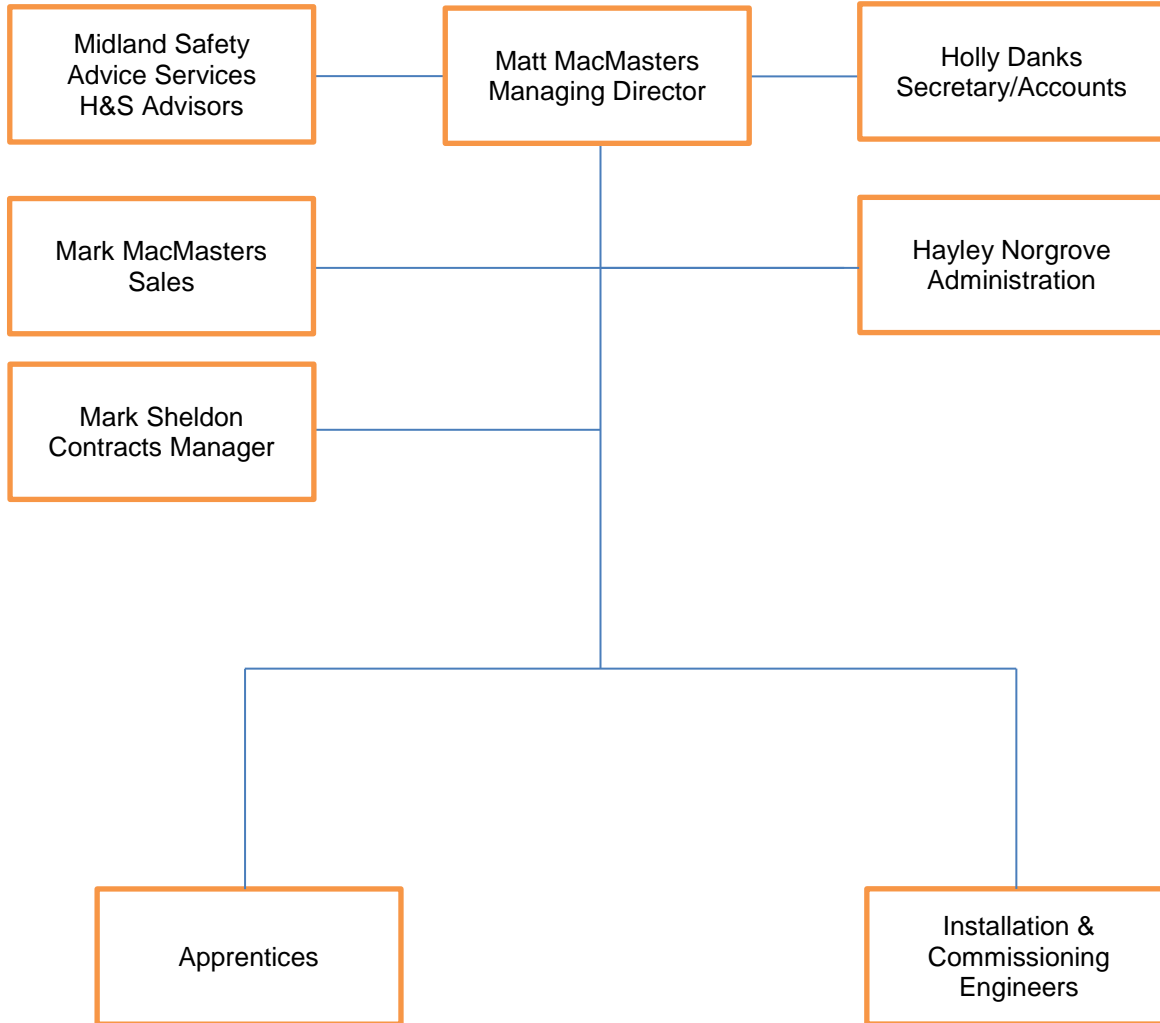
Name: Matt MacMasters

Position: MANAGING DIRECTOR



## 2.0) ORGANISATION AND RESPONSIBILITIES

### 2.1) COMPANY STRUCTURE





## 2.2) The Directors' & Managing Director shall be responsible for:

- a) Defining the health and safety policy and reviewing it at planned intervals for effectiveness and suitability.
- b) Ensuring that the company complies with current and applicable health and safety regulations.
- c) Ensuring that the health and safety policy and arrangements are effectively implemented in the organisation.
- d) Providing machinery, equipment and other plant that is safe and without risk to health and to ensure that it is maintained in good condition.
- e) Ensuring that systems of work are safe and without risk to health and safety.
- f) Ensuring that as far as reasonably practicable, employees' health and safety are not put at risk by contact with hazardous materials and chemicals.
- g) Providing all employees' with information, instructions, training and supervision necessary to ensure, as far as reasonably practicable, their safety at work.
- h) Ensuring that all employees' are competent to carry out their jobs in a safe manner that is with minimum of risk to themselves or others.
- i) Ensuring that managers' understand their responsibilities and have the necessary knowledge and skills to carry them out.
- j) Ensuring that, as far as reasonably practicable, the place of work under his control and where employees' work is kept in a safe condition and does not pose a risk to health.
- k) Ensuring ways into and out of the workplaces are safe and without risk to health.
- l) Ensuring the health and safety of their employee's working environment, such as lighting, heating, ventilation and noise.
- m) Providing adequate and sufficient arrangements for the welfare at work of his employees'.
- n) Ensuring that work carried out by the company does not expose people who are not his employees' (e.g. contractors', visitors', temporary workers, etc.) to risks to their health and safety.



**2.3) Manager's shall be responsible for:**

- a) To ensure that the health and safety policy is effectively implemented in their area by their personnel.
- b) To ensure project documentation files are issued & effective implementation of such file.
- c) To ensure that adequate resources are provided to comply with the health and safety policy and arrangements.
- d) To ensure that health and safety duties are delegated, understood and accepted by all personnel.
- e) To evaluate the health and safety performance and ensure corrective actions are taken, as necessary.
- f) To identify health and safety training needs for their personnel and where required, ensure that appropriate training is provided.
- g) To ensure that work equipment hired or purchased are suitable for the task and statutory test and inspections are carried out in accordance with legislation and manufactures guidelines by the nominated supervisor or competent persons as defined within applicable legislation.
- h) To attend safety committee meetings as required.

**2.4) Supervisors shall be responsible for:**

- a) To ensure that the health and safety policy is effectively implemented in their area by their personnel.
- b) To ensure that health and safety duties are delegated, understood and accepted by all personnel.
- c) To ensure that work equipment used, hired or purchased are suitable for the task and statutory test and inspections are carried out in accordance with legislation and manufactures guidelines by a competent person as defined within applicable legislation.
- d) To evaluate the health and safety performance and ensure corrective actions are taken, as necessary.
- e) To identify health and safety training needs for their personnel and where required, ensure that appropriate training is provided.
- f) To attend safety committee meetings as required.
- g) Engineers should be reminded that when they are the sole representative on site for MAC Security Contracts Ltd, that they are effectively the supervisor.

**2.5) The Employees' responsibilities for health and safety are:**

(Employees' include: Directors, Managers, Consultants and all administrative support staff)

- a) Adhering to company health and safety policy, procedures and arrangements.
- b) Co-operating with the management at all times in implementing and maintaining the health and safety policy and procedures.
- c) Working safely and in an efficient manner, having due regard for their own safety and that of others.





- d) Reporting to management and or the appointed safety representative of any accidents, incidents or unsafe conditions that might lead to an accident or incident. Co-operating with management in the investigation of accidents and or incidents.
- e) Work in accordance with the information and training provided and not undertake any task for which authorisation and/or training has not been given.
- f) Complying with statutory obligations, using all guards on machines and personal and protective equipment (PPE) issued to them if applicable. Completing PPE statement forms as requested by the Management and adhering to the policy as required by site conditions.



### 3.0) PLANNING AND IMPLEMENTATION (Arrangements)

3.1) The following health and safety regulations have been identified as applicable but not limited to the company:

- The Health and safety at Work Act (HSWA)
- The Management of Health and Safety at Work Regulations (MHSW)
- The Provision and Use of Work Equipment Regulations (PUWER)
- The Manual Handling Operations Regulations (MHO)
- The Workplace Health, Safety and Welfare Regulations (WHSW)
- The Personal Protective Equipment at Work Regulations (PPE)
- The Display Screen Equipment Regulations (DSE)
- The Control of Substances Hazardous to Health Regulations (COSHH)
- The Electricity at Work Regulation (EAW)
- The Consultation with Employees Regulations
- The Control of Asbestos Regulations (CAWR)
- The Health and Safety First Aid Regulations
- The (Regulatory Reform) Fire Safety Order Regulations (RRFSO)
- Construction (Design & Management) Regulations (CDM)



### 3.2) HAZARD IDENTIFICATION AND RISK ASSESSMENTS

The company shall complete a survey of all activities undertaken with the objective of identifying significant hazards. This will include on a project by project basis, with said RA-MS being prepared by the Contracts Manager or Managing Director.

A risk assessment shall then be completed and recorded for **significant hazards** only. The company shall identify and categories any 'High to Medium' risk activities and shall ensure that appropriate action(s) are taken to eliminate the risk altogether and when this is not possible it must reduce the risk to the lowest possible level.

Review of assessments shall be planned and completed as determined by the review date or earlier if required by accident investigation finding, change in work procedures or change in Legislation.

Managers/Supervisor are to seek consultation with employees in the risk assessment process & all risk assessments must be relayed to company employees associated with the task. Records of this must be maintained by the responsible Manager/Supervisor for the work/project.

Operatives on a project must read and understand and then sign the job specific RA-MS for a project. If in doubt operatives must ask their supervisor for assistance.

### 3.3) METHOD STATEMENT – SAFE SYSTEM OF WORKS

The concept of the Method Statement is directly related to the objective laid down in the Health and Safety at Work Act, which requires the provisions and maintenance of plant and systems of work that are, so far as reasonably practicable, safe and without risk to health.

The safe systems of work is to be understood and communicated between all parties concerned in the work without ambiguities creeping in; it needs to be as simple as possible and in clear unmistakable English.

Method Statement must address three aspects of the work in addition to the activities that the Company has to perform.

- How the work will be organised to ensure the Safety of the Companies employees.
- How the work is to be carried out without putting employees of other Companies/Contractors at risk.
- Where appropriate, procedures will be adopted to protect visitors and members of the general public, where there is a direct interface between the work and the public.

The amount of detail to be included in a Method Statement will need to be specific to the complexity of the operations to be carried out. If required the Method Statement for a particular project can be combined with the relevant Risk Assessment. All operatives as per 3.2 above working on a project must read and understand and then sign the said document. If in doubt the supervisor should be sought for assistance.



### 3.4) HEALTH AND SAFETY REPRESENTATIVE

The company representative responsible for the administration of the health and safety documentation is the Health and Safety Manager.

To comply with The Management of Health and Safety at Work Regulations 7 'Health and Safety Assistance', the company engages the services of a consultancy Midland Safety Advice Services Ltd who shall advise and guide the Company on specific matters related to the health and safety management system.

Midland Safety Advice Services Limited  
142 Kenilworth Road  
Balsall Common  
Coventry  
CV7 7EW



Tel: 01676 531981  
Fax: No. 01676 531981

Email: [neil@midlandsafetyadvice.co.uk](mailto:neil@midlandsafetyadvice.co.uk)

Email: [steve@midlandsafetyadvice.co.uk](mailto:steve@midlandsafetyadvice.co.uk)



### **3.5) CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS (COSHH)**

Although substances hazardous to health are rarely used by the company it shall if deemed applicable, identify all hazardous substances that need to be controlled under the COSHH Regulations.

COSHH assessment shall consequently be completed for any hazardous substances identified and relayed to all concerned with the task.

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Where considered appropriate, the company shall ensure that alternative safer substances are sourced and used.

### **3.6) ELECTRICITY AT WORK**

In accordance with The Electricity at Work Regulations and associated Guidance's and British Standards all MAC Security Ltd employees and contractors working on electrical installation systems will be trained and competent as required by the aforementioned regulations. Details of training and registration will be maintained by the company.

The appointed Managers/Supervisors will assess the work at the planning stage and will ensure it is allocated to personnel with the appropriate training, experience and capability. If there are a number of people to work on the system, a site supervisor will be nominated to oversee and co-ordinate the work.

To comply with the Electricity at Work Regulations (EAW) the Company shall ensure all portable electrical appliances are properly tested before use annually or appropriate intervals thereafter. Records of inspection must be maintained by the Companies Health and Safety Representative. Equipment used on building sites will be checked every 3 months with records kept in the site folder.

Employees' must report any electrical faults immediately to their Supervisor or Health and Safety Representative. Faulty equipment must be removed from service and not be used.

Only qualified and authorised persons must carry out repairs to faulty electrical equipment.



### 3.7) CONTRACTORS' POLICY AND ARRANGEMENTS

Managers responsible for the selection of sub-contractors must ensure that sub-contractors selected to work for MAC Security Ltd are competent to carry out their duties under the Health and Safety at Work Act and associated legislation (CDM) etc. and any special safety procedures that may be applicable to their particular type of work.

The control/organisation and satisfactory conduct of sub-contractors on a site is the responsibility of Directors, Managers & Supervisors. They should ensure that contractors are aware of the hazardous areas on site and should also ensure that contractors have appropriate personal protective equipment, such as hard hats, goggles and hearing protectors, available for their use.

Contractors found to be disobeying Company safety rules, failing to make use of necessary Personal Protective Equipment, using defective or dangerous equipment or working with disregard to their own safety or that of others will be suspended/dismissed from the site.

To demonstrate its commitment to effective management of contractors the Company will, for all, works maintain the following records:-

- Information provided by the contractor as evidence of his competency in health and safety
- Contractor works specifications and method statements
- Records of all safety communications with the contractor
- Minutes of all meetings with the contractor or his representatives
- Copies of agreements enabling the use of scaffolding, etc. supplied and erected under other contracts
- Copies of any statutory inspection records, test certificates, etc. supplied by or to the contractor
- Copies of all risk assessments carried out by the contractor in compliance with the Management of Health & Safety and/or The Construction Design and Management Regulations
- Copies of Permits to Work (for monitoring compliance and implementation)
- Copies of all site safety audits carried out by the contractor's appointed competent person

All Sub-contractors acting on behalf of MAC Security Ltd will be issued a copy of this policy and must comply with all rules and regulations contained therein. Additionally the H&S Rules for Sub-contractors document must be signed for by the Sub-contractors responsible person.

**This document must be maintained by the Manager/Site Supervisor and filed in a documentation file.**

### 3.8) HEALTH & SAFETY MEETINGS

The key objectives of the Health & Safety meetings are to ensure that:

- a) Employees' are consulted and involved in developing the company's health and safety policy and arrangements.
- b) Promote co-operation between the company and employees' in carrying out the arrangements stated in the health and safety policy.

A Director shall chair the meeting that will be attended by the nominated safety representative, management and when possible nominated employees' representative(s).

The safety committee will meet at planned intervals to review the effectiveness of the health and safety arrangements and to give feedback on all matters affecting health and safety of employees'.

The matters reviewed, discussed and action(s) agreed shall be recorded. Such matters will include review of accidents, incidents or unsafe working practices and training requirements.



### **3.9) ACCIDENTS AND INCIDENTS**

Accidents and incidents must be notified immediately to the Line Manager and in their absence to the nominated safety representative.

A detailed accident report must be completed immediately and forwarded to the Managing Director. The H&S advisors should be informed in serious matters.

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When an accident or incident is reportable to the 'Health and Safety Executive (HSE)' under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)' the Manager or nominated safety representative shall ensure that a RIDDOR form (F2508) is completed and submitted to the HSE. This should be completed online using the HSE website. Further details of what is reportable and when it should be reported can also be found on this website.

The Manager/Supervisor shall ensure that an accident or incident is properly investigated and appropriate records maintained. The Manager and Supervisor shall ensure the appropriate preventive action(s) are initiated to prevent recurrence.

An appointed person (this could be the H&S advisors) will complete an independent investigation and report the findings to the Managing Director.

### **3.10) FIRST AID ARRANGEMENTS**

The company shall ensure that first aid boxes are available and that these are properly stocked and replenished on a regular basis by an authorised person. All boxes will contain at least the minimum supplies, which are required under law. In the absence of qualified First Aiders, then persons should be assigned to call for the emergency services as required and maintain the First Aid boxes.

The Company shall ensure that operatives are aware of the first aid arrangements on project sites that their employees and/or subcontractors are working on.

### **3.11) FIRE EVACUATION PROCEDURE AND ARRANGEMENTS**

The Head Office fire risk assessment and its procedure shall be brought to the attention of all office based employees and be displayed on the office notice board. Fire evacuation routes and muster points will be shown on the notice board.

The Company shall provide appropriate training to appointed fire marshals.

In case of a fire all employees' and visitors' must leave the premises immediately using the nearest 'Fire Exit' and meet up in the designated 'Fire Assembly Point' (FAP).

The appointed fire marshal shall call the fire services immediately and ensure that all employees' and visitors' have left the premises and are accounted for.

Under no circumstances shall an employee or visitor re-enter the building until it is safe to do so and instructed by the Fire Service.

Only trained employees' shall be allowed to engage a fire using the correct fire extinguisher.

There is no fire alarm system at the premises in view of the size of building and number of employees. A 'Shout' will be used to evacuate the building.

The Managers / Supervisor shall ensure that any exit, means of escape, fire warning device or equipment is maintained in an efficient working order.



### **Customers/Other Clients Fire/Emergency Procedures:**

MAC Security Ltd Managers, Supervisors and employees must ensure they are familiarised with the site emergency procedures whilst on sites not under the control of MAC Security Ltd i.e. Clients premises, construction sites under control of a Principal Contractor.

### **3.12) HEALTH SURVEILLANCE**

MAC Security Ltd do not currently implement any health surveillance arrangements due to the nature of works carried out by the company and the limited exposure to activities/processes and substances likely to require health surveillance arrangements.

Upon identification of such requirements by MAC Security Ltd or a third party the company will seek further guidance and advice in making arrangements for health surveillance.

### **3.13) VIBRATING TOOLS (HAVS) & NOISE**

MAC Security currently operates hand drills with hammer trigger with the potential for vibration. MAC Security will where possible consider or make sure:

- Alternative methods of working will be considered.
- All vibrating tools would be tested.
- All vibrating tools will be maintained and serviced.
- Where Vibration tools are being used a HAVs sheet will be prepared to ensure EAV levels are not being exceeded.

Managers and operatives would be provided with HAVS awareness training which will enable them to recognize any works that are likely to fall into the HAVS category and will require the implementation of a HAVS risk assessment and register.

Managers/Supervisors responsible for the selection of plant and machinery shall take into account the level of noise where necessary, in conjunction with the place where the plant or machinery is to be used and take the appropriate action by silencing, isolating or enclosing to reduce the overall noise to an acceptable level.

Where it is impracticable to reduce the noise to an acceptable level, warning notices are to be displayed and affected employees provided with suitable ear protectors.

### **3.14) EQUIPMENT MAINTENANCE, TESTING AND HIRE**

MAC Security Ltd will only supply/hire equipment which is:

- suitable for the purpose for which it will be used
- used for the purpose for which it was designed

Equipment will be regularly checked and maintained by a competent person in accordance with statutory requirements and will be suitably identified and records of all inspection and repair will be kept. Site supervisors / managers are responsible for ensuring inspections records and test certificates for work equipment on their projects are up to date and that these records are available for inspection at any given time throughout the duration of the project.

Site operatives must visually inspect work equipment prior to use and report any un-inspected/tested, damaged or faulty equipment immediately to the site supervisor.

Only authorized personnel are allowed to repair equipment or to re-instate it to use following a fault or breakdown.





### 3.15) RESPIRABLE CRYSTALLINE SILICA (RCS)

In some situations on clients projects or premises there may be a need to drill concrete or stone. It is now known that cutting these materials can lead to airborne dust containing fine RCS particles.

Where possible it is the Companies policy to use alternative routes or methods to reduce the need to drill these materials. Where it is deemed necessary COSHH assessments must be undertaken and incorporated into the respective RA-MS for the project. All operatives shall wear as a minimum FFP3 masks whilst drilling these materials. Only operatives that have been 'face-fit' trained and hold a valid certificate should be allowed to drill these materials. They should be clean shaven and ensure that they wear other required PPE, such as goggles and ear defenders. It is also important to consider other workers and operatives on a site where drilling materials such as concrete, stone and kerb stones is being undertaken. Procedures should be adopted and incorporated in to the RA-MS for the project to ensure that other operatives and trades have zero exposure to dust from materials that could contain RCS.

### 3.16) PERSONAL PROTECTIVE EQUIPMENT (PPE)

Managers/Supervisors shall ensure that appropriate PPE is provided to employees' when the working conditions or task requires the use of such equipment.

When PPE is provided the company shall ensure that employees' are trained in its proper use and maintenance.

Employees' shall be responsible for using the PPE as instructed and for reporting to the supervision any defects or problems identified with the equipment.

The Supervisor shall ensure that PPE provided is subject to regular checks.

It is the responsibility of the employee to ensure he/she has the correct and appropriate PPE when visiting or working on client sites or projects.

### 3.17) WELFARE FACILITIES

The company shall ensure adequate welfare facilities are provided to employees' in accordance with The Workplace Health, Safety and Welfare Regulations.

The facilities shall include:

- Fire alarm & firefighting equipment.
- Industrial hygiene supplies.
- Trained first aiders' or appointed persons to call the emergency services.
- Adequate lighting, heating and ventilation.
- Adequate washing and sanitary facilities.
- Drinking water.

Where upon MAC Security Ltd employees are site based and that site is under the control of the Client or Principal Contractor it shall be the responsibility of the Manager/Supervisor to ensure these facilities are available and adequate and advise the aforementioned of any short falls.

Abuse of these facilities by any MAC Security Ltd employee's or sub-contractors may result in disciplinary action.



### 3.18) TRAINING, INFORMATION AND COMMUNICATION

The Company shall ensure that all employees' are made aware of the health and safety policy and arrangements and are properly instructed about:

- The duties they have to perform.
- The hazards and risks that might be present in particular operations.
- The effectiveness of safety devices, emergency systems and use of PPE if required.

Induction training shall be provided to new employees and shall cover the following arrangements in particular:

- Procedures in case of fire.
- First Aid arrangements.
- Accident and incident reporting.

The Directors/Managers/Supervisors shall ensure training needs for their working environment are identified, any short falls must be brought to the attention of the Managing Director where upon arrangements can be made for training or a change of personnel. Records must be updated when H&S related training is provided to employees'.

Refresher training will be undertaken to keep all employees up to date with legislation and industry best practice.

The Managing Director and/or Managers shall ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to the employee's.

### 3.19) VISITORS

Full details of emergency procedures shall be clearly indicated to visitors before entering the premises or site.

When an emergency arises, measures shall be taken by the host to ensure that visitors are accompanied to a place of safety and that they comply with the procedures. Visitors must be accounted for during emergencies and evacuation drills.

### 3.20) ALCOHOL & DRUG MISUSE

Misuse of drugs and alcohol can constitute a criminal offence. Furthermore, misuse of these substances by employees and sub-contractors whilst at work, can seriously affect the safety of both colleagues and the individual concerned. In order to promote a safe working environment, MAC Security Ltd is committed to:

- Identification at an early stage, of employees exhibiting problems potentially arising from the use or misuse of alcohol or drugs
- Continued monitoring of individuals using prescribed medication, which is known to affect individual judgment or performance, to ensure that suitable controls and/or supervision are provided
- Provision of support and guidance to employees known to be suffering from alcohol or drug related problems which are observed to be affecting their work. Where appropriate, this support will extend to referral of an individual to an appropriate diagnostic and treatment source.

### 3.21) DISCIPLINARY PROCEDURES

As part of ensuring that employees adhere to the safety rules and procedures established by the Company, the established disciplinary procedure will apply to health and safety at work matters.

Any employee, irrespective of seniority, failing to follow established safety standards and procedures will be liable to disciplinary action. This will include formal verbal warning, written warning, and other appropriate disciplinary measures. Records will be kept of all disciplinary warnings and the Managing Director is responsible for ensuring the correct and consistent application of disciplinary procedures to safety matters.



### 3.22) MANUAL HANDLING OPERATIONS

The company shall survey its operations to assess if there are any risks to health and safety of its employees who are involved in manual handling operations.

Manual handling operations will be avoided as far as reasonably practicable, if they are shown to be a hazard.

Directors/Managers/Supervisors will ensure that where it is not practicable to avoid manual handling operations which involve a risk to injury, then these risks will be reduced to the lowest level reasonably practical.

The company will take all steps necessary to ensure that employees are trained, instructed and informed of their own responsibility to make a full and proper use of any equipment provided to reduce or eliminate handling operations.

Employees involved in manual handling operations will make proper use of any personal protective equipment issued to them whilst conducting these tasks.

### 3.23) WORKING AT HEIGHT

In the office environment the probability of working at height is minimal, however in cases where this may arise in this building or will arise on a customer's site or project, the regulations hierarchy will be observed at all times by the company whereby:-

- Work at height will be avoided where possible;
- Where work at height cannot be avoided work equipment and other measures will be used to prevent falls;
- Where the risk of a fall cannot be eliminated work equipment or other measures will be used to minimize the distance and consequences of a fall should one occur.

All work at height will be properly planned and accompanied with detailed risk assessments and method statements.

All work at height will take account of the weather conditions and the environment of which the task are to be carried out.

All those involved in work at height will be trained where required and competent.

The place where work at height is to be done will be firstly and thereafter regularly inspected to ensure its continued safe condition.

Equipment for working at heights will be appropriately inspected, erected and dismantled by trained authorised personnel only.

### 3.24) ASBESTOS

The Company accepts the responsibility to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees and others who may come under their jurisdiction or may be affected by their actions. This includes within the Head Office building and customers sites or projects.

The Company fully understands the nature and ethics behind the requirements of the Control of Asbestos Regulations. All working practices will be formulated with due regard for the principles contained within these and all other relevant health and safety and waste control laws, regulations and guidance notes.



On sites / works known to contain asbestos, Managers must ensure they receive a copy of the asbestos register from the Client or PC and along with the site supervisor relevant information from this document must be highlighted and relayed to site operatives. Additionally Managers must ensure site operative have attended the company asbestos awareness course which can be arranged through the appointed safety consultant. This will be undertaken annually with records kept in the training matrix.

MAC Security Ltd employee's must report immediately to the company if at any time they are in doubt as to the composite of materials they are to work on, works will cease until further investigations are carried out and conformation of the report issued to the company.

### 3.25) CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS

The Management shall ensure compliance with and that the key aims of CDM are met. Although in the normal office environment this regulation will not apply, there will be customer sites where it is a requirement, or when work is undertaken on Head Office or its subsidiary buildings. The key aims are to integrate H&S into the management of projects and to encourage everyone involved to work together to:

- Improve the planning & management of projects from the very start.
- Identify risks early on so they can be eliminated or reduced at the design or planning stage with the remaining risks properly managed.
- Target efforts to where it can do most good in terms of H&S.
- Discourage unnecessary bureaucracy.

The Regulations will apply to all construction work and projects which are expected to:

- Last more than 30 days.
- 20 persons on site.
- Involve more than 500 person days.

The above shall be notifiable to the Health & Safety Executive.

For both notifiable and non-notifiable projects we will ensure that arrangements are in place to ensure that:

There is clarity as to the roles, functions and responsibilities of members of the project team. This is completed through a training plan and individual continual professional development (CPD) to appoint competent persons under their respective roles.

Those with duties under the regulations have sufficient time and resource to comply with their duties.

There is good communication, co-ordination and co-operation between members of the project team including client, designer and other contractors.

Liaise with designers to confirm that their designs (and any design changes) do not create risks to the health & safety of those constructing, using or maintaining the structure.

Contractors are provided with construction phase health and safety information.

We are able to confirm that health and safety standards on site will be controlled and monitored, and that welfare facilities will be provided from start of the construction phase through to handover at completion. When deciding whether management arrangements are suitable and maintained throughout the project, we will make a judgment, taking account of the nature of the project and the risks that the work will entail.

### 3.26) LONE WORKING

Working alone is a risk which should be recognised by all management but not encouraged unless circumstances dictate. It is not in itself illegal; however Management will ensure that the risks are assessed & reasonable measures are implemented to ensure the Health, Safety and Welfare of all such employees of the Company. Individuals working alone in the office should advise another member of staff or family member.

**MAC Security Systems Limited**

Company registration number: 10031495

Trading Address. Unit 5, Gun Barrel Industrial Centre, Haysech, Cradley Heath B64 7JZ

Tel no. 0121 271 0149

Revision: 01

Date: 15<sup>th</sup> November 2018

Review: 3<sup>rd</sup> January 2019



### 3.27) SMOKING POLICY

#### Purpose

This aim of this policy is to protect all employees, customers and visitors from exposure to second-hand smoke and to comply with current H&S legislation on Smoking.

The following policy has been agreed between MAC Security Ltd and its employees.

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#### Policy

It is the policy of MAC Security Ltd that all workplace's and vehicles are smoke-free and all employees have a right to work in a smoke-free environment. The policy shall take immediate effect and be reviewed annually by The Managing Director.

#### Premises

Smoking is prohibited throughout the entire workplace with no exceptions.

#### Vehicles

All work vehicles will be smoke-free at all time.

#### Employer Duties

- To display No Smoking Signs as required by the legislation.
- To ensure employees, customers and visitors do not smoke in smoke-free places and vehicles.
- To investigate complaints regarding employees, customers and visitors smoking.
- To inform, consult and train employees on this policy.

#### Employee Duties

- To ensure that they or others do not interfere with no smoking signs.
- To comply with the Smoke-Free Policy.
- To ensure customers and visitors do not smoke in smoke-free places and vehicles.
- To report incidents of smoking in smoke-free areas and vehicles.
- To ensure that the No Smoking Policy on clients sites and projects is strictly adhered too.

#### Visitor / Customer Duties

- Customers are not permitted to smoke in smoke-free areas or vehicles.

#### Help for those that smoke

This policy is not concerned with whether anyone smokes but where they smoke and how it affects others. Smokers wanting to quit should contact the local NHS smoker's helpline who can advise of local support services.

### ENFORCEMENT OF THIS POLICY

Failure to comply with this policy will be dealt with through the company's disciplinary procedures. Visitors or members of the public who breach the policy will be asked to stop smoking and will be asked to leave the premises if they fail to comply with this request. All breaches of this policy will be recorded in writing by the organisation. Be aware that, in addition to action taken under this policy, the local council may take legal action against individuals who smoke in smoke-free places or vehicles.

**Signature:** *Matt MacMasters*

**Managing Director**

**Date:** 15<sup>th</sup> November 2018



### 3.29) MOBILE PHONE POLICY

#### Policy

The Company instructs that drivers of company/private cars who are on Company Business do **not** use hand held Mobile Phones while driving. The use of hand held Mobile Phones, for any reason, whilst driving is **not** a requirement of the Company for any employee.

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Where drivers may on occasion be required to respond to mobile phone calls, the Company will provide nominated individuals Hands Free Kits. Drivers are discouraged from making outgoing calls from Hands Free Phones except in an emergency. Incoming calls should only be answered when safe to do so and should be kept to as short duration as possible. Wherever possible, drivers are encouraged to stop the car in a safe place (not on the hard shoulder) and respond to calls if necessary.

#### Hands Free Kits

Hands free Kits will be issued to the nominated employees who, by the nature of their employment, need to be contacted quickly and/or make frequent visits to other projects/sites where the company may be working.

#### Reviews

This policy will be reviewed at least annually to ensure conformance with legislation and to protect the Health and Safety of the Company's employees so far as is reasonably practicable.

***Employees who are found to have breached this instruction may face disciplinary action.***

Signed: *Matt MacMasters*

Managing Director

Date: 15<sup>th</sup> November 2018



### 3.30) EQUAL OPPORTUNITIES POLICY

#### Statement of Intent

We recognise that discrimination is unacceptable and although equality of opportunity has been a long standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.

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The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.

#### Main Principles

We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

Signed: *Matt MacMasters*

Managing Director

Date: 15<sup>th</sup> November 2018



#### **4.0) MEASURING AND REVIEW OF H&S PERFORMANCE**

The Company shall review the performance of the health and safety management system at planned intervals to ensure its continuing suitability and effectiveness. The results of health and safety audits and accident book entries shall be considered during the review process.

The review can be completed when the health and safety policy is revised and or as a consequence of an accident and or incident.

This meeting can be combined with the Management Review Meeting.

#### **5.0) HEALTH AND SAFETY AUDITS**

Planned audits shall be completed to ensure that the health and safety policy and arrangements are effectively implemented.

The findings and results of the safety audits shall be recorded.

When the safety audit identifies deficiencies in the H&S policy and arrangements, the Company shall ensure the appropriate corrective action is taken and the policy/arrangements revised accordingly.