



HEALTH & SAFETY POLICY & PROCEDURE

POLICY STATEMENT	SECOND REVISION Revision : February 2017
PSG-POLICY-002	Prepared & Approved by: Director

As a responsible company we always take care of the Health and Safety of our employees. Our health and safety policy is based on Health and Safety at Work Act 1974.

We expect staff, visitors, and contractors who work at site or in office under the control of PSG to share this commitment by complying with our policies and, where appropriate, our procedures and to understand that they too have legal and moral obligations to themselves and to one another.

Our statement of policy is:

To provide adequate and reasonable control of the Health and Safety risks arising from our work activities.

We always consult with our employees who are working on sites. If they have any issues they report to us straight away and we must work on it.

We ensure that we will provide and maintain safe environment to all our employees.

We ensure that our employees use safe handling techniques during their job.

We provide regular trainings related to Health and Safety of employee, their responsibilities and employers responsibilities.

To ensure all employees are competent to do their job. They must have their responsibilities which they are aware of.

To prevent accidents and cases of work related ill health.

Employees must report any health and safety issue to the Director immediately.

Supervisors will:



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Visit the site regularly and keep the records. On every visit, supervisors make sure that our employees are safe and secure and do not have any health and safety issues.

Introduce Check Call System so control room will call them every hour to make sure everything is safe and secure and health and safety of the guard is ensured.

This policy is communicated to all employees.

Responsibility of Employees:

Employees are responsible who are working on sites or visiting sites that they should ensure that they do not endanger the health and safety of other personnel through careless behavior.

Any incidents of carelessness will deal as a serious incident and company can take disciplinary procedure.

Overall Responsibility:

Director of the company is overall responsible of the health and safety of the employees.

RIDDOR:

All employees must report the incident to the Director. Under the guidelines, incidents must also be reported to the RIDDOR if required.

All below mentioned incidents must be reported to RIDDOR as soon as possible.

- Fracture of the skull, spine or pelvis
- Fracture of any bone in the arm, leg, other than the wrist, hand, ankle or foot
- Amputation of a limb
- Loss of sight of an eye
- Any other injury which results in the person being admitted to hospital
- Collapse of scaffolding
- Failure of lifts
- Electrical appliances which causes injury
- Injured person being off work for more than three days



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- Injury by violence
- Any infectious disease

Risk assessment

1. Dir / MR are responsible for undertaking risk assessments.
2. That hazards are to be considered systematically, their level of risk determined, and appropriate control measures and work methods established to minimize the risk of injury.
3. Where the person does not have sufficient knowledge about a specific hazard, they will seek advice from the H&S Co-ordinator / Representative.
4. That risk assessments is available in client files and all staff members can have access .
5. If a risk assessment is no long relevant or on site issues that affect the risk assessment are discovered please report it to Director or MR.
6. That risk assessments will be subject to monitoring and review to ensure that they are suitable and sufficient.

Staff Consultation

This could include stating:

1. Paragon Security Group plan to meet their duties under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.
2. That the company will communicate and consult with all employees on the following issues: - The content of the policy - Any rules specific to a site or job - Changes in legislation or working best practice - The planning of health and safety training - The introduction or alteration of new work equipment or technology.
3. How consultation will take place (i.e. memos, emails, briefings, toolbox talks, formal staff meetings etc.)

Fire and Emergencies

This could include stating:

1. Paragon Security Group account of fire hazards in the workplace and undertake a fire risk



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assessment.

2. That all employees have a duty to conduct their operations in such a way as to minimize the risk of fire, including complying with the Company's no smoking policy.
3. That Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.
4. Combustible materials are to be kept separate from sources of ignition and not allowed to build up.
5. The actions to be taken upon discovering a fire.
6. The actions to be taken upon hearing the fire alarm.
7. Procedures for dealing with any other emergencies relevant to the business (i.e. flood, bomb threat etc.)

First Aid Facilities:

We ensure that all sites must have first aid box available and is accessible during the job.

It is always recommended to all employees to get First Aid basic training.

If any employee need first aid in emergency, they can call 999 and gain help.

All employees must report this incident to the director and supervisors.

Accident reporting and investigation

This could include stating:

1. That all accidents **MUST** be reported to your Site Supervisor and the details recorded in the accident book. Serious accidents where hospital treatment is required must be reported to the Health and Safety Co-ordinator / Representative as soon as possible after the incident.
2. That the Company intends to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 by reporting the following: - Deaths - Specified injuries - Injuries which have caused over seven days incapacitation (not counting the day on which the accident happened)



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3. Who will be responsible for forwarding notification to the enforcing authorities via: - The web at <http://www.hse.gov.uk/riddor/report.htm> - Telephone 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

4. Who will be responsible for investigating the causes of an accident in order to: - To determine the cause(s) with a view to preventing a recurrence - To gather information for use in any criminal or civil proceedings - To confirm or refute a claim for industrial injury benefit

- To prepare notification to be made to the Health and Safety Executive

5. That the aim of the investigation will be to seek to answer the following questions: -

WHAT caused the accident?

WHO was involved?

WHEN did it occur?

WHY did it occur?

HOW could it have been prevented?

HOW can a recurrence be prevented?

Work equipment

This could include stating:

1. That all work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (PUWER) 1998.

2. All electrical equipment will be inspected and maintained according to the risk of the item becoming faulty. This will take into consideration how the equipment is constructed and the environment in which it is used. Where appropriate portable appliance testing will be carried out at an appropriate schedule.

3. An assessment will be undertaken before new equipment is introduced into the working environment in order to ascertain that the equipment is suitable for its intended use.

4. No employee will use work equipment for which they have not received specific training.

5. No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.



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6. That all work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies.
7. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice.
8. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.
9. If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Supervisor.

Welfare provision

This could include stating:

1. How staff will have access to adequate welfare facilities, including at a minimum toilet / washing facilities and rest areas.
2. That an agreement has been made with the Client or Principal Contractor to use their facilities if this is relevant.
3. That the company, if acting as a Principal Contractor, will ensure that adequate welfare facilities in compliance with Schedule 2 of the Construction (Design and Management) Regulations 2007 are provided from the start of the construction phase.

Personal protective equipment (PPE)

This could include stating:

1. That appropriate PPE will be issued free of charge to employees as and when necessary for work activities.
2. That training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue.
3. That a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.
4. Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.



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5. To whom any defects or malfunction of PPE must be reported

Communication:

Following mediums are used to communicate related to the health and safety of employees and others at site.

Client Meetings, Memos, Notice Boards, Letters, Assignment Instructions

Trainings:

It is our stated intention to educate our staff in health and safety management by incorporating the basic principles into all appropriate level. Wherever possible, information on the legislation and standards applicable to their training will also be included.

We make yearly training plans and execute health and safety trainings as well.

We have established OHSAS 18001 Health and Safety Management System in our organization.

Communication and Review:

This policy is communicated to all stakeholders via published website, handbook and noticeboards and on request.

We undertake to continually review of this policy within the framework of our Integrated Management Systems in our Management Review meetings and on as and when required basis with the overarching aim of conducting our activities in a manner which does not affect the quality environment and health and safety of Paragon Security Group.

Prepared and Signed by Director: *Khurram Iqbal* Revision Date: 15 February 2017

This is a computer generated document therefore do not require hand written signatures. Please contact office for verification.