



Sentinel Group
Security

Health & Safety
Policy

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INTRODUCTION

The Health and Safety at Work Act 1974 requires employers with five or more employees to prepare, and bring to the notice of employees, a written statement regarding the Company's Health and Safety Policy. This document sets out the Health & safety arrangements we have established in conjunction with British Safety Council. This policy must be regularly reviewed, and updated, to ensure it meets both with statutory obligations and also the ongoing business requirements. We have adopted this standard policy and tailored it to represent our organization's safe operations.

Sentinel Group Security Limited maintains a strong commitment to the promotion of healthy working practices and environments. The company is therefore able to confirm both the ability and commitment to comply with all the requirements of, together with all instructions and objectives contained within Customer's own Health and Safety Policy.

Industry Sector: Security Services

The following is a description of work that Sentinel Group Security Limited undertakes:

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Description of work:

- ✓ Security Guarding
- ✓ Event Security
- ✓ CCTV installation and Monitoring services
- ✓ Key holding and alarm response
- ✓ Mobile Patrol

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PART 1 – GENERAL STATEMENT OF POLICY

- 1.1 The Company acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, sub-contractors, suppliers working on its behalf and all others affected by their activities.
- 1.2 The Company recognises and accepts the general duties imposed upon the company as an employer under the Health and Safety at Work Act and subsequent health and safety regulations appertaining to its operations.
- 1.3 The Company will do all that is reasonably practicable to provide and maintain:
 - ✓ Safe Places of work
 - ✓ Safe methods and systems of work
 - ✓ Safe plant and equipment
 - ✓ Personal protective equipment relevant to working tasks
 - ✓ A safe and healthy working environment
- 1.4 The Company will carry out a regular review of this policy to ensure that these standards of health and safety are maintained.

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PART 2 – ORGANIZATION AND RESPONSIBILITIES

2.1 – Chief Executive Officer

The Chief Executive Officer of Sentinel Group Security Limited has overall responsibility for health and safety in the Company, and will: -

- ✓ Ensure suitable financial provision is made for health & safety obligations.
- ✓ Provide appropriate information and instruction to employees.
- ✓ Ensure work is planned to take into account health & safety issues.
- ✓ Ensure that staff at all levels receives appropriate training.
- ✓ Monitor and assess risk to health and safety.
- ✓ Understand the company policy for health and safety and ensure it is readily available for employees.
- ✓ Set a personal example when visiting site by wearing appropriate protective equipment.
- ✓ Actively promote at all levels the company's commitment to effective health and safety management.

2.2 – Health & Safety Co-ordinator

Named Person responsible for H&S: Shahid Chaudhry

Health and Safety Advisor: Dave Garwood AIIRSM

The Sentinel Group Security Limited Health and Safety Co-ordinator shall be responsible for the effectiveness of the Company's Health and Safety programmes at Customer sites, including advice to employees, and others, on all health and safety matters, and co-ordinating all health and safety activities.

Detailed responsibilities for the Sentinel Group Security Limited Health and Safety on behalf of Customer are as follows: -

- ✓ Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces.
- ✓ Investigating accidents and implementing corrective action.

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- ✓ Reviewing health and safety legislation every six months and implementing any new requirements pertaining to the company’s undertaking.
- ✓ Liaising with managers, employees, sub-contractors and specialists as and when appropriate.
- ✓ Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 2013.

2.3 – Employees

Section 7 of the Health and Safety at Work Act 1974 states the following: -

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.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- ✓ Reading and understanding the Company’s health and safety policy and carry out their work safely and in accordance with it requirements.
- ✓ Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy.
- ✓ Reporting any defects to work equipment immediately to the Site Supervisor.
- ✓ Reporting to the management any incidents, which have led or might lead to injury or damage.
- ✓ Reporting any accidents or near misses however minor to the Site Supervisor.
- ✓ Using the correct tools and equipment for the job in hand and in accordance with training and instructions.

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- ✓ Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

It is also recognised that, in accordance with existing legislation, the Customer, as the “host” employer, has certain designated responsibilities in relation to Health & Safety. This applies to all Sentinel Group Security Limited employees assigned to the contract, as well as any visitors entering the Customer’s premises. The principal responsibilities include:-

- ✓ providing, and maintaining, safe buildings, equipment, services and safe systems of work;
- ✓ arranging for the safe use, handling, storage and transport of all articles and substances;
- ✓ ensuring that appropriate health and safety instruction, information on rules and practices, training, advice, supervision, guidance and directions are given to employees (and others) on whose premises the Company operates;
- ✓ providing written job instructions, warning notices and signage, to enable customers or others to avoid hazards and contribute positively to health and safety at work;
- ✓ providing and maintaining a healthy working environment;
- ✓ ensuring all chemicals, hazardous materials and substances on site are properly authorised and controlled in accordance with legislation and guidelines;
- ✓ ensuring that there is an agreed arrangement at the Customer’s premises for the checking of all equipment and services used by Sentinel Group Security Limited employees;
- ✓ ensuring equipment and tools, provided by the Customer and located at the assignment are safe to use for the purpose intended and are regularly checked and maintained;
- ✓ co-operate with Sentinel Group Security Limited in the formulation and production of the Workplace Risk Assessment process;

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PART 3 – ARRANGEMENTS

3.1 – Communication

In order to meet the legal requirements of the Safety Co-ordinators and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- ✓ The content of this policy.
- ✓ Any rules specific to a site or job.
- ✓ Changes in legislation or working best practice.
- ✓ The planning of Health & Safety training (Level1 Certificate in Health & Safety at work from the British Safety Council.)
- ✓ The introduction or alteration of new work equipment or technology.

This communication and consultation will take place directly with the employees via regular Staff Focus Group meetings, emails, and memo's posted on the staff notice board and Sentinel Group Security Limited newsletter.

3.2 – Training

All employees are given training appropriate to their responsibilities in accordance with the Management of Health & Safety at Work regulations. Training will be provided for the following situations: -

- ✓ Induction training for new employees (Health & safety awareness, company procedures, Level 1 certificate in Health & Safety at Work from British Safety Council).
- ✓ The Introduction or modification of new/existing machinery or technology.
- ✓ A change in employee position/work activity or responsibility.

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practices.

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3.3 – Risk Assessments

The Health & Safety Co-ordinator will carry out and record formal risk assessments. In addition, employees throughout their work carry out risk assessments continuously. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the H&S Co-ordinator if required. The Managing Director ensures all the officers are provided with appropriate instruction and training on risk assessments.

3.4 – Method Statements

Formal method statements (safe working procedures) will be prepared in writing where the risk is particularly high. The method statements will provide site-specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

3.5 – Co-operation with Customers

Employees will always familiarise themselves with customer procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Customers site procedures and specific instructions will be followed at all times.

3.6 – Welfare Facilities

Wherever possible arrangements will be made with the customer and / or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum, the following requirements will be adhered to:

- ✓ Toilet/ washing facilities accessible on site
- ✓ Eating facilities accessible on site
- ✓ An adequate supply of clean drinking water
- ✓ Facilities for rest and the consumption of meals

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3.7 – Work Equipment

All work equipment used at work, as part of the company’s undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by the H&S Co-ordinator in order to ascertain that the equipment is suitable for its intended use.

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

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

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer’s guidance and industry best practice.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Site Supervisor/Line Manager.

3.8 – Personal Protective Equipment (P.P.E.)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before the employees on receipt of the equipment will sign issue and a written record detailing what PPE has been issued.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to the Health & Safety Co-ordinator via your Site Supervisor/Line Manager.

3.9 – Hazardous Substances

The risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are used wherever possible. In case of risks to health, PPE is provided and used by employees, and health surveillance undertaken where necessary.

An inventory of all substances and materials hazardous to health is held at head office.

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3.10 – First Aid & Accident Reporting

Adequate first aid provision will be made at every place of work occupied by the Company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

On the customers' site – wherever possible arrangements are made with customers/principal contractors to use their first aid facilities. Where this is not possible, the **SGS** Health & Safety Co-ordinator will nominate a person responsible for first aid and a first aid box will be supplied, which will maintain adequate supplies for the total number of employees on site.

All accidents **MUST** be reported to the Site Supervisor/Line Manager and the control room and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Health & Safety Co-ordinator as soon as possible after the incident.

Reporting of injuries, Diseases and Dangerous Occurrences Regulations (R. I. D. D. O. R):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health & Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- ✓ Any work related injury that leads to an employee being absent from work for more than 3 working days.
- ✓ Fracture other than to fingers, thumbs or toes;
- ✓ Amputation
- ✓ Dislocation of the shoulder, hip, knee or spine;
- ✓ Loss of sight (temporary or permanent)
- ✓ Chemical or hot metal burn to the eye or any penetrating injury to the eye
- ✓ Injury resulting from an electric shock or electrical burn leading to Unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- ✓ Any other injury: leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours.

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Senior management will investigate all accidents/ incidents and any action taken as a result of an investigation will be formally recorded.

3.11- Asbestos

Before any work commences on a customer’s site, all employees are to make a request to view the site-specific asbestos register.

The position and condition of any asbestos that may be in the area where you will be working should be noted within the asbestos register. If asbestos is noted within your potential work area, contact the Health & Safety Co-ordinator for further instruction.

Due to the nature of our works on older buildings, there could be a risk of exposure to asbestos. If, during your works, you see a fibrous material that you think may be asbestos, you should:

- ✓ Stop work immediately
- ✓ Prevent any dust/fibres being released e.g. turn off power tools, minimise air movement etc.
- ✓ Evacuate the immediate area and prevent access by others e.g. the public.
- ✓ Inform those responsible for the premises and the Health & Safety Co-ordinator, so that the necessary sampling can be arranged.
- ✓ Do not return that area until informed that it is safe to do so.

Remember, if you are uncertain as to the content of the material, stop work and seek advice.

3.11 – Manual Handling

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually move or lift loads that they feel incapable of moving safely. Wherever necessary, appropriate manual handling training is provided.

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3.12 – Fire Safety & Emergency Procedures

It is the Company’s policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the company’s no smoking legislation, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Site Supervisors/Line Managers are responsible for keeping operating areas safe from fire, ensuring that their staff is trained in proper fire practices and emergency procedures.

In the event of the fire alarm being activated, or in any other emergency situation (e.g. bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

3.13 – Public Safety

The Safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to the company’s activities will be closed off by appropriate means (e.g. safety signage, bollards, tape, hoarding) in order to restrict access.

Signed:



Name: Zafar Choudhry

Position: Chief Executive Officer

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