**Health and safety policy statement**

1. This policy will say how Diligence Security Limited will manage its health and safety responsibilities.

2. We will manage health and safety by:

2.1 Controlling the health and safety risks at work

2.2 Involving employees on health and safety issues that effect them

2.3 Making sure that where employees work, and any equipment they use, is safe.

2.4 Making sure that dangerous substances are stored and used safely.

2.5 Making sure employees, especially new employees, have relevant information and training on health and safety.

2.6 Making sure employees can do their jobs and are properly trained

2.7 Trying to stop accidents and work-related health problems.

2.8 Regularly checking that working conditions are safe and healthy.

2.9 Regularly reviewing this policy and making changes if necessary.

Signed (on behalf of the employer):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kai Bateman Director

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page 1

ADDITIONS/AMENDMENTS

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Description of Addition/Amendment | Authorised By | |
| Client | Company |
| 14/06/18 | Updated whole policy |  | A Frame |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Page 2

Responsibility for health and safety

1. Overall responsibility for health and safety belongs to the Management Committee.
2. Daily responsibility for managing this policy is given to Adam Frame.
3. The following people have responsibilities for health and safety:

|  |  |
| --- | --- |
| Name: | Responsibility: |
| Adam Frame | Emergency Evacuation |
| Adam Frame | H&S induction |
| Adam Frame | H&S risk assessment |
| Anne Derwin | Employee representative |
| Adam Frame | First Aider |
| Adam Frame | Accident recording, investigating and reporting | |

1. Employees are responsible for:

6.1 Co-operating with people who are responsible for health and safety.

6.2 Using safety equipment when it is necessary.

6.3 Taking care of their own health and safety.

6.4 Reporting health and safety concerns to the right person as written in this policy.

Page 3

Controlling the health and safety risks at work

7. Adam Frame will do regular health and safety risk assessments.

8. The results of the risk assessment will be given to Kai Bateman and will be included with this policy.

9. Kai Bateman should agree any action needed to manage the risks that have been found.

10. Adam Frame will carry out the agreed action points.

11. Adam Frame will check that the actions taken have reduced the risks.

12. Assessments will be carried out every 6 months, or when there is a change to the way we work.

Page 4

 Risk Assessment Template

Location: Name of Assessor: Date of Assessment:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| What are the hazards? | Who might be harmed and how? | What are you already doing | What further action is necessary? | Action by Who? | Action by when? | Completed |
| (a) | (b) | (c) | (d) | (e) | (f) | (g) |
| Slips and trips |  |  |  |  |  |  |
| Accidents, Incidents and injuries including sudden illness |  |  |  |  |  |  |
| Ergonomic hazards such as standing for long periods |  |  |  |  |  |  |
| Violent and aggressive behaviour |  |  |  |  |  |  |
| Fire |  |  |  |  |  |  |

Landscape version attached as appendix 1

Page 5

Involving employees

13. The employee health and safety representative is Anne Derwin.

14. Employees will be involved in health and safety through representatives, staff meetings and health & safety working group.

15. Any decisions made at Management Committee meeting concerning health and safety will always be recorded and made available to staff.

Page 6

Making sure that the workplace and equipment are safe

16. Adam Frame will be responsible for making sure that there is a maintenance procedure for the workplace and any equipment being used.

17. Adam Frame will be responsible for checking to see if any equipment being used for work, or parts of the workplace, need maintenance.

18. Adam Frame will be responsible for making sure that all the necessary maintenance is done.

19. Any problems with work equipment or the workplace should be reported in the maintenance book.

20. Before buying any equipment or changing where people work, Adam Frame will check that health and safety standards are met.

Page 7

Using and storing dangerous substances

21. Adam Frame will check if any substances being used at work need COSHH (Control of Substances Hazardous to Health) assessment.

22. Adam Frame will do the COSHH assessments.

23. Adam Frame will make sure that any action points from the COSHH assessments are implemented.

24. Adam Frame will make sure all employees are told about the COSHH assessments.

25. Adam Frame will check how to use new substances safely before they are bought.

26. COSHH assessments will be reviewed every 6 months, or when there is a change to the way we work.

Page 8

Health and safety information and support

27. The Health and Safety Law poster is displayed in the main office area of Shared Working.

28. The current employers’ liability insurance certificate is displayed in the main office and at the clients premises at Imperial College (North Acton) and at the O2.

29. Health and safety advice is available from Adam Frame.

30. People using any equipment for the first time will be supervised by the Team Leader.

31. Adam Frame is responsible for making sure that employees working away from the workplace are given relevant health and safety information.

Page 9

Training and induction

32. General health and safety induction training will be provided for all employees by Adam Frame.

33. Health and safety training for the particular job will be provided by Adam Frame and the clients own health and safety officer.

34. Jobs that need special health and safety training are:

Assignments to Construction Sites

Assignments to Power Stations

Assignments to Track Side Railways

Assignments to Events

When Lone Working

35.Training and induction records are kept by Anne Derwin.

36. Any training that is needed will be arranged by Adam Frame in conjunction with the clients own health and safety officer.

Page 10

Accidents and work related health problems

37. The first aid boxes are kept in the main upstairs office and in the stores and at all client’s premises.

38. The appointed person/first aider is Adam Frame for Diligence own offices and various staff at clients own premises.

39. All accidents and work-related health problems should be recorded in the accident book by Adam Frame at Diligence own offices and the appropriate person at client’s premises.

40. Adam Frame is responsible for reporting accidents and diseases to the Health and Safety Executive and collating accident data relating to Diligence Operators at client’s premises.

Page 11

Checking work conditions are safe and healthy

41. To make sure that we are working safely and that this health and safety policy is being followed we will: carry out inspections, investigate accidents and near misses, collect reports, meet with employer and client’s representatives.

42. Adam Frame is responsible for investigating accidents at work.

43. Adam Frame is responsible for investigating work-related causes of absence.

44. Adam Frame is responsible for acting on the results of the investigation to stop the same problem happening again.

Page 12

Fire and evacuation

45. Adam Frame is responsible for making sure that the fire risk assessment is done and any action points are carried out.

46. Escape routes are regularly checked by Adam Frame.

47. Fire extinguishers are maintained and checked by Adam Frame every month.

48. Alarms are tested by Block D H&S staff every month.

49. Emergency evacuation will be tested every 3 months.

50. The evacuation procedure is: When an alarm is sounded:

* Evacuate the building immediately by the nearest stairwell and exit.
* Ensure any visitors leave the building.
* Do not put yourself at risk.
* Assemble at the front of D Block.
* Do not re-enter the building for any reason until the Fire Officer or fire brigade confirm that it is safe to do so.

If you discover a fire:

* Raise the alarm by verbal instruction or activate a wall mounted call point.
* Evacuate the building immediately as above.

Page 13

Any other areas of risk to consider

▪Display screen equipment – PAT Testing asset register in place.

Page 14