



Health and Safety statement of intent

Security Officers are to be aware that in the context of Health and Safety, they have a personal responsibility to avoid unnecessary risks whilst on the premises. Officers are obliged to take all reasonable steps to detect Health and Safety hazards and to report new hazards as they arise.

HEALTH AND SAFETY STATEMENT

HEALTH & SAFETY AT WORK

KRM Security Services Limited recognizes and accepts its responsibility as an employer to provide a safe and healthy work situation for its employees. We undertake to adhere to the Health & Safety at Work Act 1974 and in doing so hope to increase safety awareness, reduce the possibility of accidents and promote good working relationships between KRM Security Services staff and between our staff and clients.

These are the three main elements of our safety policy which are as follows:-

- a) The general statement
- b) The organization for carrying it out
- c) The arrangements for enduring health and safety at the work place.

THE GENERAL STATEMENT

We as a Company seek to provide the healthiest and safest working conditions possible for all employees and require the support of all employees towards achieving these ends in order to protect both our staff and anyone else who may be affected by the work which our Company carries out.

The overall responsibility for Health & Safety lies with the Managing Director and any member of staff who is faced with a conflict between the demands for safety and/or the demands of the client should refer the matter to his or her immediate superior.

Health & Safety are management responsibilities ranking equally with responsibilities such as sales, personnel and accounts and therefore it is imperative that management is made aware at the earliest opportunity of any problems in connection with this.

As employees of the Company it is the duty of management to see that everything reasonably practicable should be done to prevent personal injury in the process of carrying out your duties. Most employees will be working on client's sites and should you feel that Health and Safety standards are not being maintained it is your duty to contact your immediate superior.

It is the duty of all KRM Security Services management to act responsibly and to do everything they can to prevent injury to themselves and staff. Although this policy is a management responsibility, it relies heavily on the co-operation of all staff who are taking

risk whether it be at KRM Security Service's premises or KRM Security Services clients' premises.

The Managing Director monitors every aspect of Health and Safety via reports from management. Should it be decided that Health and Safety requirements under the Act or relevant legislation are not being performed or complied with the Managing Director will, in the case of clients premises, contact the relevant representative of the client with a view to recommending changes.

ORGANISATION

This part of our Health & Safety document informs you of the organizational structure in place in order to carry out the general statement.

As previously stated the ultimate responsibility for Health & Safety in each workplace lies with our highest management i.e. the Managing Director. In practice duties have to be delegated and the following section shows our line management:-

Managing Director
Operations Manager
Controller
Mobile Inspectors
Supervisors
Security Officers

The Key personnel who are accountable to top management for ensuring that detailed arrangements for safe working are drawn up are as follows:-

Managing Director :

You will understand that to implement and monitor Health and Safety measures takes time and costs money and we are dedicated to support our policy.

Operations Manager

The function of this manager in the Company is to instruct and to obtain information concerning Health and Safety aspects of all staff working at KRM Security Services clients' premises.

Controller

The function of this Officer in the Company is to ensure that Health and Safety requirements are being complied with and if not the findings will be conveyed to the Operations Manager.

The monitoring of safety performance will be carried out by the Operations Manager in conjunction with the Controller.

The Arrangements

This part of the policy details the type of work which our Company carries out and how
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employees are expected to adhere to Health and Safety regulations in respect of carrying out this work. We refer to KRM Security Service's Orders a copy of which is available on all KRM Security Services sites.

a) Common Hazards

Fire and evacuation procedures will be dealt with through close liaison with KRM Security Service's clients. Our staff will be expected to be aware of the positions of all fire appliances and access and egress from places of work. We refer you to KRM Security Service's Orders section 8 and 9.

b) Lone Workers

Where we have any members of staff whom undertake a duty alone they are to make hourly check calls into the 24 hour manned control centre who will then document the call. Should we have an incident where the officer has failed to make the check call within 10 minutes the duty controller shall deploy the duty mobile supervisor to site to check on the officer's welfare.

c) Special Hazards

Should any clients' premises be associated with any special hazards these will be brought to the attention of our staff via the client and procedures to identify and precautionary procedures will be defined.

d) Provision and use of protective clothing and equipment

As well as a security uniform, should the site necessitate, extra protective clothing will be supplied as will two way radio communications in order that employees are safe in the workplace.

e) First Aid, accident reporting and investigation procedures

All the points above are detailed to all our staff within the 4 day Basic Job Training given. KRM Security Services ensures that the assignment you are deployed to is a safe and healthy environment. Should any of our staff have an accident whilst on duty they must inform our 24 hour control room and log the incident in our Accident Report Book, However should any of the following incidents occur, Death or Major Injury, Any Injury where a member of staff is absent from work for over three days, any member of staff suffering from a reportable work related Disease, or if an incident occurs which does not result in a reportable injury but which clearly could of done should all be reported immediately to the enforcing authority (RIDDOR)

WELFARE FACILITIES PROVIDED FOR THE USE OF EMPLOYEES

Whilst working on clients premises arrangements will be made by KRM Security Service's management for you to have use of toilet and washroom facilities. Other forms of welfare facilities e.g. canteens, vending machines may only be used if authorization is obtained from KRM Security Service's client.

EMERGENCY PROCEDURES

These procedures will have been covered by your induction training but will be modified as per the client's specific procedures.

Knowledge of these procedures will be gained during site training. We would refer you to

KRM Security Service's Orders Section 8.

The procedures for monitoring the implementation of the above and rectifying any shortcomings are as follows:-

After induction and "on site" training all staff are expected to adhere to the provision of the Health and Safety Act whilst carrying out their duties. Should you feel that certain areas in your workplace do not comply with the Act then it is your duty to report this to your immediate superior, as per the line management table.

Rectifying any shortcomings will be the responsibility of the management and management will inform staff of any changes as a result of reported shortcomings.

Monitoring our policy will show firstly whether the policy as stated is effective and secondly will ascertain the extent to which it is having the desired effects.

Safety policies will always be subject to change as conditions change. The Company therefore relies on you, the staff, to report any changes, which they feel affect the safety of the workplace. This is in respect of yourselves, clients employees and visitors to clients premises.

KRM Security Services Ltd will also regularly review this policy to see if any changes are needed.

Signed _____ Position _____ Date ___/___/_____