

HEALTH & SAFETY POLICY STATEMENT & ARRANGEMENTS

PART 1

1. GENERAL POLICY

- 1.1 SB Security Solutions Limited recognises its responsibilities under the Health and Safety at Work etc Act 1974 and associated Regulations made under the Act, in respect of its activities at its offices, static guarding sites and temporary event sites where their work is undertaken. It is therefore the company's policy to conduct activities in such a way that, so far as is reasonably practicable, the health and safety of its employees, volunteer staff and others who may be affected by its activities, are reduced and managed.
- 1.2 The Company policy is embodied in the following six objectives:
- a) To set and maintain appropriate standards for health and safety as they relate to employees and others affected by the Company's activities.
 - b) To maintain these standards by following statutory requirements, established best practices and guidance and, where and when appropriate, to review and improve these practices on a continuing basis.
 - c) To all ensure that all employees and others affected by the Company's activities are informed of these standards by effective training, communication and supervision.
 - d) To ensure health and safety responsibilities are properly assigned and that all employees understand their responsibilities & discharge them with reasonable care.
 - e) To encourage the participation of employees in accident prevention and the promotion of effective consultation in other health and safety issues.
 - f) To co-operate with the appropriate local and national authorities in matters relating to the health and safety of employees of the Company and, where reasonably practicable, of others who may be affected by Company activities.
- 1.3 This policy will be reviewed annually & if legislation, regulations or policies are revised.

2. RESPONSIBILITIES AND ORGANISATION

- 2.1 The overall implementation of the Company policy is the responsibility of the Managing Director, Steve Bettsworth, who is accountable to the Board of Directors.
- 2.2 The Managing Director will in turn expressly delegate the day to day implementation of matters relating to health and safety (outlined in the six objectives of 1.2) via the company's operational Managers and Supervisors in respect of events, to the HR Manager in respect of day to day activities at Head Office; and then to designated staff responsible for each area of activity.
- 2.3 Whenever responsibility is delegated, its extent, the authority associated with it and the accountability for it, will be clearly defined and brought to the notice of employees and

where necessary to others acting or working on behalf of the Company, as soon as reasonably practicable.

- 2.4 The HR Manager is responsible to the Managing Director for obtaining and providing advice on health, safety & welfare matters for the office & reporting on the effectiveness of the steps taken in respect of the Company's activities within the Office areas.
- 2.5 For Events managed by the Company, the Operations Managers will be responsible to the Managing Director for obtaining and providing him with advice on any health or safety matters and for reporting to him on the effectiveness of any measures taken in respect of the Company's activities.
- 2.6 The Operational Managers & the HR Manager are to ensure arrangements are made to confirm all temporary staff, volunteers and contractors are trained, competent and capable of undertaking the tasks required of them in respect of health and safety issues.

3. ARRANGEMENTS

- 3.1 The Operations Manager and, as appropriate for some events, the Managing Director will arrange for the preparation and issue of a Safety Manual containing details of the arrangements for health and safety matters, based on the control measures identified by risk assessment and legal requirement. The Safety Manual, which will be kept up to date by the Managing Director, is to be regarded as an integral part of the Company Health and Safety Policy Statement. Copies of the Safety Manual, where relevant, will be made available for reference by staff, volunteers, and contractors.
- 3.2 The Safety Manual will contain up to date details of the arrangements for the provision of supervision, information and training; the maintenance of safe and risk free places of work including safe access and egress; the maintenance of healthy working environments; and the measures necessary to comply with the specific requirements of Regulations made under the Health and Safety at Work etc Act 1974.
- 3.3 For each temporary event organised by the Company, the Operations Manager will ensure site specific risk assessments are carried out, and a detailed Event Safety Management Plan is prepared and implemented.

4. LIAISON WITH OTHERS HAVING STATUTORY DUTIES FOR HEALTH & SAFETY

- 4.1 Many of the Company's activities are carried out in public areas, on sites controlled by others and in co-operation with various agencies and contractors. The Company will ensure a full exchange of health and safety information is provided to all relevant parties. For activities in the office environment the company will make available any documentation required by the enforcing authority as part of any inspections undertaken by them.

- 4.2 Measures will be taken to establish appropriate procedures if a Company employee is of the opinion that conditions at any site, or in the Office they are visiting, are inadequate or defective such as to prejudice their health, safety or welfare.

PART 2

ARRANGMENTS FOR HEALTH AND SAFETY MANAGEMENT (as documented in the Health & Safety Manual – QD.06a)

Introduction - General Statement of Risk

- A1 Staff Consultation
- A2 Engagement and Secondment of Personnel
- A3 Cooperation and coordination
- A4 Accident / Incident Investigation
- A5 Safety Audit Systems
- A6 Assessment of Suppliers (sub-contractors)
- A7 Bomb Threats & Suspect Packages
- A8 Hazards and Risk Assessments
- A9 New and Expectant Mothers
- A10 Stress at Work
- A11 Safety of Portable Electrical Appliances
- A12 Manual Handling Operations
- A13 Project Related Risk Assessment
- A14 Use of Vehicles on Company Business
- A15 Safety Signs and Signals

Signed: *S Bettsworth*

Steve Bettsworth
Managing Director