



James Maxwell
Genuine 24 Hour Security Service

HEALTH & SAFETY ARRANGEMENTS

The Responsibility for the implementation of health and safety for the organisation lies with the Director, James Mwangola. This has been in place since the company was founded in 2012.

All staff are briefed daily on their roles at work and part of this brief includes the awareness of health and safety matters at work. Both James Maxwell Ltd and the staff team have a joint responsibility to ensure as far as is reasonable, everyone's health and safety, as well as welfare at work. Everyone takes a share of the responsibility.

The company will comply with the Health and Safety at Work Act (1974) and will make sure that all staff have access to a healthy and risk free work environment.

The company will also provide adequate welfare facilities and also the training and instruction that is needed for all staff to avoid hazards and be able to be productive in their work.

Staff are briefed daily on whether they need to wear protective clothing and the importance of complying with the site health and safety procedures as well as a warning on not to interfere with any equipment that is used to maintain health and safety.

The company has an ongoing arrangement with a partner organisation that provides CSCS training for security officers who will work construction sites. The training is conducted over one day after which the staff are assessed on their health and safety awareness. If they pass their assessment, then they will apply for a CSCS card.

Other health and safety training offered to staff is the four day first aid at work qualification which they can use to support clients on site and a fire marshalling course as well.

In the event of an emergency at work, staff have been trained on the following procedures to minimise disruption to the clients business:

- 1) Fire alarm activation – Fire alarm call point activation, fire marshalling, disabled refuge points, use of evacu chairs, assembly point marshalling, liaising with the fire brigade.
- 2) Bomb threat – Stay calm, get as much information as possible if it is a telephone caller, dial 1471 after the call. Inform management immediately and lastly inform the police on 999. Write a formal statement for the incident.
- 3) Suspicious package – Leave it alone, clear the area, secure the area and notify the management of of the building and police. Direct staff to appropriate entrances.
- 4) Power cut – make sure that the emergency lighting is on, inform the building maintenance team immediately, make sure that there is no risk to health and safety such as lift trappings, air conditioners, cold rooms and other vital machinery.

Staff welfare is of paramount importance and all staff have access to toilets, washrooms, drinking water and a rest room. They are also provided with lockers for their personal belongings.

All equipment that will be used by the security officers for their work such as torches, radios, buggy's and Segway's are tested regularly to see if they are fit for purpose. CCTV equipment is also tested regularly.

PPE equipment is also made available to staff who are working on construction sites. Sizes are taken and recorded and made available to staff as needed.

All staff are first aid trained and each have a responsibility at their respective sites to monitor the stock levels of first aid equipment in the boxes such as bandages, plasters, eye wash, tweezers, slings and chemical ice. The stocks are replenished regularly at each site. The sites will each have a first aid book where all incidents are recorded. The information recorded will include, nature of illness or injury, treatment given and whether the patient was sent back to work, hospital or home. The RIDDOR procedure is followed as well.

All accidents and near misses are reported and follow up action taken to make sure that this does not happen again. Time off work as a result of an accident will be reported and the HSE policy will be followed as well.

We do not use any hazardous materials at all in our work.

All staff are trained in manual handling techniques. This will be a combination of online courses such as Cardinus where competencies are tested which will give tips on correct body posture etc. Daily briefings are also given to staff who may be involved in any manual handling. Protective equipment such as gloves are provided as well.

Where there may be a risk of conflict due to cross working by different contractors there will be a need to have joint meetings to establish times of work to avoid potential accidents. Sharing of information is key in this regard. Having a wall chart prominently displayed to see where there is a risk of cross working.

Risk assessments are conducted by the company periodically to ensure that workers are safe. There are six steps taken:

- 1) Identify hazards
- 2) Do a risk assessment
- 3) Take precautions to reduce the risk
- 4) Record findings and responsibilities
- 5) Review and update policy

The typical hazards faced by a security officer are:

- 1) Lone working
- 2) Physical violence
- 3) Night work and shift work
- 4) Visual display units
- 5) Manual handling
- 6) Slips, trips and falls

Other workplace hazards are:

- 1) Electricity
- 2) Heights

- 3) Lighting levels
- 4) Dust
- 5) Temperatures
- 6) Chemicals
- 7) Moving machinery

These examples are not exhaustive but are typical of what they may experience and efforts have been made by the company to protect staff from the potential dangers and a risk assessment is made from the findings.

We do not use any sub-contractors in any of our operations. At present, all the sites where the security officers are working do not have any asbestos content. There are no requirements to work at height in any of the work undertaken by the security officers.

All the procedures listed above are reviewed every six months and changes made if necessary. Any new legislation or guidance from the HSE is acted upon.