

## Health and Safety Policy Statement

The goals of our business are

- **To prevent all accidents at the workplace.**
- **To provide a safe and healthy working environment.**
- **To eliminate the use of products and practices that is found to have an adverse effect on people, equipment or the environment.**

Consortio Security will achieve our goals by regular reviews of the working environment and empowerment of every staff member, promoting ownership of an individual's responsibilities to HSE throughout the business.

We will develop a policy of co-operation between clients, suppliers, employees and other stakeholders to support our compliance with HSE legislation.

We will use this co-operation to build a clear structure, effective communication and identifiable training.

We will record the results of risk assessments and of arrangements for the effective planning, organisation, control, monitoring and review of the preventative and protective measures.

This policy statement will be reviewed annually by the senior management of the Consortio Security Ltd.

We will ensure that Health and Safety is maintained as of the core values (caring for our employees) defining the Consortio Security Brand in our organisation.

Health & Safety must NEVER be compromised for any other objective.

This policy shall be the subject of annual review.

Earl Knight  
Chief Executive Officer  
July 2019

## CONSORTIO SECURITY HSE MANAGEMENT FRAMEWORK

### Organisation

In order to maintain our commitment to Health and Safety policies and procedures, organisational responsibilities need to be defined.

The responsibility for Health, Safety and the Environment lies directly and personally with all employees from the Chief Executive Officer, through to each individual employee. This part of the policy sets out our responsibilities.

### **Chief Executive Officer**

The Chief Executive Officer is ultimately accountable for the overall Health and Safety of all personnel throughout the whole of the Organisation.

In addition, the Chief Executive Officer is responsible for:

- **Legal Compliance.**
- **Effecting change of Group policy on Health and Safety and the Environment.**
- **Directing the execution of the Policy and monitoring its effectiveness.**
- **Appointing a Senior Employee to have overall day to day control of the Policy.**
- **Advise on Policy changes and plan implementation.**
- **Upkeep of all documented health and safety procedures.**
- **Recommend changes due to new legislation.**
- **Engage and communicate with all employees on health and safety matters.**
- **Gather data and proactively monitor the effectiveness of health and safety communications within the workplace.**
- **Undertake independent Audits and issue feedback reports.**

### **Directors and Operations Managers**

- **To implement procedures, measure their effectiveness and conduct regular reviews and audits; to monitor results against working practices or legislation changes**
- **Ensure all work undertaken is risk assessed.**

- Identify Health and Safety training needs, ensuring that staff attends such training.
- Liaison with client representatives in matters that relate to Health and Safety of Consortio Security Customer employees
- Monitor front line staff to ensure the Health and Safety Policy is understood.
- Record and report all accidents, incidents and dangerous occurrences and ensure incidents are investigated to prevent reoccurrence.

### All Employees

- To report all accidents, incidents, near misses and dangerous occurrences to management.
- To co-operate and assist in the development of safety procedures and safe systems of work.
- Co-operate with any investigation which may be undertaken with the objective of preventing the reoccurrence of incidents.
- To comply with the health and safety policies and procedures.
- To take reasonable care of themselves and others affected by their undertaking.
- To make recommendations to improve the health, safety and welfare in the workplace.
- Use correct tools and equipment for the job in hand and in accordance with training and instructions

### Arrangements

#### Communication

In order to meet the legal requirements of the Safety Representatives 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 and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via safety meetings, tool-box talks, e-mails and memo's posted on the staff notice board.

### **Training**

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

- Induction training for new employees (Health and safety awareness, company procedures etc.)
- 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.

Where applicable a programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

### **Risk Assessments**

Operations Managers will carry out and record formal risk assessments. In addition, risk assessments must be carried out continuously by all employees throughout their work. Hazards must be considered and work methods established by employees 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 line management.

### **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.

### **Co-operation with Clients**

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

Consortio Security is committed to working with clients to ensure all Consortio Security personnel are safe whilst at work. We will work with clients to ensure that our Health Safety and Welfare expectations are aligned. We will monitor our clients' performance to ensure policies are updated.

- Upon award of a contract we will ensure that we are provided with our clients Health and Safety Policy
- The policies will be integrated into the assignment instructions to ensure alignment
- Clear deliverables and performance standards will be agreed and systems put in place to ensure that Health, Safety and welfare are technically compliant

### **Welfare Facilities**

Arrangements will be made in conjunction with the Client or Contractor for Welfare facilities at their sites. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

### **Work Equipment**

All work equipment (including Electrical equipment) used at work, as part of the Company's undertaking must comply with legislation.

Before new equipment is introduced into the working environment, an assessment will be made 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 must 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. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to line management.

### **Display Screen Equipment (DSE)**

All workstations will be subject to an ergonomic risk assessment and DSE risk assessments. All DSE users will be offered a free eye test.

### **Personal Protective Equipment (PPE)**

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 issue and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

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 line management.

### **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.

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance in line with the Control of Substances Hazardous to Health Regulations (COSHH).

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

### **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.

Head Office – the first aid box is located at reception, provisions are made for Qualified First Aiders / Appointed Persons.

On Project Sites – wherever possible arrangements are made with clients and contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

All accidents **MUST** be reported and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Operations Director as soon as possible after the incident for example if following an injury that :

- leads to an employee being absent from work for more than 7 days
- involves a fracture other than to fingers, thumbs or toes;
- involves an amputation;
- involves dislocation of the shoulder, hip, knee or spine;
- results in loss of sight (temporary or permanent);
- involves chemical or hot metal burn to the eye or any penetrating injury to the eye;

- involves an injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- involves any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by senior management and any action taken as a result of an investigation will be formally recorded.

### **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 handle loads which they feel incapable of moving safely.

### **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 policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

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.

### **Emergency and Crisis Management**

Emergency management plans will be maintained to cover our facilities. This plan will identify key training and personnel to protect our employees, clients and reputation in the event of an incident.

- Emergency plans are based on potential risks to the business. These are documented and easily accessible
- Equipment facilities and employees needed for emergency responses are identified, tested and available
- Personnel are trained and understand their role and responsibilities
- Drills and exercises will be conducted to assess and improve our emergency planning

### **Sub-Contractors**

Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of health and safety. Serious breaches of health and safety and the contractor's capability for specific risks will be taken into account during the selection process.

### **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.

### **Measurement and Analysis**

We will periodically assess the implementation and compliance with this to ensure the management processes are in place and working effectively and efficiently. This will involve internal and external assessments. We will ensure that:

- HSE performance indicators are established, communicated and understood throughout the organisation
- The workforce is actively involved in periodic self-assessments of the effectiveness of processes and procedures
- A system exists to continually improve HSE behaviours through observation, recording and coaching
- Review the effectiveness of this policy at board level.

This policy shall be the subject of annual review.



Earl Knight  
Chief Executive Officer  
July 2018