



Health and Safety Policy
Section 1 Health and Safety Policy Statement
for
United Guarding Services Ltd
at
7 Gateway Mews
Ringway
Bounds Green
London N11 2UT

Produced By: Derek Billingham CMIOSH. MIIRSM
Platinum Safety Management Limited.

PLATINUM  SML

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Section: 0.0 - Document Tracking



Note: Michael Collyer, Managing Director, United Guarding Services Limited, owns this documentation for all stages of the document fulfilment and the verification process.

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With regard to updating this document please refer to Health and Safety Policy Section 3 (Arrangements for Health and Safety), Section: 3.24 – Health and Safety Policy.

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Within this Health and Safety Policy document there are numerous references to Health and Safety Legislation, Regulation, and Industry Best Practice etc.

These Health and Safety Executive (HSE) publications are supported by a range of “Resources” including but not being limited to the examples shown below:

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United Guarding Ltd is complying with the current UK's status, which has turned into Public Health Advice from previously being COVID-19 Restrictions / Legal Requirements.

Coronavirus – Advice for Workplaces:

<https://www.hse.gov.uk/coronavirus/>

What To Do If You Have Symptoms or If You Know You Have COVID-19:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

Wearing Masks in Hospitals:

<https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-faqs-masks.aspx>

Section: 1.0 – Introduction

United Guarding Services Ltd Health and Safety Policy has been specifically prepared to comply with the statutory requirements of [Section 2\(3\) of the Health and Safety at Work Act 1974](#).

Contained within the main policy document are United Guarding Services Ltd policy, organisation and arrangements for occupational health, safety, and welfare, for all the Company's business activities.

This Policy Statement has been extracted from the main Health and Safety Policy document to ensure that the United Guarding Services Ltd Policy Statement is easily communicated to all interested and essential parties.

Safety is paramount and achieving good health and safety performance is recognised as being consistent with overall successful business performance.

The Company recognises that failure to integrate health and safety into its operations will result in harm both to people and itself.

United Guarding Services Ltd takes an integrated approach where managing health and safety forms part of the overall business strategy.

This Health and Safety Policy is modelled upon a process of "Continuous Improvement and based on [The Management of Health and Safety at Work Regulations 1999](#), and an interpretation of the Health and Safety Executive's publication [HSG65 – "Managing for Health and Safety" \(third edition 2013\)](#).

The elements of the "Plan, Do, Check, Act" cycle is shown in the diagrams below however, for a full appreciation and clear understanding of this and other revised safety management principles you should thoroughly read HSG65 – "Managing for Health and Safety" (third edition 2013).



(Diagrams extracted from [HSG65 – "Managing for Health and Safety" \(third edition 2013\)](#)).

Section: 1.1 – Health, Safety & Environmental Policy Statement

United Guarding Services Ltd hereinafter referred to as “UGSL” recognises the fact that health and safety has positive benefits to the organisation and commitment to a high level of safety makes good business sense. Additionally, it also recognises that health and safety is a business function and must therefore, continually progress and adapt to change, this flexible approach to health and safety will be based on the identification, evaluation, and control of risk.

UGSL is committed to the continuous improvement of health and safety performance. As such, recognises that people are a vital resource, and priority will be given to the effective control of risks.

In doing so, the support of all employees will be encouraged in avoiding accidents and ill health and the associated cost and disruption. Risk assessments will be carried out and periodically reviewed for all events and activities, ensuring the progressive identification and assessment of all risks and their elimination or control.

Whilst UGSL recognises that it will not be undertaking construction projects themselves, during their contractual undertaking with their clients there is every possibility that UGSL employees will be expected to enter the construction / refurbishment environment to fulfil their Security or Warden contractual obligations.

UGSL expects all employees, contractor or agencies working for or on their behalf to fully embrace the principles of: [Health and Safety at Work etc. Act 1974](#), [The Management of Health and Safety at Work Regulations 1999](#), [The Construction \(Design and Management\) Regulations 2015](#), together with all associated health and safety relevant legislative, regulative as well as approved codes of practice (AcoP's), Guidance and Industry Best Practices.

As previously stated, there are distinct benefits to be gained from providing a safe and healthy working environment, appropriate levels of resource will be allocated to ensuring health and safety within the organisation and a positive culture will be encouraged within the organisation; actively supported by Senior Management.

UGSL also acknowledges responsibility in respect of persons other than employees of the Company, whether members of the public, employees of contracted companies or visitors.

Furthermore, in the supply of organisation and services, operation and maintenance of all equipment and materials, it is the aim of the Company to do everything possible to prevent personal injury and damage by its acts or omissions.

UGSL will provide the necessary information, instruction, training and supervision for employees and others, including temporary staff to ensure their competence with respect to health and safety.

All employees will be involved in the decision-making processes either on an individual basis or through their representatives. The performance of both individuals and the organisation will be monitored to pre-determined standards with continual improvements being made to health and safety standards.

Adequate planning, monitoring and review of the implementation of this health and safety policy will be carried out. To ensure that this general statement is achieved, the following will form UGSL aims and objectives:

UGSL will ensure that appropriate systems are developed and maintained for the effective Cooperation, Co-ordination and Communication of all health and safety matters throughout the organisation as well as with other Contractors on contract locations / sites.

UGSL considers that health and safety rates equal to all other business functions and will attach equal importance to achieving health and safety targets. And devote the necessary resources in the form of finance, equipment, personnel, and time to ensure the health and safety of its staff, contractors and visitors.

The assistance of expert help will be sought where the necessary skills are not available within the Company.

The minimum standards that will be adopted by UGSL are those required by law, although UGSL will seek to exceed these where reasonably practicable.

UGSL recognises that safety is the responsibility of everyone within the organisation and is not just a function of management and, to this end employees will have specific responsibilities to take reasonable care of themselves and others who could be affected by their activities and to co-operate with management in achieving the standards required.

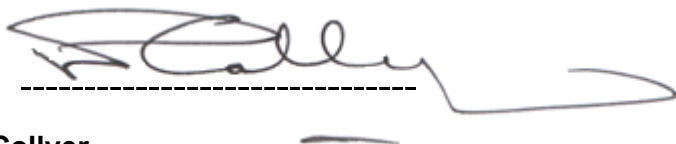
UGSL will ensure that health and safety is fully integrated into the management and decision-making processes within the organisation. Responsibilities of management are assigned at all levels and that their roles within health and safety are clearly defined.

This statement describes the general standards of how UGSL intends to meet the requirements of health and safety legislation and provide a healthy and safe working environment for its employees and all those involved in its operations and business activities.

UGSL will provide adequate control of all environmental and health and safety risks arising out of the work activities and actively seek to avoid environmental incidents, accidents and work-related ill health.

UGSL will ensure that there are arrangements put into place for the effective planning, development and review of this policy statement.

Signed: _____



Michael Collyer

Managing Director (Safety Director Designate)

United Guarding Services Ltd

Date: 1st January 2026

Appendix: A. - Policy Acknowledgement Receipt

**Acknowledgement of Receipt
Of
United Guarding Services Ltd
Section 1 – Health and Safety Policy Statement**

“I hereby acknowledge receipt of the United Guarding Services Ltd, Section 1 Health and Safety Policy Statement.

I have read and understood the Policy statement and my associated responsibilities.”

Name of Employee:

Signed:

Date:

Please sign and return this section appropriately to either the Office Manager or Site Manager, for United Guarding Services Ltd.



Health and Safety Policy

Section 2 Organisation and Responsibilities for Health and Safety

for

United Guarding Services Ltd

at

7 Gateway Mews

Ringway

Bounds Green

London N11 2UT

Produced by: Derek Billingham CMIOSH. MIIRSM

Platinum Safety Management Limited.

PLATINUM  SML

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Section: 0.0 - Document Tracking



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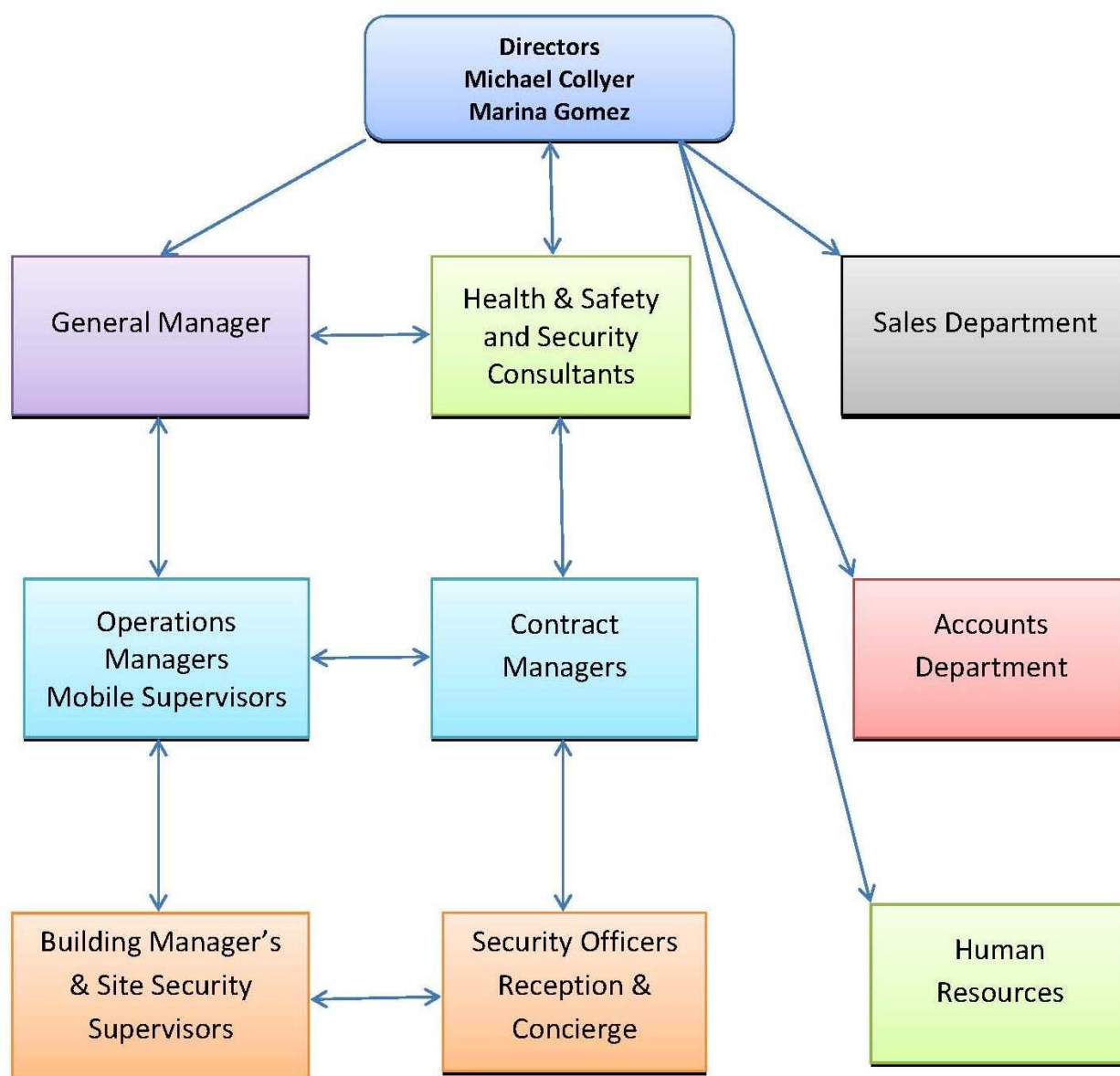
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Section:1.1 - Organisational Chart



Section: 2. – Organisation and Responsibilities for Health and Safety

2.1 General Organisation

Arrangements for Health, Safety and Welfare will be organised by United Guarding Services Ltd, and the Managing Director has ultimate responsibility on behalf of the Management Team.

The Managing Director who is the designated Safety Director is the “internal” appointed person for health and safety and whilst it is accepted that he may delegate his authority to various members of senior and line management, he can never delegate his responsibility for ensuring that this policy document is implemented on a day-to-day basis.

[Platinum Safety Management Limited](#) (Platinum SML) has been appointed as the Health and Safety Advisors to support United Guarding Services Ltd in general and the Managing Director (Safety Director) in all aspects of health and safety, fire safety and environmental management matters and to give advice as and when requested.

This may include the production of management reports which can be used to assist with the monitoring of “opportunities for improvements” in health and safety standards and systems. Constructive suggestions for the improvement of health, safety and welfare within the Company are welcomed from any employee.

Key to the organisation of health and safety is the principle of developing a positive health and safety culture using the four C’s principle which may be briefly described as follows:

Competence

- ❖ Assess the skills needed to carry out all tasks safely.
- ❖ Provide the means to ensure that all employees, including managers and temporary staff are adequately instructed and trained.
- ❖ Ensure that people doing especially dangerous work have the necessary training, experience and other qualities to carry out the work safely.
- ❖ Arrange for access to sound advice and help.
- ❖ Carry out restructuring or reorganisation to ensure the competence of those taking on new health and safety responsibilities.

Control

- ❖ Lead by example, demonstrate your commitment.
- ❖ Provide clear direction and let everyone know health and safety is important.
- ❖ Identify people responsible for health and safety jobs, especially where special expertise is called for, such as completing risk assessments, driving plant and equipment.
- ❖ Ensure that managers and team leaders understand their responsibilities and have the time and resources to carry them out.
- ❖ Ensure everyone knows what they must do and how they will be held accountable by setting clear concise objectives.

Co-operation

- ❖ The Safety Director (or deputy) will attend all health and safety committee meetings.
- ❖ Staff at all levels and or their representatives will be consulted.
- ❖ Appropriate staff will be involved in planning and reviewing performance, writing procedures and solving problems.
- ❖ Senior Management will ensure proper co-ordination with all contractors who work for or on behalf of the company.

Communication

- ❖ Detailed information will be provided about hazards, risks and preventive measures to employees and those contractors either working on the company premises or those working for the company on client's premises.
- ❖ Discussions on health and safety will be undertaken at regular project and site progress meetings to ensure that all levels of health and safety are seen to be “visible” to all staff, employees, contractors’ members of the public and anyone who may be affected by the company’s acts or omissions.
- ❖ The company sees it as a line management function to ensure that that health and safety is integrated into all day-to-day activities and to ensure that the required performance standards are achieved through effective management controls and supervision.
- ❖ United Guarding Services Ltd will ensure that minimum competency levels are identified and fulfilled so that everyone can make the maximum contribution to health and safety.

2.2 Communication of this Health and Safety Policy

United Guarding Services Ltd appreciates the importance of, and is committed to, clear communications of all its policies and procedures. This commitment is further illustrated by issuing each employee with a copy of this policy at their induction. Furthermore, additional copies are issued when the policy has been reviewed and published.

The Institute of Directors (IOD) and Health and Safety Executive (HSE) collaborated in the production of [“Leading health and Safety at Work”](#) guidance sets out an agenda for the effective leadership of health and safety. It is designed for use by all directors, governors, trustees, officers and their equivalents in the private, public and third sectors and applies to organisations of all sizes.

United Guarding Services Ltd ensures that a copy of the health and safety policy is made available for all its clients upon request. Contractors on company business are issued copies of this policy during their induction and when the policy has been reviewed and published.

The health and safety policy and its associated risk assessments and method statements are discussed and where necessary reviewed at quarterly joint health and safety meetings.

The health and safety policy will be displayed on the company notice board together with other safety and environmental related documents. United Guarding Services Ltd also makes its policies and procedural document available to its staff on the company internal intranet.

This Health and Safety Policy Section 2 (Organisation and Responsibilities for Health and Safety) will be reviewed at least annually or online with the requirement as detailed in Section: 3.24 - Health and Safety Policy of the main policy document.

2.3 General Safety Responsibilities

Directors and management are responsible for the implementation of this Policy and for determining the Company's focus on health, safety and welfare matters, including revision of this Policy.

All employees are expected to take reasonable care for the health, safety and welfare of themselves and of others who may be affected by their acts or omissions.

Employees, responsible for supervision, are expected to promote and encourage health and safety awareness in employees and contractors under their control.

All employees should be aware of and have knowledge of the current best practice guidance and equipment relevant to their work activities.

Consultation

Employees will be consulted in accordance with:

- ❖ [The Safety Representatives and Safety Committees Regulations 1977](#) (as amended)
- ❖ [HSE INDG232 - Consulting employees on health and safety: A brief guide to the law](#)
- ❖ [The Health and Safety \(Consultation with Employees\) Regulations 1996](#) (as amended)

Whenever there are changes in the Company's work procedures or in the arrangements for health, safety, and welfare.

Consultation will be either directly with the employees or with a group of employees elected as the "Representatives of Employee Safety".

Objection on Safety Grounds

The company will not allow employees to undertake activities for which they are not adequately trained and sufficiently experienced.

If such a situation was to arise the employee has a duty to notify any shortcomings in health and safety arrangements, even when no immediate danger exists, to his or her immediate superior and or Senior Manager and this could give rise to an objection on safety grounds to undertaking the work.

2.4 Responsibilities for Health and Safety

United Guarding Services Ltd believes that strong and active health and safety leadership is important for three main reasons:

1. Protecting the health and safety of employees, contractors or members of the public who may be affected by the company's business' activities.
2. Identifying health and safety as a key business risk.
3. Complying with health and safety legislation duties.

United Guarding Services Ltd acknowledges that leading by example is an essential principle of health and safety leadership:

- ❖ The Safety Director delivers transparent leadership from the top by demonstrating a visible, active commitment from board level, demonstrating a strong effective “downward” communication systems and management structures and good health and safety management integrated with business decisions.
- ❖ Senior management continue this transparent leadership principle through worker involvement, by engaging the workforce in the promotion and achievement of safe and healthy conditions and by an effective “upward” communication to the board level at all times.
- ❖ Senior management also support these principles by providing high quality training, assessments and reviews. By identifying and managing health and safety risks, accessing and following competent advice and monitoring, reporting and reviewing performance.
- ❖ Senior management continuously send out the message that risks to workers' health and safety need to be effectively managed and that systems need to be in place and adequately resourced to manage these risks.

2.5 Managing Director

In addition to carrying out the usually observed duties of the Managing Director of a Limited Company and in keeping with the recommendations of the Health and Safety Commission in 2000, the Managing Director accepts the responsibilities as the “Designated Health and Safety Director” for United Guarding Services Ltd. (As set out in the [IOD & HSE document INDG417 “Leading Health and Safety at Work”](#)).

The “Designated Health and Safety Director” will also ensure that Health and Safety is discussed at the highest possible level within the company and will:

- ❖ Plan as necessary to make human, financial and other resources available to secure the highest possible standard of health and safety management, taking competent advice on matters relating to health and safety where relevant.
- ❖ Provide the final authority on all matters concerning health and safety at work.
- ❖ Co-ordinate the management of health and safety and will ensure that the Health and Safety Policy is reviewed every 12 months and, if necessary, revised and re-issued accordingly.
- ❖ Make decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks in an appropriate manner.
- ❖ Will delegate specific health and safety duties to Senior Management and will ensure the provision of adequate time and other resources needed to carry out those health and safety responsibilities.

In support of the Health and Safety Policy and to ensure its compliance the Managing Director has delegated his authority together with specific responsibilities to individual Senior Management who are responsible for the day to day running of the business within the agreed guidelines of this policy document.

In delegating his authority, the Managing Director / Safety Director accepts that he must always assume ultimate responsibility for health and safety.

2.6 Operations Director

Within Health and Safety management environment the role of Operations Director is to work closely with and where necessary Deputising for the Managing (Safety) Director to ensure continuity of agreed management systems, policies and procedures at all times.

The Operations Director has the key role of overseeing jointly with the Managing Director the appraisal, training and development of all staff particularly that related to health and safety.

In all other respects relating to Health and Safety Management the roles and responsibilities of the Operations Director mirror those of the Managing (Safety) Director as set out in section 2.5 above.

2.7 General Manager

The General Manager is the direct line manager for all other Operations Managers including the Control Room Manager and reporting directly to the Operations Director.

The General Manager has overall responsibility for the positive forward direction of other members of the Operations Management Team, ensuring the prompt completion of their annual assessments as well as ensuring they perform their duty in a business-like and professional manner.

The General Manager is also responsible for, but not limited to:

- ❖ The company discipline procedure and being the first point in the appeal process.
- ❖ Ensuring all Managers comply with all company policies and promoting these policies to the staff that they are responsible for.
- ❖ Assist Senior Management with the periodic review of company policies and procedures.
- ❖ Communication and implementation of the company Health and Safety Policy.
- ❖ Operational responsibility for designated sites and advice on operational matters throughout company.
- ❖ Ensuring that the company has sufficient staff to meet its contractual requirement.
- ❖ Assisting with the recruitment of staff as vacancies arise and ensuring that site training is carried out as required.
- ❖ Management of security staff ensuring staff are:
 - Smart by replacing uniform as required.
 - At work on time and performing their duties correctly.
 - Have up to date ID cards.
 - Understand assignment instructions and company policies/procedures.
 - Carry out staff assessments of the required frequency and type.
- ❖ Developing and maintaining an effective Security and Reception Services.
- ❖ Ensuring budgets are properly controlled and managed, to achieve best value for money.
- ❖ A training needs analysis is carried out on all employees, and all training needs are identified and processed promptly and are undertaken at the appropriate time.
- ❖ All requests for annual and other leave are managed and controlled, ensuring that there is adequate cover to maintain services at all times.

- ❖ Performance and attendance issues are addressed at the correct time, in accordance with company policies and procedures.
- ❖ Ensure that all records regarding the operation and all activities are recorded efficiently, i.e., maintenance of logs, reports etc.
- ❖ Ensure that key performance indicators are monitored, and service level agreements are met.
- ❖ Ensure all members of the staff adhere strictly to their instructions with regard to their role especially health and safety responsibilities.
- ❖ Ensuring the correct response is made to emergency situations which may occur on client's premises.
- ❖ Be on call on 24 hours a day, 7 days a week basis for any emergencies occurring.
- ❖ Ensure that all equipment required by the security staff is maintained in a serviceable condition.
- ❖ Ensure any PPE is properly maintained and used by security staff.
- ❖ Attend meetings with Clients and other interested parties.
- ❖ Assist the control room staff to ensure coverage of sites for sickness holidays or other reasons.
- ❖ Application for and negotiation of annual contract increases, and review as directed.
- ❖ Conduct initial site surveys and risk assessments on potential new business.
- ❖ Prepare tender documents and quotations as directed.
- ❖ Conduct new business presentations as required.

2.8 Operations Manager

The Operations Manager is a Senior Manager within the company and reports directly to the General Manager.

The Operations Manager has overall responsibility for the operational running of the company's contracts as well as ensuring they are run in a business-like and professional manner.

In addition to supporting the General Manager in his roles and responsibilities as detailed in section 2.7 – General Manager above as and when requested to, the General Manager is additionally responsible for, but not limited to:

- ❖ Maintaining existing contracts through regular liaison with nominated client contact to discuss how contracts are running deal with any potential or existing problems to explore any new business opportunities and to review charges as required (annually).
- ❖ Formulating site instructions and compiling risk assessments in the approved format these are to be reviewed regularly and formally once every 12 months or, in the event of operational or legislative changes.
- ❖ The Health and Safety of operational staff.
- ❖ Investigate complaints and deal with disciplinary issues.
- ❖ Ensuring prompt and correct response is made to emergency situations which may occur on client's premises.
- ❖ Perform other miscellaneous clerical functions as required.
- ❖ All employees are properly trained and instructed in the safe way to carry out their duties.
- ❖ Prompt detailed reporting to the Safety Director of any accidents, incidents or near misses to persons under their control. Also, to take part in any investigation with a view to taking preventive measures and will review any reports of hazards in order to ensure that corrective action is being take.
- ❖ All health and safety safeguards which are provided are properly used and maintained and that safe systems of work are followed.
- ❖ To arrange specialist health and safety training courses where identified.

2.9 Control Room Manager

The Control Room Manager is a Senior Manager within the company and reports directly to the General Manager.

The Control Room Manager has overall responsibility for the smooth running of the Control Room.

In addition to supporting the Operations Manager in his roles and responsibilities as detailed in section 2.8 – Operations Manager above as and when requested to, the Control Room Manager is additionally responsible for, but not limited to:

- ❖ Ensure that all sites are covered using appropriately trained staff arranging emergency and extra cover.
- ❖ Ensuring that other control staff are fully conversant with their duties and perform to the required standard.
- ❖ Ensuring that all Control Room procedures are followed i.e., check calls alarm responses etc.
- ❖ The auditing of control room key control processes is adhered to and properly recorded.
- ❖ Ensure all control room information/ documentation is up to date including the roster master system.
- ❖ Arranging for appropriate on-site staff training i.e., Fire Safety, First Aid, etc.
- ❖ Ensure that all records regarding the operation and all activities are recorded efficiently, i.e., maintenance of logs, reports etc.
- ❖ Ensure that key performance indicators are monitored, and service level agreements are met.
- ❖ Ensure all members of the staff adhere strictly to their instructions with regard to their role especially health and safety responsibilities.
- ❖ Ensuring the correct response is made to emergency situations which may occur on client's premises.
- ❖ Be on call on 24 hours a day, 7 days a week basis for any emergencies occurring.
- ❖ Ensure that all equipment required by the security staff is maintained in a serviceable condition.

2.10 Contract Manager

The Contract Manager is a Senior Manager within the company and reports directly to the General Manager.

In addition to supporting the General Manager in his roles and responsibilities as detailed in Section 2.7 – General Manager above as and when requested to do so, the Contract Manager will be supported by other members of the Operational Management Team.

The Out of Hours Operations Managers who would meet up with the security staff whilst they are patrolling, check that everything is okay, and that the security staff are not experiencing any problems or difficulties. Other important contacts within our organisation would be the Control Room Manager and Personnel Manager.

The Contract Manager is additionally responsible for, but not limited to:

- ❖ Leading the team of Security Operatives to deliver a service that exceeds the requirements of the client.
- ❖ To establish and maintain an excellent working relationship with the Client.
- ❖ To establish and maintain good working relationships with staff at all levels in the pursuit of achieving the objectives stated throughout this policy document.
- ❖ To be the liaison between United Guarding Senior Management and the Client.
- ❖ Represent the customer's interests to the provider at contract level.
- ❖ Be accountable for and have total responsibility for the contract.
- ❖ Organise rotas for the staff.
- ❖ Enforce discipline and rules.
- ❖ Perform staff assessments and appraisals.
- ❖ To perform routine patrols with staff and carry out ad hoc checks on staff as required.
- ❖ Produce KPI's and management reports.
- ❖ Check staff attendance with UGS Control.
- ❖ Liaison with UGS control to provide coverage for holidays and other absence.
- ❖ Become involved with the selection of any new employees.
- ❖ Ensure that all UGS and client supplied equipment is operational and being looked after.
- ❖ Carry out on-going training with staff to ensure that they fully understand what is required of them and how to deal with situations and how to complete reports.
- ❖ Ensure standards of staff appearance are being maintained.

- ❖ Monthly and Quarterly contract review meetings with the Client's Management Team.
- ❖ Provide leadership and direction to all security personnel at each Client location.
- ❖ Responsible for ensuring risk assessments at each site are conducted on an annual basis.
- ❖ Proactive communication to Client including suggestions for improvement and areas of risk.
- ❖ Ensure that the Head Office Control Room is advised of site rotas (and changes) as early possible.
- ❖ Arrange cover for holidays and sickness.
- ❖ Standing in for any uncovered shifts until site trained replacement security officer arrives.
- ❖ Other miscellaneous clerical functions.
- ❖ Promote a strong ethos in Incident Management.
- ❖ 24 x 7 responses to critical problems with incident management reports available within one working day.
- ❖ Critical incident management reports within one working day and all other reports within one working week.
- ❖ Monthly and Quarterly contract review meetings with the Client's Security Management Team and UGS General Manager.
- ❖ Ensure that key performance indicators are monitored, and service level agreements are met.
- ❖ Ensure all members of the team adhere strictly to their instructions with regard to their role especially health and safety responsibilities.
- ❖ Ensure Protective Personal Equipment is properly maintained and used by security staff.
- ❖ Ensure that all personnel are: - site inducted, aware of the contents of the site assignment instructions and risk assessment and aware of the tasks which have been allocated to them and capable of carrying them out safely, aware of the activities and locations of their colleagues and other site contractors.

2.11 Operational Staff

Operational Staff include the positions of: Security Officer, Receptionist and Concierge, their roles and responsibilities include but are not limited to:

- ❖ CCTV monitoring
- ❖ Response to emergency situations including
 - Fire
 - Bomb threat
 - Security Breach
 - Disorder
- ❖ Record / Delivery control
- ❖ Key control
- ❖ Access control
- ❖ Reception Services
- ❖ Patrolling the Building
- ❖ Checking fire exit routes are clear and fire exits are serviceable
- ❖ Following correct procedures for dealing with post, deliveries, collections and couriers (in-ward and out-ward).

Duties as and when required

- ❖ Report any Health and safety / environmental issues
- ❖ Spillages, slip hazards and leaks
- ❖ Lights not working
- ❖ Accidents
- ❖ Damages and faults to the premises and safety equipment
- ❖ Obstruction of the service/fire escape routes

Other tasks as required by management.

- ❖ Act as first line liaison between landlords, tenants and contractors in respect of mechanical engineering, cleaning and minor maintenance matters.
- ❖ Ensure that the reception areas are looking immaculate at all times, barrier mats are deployed as required.

Compliance with site rules and regulations for Security/Reception and Concierge

- ❖ Security Officers are to wear their full security uniform whilst on duty. Officers to be of smart appearance, well-groomed at all times.
- ❖ No food is to be consumed at the desk including no chewing gum.
- ❖ Security Officers are required to display their SIA license at all times whilst on duty.
- ❖ Security officers will wear their identification badge at all times while on duty.
- ❖ Greet all persons entering and leaving the premises in a friendly polite manner, at all times.
- ❖ Answer the phone in a polite manner 'Good morning/afternoon and name the building'.
- ❖ Exercise duty of care for tenants and visitors.
- ❖ Contractors - check identification and reason for visit. To be signed in and out.
- ❖ Issuing of visitors passes when necessary.
- ❖ Direct Couriers to the relevant floors and advise tenants, do not sign for courier deliveries.
- ❖ Maintain appropriate logs and records as required by the Client. Particularly entries in daily occurrence book/site logbook, key book and contractor's logbook.
- ❖ All incidents to be recorded and reported to control.
- ❖ Take appropriate action and report defects, damages, breakdown to fabric and plant or building, to the Client.
- ❖ Fire alarm testing- Supervise and assist testing of fire alarm with M&E engineer.
- ❖ Test the lift auto-dialler weekly and record test.
- ❖ Fire extinguishers - check all fire extinguishers are in date and are in their correct positions. Also ensure that all fire doors are escape routes/doors are free from clutter.
- ❖ Cleaning - Reports any cleaning issues, spillages etc. to the Clients Helpdesk.
- ❖ Ensure the main entrances including steps to the building are kept clean and free of rubbish, e.g., Cigarette ends, sweet wrappers at all times.
- ❖ Eye Bolts- Check all eyebolts in the common areas are in date. Report any out of date or loose eye bolts to the Helpdesk.
- ❖ Pest Control - Check logbook is in date (monthly services).
- ❖ Flower displays/ planting - Report any issues to the Client.

- ❖ Lifts - Monitor lift response times (20mins trapping, 4hrs for maintenance callouts), and report to Helpdesk.
- ❖ Mats - Where applicable during wet weather, please ensure wet weather mats are put out and stored away in dry weather.
- ❖ Patrol the building internally and externally including all plant rooms at least three times a day or as agreed with the Client. Check doors and windows are not open. Report all faults to the Building Manager.
- ❖ Ensure no personnel, other than authorised contractors without permission to work by Client DO NOT enter plant rooms or go on the roof. Roof works can only be carried out in good weather conditions. Any difficulties please advise the Helpdesk.
- ❖ Ensure all keys accounted for and are locked in key cabinet at the start and end of each day. When keys are issued, all keys must be signed in and out in the key logbook.
- ❖ The guard will not leave site without permission from either the Building Manager, Facilities Manager or Asset Manager.
- ❖ Ensure the no smoking policy is adhered to both inside and outside the main entrance or the building.
- ❖ Security officers to be familiar with all means of escape including the fire assembly point.
- ❖ Security officers to understand how to manage a building evacuation and fire alarm procedures for the site.
- ❖ 24-hour Security Locations - Officer's must fill out a handover sheet when handing over a shift this also includes holiday cover.
- ❖ The UGS Supervisor will check hand over sheets, the hand over sheet should detail:
 - Patrols, incidents, maintenance issues, scheduled visits etc.
- ❖ Security officers must know the location of the following:
 - Gerda Box including the fire risk assessment, asbestos register.
 - All plant rooms.
 - Stop cock.
 - Gas, electric and water meters/CCTV.
 - Building alarms/codes/fire alarm panel.
- ❖ As required by the Client some buildings may offer a 'Concierge style 'service where post will be collected and delivered and may include dry cleaning.

2.12 Senior Management Key Performance Indicators (KPI's)

United Guarding Services Ltd takes the health and safety of our employees, contractors, visitors and anyone else that may be affected by our acts or omissions extremely seriously and has extensive procedures in place to minimise the risk to those working on or visiting our sites.

Our performance is audited by external consultants Platinum Safety Management Limited. Senior Management also visits and monitors all sites regularly. We have comprehensive accident, incident and near miss reporting systems, conduct regular task and project specific training programmes and run regular safety campaigns to address key issues.

New Development

Senior Management will continually review health and safety performance using a five-point set key performance indicators. Senior Management will collate information and produce a report to the Safety Director on the following KPI's to be presented to the six-monthly health and safety meeting for discussion and review.

1. Health and safety non-conformance KPI

- ❖ Number of non-conformances per quarter
- ❖ Number of accidents per year
- ❖ Number of reportable accidents year
- ❖ Number of reportable non-fatal accidents per year
- ❖ Number of solved safety non-conformance for the month
- ❖ Percentage of corrective actions closed out within specified timeframe
- ❖ Percentage of fatal accidents relative to all accidents per year

2. Health and safety training KPI

- ❖ Percentage of staff with adequate occupational health and safety training
- ❖ Total of hours in safety and health training in the month

3. Health and safety representatives KPI

- ❖ Percentage of attendance at occupational health and safety committee meetings
- ❖ Percentage of health and safety representative's positions filled
- ❖ Percentage of issues raised by health and safety representative's actioned
- ❖ Percentage of occupational health and safety committee recommendations implemented

4. Health and safety Costing KPI

- ❖ Cost of solved safety non-conformance for the quarter
- ❖ Health and safety prevention costs within the quarter

5. Health and safety results KPI

- ❖ Lost time (in hours) due to non-fatal accidents per year
- ❖ Lost time (in hours) due to accidents (including fatalities) per year

2.13 Health and Safety Responsibilities of All Employees

The law makes it the duty of everyone at work to take reasonable care for their own health and safety and that of others who may be affected by their “acts or omissions” (what they do and what they don’t do). Employee’s duties include:

- ❖ To read and understand the Company’s health and safety policy, safety plans, risk assessments, method statements, and safe systems of working together with all other appropriate policies and procedures as well as to comply with prescribed arrangements.
- ❖ Co-operation with all Managers and Supervisors to ensure that safe and healthy working practices and workplaces are maintained at all times.
- ❖ To comply with any reasonable instructions given by Managers or appointed persons, for example the Fire Warden(s).
- ❖ Reporting promptly to the Operations or Contract Manager any hazardous situation or defect.
- ❖ Making full and proper use of any safety equipment and keeping such equipment in a clean condition and in good order.
- ❖ Following any instructions and training given in respect of any activity involving risk to health or safety.
- ❖ Acting responsibly and refraining from reckless behaviour at work.
- ❖ Co-operating with United Guarding Services Ltd in the implementation and observation of all statutory requirements placed upon the Company.
- ❖ Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health and safety, fire safety and or welfare.
- ❖ Ensure communication, co-operation with all information, instruction training, and supervision provided by the employer.
- ❖ To use personal protective equipment and respiratory protective equipment issued by the Company for their protection.
- ❖ To only use work equipment, as instructed or trained.
- ❖ No unauthorised use of equipment is permitted, neither repair nor modification is permitted unless express authority is given.
- ❖ Damage to equipment should be immediately notified to the Operations or Contract Manager.
- ❖ To be aware of and understand all emergency procedures.
- ❖ Observing the duty not to misuse or interfere with anything provided in the interests of health and safety.
- ❖ Report to the Operations or Contract Manager any injury to yourself which results from an accident at work even if it appears to be only very minor and does not stop you working.

- ❖ Make suggestions whereby the safety of current working arrangements could be improved.
- ❖ Inform management of any medication which is being taken, and which might affect your capacity for work or treatment following an accident.
- ❖ Ensure that employees and others in the vicinity are not endangered by your/their activities.
- ❖ Ensure that, where reasonably possible, the location of underground power lines, drains, water courses and so forth is known before beginning to operate any heavy moving, digging or drilling equipment.

2.14 Responsibilities of Contractors

The law makes it the duty of everyone at work to take reasonable care for their own health and safety and that of others who may be affected by their “acts or omissions”

Contractor's duties include:

- ❖ Comply with; Risk Assessments, Method Statements, Safe Systems of Working, Health and Safety Plan and to comply fully with all Site Safety Rules.
- ❖ Ensure that their work does not adversely affect the health and safety of other workers on site.
- ❖ To inform the Site Manager / Manager / Principal Contractor of any risks to health and safety which may arise from their work?
- ❖ Report any safety hazard within their work area or malfunction of any item of plant or equipment to Site Manager / Manager / Principal Contractor.
- ❖ Fully conform to all written or verbal instructions given to them or contained in any relevant risk assessment to ensure their personal safety and the safety of others.
- ❖ Ensure that they conduct themselves in a safe orderly manner in the workplace and refrain from any form of horseplay that may endanger themselves or others.
- ❖ Must provide and use all safety equipment and protective clothing that may be required to carry out their work.
- ❖ Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and to the safety of others.
- ❖ Report all accidents to site management whether injury is sustained or not.
- ❖ Attend as requested any training course designed to further the needs of Health and Safety.
- ❖ Observe all laid down procedures concerning processes, materials and substances used.
- ❖ Observe the fire evacuation procedure and the position of all fire equipment and exit routes.

2.15 Responsibilities of Office Management

The Office Manager has the responsibility for ensuring that:

- ❖ A suitable and sufficient Fire Risk Assessment in accordance with [The Regulatory Reform Fire Safety Order 2005](#) is undertaken of all office and surrounding areas appropriate to the company property at least once every year.
- ❖ All employees are issued with and have access to the Health, Safety and Environmental Policies.
- ❖ A regular Training Needs Analysis is completed for all employees, and the training database is kept up to date.
- ❖ Fire Marshals are nominated and trained for the office and project sites.
- ❖ Suitable training is organised where required and or identified.
- ❖ Qualified First Aiders are trained at the correct frequency for the office and construction sites, available for all projects and their names published accordingly.
- ❖ The office Health and Safety notice board is maintained up to date.
- ❖ [Display Screen Equipment \(DSE\)](#) risk assessments are undertaken by a competent person and recorded in the relevant personnel files.
- ❖ Regular servicing and/or testing of office portable electrical appliances (PAT) and fire fighting equipment is arranged and properly managed.
- ❖ Maintenance of appropriate records, including employees and contractor's health and safety training, accident investigations and DSE assessments.
- ❖ Maintenance of appropriate [Control of Substances Hazardous to Health \(COSHH\)](#) Risk Assessments and Workplace Risk Assessments including Disability Discrimination Act Assessments and compliance reviews.
- ❖ A competent person carries out periodic office workplace inspections and effectively deals with remedial actions.

2.16 Responsibilities of Appointed Health and Safety Consultancy

The Managing Director has appointed [Platinum Safety Management Limited \(Platinum SML\)](#) as the United Guarding Services Ltd Health & Safety, Fire Safety and Construction Safety Consultants. Responsibilities of the health and safety consultancy include but not limited to:

- ❖ To bring to the attention of the Safety Director his / her Deputy, any hazards or risks not addressed in the company safety policy.
- ❖ To assist with an appropriate health and safety Training Needs Analysis (TNA) and to assist with the preparation and delivery of the prescribed training.
- ❖ To undertake precise Health, Safety, Fire Safety and Environmental Risk Assessments for all premises under the duty of care of United Guarding Services Ltd. and in accordance with appropriate sections within this policy document and the associated Risk Assessment Manual.
- ❖ To meet with or communicate with the Safety Director his / her Deputy as directed, as frequently as deemed necessary to report on Health and Safety issues that have occurred during the preceding period.
- ❖ To chair six monthly health and safety meetings, prepare agendas, take and distribute minutes and follow up action plans.
- ❖ To produce for the Safety Director or his / her Deputy as directed an annual report on Health and Safety and Fire Safety progress against the Company Health & Safety and Fire Safety Plan.
- ❖ To undertake in-house and on-site health and safety compliance audits and inspections as directed by the Safety Director or his / her Deputy and to produce reports and to make whatever recommendations as necessary to ensure legislative compliance.
- ❖ To act as a focal point for Health and Safety matters.
- ❖ To assist the Company to conduct its undertakings in accordance with this policy to ensure that the Health and Safety Policy is amended as necessary, e.g., changing legislation, issues highlighted by auditing and monitoring.
- ❖ To ensure the Company's performance, about Health and Safety matters, is reviewed and monitored to assess compliance with key performance indicators.
- ❖ To ensure that serious accidents/incidents occurring on Company property are investigated and controls implemented to prevent re-occurrence.

2.17 Responsibilities of Procurement Staff

- ❖ Purchase equipment or materials to the standards laid down in the Company policy, meeting the Health and Safety requirements of the Policy and Plan.
- ❖ To ensure that all suppliers provide full information on any hazards associated with the equipment or materials supplied and any precautions required.
- ❖ To ensure that all contractors comply with this policy.

2.18 Responsibilities of Fire Warden

The responsibilities of the fire warden effectively fall into two roles: a day-to-day role and one for when the fire alarm sounds.

Day-to-day role:

- ❖ To keep an eye on the general fire safety of the area, building or floor the warden has been allocated.
- ❖ Monitor escape routes to see they are kept free of obstruct and to ensure that combustible materials are not stored in these emergency routes.
- ❖ Check that fire doors are not tied, propped or wedged open, or obstructed inside or outside.
- ❖ Check that extinguishers are where they should be, and no obvious misuse or defect has occurred.
- ❖ During scheduled fire alarm tests over a period of weeks or months, check that the alarm can be heard in all rooms and all parts of their allocated area.

Role when the fire alarm sounds:

- ❖ Put on the yellow high-visibility top or armband and sweep through their allocated area, turning off equipment and closing doors/windows in passing but not delaying their own escape unduly, while encouraging people to leave via the nearest fire escape route.
- ❖ Checking all accessible rooms including toilets and offices to make sure people are beginning their evacuation.
- ❖ Reporting to the person in charge of the evacuation, at the assembly area or just outside the building, to advise their area is clear (or to report anyone who can't or won't leave the building).
- ❖ Follow Clients instructions for fire alarm activations.

2.19 Responsibilities of First Aiders & Mental Health First Aiders

Appointed First Aiders and Mental Health First Aiders are trained individuals who provide immediate support for physical and mental health emergencies, respectively.

While both are First Responders, a “First Aider” typically deals with physical injuries, and a “Mental Health First Aider” is trained to identify the signs of mental health issues, offer non-judgmental support, and guide individuals toward professional help.

Maintenance of Confidentiality

First Aid and Mental Health First Aiders must maintain confidentiality, with conversations being kept private unless there is a risk of harm to the individual or others, or with the individual's consent.

United Guarding Services Ltd clarifies and endorses the boundaries of and the importance of confidentiality, while at the same time, ensuring that the roles do not replace professional support.

Role of First Aider

- ❖ To provide immediate medical assistance for physical injuries and illnesses.
- ❖ To provide CPR, Treat Wounds, and Managing Shock until Professional Medical Help Arrives.
- ❖ To prevent a condition from worsening and to stabilise the Injured Person.

Role of Mental Health First Aider

- ❖ To provide initial support for someone experiencing a Mental Health Issue or Emotional Distress.
- ❖ Focuses on Recognising the Signs and Symptoms of Mental Health Problems, approaching someone in a Supportive and Non-Judgmental way, and guiding them to the right professional support.
- ❖ To Break the Stigma, Promote Early Intervention, and Support the person until professional help can be accessed.

General & Conjoint Roles and Responsibilities

- ❖ To provide first aid and mental health support to employees, according to their level of training and to ensure that the first aid kits are filled, and the accident book is available and up to date and accurate records are retained.
- ❖ To report serious accidents to Management and assist with their reporting under the [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#).
- ❖ Where requested, they should assist with any Accident, Incident or Near Miss investigation.

2.20 Responsibilities of Company Vehicle Drivers

It is the responsibility of all company vehicle drivers to:

- ❖ Make regular inspections of your vehicle for obvious defects and ensure any defects noticed are rectified without delay.
- ❖ Drive in accordance with [Road Traffic Legislation \(Road Traffic Act 1988\)](#) and [The Highway Code](#) and, to be particularly careful when driving on sites to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
- ❖ Do not use a hand-held mobile phone at any time whilst the vehicle is in motion. The use of hands-free phones should be kept to a minimum and only until the vehicle can be safely stopped.
- ❖ Ensure that your vehicle is parked in the designated parking area on sites and that the arrangements made under any Health and Safety Plan for the site in terms of access, speed limits and other control measures for vehicles are complied with.
- ❖ To immediately verbally report and thereafter, to follow up in writing as soon as possible, all accidents or damage no matter however minor to either Senior Manager or the Safety Director.
- ❖ Ensure any traffic violations you are involved in, which result in yourself being prosecuted, are reported to the company secretary.
- ❖ Ensure your vehicle is serviced in accordance with the manufacturer's requirements.
- ❖ Check lights, tyres, oil, water, windscreen wipers and washer reservoir, first aid kit, fire extinguisher, etc. at least every week and submit a safety check report to the office.
- ❖ Not to drink alcohol or to take medication which could affect your driving ability either: before driving a company or any other vehicle or, during the time that you are driving a company or any other vehicle.
- ❖ Comply with New Driving Rules for 2022 as detailed below.

<https://www.gov.uk/government/news/the-highway-code-8-changes-you-need-to-know-from-29-january-2022>

It became illegal, as of 1st March 2017, to use a hand-held mobile phone whilst driving and whilst stationary with the engine running.

You can get 6 penalty points and a £200 fine if you use a hand-held phone when driving. You'll also lose your licence if you [passed your driving test in the last 2 years](#).

You can get 3 penalty points if you don't have a full view of the road and traffic ahead or proper control of the vehicle.

[Using a phone, sat nav or other device when driving - GOV.UK](#)

[Using mobile phones when driving | Police.uk](#)

Appendix: A. – Section 2 Acknowledgement Receipt

Acknowledgement of Receipt

Of

United Guarding Services Ltd

Section 2 – Organisation and Responsibilities for Health and Safety

“I hereby acknowledge receipt of the United Guarding Services Ltd, Section 2 Organisation and Responsibilities for Health and Safety.

I have read Section 2 Organisation and Responsibilities for Health and Safety and understand my associated responsibilities.”

Name of Employee:

Signed:

Date:

Please sign and return this section appropriately to either the Office Manager or Site Manager, for United Guarding Services Ltd.



Health and Safety Policy

Section 3 Arrangements for Health and Safety

for

United Guarding Services Ltd

at

7 Gateway Mews
Ringway
Bounds Green
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Section: 0.0 - Document Tracking



Note: Michael Collyer, Managing Director, United Guarding Services Limited, owns this documentation for all stages of the document fulfilment and the verification process.

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** Amended	Date	Nature of Amendment
September 2012	26.09.2012	To split the main policy document into three separate sections as requested by Client
October 2013	21.10.2013	To include the Cooperation, Coordination and Communication statement page 6
January 2015	09.01.2015	To include HSE updates
January 2016	06.01.2016	Annual Policy Update
January 2017	04.01.2017	Annual 3 section Policy Update
January 2018	02.01.2018	Annual 3 section Policy Update
July 2018	27.07.2018	Section 3.10 Data Protection Act Update
January 2019	03.01.2019	Annual 3 section Policy Update
December 2019	05.12.2019	Annual 3 section Policy Update
March 2020	05.03.2020	Amended to include COVID-19
January 2021	04.01.2021	Annual Document Review
September 2021	01.09.2021	Update of HSE Web Links
January 2022	01.01.2022	Annual Document Review
February 2022	01.02.2022	Update of Driving Laws
January 2023	01.01.2023	Annual Document Review
July 2023	01.07.2023	Update of COVID-19 Guidance & Support
January 2024	01.01.2024	Annual Document Review
January 2025	01.01.2025	Annual Document Review
August 2025	01.08.2025	New Sexual Harassment Regulations
January 2026	01.01.2026	Annual Document Review – Update to First Aiders Section

* Original Document produced by Platinum SML in conjunction with United Guarding Services Ltd.

** Platinum SML does not accept responsibility for amendments made to this document other than those produced and signed off by Platinum SML.

With regard to updating this document please refer to Health and Safety Policy Section 3 (Arrangements for Health and Safety), Section: 3.24 - Health and Safety Policy.

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Forward:

Within this Health and Safety Policy document there are numerous references to Health and Safety Legislation, Regulation and Industry Best Practice etc.

These Health and Safety Executive (HSE) publications are supported by a range of “Resources” including but not being limited to the examples shown below:

- ❖ General series publications – “G” series i.e., G402: Health surveillance for occupational asthma.
- ❖ Legal reference – “L” series i.e., L5: Control of substances hazardous to health.
- ❖ Guidance – “no designation” i.e., Improving maintenance - a guide to reducing human error.
- ❖ Health and Safety Guidance – “HSG” series i.e., Managing for health and safety (HSG65).
- ❖ Health and Safety Regulations – “HSR” series i.e., “HSR25” Guidance on Electricity at Work Regulations 1989.
- ❖ Web only publications – “WEB” series i.e., “HSE49” A guide to health and safety regulation in Great Britain.
- ❖ Codes of practice – currently referenced in “L” series i.e., L25 Personal protective equipment at work (Third Edition).
- ❖ Other publications - “no designation” i.e., Health and safety law poster & Accident book etc.

For ease of access, all references to these publications within this document have been “[Hyperlinked](#)” to the corresponding document in the HSE or appropriate web portal and for this purpose are coloured “blue”.

To access a document, position your mouse pointer over the hyperlink you will be prompted to press “Ctrl” the Control key on your keyboard.

Whilst holding down the Control key “Click” the mouse button on the hyperlink where the required document or information may be found, this should then open in a separate window.

Public Health Advice, Formally COVID-19.

United Guarding Ltd is complying with the current UK's status, which has turned into Public Health Advice from previously being COVID-19 Restrictions / Legal Requirements.

Coronavirus – Advice for Workplaces:

<https://www.hse.gov.uk/coronavirus/>

What To Do If You Have Symptoms or If You Know You Have COVID-19:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

Wearing Masks in Hospitals:

<https://www.ouh.nhs.uk/working-for-us/staff/covid-staff-fags-masks.aspx>

Section:1.0 - Introduction

United Guarding Services Ltd Health and Safety Policy has been specifically prepared to comply with the statutory requirements of [Section 2\(3\) of the Health and Safety at Work Act 1974](#).

Contained within the main policy document are United Guarding Services Ltd policy, organisation and arrangements for occupational health, safety and welfare, for all the Company's business activities.

This Policy Statement has been extracted from the main Health and Safety Policy document to ensure that the United Guarding Services Ltd Policy Statement is easily communicated to all interested and essential parties.

Safety is paramount and achieving good health and safety performance is recognised as being consistent with overall successful business performance.

The Company recognises that failure to integrate health and safety into its operations will result in harm both to people and itself.

United Guarding Services Ltd takes an integrated approach where managing health and safety forms part of the overall business strategy.

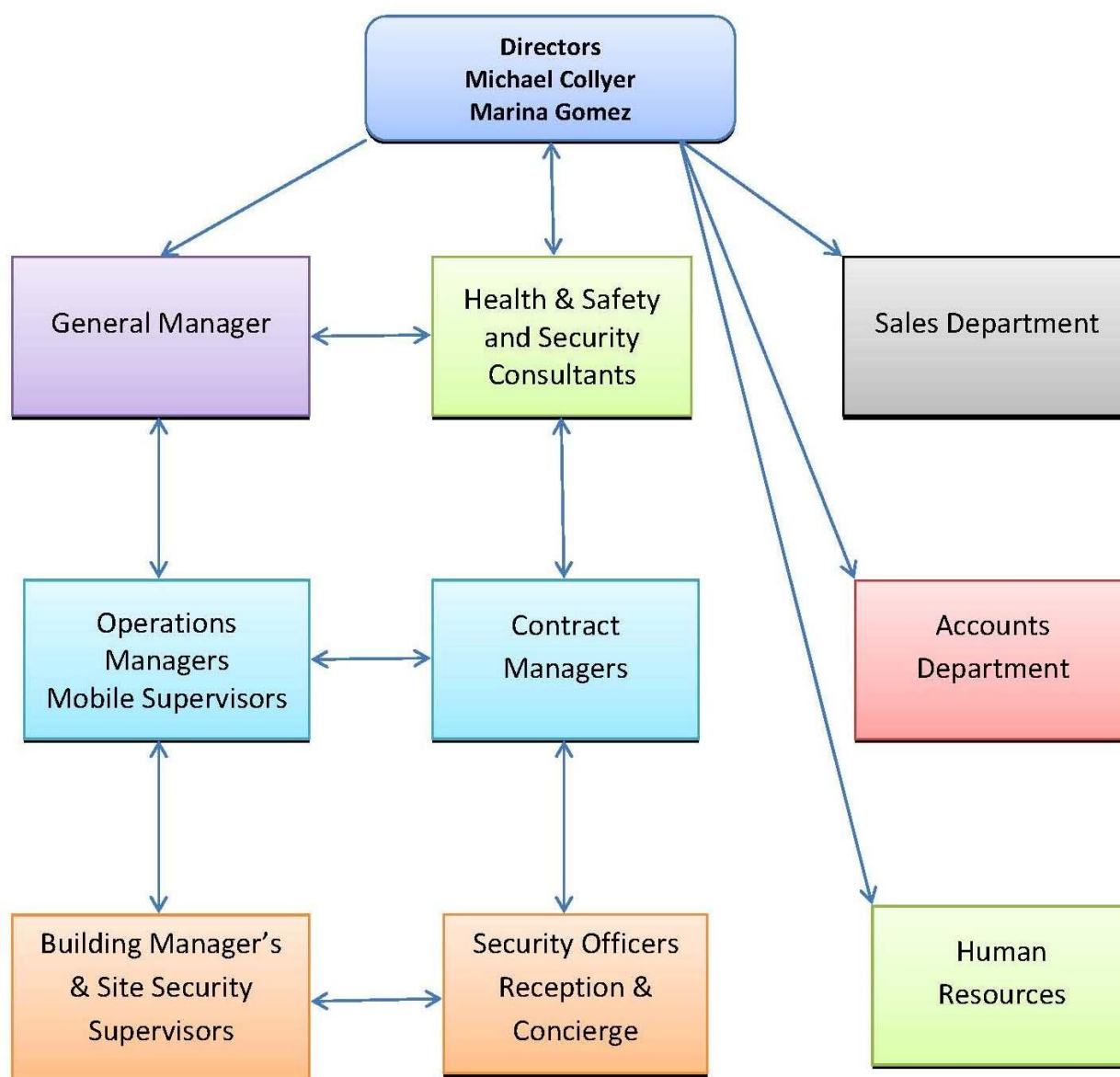
This Health and Safety Policy is modelled upon a process of "Continuous Improvement and based on [The Management of Health and Safety at Work Regulations 1999](#), and fundamentals of the Health and Safety Executive's publication [HSG65 – "Managing for Health and Safety" \(third edition 2013\)](#).

The elements of the "Plan, Do, Check, Act" cycle is shown in the diagrams below however, for a full appreciation and clear understanding of this and other revised safety management principles you should thoroughly read HSG65 – "Managing for Health and Safety" (third edition 2013).



(Diagrams extracted from [HSG65 – "Managing for Health and Safety" \(third edition 2013\)](#)).

Section:1.1 - Organisational Chart



Section 3 - Arrangements for Health and Safety

Section one of the United Guarding Services Ltd policy outlined the organisations Policy Statement.

Section 2 defines the companies Organisation and Responsibilities for Health and Safety.

This section, Section 3 details the Arrangements for Health and Safety and the measures it will put into place to eliminate or reduce as far as is reasonably practical the risks posed by the hazards in the workplace.

In all cases, it will refer to legislation, guidance, and other sources of information from where it has extracted the various protocols and control measures.

3.1 Accident Procedure

Legislation

[RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.](#)

Sources of Information

[HSE Web-Portal: RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.](#)

[HSE INDG453 Reporting accidents and incidents at work A brief guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 \(RIDDOR\).](#)

[Make a RIDDOR report - How to make a RIDDOR report - HSE](#)

[RIDDOR explained - HSE](#)

Forms

[Accident book - HSE](#) or alternately an Accident Book (pad of forms) in which the details of all accidents should be inserted.

Policy and Procedures

All accidents, however minor will be reported to the Safety Director or his / her Deputy and recorded in the Accident Book. The appropriate form is to be removed and stored in a safe accessible place.

The Safety Director or his/ her Deputy will identify any incidents that are reportable under the RIDDOR Regulations and make the report via the relevant forms found using the appropriate link provided [Make a RIDDOR report - How to make a RIDDOR report - HSE](#) (via the central reporting system noted below).

Appropriate incidents can be reported online www.riddor.gov.uk.

The following injuries are reportable under the RIDDOR Regulations when they result from a work-related accident:

- ❖ The death of any person (regulation 6)
- ❖ [specified injuries to workers](#) (regulation 4)
- ❖ Injuries to workers which result in them being [incapacitated for more than 7 consecutive days](#) immediately following the day of the accident (regulation 4)
- ❖ [non-fatal injuries to people other than workers](#) (such as customers or volunteers) which result in them being taken directly to hospital for treatment, or specified injuries to non-workers which occur on hospital premises (regulation 5)

All incidents can be reported online using the advice in the previous section. Alternatively, for fatal accidents or accidents resulting in specified injuries to workers only, you can phone 0345 300 9923

Note: A report must be received within 10 days of the incident. For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the enforcing authority within 15 days of the incident, using the appropriate online form.

Occupational injuries that result in more than three days of incapacitation no longer need to be reported but a record must still be kept of these injuries.

If the employers retain an accident book, then this record will be sufficient.

Note: “[Accident Book BL510 \(2018 edition\)](#)” Employers and employees can use this book to record details of work-related injuries for which state benefits could be payable.

The accident book is also a valuable document that organisations can use to record accident information as part of their management of health and safety.

It can be used to record details of injuries from accidents at work that employers must report under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Accident, Incident, Near Miss and Dangerous Occurrence Investigation

Where a significant accident, incident, near-miss or dangerous occurrence occurs, the Safety Director or his Deputy will liaise with the Insurers and carry out an investigation as judged necessary to:

- a) Make safe any equipment or substances involved.
- b) Prevent any recurrence.
- c) Obtain full details of the circumstances of the incident to enable a report to be compiled, or to assist the investigating Inspector, or provide information for insurance purposes.

There are very good reasons for effective and thorough investigation, which include:

- ❖ Humanitarian
- ❖ Breach of Statute
- ❖ Report to Enforcement Authority
- ❖ Breach, failure or lack of procedure
- ❖ Damage to equipment
- ❖ Loss of Working Time and Financial Impact
- ❖ Insurance obligations

Above all, the purpose is not to apportion blame or fault, though this may inevitably emerge from the investigation.

It should be borne in mind that the majority of accidents are of a minor nature, but if less serious accidents are ignored, then the likelihood exists that underlying trends are not detected until manifested as a major accident.

3.2 Alcohol and Drug Abuse

Legislation

[The Management of Health and Safety at Work Regulations 1999:](#)

Sources of Information

[Plan, Do, Check, Act An introduction to managing for health and safety.](#)

[Drugs Misuse at Work A guide for employers.](#)

[HSE Web-Portal: Managing drug and alcohol misuse at work.](#)

Policy and Procedure

United Guarding Services Ltd acknowledges that the use and misuse of alcohol and other drugs is one of the more controversial issues in our society and can adversely affect the safety of anyone using and or abusing them.

United Guarding Services Ltd has a “Zero Tolerance Policy” regarding the use of controlled substances (drugs) and alcohol in the workplace.

Therefore, if any employee or subcontractor is known to be, or strongly suspected of being affected by alcohol or drugs they are to be referred to their immediate supervisor who must arrange for their removal from the workplace.

Employees are not permitted to bring controlled substances or substances of abuse and or alcohol onto company premises or to work.

United Guarding Services Ltd is advised that any employee who is required to take prescription substances that may affect their performance at work must inform their immediate supervisor.

Alternative duties **may** be allocated to these employees, and they must be prohibited from driving/operating plant or equipment and working at height.

3.3 Arrangements for Consultation

Legislation

[The Health and Safety \(Consultation with Employees\) Regulations 1996](#)

[The Safety Representatives and Safety Committees Regulations 1977](#)

Sources of Information

[Consulting Employees on Health and Safety - A brief guide to the Law.](#)

Policy and Procedures

United Guarding Services Ltd acknowledges its responsibilities under the Health and Safety (Consultation with Employees) Regulations 1996, the Safety Representatives and Safety Committees Regulations 1977 and any other relevant statutory obligations or official guidance.

United Guarding Services Ltd also understands that by consulting with employee's staff become motivated as they are made aware of Health and Safety issues.

Information is given to employees with regard to any change which may substantially affect their Health and Safety whilst at work, either directly or through line management, and employee's views are taken into account before making related Health and Safety decisions.

Employees will be consulted in good time about matters relating to their health and safety at work.

Those matters will include:

- ❖ Any measures at the workplace which may substantially affect their health and safety.
- ❖ Arrangements for competent persons nominated for the purposes of health and safety management or emergency procedures.
- ❖ Information about risks to health and safety.
- ❖ The planning and organising of any health safety training.
- ❖ The health and safety consequences for them of any new technology planned to be introduced to the workplace.

In the absence of any formal safety committee or safety representatives elected by employees, the requirements of the regulations will be met by consultation with individual employees.

Use will be made of notice boards and weekly status meetings.

3.4 Arrangements Internal and External Audits

Legislation

[The Management of Health and Safety at Work Regulations 1999](#)

Sources of Information

[HSE INDG275 Plan, Do, Check, Act An introduction to managing for health and safety.](#)

Policy and Procedures

In accordance with the management model as laid down in HSE publication HSE INDG275 Managing for Health and Safety. Plan, Do, Check, Act, United Guarding Services Ltd carry out a systematic review of performance based on data gathered from both internal and external audits of its whole Health and Safety management system.

United Guarding Services Ltd has a strong commitment to continuous improvement involving the constant development of policies, systems and techniques of risk control and recognises the audit process as being an important tool in this process.

United Guarding Services Ltd acknowledges that all control systems tend to deteriorate over time, and the auditing process supports internal and external monitoring by providing information on how effectively plans and the components of the Health and Safety management system are being implemented.

Internal Audits

The internal audit is presented in the style of a report to the Operations or Contracts Manager, with an executive summary for the Safety Director.

External Audits

The Safety Director has authorised Platinum SML the appointed external Health and Safety Consultants to undertake Ad hoc health, safety and compliance audits and inspections of any of United Guarding Services Ltd premises and or construction projects.

This authorisation is given on the understanding that Platinum SML will not pre-arrange or make any notification of their arrival to undertake these audits and or inspections. External audits are compiled in conjunction with specific job tasks and or, customer's requirements in mind, but always within the recommendation of site-specific statutory obligations or official guidance in mind.

Upon receipt of a properly completed internal or external audit report, the Site Manager or Safety Director compiles appropriate Action Plans to address the issues contained within the report.

Where indicated, additional, Information, Instruction, Training or Supervision will be delivered to internal and external employees (contractors and hired labour) thereby ensuring that the requirements of this policy and other associated health and safety compliance is met.

3.5 Asbestos

Legislation

[The Control of Asbestos Regulations 2012 \(as amended\).](#)

[The Construction \(Design and Management\) Regulations 2015.](#)

[The Management of Health and Safety at Work Regulations 1999.](#)

[The Control of Substances Hazardous to Health Regulations 2002 \(as amended\).](#)

[The Personal Protective Equipment at Work Regulations 2022 \(Amendment\).](#)

Sources of Information

[HSE L143 Approved Code of Practice Managing and Working with Asbestos, L143 ACoP.](#)

[HSE HSG247 Asbestos: the Licensed Contractors Guide.](#)

[HSE HSG248 The analysts' guide for sampling, analysis, and clearance procedures.](#)

[HSE HSG210 Asbestos Essentials Task Sheets – Web-Portal](#)

Policy and Procedure

The Control of Asbestos Regulations 2012 came into force on 6 April 2012, updating previous asbestos regulations to take account of the European Commission's view that the UK had not fully implemented the EU Directive on exposure to asbestos (Directive 2009/148/EC).

In practice the changes are limited. Some types of non-licensed work with asbestos now have additional requirements, i.e.:

- ❖ Notification of work
- ❖ Medical surveillance
- ❖ Record keeping

All of which may be found on the HSE website: <http://www.hse.gov.uk/asbestos/>

3.6 Confined Spaces

Legislation

[The Confined Spaces Regulations 1997.](#)

[The Management of Health and Safety at Work Regulations 1999.](#)

[The Control of Substances Hazardous to Health Regulations 2002 \(as amended\).](#)

[The Personal Protective Equipment at Work Regulations 2022 \(Amendment\).](#)

[The Provision and Use of Work Equipment Regulations 1998.](#)

[Electricity at Work Regulations 1989.](#)

[Workplace \(Health, Safety and Welfare\) Regulations 1992](#)

Sources of Information

[HSE INDG258 Confined Spaces A brief guide to working safely.](#)

[HSE INDG275 Plan, Do, Check, Act: An introduction to managing for health and safety.](#)

[HSE INDG136 Working with Substances Hazardous to Health - A Brief Guide to COSHH.](#)

[HSE L25 Personal Protective Equipment at Work Guidance on Regulations.](#)

[HSE HSG53 Respiratory protective equipment at work A practical guide.](#)

[HSE L113 Safe use of Lifting Equipment. Lifting Operations and Lifting Equipment Regulations 1998. Approved Code of Practice and guidance.](#)

[HSE INDG367 Inspecting fall arrest equipment made from webbing or rope.](#)

Policy and Procedures

United Guarding Services Ltd acknowledges its responsibilities under the Confined Spaces Regulations 1997 and its Approved Code of Practice. To do this United Guarding Services Ltd will ensure that wherever possible:

No person may enter any area that has been designated as a “Confined Space” unless suitable training has been provided, and they are properly supervised.

Work in Confined Spaces is avoided. Where avoidance is not possible, a specific Risk Assessment will be carried out and monitored.

The Risk Assessment will address the need to test the oxygen in the Confined Space before any person enters it and to continue air monitoring, whilst the work is being undertaken to ensure the air remains safe to breathe.

A suitable and sufficient Risk Assessment is in place to highlight the issues that need to be addressed when making a specific Risk Assessment.

Any work carried out in a Confined Space will be undertaken under a monitored Permit to Work system agreed and drawn up with the relevant Client and monitored by both parties to ensure compliance.

3.7 Construction (Design and Management) – CDM 2015

Legislation

[The Construction \(Design and Management\) Regulations 2015.](#)

[The Management of Health and Safety at Work Regulations 1999:](#)

[Plan, Do, Check, Act An introduction to managing for health and safety.](#)

Sources of Information

[Plan, Do, Check, Act An introduction to managing for health and safety.](#)

[Managing Health and Safety in Construction - Construction \(Design and Management\) Regulations 2015. Guidance on Regulations.](#)

Policy and Procedures

United Guarding Services Ltd acknowledges its responsibilities under The Construction (Design and Management) (CDM) Regulations 2015 (CDM 2015) and its Guidance on Regulations in addition to any other relevant statutory obligations or official guidance.

Whenever United Guarding Services Ltd is directly or in-directly involved in planning, implementing or the provision of direct labour, sub-contracted labour or hired labour it will ensure the principles of CDM 2015 are applied wherever projects are undertaken involving construction, demolition or dismantling.

Safety on Construction Sites

The Site Manager will ensure that no visitors are allowed access to the construction site without having completed the site induction process.

Furthermore, and even after completing the induction process all visitors to site will be escorted at all times by a United Guarding Services Ltd site competent person.

At no time, will any visitor to site be allowed un-escorted free access to the construction site, if, a United Guarding Services Ltd site competent person is not immediately available to escort the visitors, they must wait outside the site perimeter until they can be properly escorted by a United Guarding Services Ltd site competent person.

3.8 Control of Contractors

Legislation

[The Construction \(Design and Management\) Regulations 2015.](#)

[The Management of Health and Safety at Work Regulations 1999:](#)

Sources of Information

[Plan, Do, Check, Act An introduction to managing for health and safety.](#)

Policy and Procedures

United Guarding Services Ltd acknowledges its responsibilities under the Health and Safety at Work Act 1974.

Wherein, to maintain so far as is reasonably practicable, a safe place of work and as part of its integrated Health and Safety Management System has implemented a procedure to maintain control over contractors employed to work either on its premises or at a customer's designated location.

This procedure is detailed in a Contractor Code of Practice and United Guarding Services Ltd ensures that this Code of Practice is sent to all contractors before they are employed to undertake any work, as well as a contractor's questionnaire to establish their competence and resources to carry out the work.

To do this United Guarding Services Ltd will ensure that:

- ❖ Before any contractor is permitted to commence work, a completed questionnaire is to be returned along with a signed and dated copy of the contractors Health and Safety Policy, page 11 of the Contractors Code of Practice (Acknowledgement of Receipt of the Code of Practice) together with copies of appropriate insurance certificates and training records.
- ❖ All Contractors Risk Assessments and Method Statements pertaining to the work being undertaken have been forwarded before any work commences.
- ❖ Before commencement of work, a site health and safety induction are given to the clients Health and Safety Representatives or Advisors.
- ❖ This induction will include all job or task specific as well as site specific site safety rules for contractors.
- ❖ All contract work undertaken by United Guarding Services Ltd Direct Employees or by agreed Hired Labour on its behalf will not be allowed to proceed unless all appropriate safety measures are in place.

3.9 Control of Substances Hazardous to Health – COSHH

Legislation

[The Management of Health and Safety at Work Regulations 1999.](#)

[The Control of Substances Hazardous to Health Regulations 2002 \(as amended\).](#)

[The Personal Protective Equipment at Work Regulations 2022 \(Amendment\).](#)

Sources of Information

[HSE INDG136 Working with Substances Hazardous to Health – A brief guide to COSHH.](#)

[HSE Control of Substances Hazardous to Health \(COSHH\) Web-Portal](#)

[HSE L5 \(Sixth edition\) - The Control of Substances Hazardous to Health Regulations 2002. Approved Code of Practice and Guidance](#)

[HSE EH40 \(Second edition, published 2011\) – Workplace Exposure Limits](#)

[The Dangerous Substances and Explosive Atmospheres Regulations 2002](#)

Policy and Procedures

The Office Manager and or Site Manager will identify substances that may be hazardous to health and will ensure that health and safety data sheets are collated and placed in the Health and Safety File.

For each substance to be used, COSHH requires a competent person to assess the risk associated with exposure to that substance and keep a written record of that assessment. The Office and or Site Manager will seek assistance to achieve COSHH assessments from Platinum SML the appointed Health and Safety Consultancy. The assessments will be task and substance, material specific and revised whenever the work activity undergoes a change that may affect the degree of risk.

Note: An example of the United Guarding Services Ltd COSHH Risk Assessment template may be found at Appendix C of this policy document.

Having assessed the risk, this will be eliminated wherever possible or otherwise controlled. Where necessary control measures have been identified, these will be put into place. The hierarchy of preference is:

- ❖ Eliminate the risk
- ❖ Substitute for a lower risk substance
- ❖ Control at source
- ❖ Total enclosure of substance
- ❖ Partial enclosure and local exhaust ventilation
- ❖ Local exhaust ventilation
- ❖ General workroom ventilation
- ❖ Reduction of exposure time and number of persons exposed
- ❖ Personal protective equipment, e.g., respirators, goggles, gloves, other clothing

Thus, personal protective equipment is a last resort.

Any respiratory protective equipment must be of the correct approved type and will be examined routinely to ensure that it is in good condition.

All employees who may be exposed to any substances that are hazardous to health, whether they are working with them or in close proximity to them, will receive information about the hazard and instructions about the precautions, safe working procedures, and emergency procedures.

Toolbox-Talks: Toolbox talks that cover these topics will be sought from the appointed Health and Safety Consultancy and rolled out to employees as appropriate.

Standards of Personal Hygiene: Employees will be instructed that good standards of personal hygiene are essential in protecting against the exposure of substances and that they must wash before eating, drinking, or smoking, and of course remove contaminated clothing before doing so.

There must be no eating, drinking, or smoking in areas contaminated by hazardous substances. Any designated rest rooms that have been provided away from the workplace are to be used.

Ill Health Effects: Any employee suffering ill health effects which it is suspected may be related to hazardous substances to which he or she may have been exposed at work, will receive medical surveillance at the expense of the Company.

Atmospheric monitoring requirements will be determined at the initial COSHH assessment and implemented accordingly by the appointed Health and Safety Consultancy.

United Guarding Services Ltd will ensure that prior to any operation or project commencing a Senior Manager will:

- ❖ Obtain suitable and sufficient information on any material, substance, or process to be used or generated, which could be a hazard to the health of personnel.
- ❖ COSHH data sheets to be obtained for all appropriate materials and substances.
- ❖ All suppliers of materials are required to provide all relevant health and safety information about their products to form the basis of the COSHH risk assessment. This information is to be requested for each product before it is ordered to enable preparations to be made for its use, handling and storage.
- ❖ Carry out risk assessments to identify substances hazardous to health. Where necessary, produce a site/job specific risk assessment.
- ❖ Appropriate control measures must be identified and implemented to ensure the health and safety of personnel who could be affected by their use.
- ❖ Whenever possible, specify an alternative, less hazardous material to be used.
- ❖ Ensure compliance in accordance with the [Control of Substances Hazardous to Health \(Amended\) Regulations 2004 \(COSHH\)](#), [Control of Asbestos at Work Regulations 2012](#) and [Control of Lead at Work Regulations 2002](#).

3.10 Corporate and Customer Confidentiality

Legislation

[The Data Protection Act 2018](#)

[UK General Data Protection Regulation \(UK GDPR\)](#)

Sources of Information

[Data protection: The UK's data protection legislation - GOV.UK](#)

Policy and Procedures

United Guarding Services Ltd recognises that by the nature of its business and the services it provides it is often in a key position regarding the confidentiality of essential and privileged information.

This policy sets out United Guarding Services Ltd position on all aspects of corporate and customer confidentiality.

Often in the course of either tendering for or in the execution of its services, United Guarding Services Ltd possesses valuable confidential business information consisting of any corporate, marketing, technical, and other information (whether or not recorded in documentary form or in electronic form), which is not readily ascertainable without a significant expenditure of labour, skill, or money.

It also includes knowledge of any business or financial opportunity that is not in the public domain.

“Corporate information” - means any information relating to business methods, corporate plans, management systems, finances and research and development projects.

“Customer information” - means any information relating to any Contract or Project relating to a client or Customer or, the Premises of any Client or Customer of United Guarding Services Ltd.

“Marketing Information” - means information relating to the marketing or sales of any past, present or future contract, product or service including sales targets and statistics, market share and pricing statistics, marketing surveys and plans, market research reports, sales techniques, discount structures, advertising and promotional plans, the identities of customers and potential customers and suppliers and potential suppliers by reference to names or addresses or telephone numbers or contact names and all confidential aspects of the business relationship with them.

“Technical information” - means trade secrets, processes, inventions, designs, know-how, and technical specifications relating to the creation, production or supply of any past, present or future product to service.

“Employees” – means Direct, In-Direct, Contracted, Sub-Contracted, Part-Time and Fixed Term Contract Status including Hired Only Labour.

United Guarding Services Ltd gives its “employees” access to confidential business information to enable them to carry out their duties of employment which also include duties of trust and confidence to act at all times in the best interests of United Guarding Services Ltd.

Unauthorised disclosure of confidential business information to any customer, supplier, or actual or potential competitor of United Guarding Services Ltd would place United Guarding Services Ltd at a serious competitive disadvantage and would cause immeasurable financial and other damage to that company’s business.

United Guarding Services Ltd takes measures to keep its confidential business information secret to avoid unauthorised disclosure and use of that information.

Therefore, United Guarding Services Ltd requires all employees without specific authority, not to give others, or to use themselves or for the use of others, any of the confidential business information they may obtain whilst employed by United Guarding Services Ltd nor to make nor to possess without specific authority copies of documents or other media on which such information is recorded

All enquiries concerning confidential information from external sources should be referred without comment to the Office Manager or Safety Director and or his / her Deputy.

On termination of employment, all employees are required to deliver to United Guarding Services Ltd (without keeping copies) any documents or media on which the confidential business information is stored.

The duty to refrain from passing on or using confidential business information continues after your employment is terminated for any reason.

Any breach of this policy will render you liable to disciplinary action up to and including summary dismissal.

3.11 Corporate Manslaughter & Corporate Homicide

Legislation

[The Corporate Manslaughter and Corporate Homicide Act 2007.](#)

[The Management of Health and Safety at Work Regulations 1999:](#)

Sources of Information

[Plan, Do, Check, Act An introduction to managing for health and safety.](#)

[HSE & IOD INDG417 Leading Health and Safety at Work - Actions for directors, board members, business owners and organisations of all sizes.](#)

Policy and Procedures

United Guarding Services Ltd acknowledges its legal responsibilities under the Corporate Manslaughter and Corporate Homicide Act 2007 which came into force on 6 April 2008 and is called Corporate Manslaughter in England, Wales and Northern Ireland, and Corporate Homicide in Scotland.

Provisions in the Act which relate to *publicity orders* (see [Section 10 of the Act](#)) will commence when sentencing guidelines are published.

United Guarding Services Ltd acknowledges that there are no new duties or obligations under the (CMCH) 2007 Act, nor is the new offence part of health and safety law.

It is, however, specifically linked to existing health and safety requirements.

United Guarding Services Ltd take their obligations under health and safety law extremely seriously and will ensure that all Directors, Managers and Supervisors apply due diligence in all areas of corporate governance.

3.12 Dangerous Substances and Explosive Atmospheres - DSEAR

Legislation

[The Dangerous Substances and Explosive Atmospheres Regulations 2002 \(DSEAR\).](#)

[The Acetylene Safety \(England and Wales and Scotland\) Regulations 2014.](#)

Sources of Information

[HSE INDG327 Working safely with acetylene.](#)

[HSE L138 Dangerous Substances and Explosive Atmospheres ACoP and Guidance.](#)

[HSE HSG140 Safe use and handling of flammable liquids.](#)

Policy and Procedures

The Company acknowledges its responsibilities under the Dangerous Substances and Explosive Atmospheres Regulations 2002 and its Approved Code of Practice in addition to any other relevant statutory obligations or official guidance.

To do this the Company will ensure that Risk Assessments are conducted in all areas where dangerous substances or explosive atmospheres are liable to be present in the workplace.

- ❖ Where it is found that an explosive atmosphere may occur at the workplace, such areas are classified into zones pursuant to Schedule 2 of the Regulations, with equipment and electricity appropriate to the zone installed.
- ❖ No new work activity involving a dangerous substance or explosive atmosphere will commence until an Assessment has been made, and all appropriate control measures have been implemented.
- ❖ Where employees or Hired Labour may encounter explosive atmospheres under these regulations on customer premises a suitable and sufficient Risk Assessment and Safe Systems of Work will be agreed and implemented before any work commences.

3.13 Dealing with Aggression and Violence

Legislation

[The Health and Safety at Work etc. Act 1974.](#)

[The Management of Health and Safety at Work Regulations 1999.](#)

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Sources of Information

[Violence and aggression at work - HSE](#)

[Violence at Work – A Guide for Employers.](#)

[HSE HSG137 Health Risk Management: A Practical Guide for Managers in Small and Medium-Sized Enterprises.](#)

Policy and Procedures

United Guarding Services Ltd accepts that it is the best interest for both employer and employees to reduce violence at work.

For employers, violence can lead to poor morale and a poor image for the organisation, making it difficult to recruit and keep staff.

It can also mean extra cost, with absenteeism, higher insurance premiums and compensation payments.

For employees, violence can cause pain, distress and even disability or death.

Physical attacks are obviously dangerous, but serious or persistent verbal abuse or threats can also damage employees' health through anxiety or stress.

All staff need to be alert to the potential for aggression and violence, particularly when working alone and away from the office.

The definition of work-related violence that United Guarding Services Ltd uses is as follows:

“Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work”

United Guarding Services Ltd is not an organisation that is prone to threats but in today's society it must be remembered that activist groups, such as those who may disagree with development proposals, may pose a threat.

Any threat should be taken seriously and should be reported to your line manager and recorded on the Accident Report Form so that any necessary action can be taken to safeguard staff.

Staff will be provided with training in dealing with violence and aggression where required.

3.14 Disciplinary Procedure

Policy and Procedures

When there are issues of non-compliance of Health and Safety Regulations United Guarding Services Ltd will investigate them. The Safety Director or a delegated Senior Manager will collate any information, and this will be reviewed, and the appropriate corrective action taken to ensure that there are controls implemented and that the employees are made aware of the situations which are causing concern.

If subsequently, the problems persist then the Company will apply further measures to ensure the Health, Safety and Welfare of all employees and others who may be affected by the actions of those who are not complying with the Health and Safety Regulations.

The employee's attention will be drawn to a situation, which is causing concern in order to give the employee the opportunity to explain and to improve a position. If subsequently, the problem persists then further, more stringent measures may be necessary.

Where United Guarding Services Ltd is dissatisfied with an employee or contractor's performance on Health and Safety grounds they will arrange a formal interview, where the employee can be accompanied by a fellow employee or trade representative.

After considering the details an appropriate admonishment, oral warning, written warning, suspension or dismissal will be issued. Records of the disciplinary actions will be maintained by the Company and available for any appeals or legal actions arising from the issues of non-compliance of Health and Safety legislation.

The following contraventions will result in the offending individual being suspended from work pending an inquiry, which will be supervised by the supervisor:

- ❖ Failure by supervisors to notify and explain to operatives over whom they have charge the controls in force for projects and associated risks and the procedures established for their protection and safety.
- ❖ Working in a manner where safety management controls and requirements are disregarded to such an extent that the activity or action is considered life threatening to the individual, colleagues or third parties.
- ❖ Consumption of or being under the influence of, alcohol or other substances during the course of employment.
- ❖ Malicious misuse of or damage to any items which have been provided to assist in maintaining Health and Safety, Fire Safety or Welfare standards, including:
 - Personal Protective Equipment
 - Fire Safety equipment
 - First aid provisions and facilities
 - Welfare facilities
 - Safety notices, instructions or signs

3.15 Display Screen Equipment

Legislation

[The Management of Health and Safety at Work Regulations 1999.](#)

[The Health and Safety \(Display Screen Equipment\) Regulations 1992.](#)

[The Workplace \(Health, Safety and Welfare\) Regulations 1992.](#)

Sources of Information

[Workplace Health, Safety and Welfare Workplace \(Health, Safety and Welfare\) Regulations 1992 Approved Code of Practice and Guidance.](#)

[Workplace Health, Safety and Welfare A short guide for managers.](#)

[Working with Display Screen Equipment \(DSE\) A brief guide.](#)

[Display Screen Equipment \(DSE\) Workstation Checklist – HSE CK1.](#)

[Ergonomics and Human Factors at Work – A brief guide.](#)

Policy and Procedures

Display screen equipment (DSE) is not a health risk in itself, but problems can arise in the way that it is used. It is the policy of United Guarding Services Ltd to adhere to the requirements of the Regulations. To do this United Guarding Services Ltd will ensure that the following have been carried out or are planned:

- ❖ All Display Screen Equipment (DSE) users as defined in the Regulations will be identified by the Office Manager to the Safety Director.
- ❖ Any risks to health or safety associated with display screen work will be assessed and the assessment will be kept under review.
- ❖ The risk assessments will be carried out by the DSE users themselves using a “[HSE CK1 Display Screen Equipment Self-Assessment Checklist](#)” which will be reviewed by the appointed Health and Safety Consultancy. Any risks that are identified will be remedied within a reasonable time.
- ❖ The work of every DSE user will be planned by the user and by the appointed Health and Safety Consultancy to enable them to have adequate flexibility and mobility including such change from DSE work as to minimise the risk of fatigue.
- ❖ Every DSE user will receive basic health and safety training / instruction to enable them to plan their work and adjust their workstation to minimise any risk to health or safety.
- ❖ All DSE users have a right to eye and eyesight tests at the expense of the Company.
- ❖ Those users found to require sight correction for DSE work will have the basic cost of only that correction provided by the Company.
- ❖ United Guarding Services Ltd will provide suitable adjustable chairs and properly designed desks to enable the correct layout of all DSE and associated equipment, the appointed Health and Safety Consultancy will be consulted in the selection and layout of the workstation equipment.
- ❖ Employees are encouraged to report to the Office Manager - Site Manager any concerns or discomfort associated with their workstations.

3.16 Driving Company Vehicles

Legislation

[The Road Traffic Act 1972 \(as amended 1988\).](#)

[The Motor Vehicles \(Wearing of Seat Belts\) \(Amendment\) Regulations 2006.](#)

[The Management of Health and Safety at Work Regulations 1999.](#)

Sources of Information

[Driving at Work, Managing Work Related Road Safety.](#)

[Managing for Health and Safety.](#)

[Plan, Do, Check, Act An introduction to Managing for Health and Safety.](#)

[Using a phone, sat nav or other device when driving - GOV.UK](#)

[Using mobile phones when driving | Police.uk](#)

Policy and Procedures

The Company acknowledges its responsibilities under the Road Traffic Act 1972 (as amended 1988) and any other relevant statutory obligations or official guidance. This section addresses driving on the public highways; driving vehicles on United Guarding Services Limited or Customers premises is detailed in Workplace Transport and Pedestrian Segregation.

The Company will ensure that all employees have sufficient time for their journey, including time for regular breaks on longer journeys. Employees are encouraged to contact the Office and or Project Manager if they have concerns about being able to drive safely, for example: if they are fatigued or if weather conditions are considered to be dangerous.

The Company will ensure that no driver is compelled to drive when it is not safe to do so. Driver's competency is assessed either prior to or at the interview stage and in all cases prior to the allocation of driving tasks. Employees are not permitted to drive whilst on a course of medication which may impair their judgment.

The Company ensures all drivers possess a driving licence relevant to the vehicle they will be driving. Any such company vehicles are supplied fit for the purpose and maintained in accordance with the manufacturer's specification. Any reported defects are rectified promptly.

Where employees are required to drive between Company offices and its client's locations, hands free kits should be used, and employees made aware they must **NEVER** make or receive calls from the handset whilst driving.

It became illegal, as of 1st March 2017, to use a hand-held mobile phone whilst driving and whilst stationery with the engine running.

You can get 6 penalty points and a £200 fine if you use a hand-held phone when driving. You'll also lose your licence if you [passed your driving test in the last 2 years](#).

You can get 3 penalty points if you don't have a full view of the road and traffic ahead or proper control of the vehicle.

- ❖ Comply with New Driving Rules for 2022. <https://www.gov.uk/government/news/the-highway-code-8-changes-you-need-to-know-from-29-january-2022>

3.16.1 Electric & Hybrid Vehicles

The Company understands whilst general Health & Safety legislation still applies, Electric and Hybrid vehicles introduce hazards into the workplace. Several EV-specific risks must be managed.

- ❖ High Voltage: EVs operate at significantly higher voltages (up to 650V DC) than conventional vehicles (12/24V DC), posing a fatal electric shock risk.
- ❖ Retained Charge: Components can retain dangerous voltage even when the vehicle is switched off or isolated.
- ❖ Charging Equipment: Damaged charging cables, connectors, or equipment increase the risk of electric shock. All equipment must be regularly inspected and maintained.
- ❖ Lithium-ion Batteries: Damaged, overheated, or incorrectly modified lithium-ion batteries can catch fire and burn intensely at high temperatures, releasing toxic gases.
- ❖ Challenging to Extinguish: EV fires can be difficult and time-consuming for emergency services to extinguish due to thermal runaway (fire spreading between battery cells) and may re-ignite hours later.
- ❖ Charging Locations: Charging points should be subject to a fire risk assessment and installed in locations that minimize risk (Away from combustible materials and fire escape routes).
- ❖ Silent Operation: EVs make very little noise when moving at low speeds, which can pose a hazard to pedestrians or workers in shared spaces such as car parks.
- ❖ Unexpected Movement: Magnetic forces within the motors can cause the vehicle to move unexpectedly.
- ❖ Remote Keys: "Smart keys" should be kept a safe distance away from the vehicle (or in a signal-blocking pouch) to prevent accidental power-up or movement.

The Company will outline clear procedures and requirements based on the type of interaction employees have with the EVs:

- ❖ Training and Competency: Provide appropriate driver training and only suitably qualified personnel should work on high-voltage systems.
- ❖ Risk Assessments: Conduct specific risk assessments for all EV-related activities, including driving, charging, and maintenance.

Safe Working Procedures:

- ❖ Always follow manufacturer's instructions for operation, charging, and maintenance.
- ❖ Visually check vehicles and charging equipment for damage before use.
- ❖ For maintenance, isolate the high-voltage battery system according to manufacturer guidelines and use insulated tools and personal protective equipment (PPE).
- ❖ Establish clear protocols for handling damaged vehicles, including post-accident monitoring for potential fire risks.

Workplace Environment:

- ❖ Ensure proper fire detection and provide suitable firefighting equipment (e.g., EV fire blankets).
- ❖ Manage charging cables to prevent trip hazards.

3.17 Electrical Safety

Legislation

[The Electricity at Work Regulations 1989.](#)

[HSE Web-Portal Electrical standards and approved codes of practice.](#)

Sources of Information

[The Electricity at Work Regulations 1989 Guidance on Regulations.](#)

[Electricity at Work: Safe Working Practices.](#)

[Maintaining Portable Electrical Equipment.](#)

[Maintaining Portable Electric Equipment in Low-Risk Environments.](#)

[Electrical Safety and You – A Brief Guide.](#)

[HSE Web-Portal Electrical Safety at Work.](#)

Policy and Procedures

Fixed Installations

All fixed installation electrical systems (electrical systems from the main electrical intake through to switchboards and wall sockets) are subject to a five-yearly test of all wiring under the IET Wiring Regulations and will subsequently be carried out by qualified electrical contractors who are members of NICEIC or the ECA.

No live electrical working will be carried out without appropriate safe systems of work and permits to work are in place.

Portable Appliance Testing (PAT)

All portable electrical appliances (any electrical appliance with a connection lead and a plug) are tested annually as part of a PAT testing programme undertaken carried out by qualified electrical contractors who are members of NICEIC or the ECA.

Low risk desktop equipment such as computers and monitors will be inspected periodically and tested approximately every four years unless they have been replaced.

Personal Electrical Appliances

Personal equipment such as electric kettles, heaters and music systems is not permitted to be used within the working environment by employees.

All equipment that is authorised to be used will be subject to the arrangements for safety testing and inspection set out below.

It is the responsibility of the Office Manager to ensure that suitable PAT testing and maintenance records are retained.

3.18 Emergency Procedures

Legislation

[HSE Web-Portal Emergency Procedures.](#)

[The Management of Health and Safety at Work Regulations 1999.](#)

[The Dangerous Substances \(Notification and Marking of Sites\) Regulations 1990.](#)

[The Dangerous Substances \(Notification and Marking of Sites\) Regulations 1990 A brief guide on an amendment to the Regulations 2013.](#)

Policy and Procedures

United Guarding Services Ltd will prepare written emergency procedures for reasonably foreseeable incidents.

Where a potential emergency incident is identified, procedures will be developed. This could include procedures in the event of a bomb threat, explosions, chemical or fuel/oil spillages, serious accidents or external incidents.

All employees will be informed, instructed and, where necessary, trained in the emergency procedures. These procedures will be practised regularly, and records will be maintained.

Appointed persons will be identified to take control in the event of an emergency incident.

3.19 Environmental Management

Sources of Information

[Waste management plan for England](#)

[Defra position statement on Environmental Management Systems.](#)

[Site Waste – It's Criminal A simple guide to Site Waste Management Plans.](#)

Policy and Procedures

United Guarding Services Ltd acknowledges that in April 2008 the [Department for Environment Food and Rural Affairs "Defra" produced a position statement on Environmental Management Systems.](#)

The position statement outlines the benefits of implementing an environmental management system (EMS) and the role an EMS can play in helping business and the public sector reduce their environmental Impacts, achieve cost savings, comply with legislation and demonstrate their commitment to securing continuous performance improvement.

Site Waste Management

United Guarding Services Ltd is committed to effectively managing all their activities' environmental aspects through compliance with legislation and company policy.

United Guarding Services Ltd is in the process of developing their internal EMS.

3.20 Equal Opportunities

Legislation

[The Sex Discrimination Act 1975 \(Amendment\) Regulations 2003.](#)

[The Race Relations Act 1976 \(Amendment\) Regulations 2003.](#)

[The Disability Discrimination Act 1995 \(Amendment\) Regulations 2003.](#)

[The Equal Pay Act 1970 as amended by the Equal Pay \(Amendment\) Regulations 1983.](#)

[The Employment Rights Act 1996](#)

Sources of Information

[HSE Web-Portal Equality.](#)

[Dress Codes and Sex Discrimination – What you need to know.](#)

[HSE Web-Portal Equality and Diversity.](#)

Policy and Procedures

United Guarding Services Ltd acknowledges its responsibilities as an equal opportunities employer and as such it is company policy to treat all employees and job applicants fairly and equally regardless of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability or union membership status.

Furthermore, United Guarding Services Ltd will ensure that no requirement or condition will be imposed without justification which could disadvantage individuals purely on any of the above grounds.

This policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.

United Guarding Services Ltd will regularly review its procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual abilities and merits.

United Guarding Services Ltd is committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective.

The overall responsibility for the policy lies with the Safety Director. However, all employees are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity. Any act of discrimination by employees or any failure to comply with the terms of the policy will result in disciplinary action.

[HSE Worker Protection Act Update on Sexual Harassment](#)

The HSE worker protection act, specifically the Worker Protection (Amendment of Equality Act 2010) Act 2023, has a new duty on employers to prevent sexual harassment, effective from October 26, 2024. This duty requires employers to take reasonable steps to anticipate and prevent sexual harassment, including harassment from third parties, and to respond effectively to complaints to eliminate such behaviour.

Employers are now legally obligated to take reasonable steps to prevent sexual harassment in the workplace.

This duty extends to harassment by customers, clients, or other third parties.

Employers need to proactively assess risks and take steps to prevent harassment before it happens.

Statement of Policy

United Guarding Services Ltd is committed to a comprehensive policy of equal opportunities for all full-time, part-time and fixed term contract status, regardless of age, sexual orientation, country of birth or religion.

United Guarding Services Ltd aims to:

- ❖ Ensure that individuals are recruited, selected, assessed, promoted and treated fairly on the basis of their relevant merits and abilities.
- ❖ Recognise that an effective equal opportunities policy contributes to its long-term success and competitiveness and is committed to a programme of action to implement this policy.
- ❖ Ensure that no job applicant, potential or existing or member of staff, in any employment designation, receives less favourable treatment on the grounds of:
 - Gender
 - Marital status
 - Disability
 - Cultural background
 - Creed, nationality, ethnic or class origins
 - Age
 - Being lesbian, gay or bisexual, or
 - On any other grounds not relevant to good employment and learning practice

Note: This might include an offending background that does not create risk to children or vulnerable adults.

3.21 Fire Safety Precautions

Legislation

[The Fire Safety Act 2021.](#)

[Fire Safety \(England\) Regulations 2022.](#)

[The Regulatory Reform \(Fire Safety\) Order 2005.](#)

[Fire Safety: Guidance for those with Legal Duties.](#)

[The Dangerous Substances and Explosive Atmospheres Regulations 2002.](#)

Sources of Information

[Introduction to fire safety - HSE](#)

[Fire Safety in Construction.](#)

Fire Policy and Procedures

United Guarding Services Ltd will ensure that a suitable and sufficient fire risk assessment will be carried out and afterwards will be kept under review by the appointed Health and Safety Consultancy in conjunction with the Safety Director or his / her Deputy.

A Fire Logbook will be provided. The Office Manager and or the Contract Manager have the responsibility to ensure that this is kept up to date.

When the building assembly point has been agreed and marked, fire emergency procedures will be drawn up and instructions will be displayed. Fire safety induction will be arranged for all new employees and delivered on the day employment commences or as soon as practicably possible thereafter by the Office Manager or other competent person.

All employees will receive fire safety training at least once every year. The Safety Director has the responsibility to ensure that this is regularly carried out by a competent person.

The Office Manager and or the Contract Manager will have the responsibility for maintaining the records in the Fire Logbook.

A fire evacuation drill will be held at least twice a year, and the results will be recorded in the Fire Logbook. The Safety Director and or approved Health and Safety Consultancy will have the responsibility for arranging the Fire Drill.

The Office Manager and or the Site Manager have the responsibility for maintaining the fire drill records in the Fire Logbook.

Fire extinguishers have been provided and will be inspected annually and maintained in operative condition by a competent service provider. The Office Manager and or the Site Manager has the responsibility for maintaining the records in the Fire Logbook.

The Office Manager and or the Contract Manager have the responsibility to ensure that weekly checks are made of all fire safety including:

- ❖ Extinguishers are in place and unused.
- ❖ Test fire alarm – warning system is operable and audible.
- ❖ Fire safety directional signage is visible and in place.
- ❖ Emergency exit routes clear of obstructions.
- ❖ All weekly tests to be recorded in the Fire Logbook.

3.22 First Aid Provision

Legislation

[The Health and Safety \(First Aid\) Regulations 1981.](#)

Sources of Information

[First Aid at Work the Health and Safety \(First-Aid\) Regulations 1981 Approved Code of Practice and Guidance.](#)

[First Aid at Work Your Questions Answered.](#)

[HSE Web-Portal Advice for Managers On Mental Ill Health Conditions.](#)

Policy and Procedures

United Guarding Services Ltd will ensure that wherever appropriate the Safety Director or his / her Deputy will appoint a fully trained First Aider in accordance with an assessment of the overall risk and general layout of the building or site project.

The appointed First Aider will then be responsible for maintaining first aid supplies and checking the first aid box once a month.

The location of the First Aid equipment and names of First Aider(s) will be publicised all employees, visitors and contractors using the premises.

The Company is aware that mental health problems may affect their workforce and has considered providing training to support their members of staff.

A Mental Health First Aider (MHFAider) is a trained person who can recognize signs of mental health struggles, offer initial non-judgmental support, and guide individuals toward professional help, much like physical first aiders help with injuries; they are not therapists but provide crucial first-line support, reduce stigma, and promote wellbeing in workplaces by starting conversations and signposting resources like self-help, therapy, or support groups, often after completing certified courses in Mental Health First Aid

3.23 Health and Safety Policy

Legislation

[Health and Safety at Work etc. Act 1974.](#)

[The Management of Health and Safety at Work Regulations 1999.](#)

All associated legislative and regulative requirements.

Sources of Information

[Leading Health and Safety at Work - Actions for Directors, Board Members, Business Owners and Organisations of all Sizes.](#)

[Health and Safety Regulation A short guide.](#)

[HSE Web-Portal Controlling the Risks In The Workplace.](#)

[Workplace Transport Safety A Brief Guide.](#)

[HSE Web-Portal Risk Assessments.](#)

[Consulting Employees on Health and Safety A Brief Guide to the Law.](#)

[HSE Web-Portal Health and Safety at Work etc Act 1974.](#)

Policy and Procedures

United Guarding Services Ltd will ensure that under its duty of care, the company Health and Safety Policy will be reviewed annually to ensure that it remains effective and legislatively compliant.

A copy of the health and safety policy will be issued to all employees and an issue receipt obtained to confirm it has been read and retained on file. A copy of the Policy Statement will be prominently displayed in all places of work where their employees or others under their duty of care may be.

The policy will be amended when required and all employees informed of any such amendments.

A copy of the Health and Safety Policy will be available to all employees in soft as well as hard (printed) copy.

The Health and Safety Policy statement will be displayed on all health and safety notice boards.

United Guarding Services Ltd will review this health and safety policy in the event of but not confined to:

- ❖ Company taking on new activities
- ❖ New or revised legislation that may affect this policy
- ❖ Accident, incident or near miss with the potential for serious consequences
- ❖ Any advances in the understanding and recognition of health and safety hazards
- ❖ Otherwise on a regular basis, i.e., every 12 months

Note: all reviews of this policy should be recorded and signed off on an amendment sheet attached within this policy document on an annual basis.

3.24 Hired & Contracted Labour

Legislation

[Health and Safety at Work etc. Act 1974.](#)

[The Management of Health and Safety at Work Regulations 1999.](#)

Sources of Information

[Use of Contractors A Brief Guide.](#)

Policy and Procedures

United Guarding Services Ltd acknowledges its responsibilities under the Health and Safety at Work Act 1974 to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, a safe place of work.

To do this United Guarding Services Ltd acknowledges that:

- ❖ Host employers all take responsibility for the safety of on-hired workers.
- ❖ All employers have a duty of care to individuals, staff, contractors or third parties in the workplace.
- ❖ It is a legal requirement that organisations document workplace health and safety risks and record the procedures taken to reduce or eliminate those risks.
- ❖ United Guarding Services Ltd will take all reasonable action to establish that the workplace and its operations are safe before workers are placed with a client.
- ❖ United Guarding Services Ltd will ensure that all contracted and hired labour receives suitable and sufficient: New Employee Health and Safety, Fire Safety, Site Specific and where appropriate Job Specific Induction and Training.
- ❖ The Operations or Contract Manager has the responsibility to ensure that copies of all induction and training records are retained in the individual employees personnel file and where necessary, the Fire Logbook.
- ❖ United Guarding Services Ltd will continue monitoring workers safety throughout the term of their placement.

3.25 Home Working

Legislation

[The Management of Health and Safety at Work Regulations 1999.](#)

[The Workplace \(Health, Safety and Welfare\) Regulations 1992.](#)

Sources of Information

[Workplace Health, Safety and Welfare. Workplace \(Health, Safety and Welfare\) Regulations 1992. Approved Code of Practice and Guidance.](#)

[HSE Web-Portal Home Working The Basics for Employers.](#)

[Homeworkers Guidance for Employers on Health and Safety.](#)

Policy and Procedures

United Guarding Services Ltd acknowledges its responsibilities under the Health and Safety at Work etc. Act 1974 (HSWA) which places duties on employers, self-employed people and employees, as well as its duty to protect the health, safety and welfare of their employees, including home workers.

Most of the Regulations made under the HSWA apply to home workers as well as to employees working at an employer's workplace. These include:

- ❖ [The Management of Health and Safety at Work Regulations 1999](#)
- ❖ [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#)
- ❖ [The Manual Handling Operations Regulations 1992](#)
- ❖ [The Provision and Use of Work Equipment Regulations 1998 \(PUWER\)](#)
- ❖ [The Control of Substances Hazardous to Health Regulations 2002 \(as amended\) \(COSHH\)](#)

United Guarding Services Ltd will ensure that a Risk Assessment is carried out for all employees required to work from home, taking into the regulations detailed above together with any other Work Equipment which may be used.

In most cases it is recognised that home workers will be able to help United Guarding Services Ltd in identifying hazards they may be exposed to, but in some cases, it may be necessary for the Risk Assessment to be carried out in the home.

As in the workplace, any accidents, incidents or near misses occurring whilst working from home should be reported to United Guarding Services Ltd Office Manager and or the Contract Manager so that working practices, or the Risk Assessment may be amended accordingly.

Provisions contained within the Workplace (Health, Safety and Welfare) Regulations 1992 such as heating, lighting and welfare facilities do not apply to domestic premises and will therefore not need to be included in the Risk Assessment.

3.26 Housekeeping and Site Tidiness

Policy and Procedures

United Guarding Services Ltd has a strict policy to ensure that housekeeping and tidiness are considered at the highest possible level at all times and at all stages of the work.

The very best of co-operation is expected between United Guarding Services Ltd and their customers at all times. Waste material, especially combustible material, will be controlled and either deposited in an agreed area, or removed from site. Spillages of oil, diesel and other substances will be dealt with immediately.

Tidiness is one of the foundation stones of safety and good environmental practice. Many accidents are caused through people tripping, slipping and falling over materials and equipment which should not have been left lying around. A great deal of environmental problems could be avoided if materials were disposed of properly instead of being allowed to escape into the surrounding area.

The following list which should be considered at all times and in all work, environments including but not limited to:

- ❖ Do not leave rubbish lying about - clean up as you go.
- ❖ Ensure all waste is disposed of in the correct skip / bin.
- ❖ Do not obstruct gangways, aisles or stairways with tools or materials.
- ❖ Make sure that spilled oil, grease or liquids are cleaned up from floors and the contaminated clean up material is disposed of in the correct skip / bin.
- ❖ When clearing up, make sure the refuse disposal point is in a safe position and all waste containers are clearly marked for their contents.
- ❖ An accumulation of waste material provides a good starting point for fire. Do not let it happen.
- ❖ Ensure the waste disposal area is kept tidy and containers are removed in adequate time to prevent spillage.
- ❖ Proper waste disposal is an integral part of good housekeeping.
- ❖ Not only does this improve tidiness but it also improves safety and reduces the likelihood of pollution occurring and of individuals being fined.

3.27 Induction of Employees and Staff

Legislation

[Health and Safety at Work etc. Act 1974.](#)

[The Management of Health and Safety at Work Regulations 1999.](#)

Sources of Information

[The Right Start Work Experience for Young People: Health and Safety Basics for Employers.](#)

[HSE Web-Portal Advice for Young People at Work.](#)

Policy and Procedures

United Guarding Services Ltd acknowledges its responsibilities under the Health and Safety at Work etc. Act 1974 to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the Health and Safety at work of its employees. United Guarding Services Ltd has also identified as part of its Risk Assessment process that new employees may be especially at risk and has developed Induction Training to:

- ❖ Provide new employees with the information necessary for safety in respect of the hazards that may be encountered at various stages of development through to full job competence.
- ❖ Introduce new employees to the culture of the organisation and the emphasis United Guarding Services Ltd places on Health and Safety.

Information provided before starting work includes but is not limited to:

- ❖ Emergency procedures including information on knowing the means of escape from the place of work, the action to take in the event of a fire, the location of their designated fire assembly point and the names of the Fire Wardens for the areas in which they are to work.
- ❖ First aid facilities, incident and accident reporting, the hazards and risks in the department/job as identified by the Risk Assessment along with the control measures to be implemented.
- ❖ Where to obtain help or advice, any limitations on what they may or may not do or where they may be prohibited from going with reasons why.
- ❖ Locations of welfare facilities such as toilets, washing facilities and places to eat and rest.

Any Personal Protective Equipment as required by the Risk Assessment will be issued along with information and instruction on its correct use.

All new employees are to receive a full safety induction on their first day of work and will not undertake any work until this has been completed and recorded by the Operations or Contract Manager.

3.28 Insurance

Policy and Procedures

In recognition of its statutory and common law duties United Guarding Services Ltd has taken out insurance with an approved insurer, with such certificate of insurance being prominently displayed so as to be available for inspection at all reasonable times by employees and regulatory authorities i.e., Health and Safety Inspectors.

3.29 Internal Health and Safety Communications

Policy and Procedures

United Guarding Services Ltd will ensure that to the best of its ability and where practicably possible all relevant safety information will be provided and displayed at all workplaces where employees are located. This will include but not be limited to:

- ❖ H&S Policy
- ❖ HSE Law poster
- ❖ Employer's Liability insurance certificate
- ❖ Fire safety instructions and plans
- ❖ Environmental Policy, Instructions and Plans
- ❖ Names of Fire Wardens and First Aiders
- ❖ Other safety instructions relevant to that workplace
- ❖ Risk Assessment and Method Statements
- ❖ Safe Systems of Working
- ❖ Permits to Work
- ❖ Training Certifications and Qualifications

Essential Information and Feedback

The various meetings, such as the six-monthly Health and Safety Meetings, Client Meetings, Team Briefings, Induction Meetings and Toolbox Talks etc. will also be used to help disseminate essential health and safety information throughout the organisation.

It is important to solicit information from the workforce and receive feedback on health and safety issues.

Those chairing any of the aforementioned meetings will ensure that sufficient time is taken during these meetings to enable significant points to be raised and discussed.

Minutes of all meetings will be recorded and then distributed to all appropriate persons.

3.30 Legionella

Legislation

[Legionnaires' Disease The Control of Legionella Bacteria in Water Systems Approved Code of Practice and Guidance on Regulations.](#)

[Control of Substances Hazardous to Health The Control of Substances Hazardous to Health Regulations 2002 \(as amended\) Approved Code of Practice and Guidance.](#)

Sources of Information

[HSE Web-Portal Legionella and Legionnaires' Disease.](#)

Policy and Procedures

United Guarding Services Ltd will ensure that the risks associated with Legionella proliferation are prevented or controlled as far as is reasonably practicable.

This will be achieved by a process of risk assessment for the properties where United Guarding Services Ltd have maintaining and repairing responsibilities. Managers with responsibility for buildings will be the person(s) appointed with managerial responsibility for controlling Legionella.

The responsible Operations Manager and or Contract Manager will:

- ❖ Identify and assess sources of risks
- ❖ Implement, manage and monitor precautions
- ❖ Prepare schemes including maintenance for preventing and controlling risks
- ❖ Keep records

The Operations Manager and or Contract Manager must consult the Safety Director in relation to all Legionella related risks.

In all cases where Legionella proliferation may be encountered Platinum SML the appointed Health and Safety Consultants will be contacted to ensure that suitable and sufficient tests and assessments are undertaken before any work commences.

Where Legionella proliferation has been proved positive Platinum SML will ensure that adequate risk assessments, safe systems of working and all necessary control measures are in place and communicated to all appropriate operatives before any work commences.

Platinum SML will be the initial point of contact throughout any works where Legionella has been proved positive.

3.31 Lone Working

Legislation

[The Management of Health and Safety at Work Regulations 1999.](#)

[The Workplace \(Health, Safety and Welfare\) Regulations 1992.](#)

Sources of Information

[Workplace Health, Safety and Welfare. Workplace \(Health, Safety and Welfare\) Regulations 1992. Approved Code of Practice and Guidance.](#)

[Protecting Lone Workers How to manage the risks of working alone.](#)

[Violence at Work A Guide for Employers.](#)

[Managing for Health and Safety.](#)

[HSE Web-Portal Managing Risks and Risk Assessment at Work.](#)

Policy and Procedures

Whilst there is no legal prohibition on “Lone Working”, United Guarding Services Ltd acknowledges its broad responsibilities under the Health and Safety at Work etc. Act 1974 together with The Management of Health and Safety at Work Regulations 1999 and its Approved Code of Practice in addition to any other relevant statutory obligations or official guidance.

United Guarding Services Ltd will ensure that Lone Working activities are assessed and avoided wherever possible and never carried out by anyone with a medical history of epilepsy, prone to asthma attacks or suffering from a heart condition.

All Lone Working activities are continually monitored and reviewed so that risks are kept as low as is reasonably practicable, with appropriate communications in place and tested at regular intervals.

Where Security Officer or other direct employees may be subject to lone working practices (on unmanned sites, construction sites etc.) assignment instructions will reflect this fact, and a suitable and sufficient risk assessment is drawn up and communicated to all Security Officers and other appropriate employees.

The Operations or Contract Manager is responsible for ensuring that copies of all risk assessments are maintained in the appropriate customers File.

3.32 Manual Handling

Legislation

[The Management of Health and Safety at Work Regulations 1999.](#)

[Manual Handling Operations Regulations 1992 \(as amended\) \(MHOR\).](#)

[Manual handling. Manual Handling Operations Regulations 1992. Guidance on Regulations L23.](#)

Sources of Information

[Manual Handling at Work A brief guide.](#)

[Manual Handling Assessment Charts \(the MAC tool\).](#)

[Making the Best Use of Manual Handling Aids.](#)

[Assessment of Repetitive Tasks \(ART\) tool.](#)

[RAPP Tool Pushing and Pulling Loads.](#)

[Managing Upper Limb Disorders in the Workplace A brief guide.](#)

Policy and Procedures

United Guarding Services Ltd acknowledges its responsibilities under The Manual Handling Operations Regulations 1992 and any other relevant statutory obligations or official guidance and will avoid wherever possible the need for any type of manual handling that exposes an employee to a risk of injury. To this end, United Guarding Services Ltd will:

Identify any manual handling operation where there is a risk of injury to any employee. This responsibility lays both with the employee the Operations Manager and or Contract Manager.

Identify and implement any reasonably practicable means of avoiding the operation. Use alternative equipment that has been provided to eliminate manual handling where possible.

Where the operation cannot be avoided, the Company will ensure that a competent assessment of the risks has been carried out by the appointed Health and Safety Consultancy, the purpose being to identify any measures that can be taken to control the risks. The assessments will be recorded and will be kept under review and revised as necessary. The records will be held by the Contract Manager in the Health and Safety File.

Measures required to control any risks will be taken as far as reasonably practicable. Employees will be given information on the load to be handled, in order to enable them to plan the operation.

Note: An example of the United Guarding Services Ltd Manual Handling Operations Checklist template may be found at Appendix D of this policy document.

The Company will keep under review any accidents or incidents related to manual handling and will take remedial action accordingly. This may include the re-training of specific employees in safe handling procedures.

It is the duty of all employees to make full and proper use of safe systems of work and any equipment provided for safety in any handling operation.

The Operations Manager and or Contract Manager will ensure that a suitable and sufficient Risk Assessment is drawn up, communicated to the employee and copies kept by United Guarding Services Ltd. The Operations Manager and or Contract Manager are responsible for ensuring that copies of all Risk Assessments are maintained in the appropriate customers File.

3.33 New and Expectant Mothers at Work

Legislation

[The Management of Health and Safety at Work Regulations 1999](#)

[The Sex Discrimination Act 1975](#)

Sources of Information

[New and Expectant Mothers – HSE Web-Portal](#)

[Protecting pregnant workers and new mothers - HSE](#)

[Advisory Committee on Dangerous Pathogens - Infection Risks to New and Expectant Mothers in The Workplace a Guide For Employers](#)

Policy and Procedures

United Guarding Services Ltd accept that Pregnancy is not an illness. It is part of everyday life, and its health and safety implications can be adequately addressed by normal health and safety management procedures. Being pregnant or a new mother should not prevent women from working and developing their career.

The expectant mother has a duty to herself and to her employer to inform her employer in writing that she is pregnant at the earliest possible time.

United Guarding Services Ltd can ask for written medical evidence to confirm this information, and the employee has a duty to provide it without delay.

Upon receipt of this written medical evidence The Office Manager or appointed person will conduct a specific risk assessment in keeping with:

- ❖ The requirements of “New and Expectant Mothers Who Work INDG373”.
- ❖ Take into account any medical advice the employee has been given by the employees Doctor or Medical Advisor.
- ❖ Any specific risks to females of childbearing age who could become pregnant.
- ❖ Any risks to new and expectant mothers.

The employee and her colleagues will be informed of any risks that are identified in the assessment process, this information will include what is being proposed to reduce, remove or control the risks.

The Office Manager or appointed person will ensure that suitable, sufficient and continual monitoring of the employees’ situation is carried out in a sympathetic and systematic way, in accordance with “New and Expectant Mothers Who Work INDG373” and work patterns and processes revised accordingly.

3.34 Noise

Legislation

[The Control of Noise at Work Regulations 2005](#)

[Health and Safety at Work etc. Act 1974.](#)

[The Management of Health and Safety at Work Regulations 1999.](#)

Sources of Information

[Noise at Work – A brief guide to controlling the risks.](#)

Policy and Procedures

United Guarding Services Ltd acknowledges its responsibilities under The Control of Noise at Work Regulations 2005 and any other relevant statutory obligations or official guidance and in order to comply with our legal duties to protect personnel from exposure to damaging levels of noise, the following action will be taken:

A risk assessment will be carried out by the appointed Health and Safety Consultancy wherever the noise exposure is likely to reach or exceed daily or weekly levels of 80 dB(A) (decibels A-weighted for sensitivity of the ears to higher pitch).

Where the lower exposure limit value of 80 dB(A) is reached, hearing protectors will be made available upon request.

The risk assessment may not necessarily include noise measurement, particularly if the noise will be of short duration. In these cases, it will be assumed that the noise is damaging, and suitable hearing protection will be provided and worn.

Where it is possible to control noise levels at source, e.g., by locating equipment such as air compressors away from work areas or inside insulated rooms, this will be done.

Areas assessed as being at or above the upper exposure action value of 85 dB(A) will be designated a Hearing Protection Zone and signposted accordingly.

All personnel potentially at risk from exposure to noise will be provided with instruction and training to enable them to understand the risk and the measures to be taken to minimise it.

Noise assessment records will be held by the Contract Manager, and the noise assessment will be reviewed annually and repeated if there have been any significant changes such as the installation of additional machinery, repositioning of machinery or significant change in usage of noisy machinery.

Hearing protection and the correct use of ear defenders and understanding of safety signs will be included in toolbox talks given to employees by the contracted health and safety consultancy.

3.35 Occupational Health

Legislation

[The Workplace \(Health, Safety and Welfare\) Regulations 1992](#)

[HSE Web-Portal Occupational Health](#)

Sources of Information

[Workplace Health, Safety and Welfare. Workplace \(Health, Safety and Welfare\) Regulations 1992. Approved Code of Practice and Guidance](#)

[Workplace Health, Safety and Welfare A short guide for managers.](#)

Policy and Procedures

To emphasise its commitment to the health and welfare of its staff, United Guarding Services Ltd may utilise the services of a specialist for any or all of the following functions:

- ❖ Carry out necessary medical screening for any staff working with processes, materials or substances that require them to receive medical supervision.
- ❖ Provide advice and training on ergonomics, especially relating to manual handling.
- ❖ Carry out environmental surveys and risk assessments and to provide advice on issues relating to workplace ergonomics, occupational hygiene and safety. This work can be often undertaken in conjunction with the Operations or Contract Manager.
- ❖ Supervise the first aiders, and co-ordinate first aid training and the provision of first aid supplies.
- ❖ Monitor sickness absence and provide sickness absence statistics, counselling and advice to managers and individuals.
- ❖ Offer counselling support for staff as appropriate.
- ❖ Carry out pre-employment screening by medical questionnaire, interview and medical examination where appropriate.
- ❖ Give general medical and health advice and information to all members of staff when requested.
- ❖ Advise HR and line managers in the event of illness on the fitness to return to work and/or rehabilitation needs of individuals. Assist those individuals when they return to work to enable them to settle into their work pattern with minimum stress and disruption.
- ❖ Carry out random testing for drug and alcohol abuse or after an accident.

3.36 Occupational Health Surveillance

Legislation

[The Workplace \(Health, Safety and Welfare\) Regulations 1992](#)

[HSE Web-Portal Occupational Health](#)

Sources of Information

[HSE Web-Portal COSHH Health Surveillance.](#)

[HSE Web-Portal Health Surveillance and Occupational Health.](#)

Policy and Procedures

United Guarding Services Ltd acknowledges that certain occupational activities present a degree of risk to the individuals involved in them this can be because of substances, processes or materials on the health of those working with them.

For example, individuals handling substances which are controlled under [The Control of Substances Hazardous to Health Regulations 2002 \(as amended\)](#) are required to be medically screened to monitor for harmful effects. United Guarding Services Ltd will carry out such screening where identified as necessary by risk assessments on works undertaken.

Health surveillance is a scheme of repeated health checks which are used to identify ill health caused by work. Health and safety law requires health surveillance when your workers remain exposed to health risks even after you have put controls in place. This is because control measures may not always be reliable, despite appropriate checking, training and maintenance.

Health surveillance schemes should usually be set up with input from a competent occupational health professional.

Health surveillance is not the same as health monitoring, health promotion or health screening. It:

- ❖ Should only be used for workers who need it
- ❖ Provides feedback about actions you may need to take to prevent further harm and protect workers
- ❖ Allows workers to raise concerns about how work affects their health
- ❖ Provides the opportunity to reinforce workers' training and education

Examples of issues where exposure may require health surveillance:

- | | |
|-----------------------------------|--------------------------|
| ➤ Noise | ➤ Asbestos |
| ➤ Hand-Arm & Whole-Body Vibration | ➤ Lead |
| ➤ Solvents | ➤ Work in Compressed Air |
| ➤ Fumes | ➤ Confined Spaces |
| ➤ Dust | ➤ Ionising Radiation |
| ➤ Biological Agents | |

3.37 Personal Protective – Respiratory Protective Equipment

Legislation

[Health and Safety at Work etc. Act 1974.](#)

[The Management of Health and Safety at Work Regulations 1999.](#)

[The Personal Protective Equipment at Work \(Amendment\) Regulations 2022](#)

[Control of Substances Hazardous to Health The Control of Substances Hazardous to Health Regulations 2002 \(as amended\) Approved Code of Practice and Guidance.](#)

[The Control of Noise at Work Regulations 2005](#)

Sources of Information

[Personal Protective Equipment \(PPE\) at Work A brief guide.](#)

[Guidance on Respiratory Protective Equipment \(RPE\) Fit Testing.](#)

[Hand-Arm Vibration at Work A brief guide.](#)

[Noise at Work A brief guide to controlling the risks.](#)

[HSE Web-Portal Respiratory Protective Equipment \(RPE\).](#)

Policy and Procedures

United Guarding Services Ltd acknowledges its responsibilities under the Personal Protective Equipment Regulations 1992 and any other relevant statutory obligations or official guidance.

The Safety Director will in conjunction with the appointed Health and Safety Consultancy identify whether there is a need for the use of Personal Protective Equipment and or Respiratory Protective Equipment (RPE) under any of the above legislation.

The Safety Director will first consider how the risk may be controlled at source and treat the requirement for personal protective equipment and respiratory equipment as a last resort.

The Safety Director will next consider wherever it is reasonably practicable to use more positive and effective means for the task concerned that will reduce the risk to the employee.

Before choosing any PPE or RPE, the Safety Director will ensure that suitable risk assessments have been carried out of the risk to be protected against and of the equipment to be used to protect any individual against that risk.

These risk assessments will be carried out by Platinum SML the appointed Health and Safety Consultancy.

3.38 Plant, Machinery & Equipment

Legislation

[Health and Safety at Work etc. Act 1974.](#)

[The Management of Health and Safety at Work Regulations 1999.](#)

[The Provision and Use of Work Equipment Regulations 1998](#)

[Manual Handling Operations Regulations 1992 \(as amended\) \(MHOR\).](#)

Sources of Information

[HSE INDG229\(Rev2\) - Using Work Equipment Safely](#)

[HSE Web-Portal Equipment and Machinery.](#)

[HSE Web-Portal Work Equipment-Machinery Are You a User?](#)

[Manual Handling at Work A brief guide.](#)

Policy and Procedures

United Guarding Services Ltd will ensure that safe operating procedures are in place for its plant and equipment. These procedures will be managed by the Operations Manager.

All work equipment must be designed and suitable for the purpose for which it is to be used and only used for operations for which it is designed.

United Guarding Services Ltd will ensure that all work equipment and plant is maintained in an efficient state, in working order and in good repair.

Where the equipment has a maintenance log, the log is to be kept up to date. Compliance with [The Provision and Use of Work Equipment Regulations 1998](#) – as reviewed will be the minimum standard required.

The Operations or Contract Manager will ensure that all employees receive all necessary information, instruction and training in the use of work equipment, including where appropriate written instructions.

All commercial vehicles must be subject to regular maintenance and servicing in accordance with the manufacturer instructions and statutory provisions e.g. The Provision and Use of Work Equipment Regulations 1998 – as reviewed.

In addition, all commercial vehicles must be subject to weekly formal inspections by the driver. Any defects identified must be reported to the Operations Manager and the finding and remedial action recorded in the report.

United Guarding Services Ltd will ensure that all plant supplied to operatives is safely maintained and in a fit state i.e., is guarded and equipped with safety devices and tested in accordance with all the current regulations and in the case of electrical equipment has a current electrical test certificate.

To ensure that all unsafe plant defects noticed or brought to their attention are dealt with promptly, dangerous plant should be put out of service until it can be properly repaired by a competent person.

3.39 Protection of the Public

Legislation

[Health and Safety at Work etc. Act 1974](#)

[The Management of Health and Safety at Work Regulations 1999](#)

Sources of Information

[Protecting the Public: Your next move.](#)

[Protecting the public - HSE](#)

Policy and Procedures

United Guarding Services Ltd acknowledges that it must ensure that all reasonably practicable measures are taken to protect the public and others (such as fellow workers, visitors, etc.) at risk of an injury or harm in premises under its direct control.

United Guarding Services Ltd will ensure to the best of their ability that their Head Office building as well as any other buildings they are responsible for will be assessed to ensure as far as is reasonably practicably possible the safety of its users and visitors.

United Guarding Services Ltd accepts that the law says they must conduct their business without putting members of the public at risk and will ensure that they will focus on but not be limited to:

- ❖ Clear access and egress for both able and less able persons
- ❖ Visibly clear and concise directional and emergency signage
- ❖ Unobstructed fire and emergency routes
- ❖ Suitable automatic and manual means of raising the alarm
- ❖ Suitable and sufficient lighting, ventilation and emergency lighting
- ❖ Competent and suitably trained staff to manage visitors to the building
- ❖ Clear transit and working environments free of slip, trip and fall hazards
- ❖ Furniture ergonomically appropriate to the task and workplace
- ❖ Suitable and sufficient welfare and refreshment facilities
- ❖ Suitable and sufficient facilities for vulnerable persons
- ❖ Measures to exclude unauthorised persons

3.40 Purchase Policy

United Guarding Services Ltd has a Health and Safety Purchase Policy that not only takes into consideration the quality of an item in comparison to the cost but also considers the suitability of the item against a number of underlying criteria e.g.

- ❖ Substances used at work.
- ❖ Least hazardous to employees and the environment but performs the task to an acceptable standard.
- ❖ Office furniture / equipment: Ergonomics, fire rating, sustainable resources.
- ❖ Machines: Noise, vibration, usability, ergonomics, suitability for the task, adequate guarding and ease of maintenance.
- ❖ P.P.E. Suitable for the individual, adequate protection, compatible with other P.P.E., complies with standards.

The above list is just an outline of considerations and is not meant to be exhaustive.

3.41 Records and Archiving

United Guarding Services Ltd will ensure that all records will be maintained of all necessary health and safety documentation and should include but not be limited to:

- ❖ The Health and Safety Policy and review dates
- ❖ Procedure documents
- ❖ Risk assessments and method statements
- ❖ COSHH assessments
- ❖ Statutory documentation (asbestos registers, electrical certification etc.)
- ❖ Inspection records
- ❖ Accident Book and accident register
- ❖ Health Surveillance Records
- ❖ Fire Safety Plans of the building
- ❖ Personal Emergency Evacuation Plans (PEEPS)
- ❖ Other relevant health and safety documents specific to the Company
- ❖ Smoking at work
- ❖ Client / Project Specific records

3.42 Risk Assessment

Legislation

[Health and Safety at Work etc. Act 1974.](#)

[The Management of Health and Safety at Work Regulations 1999.](#)

[The Provision and Use of Work Equipment Regulations 1998](#)

[The Lifting Operations and Lifting Equipment Regulations 1998](#)

[Manual Handling Operations Regulations 1992 \(as amended\) \(MHOR\).](#)

[The Control of Substances Hazardous to Health Regulations 2002](#)

[Health and Safety \(Display Screen Equipment\) Regulations 1992](#)

Sources of Information

[Managing for Health and Safety.](#)

[Managing Risks and Risk Assessment at Work.](#)

[Five Steps to Risk Assessment.](#)

Policy and Procedures

It is the policy of United Guarding Services Ltd to be able to demonstrate that all risks arising from work within buildings under their management are progressively assessed and as far as reasonably practicable, controlled.

All significant risks will be recorded, together with the way in which they will be controlled. The records will be reviewed when the risk, task or significant individual changes or at least once a year.

The responsibility for ensuring that risk assessment is carried out falls on the Safety Director who will work with the appointed Health and Safety Consultancy and seek competent assistance where required.

The Operations or Contract Manager will keep copies of all risk assessment records in the customer file and ensure that these risk assessments are suitably communicated to all employees.

The relative importance of risks will be assessed, and precedence will be given to the control of risks where more severe injury is possible or where there is a high likelihood of injury occurring.

United Guarding Services Ltd will communicate with any and all contractors that enter or work within its premises in order to satisfy themselves that any risks have been assessed by the contractors and that safe operating procedures are in place before any work is started.

Note: Examples of the United Guarding Services Ltd COSHH Risk Assessment and Manual Handling Operations Checklist templates may be found at [Appendix C](#) and [Appendix D](#) respectively of this policy document.

Note: Risk assessments must only be undertaken by a trained competent person!

3.43 Safe Place of Work

Legislation

[The Health and Safety \(Safety Signs and Signals\) Regulations 1996](#)

Sources of Information

[HSE INDG417\(Rev1\) - Leading Health and Safety at Work. Leadership Actions for Directors and Board Members](#)

[HSE L64\(third edition\) Published 2015 - Safety Signs and Signals. The Health and Safety \(Safety Signs and Signals\) Regulations 1996. Guidance on Regulations](#)

[HSE HSG65\(Third edition\) - Managing for Health and Safety](#)

[HSE HSG151\(Second edition Published 2009\) - Protecting the Public. Your next move](#)

Policy and Procedures

United Guarding Services Ltd will make adequate arrangements to ensure that:

- ❖ All workplaces are maintained in a clean and safe condition.
- ❖ A safe means of access and egress from all workplaces, including separate pedestrian and vehicular access, where practicable, is provided.
- ❖ All workplaces have suitable arrangements for the storage and use of hazardous substances.
- ❖ A Safe System of Work is identified (method statements,) particularly where a risk assessment has identified a hazard that cannot, so far as is reasonably practicable, be eliminated.
- ❖ Where tasks require access to hazardous areas or present potential serious risks (e.g., hot works or close proximity to high voltage electricity), Permits to Work must be used.
- ❖ All activities are undertaken by competent and appropriately certified contractors or employees.

3.44 Smoking at Work

Legislation

[The Smoke-free \(Premises and Enforcement\) Regulations 2006](#)

[The Smoke-free \(Signs\) Regulations 2007](#)

[The Health Act 2009](#)

Sources of Information

[Advice on Smoking at Work.](#)

[Smoking at Work the Law.](#)

[Action on Smoking \(ASH\).](#)

[Smoke Free England.](#)

[No Smoking Signs.](#)

Policy and Procedures

United Guarding Services Ltd acknowledges that from 1st July 2007, all public places and workplaces became smoke-free in England, except for a limited number of exemptions under the Smoke-free (Premises and Enforcement) Regulations 2006.

In accordance with this legislation United Guarding Services Ltd has adopted a general “no smoking” policy.

It is Company policy not to permit smoking within its premises, including offices, toilets, car parks and construction sites.

Smoking may only be in designated smoking areas.

Smokers must ensure that all smoking materials are properly extinguished.

Note: Under Smoke-free legislation company vehicles are classed as a place of work!

3.45 Stress

Legislation

[Health and Safety at Work etc. Act 1974.](#)

[The Management of Health and Safety at Work Regulations 1999.](#)

Sources of Information

[HSE Web-Portal Work-Related Stress and how to manage it.](#)

[HSE Web-Portal Stress and Mental Health at Work.](#)

[How To Tackle Work-Related Stress A guide for Employers on Making The Management Standards Work.](#)

[Tackling Work-Related Stress Using The Management Standards Approach - A Step-By-Step Workbook](#)

[Working Together to Reduce Stress At Work A Guide for Employees.](#)

Policy and Procedures

United Guarding Services Ltd has a responsibility to control the health, safety and welfare of their employees and this includes looking at the impact of stress at work.

The HSE defines stress as:

By the term work related stress, we mean the process that arises where work demands of various types and combinations exceed the person's capacity and capability to cope.

Think of this as "bad work".

It is a significant cause of illness and disease and is known to be linked with high levels of sickness absence, staff turnover and other indicators of organisational underperformance - including human error.

At work, an employee who is severely stressed could become a danger to themselves, as well as to others particularly in high-risk areas such as construction sites.

Each employee has a responsibility to notify management of conditions in their working environment that may cause stress, e.g., lack of communication or hazards inadequately controlled.

United Guarding Services Ltd takes this matter very seriously and to this end regularly reviews each employee's performance and workload.

Employees will be given every chance to air their views and grievances at these reviews.

3.46 Suppliers

Policy and Procedures

United Guarding Services Ltd is in the process of ensuring that the following paragraph will be inserted on all orders to suppliers or hire companies providing any article or substance for use at work.

“In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of any tests of examinations carried out and full instructions for the safe use of the article of substance. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998”

All information received from suppliers will be passed to the Senior Managers for implementation and reference by operatives.

The Company will maintain assessment procedures for the introduction of new work equipment and schedule the identified training needs for the staff allocated to the new equipment.

3.47 Training and Competency

Legislation

[The Management of Health and Safety at Work Regulations 1999.](#)

[Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and Guidance.](#)

[Rider-Operated Lift Trucks Operator Training and Safe Use. Approved Code of Practice and Guidance.](#)

[Safe use of Lifting Equipment Lifting Operations and Lifting Equipment Regulations 1998. Approved Code of Practice and Guidance.](#)

[Manual Handling Operations Regulations 1992 \(as amended\) \(MHOR\).](#)

[The Control of Substances Hazardous to Health Regulations 2002](#)

[Health and Safety \(Display Screen Equipment\) Regulations 1992](#)

Sources of Information

[Health and Safety Training: A brief guide.](#)

[HSE Web-Portal Managing Health and Safety.](#)

[HSE Web-Portal Managing Risks and Risk Assessment at Work.](#)

[Managing for Health and Safety \(HSG65\).](#)

Policy and Procedures

United Guarding Services Ltd acknowledges its responsibilities under the Health and Safety at Work etc. Act 1974 to provide such information, instruction and training as is necessary to ensure the competence of its employees. All new employees are subject to the company's induction process as detailed in section 3.28 "Induction of Employees and Staff" on page 41 of this policy document.

United Guarding Services Ltd has carried out a Risk Assessment of all its internal and external departments, taking into account the work to be undertaken. The resulting Risk Assessments are maintained in the Risk Assessment Manual, the Office and or Operational Manager (s) have the responsibility to ensure that all Risk Assessments are communicated to all relevant employees.

In conjunction with the hazards and risks identified, United Guarding Services Ltd has instructed the appointed Health and Safety Consultancy to carry out appropriate safety and awareness job specific training including but not limited to:

- ❖ Manual Handling Training.
- ❖ Asbestos Awareness to All Staff Who May Come into Contact with Asbestos Containing Materials as Part of Their Work.
- ❖ Steps and Ladders.
- ❖ Working at Height.
- ❖ Construction and Work-Place Safety.

United Guarding Services Ltd has a program to ensure that it's Health and Safety Advisors are trained to NVQ, NEBOSH or similar equivalent standards.

Refresher training will be delivered annually or more frequently depending on; changes to the task, process, plant or materials, changes to employees or changes in legislation or working environment.

3.48 Welfare Facilities

Legislation

[Workplace \(Health, Safety and Welfare\) Regulations 1992](#)

Sources of Information

[Workplace Health, Safety and Welfare. Workplace \(Health, Safety and Welfare\) Regulations 1992. Approved Code of Practice and Guidance.](#)

[Workplace \(Health, Safety and Welfare\) Regulations, Short Guide for Managers.](#)

Policy and Procedures

United Guarding Services Ltd acknowledges its responsibilities under the Workplace (Health, Safety and Welfare) Regulations 1992 and its Approved Code of Practice in addition to any other relevant statutory obligations or official guidance.

To do this United Guarding Services Ltd will:

- ❖ Provide sufficient Welfare Facilities for its employees to ensure their comfort and well-being whilst at work, including toilets, washing areas, drinking water, changing accommodation, rest areas and somewhere to eat meals away from the workplace.
- ❖ Ensure that all toilet facilities on its premises are readily accessible, adequately ventilated, well-lit and kept in a clean and orderly condition, with separate conveniences in place for men and women.
- ❖ Ensure that all toilet facilities have suitable and sufficient washing facilities with hot and cold running water, soap and towels.
- ❖ Ensure that there is suitable and sufficient accommodation for clothing and facilities for changing clothing.

3.49 Work Equipment

Legislation

[Health and Safety at Work etc. Act 1974.](#)

[The Management of Health and Safety at Work Regulations 1999.](#)

[The Provision and Use of Work Equipment Regulations 1998](#)

[Manual Handling Operations Regulations 1992 \(as amended\) \(MHOR\).](#)

Sources of Information

[Providing and Using Work Equipment Safety A brief guide.](#)

Policy and Procedures

United Guarding Services Ltd acknowledges its responsibilities under The Provision and Use of Work Equipment Regulations 1998 and its Approved Code of Practice in addition to any other relevant statutory obligations or official guidance. To enable United Guarding Services Ltd to do this, they will ensure that:

All Work Equipment is suitable for the purpose for which it is used and that it is maintained in good working order and repair. Maintenance logs are kept where appropriate.

All Work Equipment is inspected at the time of purchase or installation and at suitable intervals thereafter, this will include electrical and access equipment. Every time circumstances which are liable to jeopardise the safety of the Equipment have occurred, further inspections are carried out.

All employees are provided with adequate Health and Safety information pertaining to any Work Equipment they are required to use as part of their work. Suitable training will be provided for all equipment supplied by the company.

All Work equipment involving a specific risk is restricted to those persons trained in its use and safe operation.

All dangerous parts of machinery are adequately guarded, and that Risk Assessments are carried out for all tasks involving the use of such equipment.

The Operations Manager and or Contract Manager are jointly responsible for ensuring that copies of all Work Equipment Risk Assessments and test certification are maintained in the appropriate HQ and customer's file.

3.50 Work Experience & Young Persons at Work

Legislation

[Management of Health and Safety at Work Regulations 1999](#)

[The Education Act 1996](#)

[The Health and Safety \(Young Persons\) Regulations 1997](#)

[HM Government Work Experience Employer Guide.](#)

[Children and Young Persons Act 1933](#)

[The Health and Safety \(Training for Employment\) Regulations 1990](#)

Sources of Information

[HSE Web-Portal Young People at Work.](#)

[The Right Start Work Experience for Young People: Health and Safety Basics for Employers.](#)

Policy and Procedures

In order for United Guarding Services Ltd to comply with their legal duties to protect Work Experience and Young Persons at Work from exposure to operational hazards, the Site and or Office Manager will ensure that:

- ❖ A Health Questionnaire is completed by the student.
- ❖ A due and proper account is taken of any information supplied relating to medical conditions, physical and learning difficulties, so as not to create a hazard either to the student or those who may be affected by their acts or omissions.
- ❖ A Risk Assessment is written before Work Experience commences taking into account the typical characteristics of a young person and the likelihood, they will be encountering the work environment for the first time.
- ❖ Consultation is arranged with the students beforehand as to the range of tasks they will be carrying out and provide them with the necessary Information, Instruction, Training and Supervision appropriate to departments in which they will be working.
- ❖ Students are not permitted to undertake any high-risk activities, operate dangerous machinery or to enter any area designated as “High Risk”.
- ❖ Students are provided with any Personal Protective Equipment that is identified by the Risk Assessment.
- ❖ Students undertake a complete Health and Safety Induction before the commencement of work on the first day including any computer-based Health and Safety training necessary provided by the appointed Health and Safety Consultancy.

The Operations Manager and or Contract Manager is responsible for ensuring that copies of all Risk Assessments, Questionnaires, Equipment Issues and Training Records are maintained in the appropriate HQ and customer's file.

3.51 Working at Height

Legislation

[Working at Height Regulations 2005](#)

[Workplace \(Health, Safety and Welfare\) Regulations 1992](#)

Sources of Information

[Workplace Health, Safety and Welfare. Workplace \(Health, Safety and Welfare\) Regulations 1992. Approved Code of Practice and Guidance.](#)

[Working at Height a Step-By-Step Guide.](#)

[Health and Safety in Roof Work.](#)

[Working at Height A brief guide.](#)

[Safe Use of Ladders and Stepladders A brief guide.](#)

[Safety Signs and Signals The Health and Safety Regulations 1996. Guidance on Regulations.](#)

[Protecting the Public Your next move.](#)

Policy and Procedures

It is United Guarding Services Ltd policy is to avoid wherever possible the need for any type of working at height that exposes an employee to a risk of injury. To this end, United Guarding Services Ltd will:

- ❖ Identify any working at height operation where there is a risk of injury to any employee. This responsibility lies with the employee together with Safety Director, the Operations Manager and or Contract Manager.
- ❖ Identify and implement any reasonably practicable means of avoiding the operation. Steps and ladders have been provided to eliminate working at height hazards wherever possible.

Where working at height cannot be avoided, United Guarding Services Ltd will ensure that a competent assessment of the risks has been carried out by the appointed Health and Safety Consultancy, the purpose being to identify any measures that can be taken to control the risks.

The assessments will be recorded and will be kept under review and revised as necessary. The records will be held as appropriate in the HQ and customer's file. Measures required to control any risks will be taken as far as reasonably practicable and employees will be given information on working at height in order to enable them to plan the operation.

Where working at height is unavoidable, the Operations Manager and or Contract Manager will make regular safety checks during working at height operations are being undertaken.

United Guarding Services Ltd will keep under review any accidents or incidents related to working at height and will take remedial action accordingly. This may include the re-training of specific employees in safe working procedures.

It is the duty of all employees to make full and proper use of safe systems of work and any equipment provided for safety in any working at height operation.

3.52 Working in Occupied Premises

Legislation

[Workplace \(Health, Safety and Welfare\) Regulations 1992](#)

Sources of Information

[Safety Signs and Signals The Health and Safety Regulations 1996. Guidance on Regulations.](#)

[Protecting the Public Your next move.](#)

Policy and Procedures

Most of United Guarding Services Ltd clients involve providing them with security services in occupied premises and as such operational site instructions, operating procedures and Security Operatives duties are all tailored to these premises.

United Guarding Services Ltd will operate within the conditions of the agrees service contract and the Operations Manager and or Contract Manager will regularly liaise with the client or their appointed person to ensure that these requirements are properly carried out.

On occasion, United Guarding Services Ltd is involved in providing security services for unoccupied premises. [Section 3.32, Lone Working](#) specifically deals with this subject within this policy document.

In either occupied or unoccupied premises security operative safety control measures are the same. Periodic check calls to the UGSL 24-hour Control Centre are made, received and recorded.

Where a check call is not received by the Control Centre the duty Controller will telephone the premises in an effort to make contact. Where no contact is made a Mobile Supervisor or Duty Manager is despatched to the premises to investigate the missed check call or lack of contact.

The Operations Manager and or Contract Manager are responsible for ensuring that individual Assignment Instructions specify particular assignment and safety requirements and are maintained in the appropriate HQ and customer's file.

3.53 Working Outdoors

Legislation

[Workplace \(Health, Safety and Welfare\) Regulations 1992](#)

[The Personal Protective Equipment at Work \(Amendment\) Regulations 2022](#)

[Personal Protective Equipment at Work The Personal Protective Equipment at Work Regulations 1992 \(as amended\) Guidance on Regulations](#)

[Safety Signs and Signals The Health and Safety Regulations 1996. Guidance on Regulations](#)

Sources of Information

[Protecting the Public Your next move.](#)

[Workplace Health, Safety, and Welfare A short guide for managers.](#)

[Workplace Health, Safety and Welfare. Workplace \(Health, Safety and Welfare\) Regulations 1992. Approved Code of Practice and Guidance.](#)

[HSE Web-Portal Temperature on the workplace.](#)

[Heat Stress in the Workplace – A brief guide.](#)

Policy and Procedures

The policy of The United Guarding Services Ltd acknowledges its responsibilities under the Workplace (Health, Safety and Welfare) Regulations 1992 together with its Approved Code of Practice and any other relevant statutory obligations or official guidance.

United Guarding Services Ltd accepts that when working outdoors the effects of the weather can potentially have a very serious impact on an employee's welfare.

The Operations Manager and or Contract Manager will ensure that all employees receive suitable and sufficient training regarding working outdoors provided by the appointed Health and Safety Consultancy.

The Operations Manager and or Contract Manager will ensure that all procedures are adhered to, and appropriate PPE is worn at all times.

The Operations Manager and or Contract Manager is responsible for ensuring that copies of all in the appropriate customers Health and Safety File.

The Operations Manager and or Contract Manager are also responsible for ensuring that individual Assignment Instructions, Training Certificates, Risk Assessment, PPE and other Risk Assessments are maintained, specify particular assignment and safety requirements and are maintained in the appropriate HQ and customer's file.

3.54 Workplace Transport

Legislation

[Health and Safety at Work etc. Act 1974](#)

[Management of Health and Safety at Work Regulations 1999](#)

[Workplace \(Health, Safety and Welfare\) Regulations 1992](#)

Sources of Information

[HSE Web-Portal Workplace Transport.](#)

[HSE Web-Portal Delivering Safely.](#)

[HSE Web-Portal Assessing Workplace Transport Risks.](#)

[Workplace Transport Safety A brief guide.](#)

[A Guide to Workplace Transport Safety.](#)

Policy and Procedures

United Guarding Services Ltd acknowledges its responsibilities under [The Management of Health and Safety at Work Regulations 1999](#) to provide a safe place of work in addition to any other relevant statutory obligations or official guidance.

Where direct employees, contracted or hire labour is subject to a health and safety risk from “Workplace Transport and or Pedestrian Segregation” appropriate liaison with the customer will ensure that a suitable and sufficient Risk Assessment is drawn up, communicated to the employee and copies maintained in the appropriate HQ and customer’s file.

The Operations Manager and or Contract Manager are responsible for ensuring that copies of all “Workplace Transport and or Pedestrian Segregation” Risk Assessments is maintained in the appropriate HQ and customer’s file.

Section: 4 – Measuring Performance (Monitoring)

To gauge success in health and safety performance United Guarding Services Ltd will measure its performance against pre-determined standards by:

- ❖ Reactive Monitoring of incidents.
- ❖ Active Monitoring to ensure compliance with statutory, common law, company and client's requirements; and,
- ❖ Creating key performance indicators (KPIs) to measure against the established performance targets for continuous improvement.

Reactive Monitoring - This system is intended to collect and analyse information about where things went wrong. This will allow the Company to learn from mistakes, whether an accident or ill health resulted, property damage occurred or a 'near miss' took place. This can be done from the following sources of information:

Accident Reporting and Investigation - The purpose of the investigation is to identify the cause and to establish and enforce measures to prevent reoccurrence and not to apportion blame

Near Miss and Hazard Reporting - Prevention is better than cure! Near misses are painless lessons to learn from. All incidents not resulting in injury (i.e., Near Misses and RIDDOR Dangerous Occurrences) must be reported to site management. In addition, employees all have a duty to report any hazards identified so that an assessment can be made to eliminate or control the risks arising out of that hazard.

Active Monitoring - This shows where the Company is meeting its objective according to set standards. The primary objective of monitoring is not just to identify failure in the form of unsafe acts or conditions, but to measure success and acknowledge good practice. Active monitoring may include:

Management Monitoring – These records the undertaking of health and safety inspections and completion of weekly checklist by Operations Manager and or Contract managers. These may also be carried out intermittently by the external Appointed Health and Safety Consultancy.

Independent Inspections - Site Inspections are carried out regularly by the external Appointed Health and Safety Consultancy however the frequency may vary according to the size and type of project. The Safety Director will advise the Consultants of their requirements

Key Performance Indicators (KPI's)

Key performance indicators (KPI's) are used to measure the specific elements of a Safety Management System and are an indicator of health and safety performance.

The primary purpose of KPI's and targets is not to penalise failure but to identify opportunities for improvement and acknowledge successful achievements.

Section: 5 – Auditing and Reviewing Performance

Auditing is a tool to allow management to ensure the standards set in the policy are being adhered to as closely as possible.

Auditing will also provide information as to whether there is a suitable way forward or if a change of course is indicated.

Safety Policy: Audit and Review

The policy will be audited and reviewed on a regular basis to ensure that the organisation and arrangements are still applicable to United Guarding Services Ltd.'s needs. Performance Indicators will be developed, and reviewed, to improve performance standards.

Remedial action will be implemented, and actions taken by the competent person when failures or gaps in policy are identified.

The policy will need revision on the following, and other occasions:

- ❖ Following changes in the Company structure or senior personnel.
- ❖ After accidents or incidents if the circumstances had not been anticipated and the cause of the accident foreseeable.
- ❖ Following changes in legislation and best practice guidance (HSE Approved Codes of Practice and other guidance).

Suppliers, Consultants and Contractors

A formal vetting process is carried out for the assessment of Suppliers, Consultants and Contractors to make reasonable enquiries of the competence and performance standards prior to their appointment.

This initial vetting procedure requires all contractors to complete a questionnaire. Their answers will form the basis of the assessment, and the results will be recorded.

English is the language used to communicate information and instructions including safety and other operational matters.

The contractor shall not allow personnel who are unable to understand spoken English access to the site without the express permission of site management. Communications requiring understanding should include:

- ❖ Safety induction
- ❖ Emergency procedures
- ❖ Safety method statements and risk assessments
- ❖ Toolbox talks

Appendix A – Government Instruction – Pandemic – 20.05.2020

The Government have issued specific control measures for the Pandemic – COVID-19 these must be adhered to once issued.

It should be noted that at the current stage of the Pandemic Government Guidance is constantly changing and management controls should constantly change in line with Government Guidance.

In addition to the organisation's continuity recovery planning policy, the organisation recognises the need to have a separate pandemic recovery plan and procedure. The reason for this is that a general continuity recovery plan focuses on a short-term recovery program.

The procedure must set out the outline for contingency measures that the organisation must consider in the event of a pandemic that could last for many months.

The procedure aims to ensure that the company will be able to operate its business to the best of its abilities in such an event while protecting, as far as is possible, its employees.

Appendix: B. - Policy Acknowledgement Receipt

**Acknowledgement of Receipt
Of
United Guarding Services Ltd
Section 3 – Arrangements for Health and Safety**

"I hereby acknowledge receipt of the United Guarding Services Ltd, Section 3 Arrangements for Health and Safety.

I have read Section 3 Arrangements for Health and Safety and understand my associated responsibilities."

Name of Employee:

Signed:

Date:

Please sign and return this section appropriately to either the Office Manager or Contract Manager, for United Guarding Services Ltd.

Appendix: C. - Code of Practice for Contractors

Appendix: D. – COSHH Risk Assessment

Note: The COSHH Risk Assessment template may be found in the H&S file on company server.



Finish All in One Powerball Tablets

Physical Properties and General Use		COSHH RA	UGS/COSHH/02
Appearance:	Solid red, white and blue tablet	Product	Finish All in One Powerball Tablets
Odour:	Not available	Manufacturer	Reckitt Benckiser
Usage & Application:	Detergent for use in domestic automatic dishwashers		
Hazard Identification and Hazard & Precautionary - Phrases			
H319 – Causes serious eye irritation	P101 – If medical advice is needed, have product container or label at hand. P102 – Keep out of reach of children. P305+P351+P338 – IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing P337+P313 – If eye irritation persists: Get medical advice/attention	HARMFUL / IRRITANT	
Ingredients			
Composition substance/s:	Cas Number:	Content:	Exposure PPM:
None			
Protective Measures 			
Inhalation	Based on the hazard and potential for exposure, select a respirator that meets the appropriate standard or certification. Respirators must be used according to a respiratory protection program to ensure proper fitting, training, and other important aspects of use		
Ingestion	Not Special requirements.		
Skin Contact	Use chemical resistant gloves classified under Standard EN374 – Protective gloves against chemicals and micro-organisms. Examples of preferred glove barrier materials include Nitrile/butadiene rubber ('Nitrile' or 'NBR'); Chlorinated polyethylene; Butyl rubber; Polyethylene. Examples of acceptable glove barrier materials include Natural Rubber ('Latex'); Neoprene; Viton; Ethyl vinyl alcohol laminate ('EVAL'). A glove protection class of 4 or higher (breakthrough time greater than 120 minutes according to EN374) is recommended. When only brief contact is expected, a glove with a protection class of 1 or higher (n=breakthrough time greater than 10 minute according to EN374) is recommended. Gloves should be replaced regularly and if there is any sign of damage to the glove material. Always ensure that gloves are free from defects and that they are stored and used correctly. The performance of effectiveness of the glove may be reduced by physical/ chemical damage and poor maintenance. NOTICE: The selection of a specific glove for a particular application and duration of use in a workplace should also take into account all relevant workplace factors such as, but not to limited to: Other chemicals which may be handled, physical requirements (cut/puncture protection, dexterity, thermal protection), potential body reactions to glove materials, as well as the instructions/ specifications provided by the glove supplier. Considering the parameters specified by the glove manufacturer, checks during use should be carried out to ensure the gloves are still retaining their protective properties. Appropriate footwear and any additional skin protection measures should be selected based on the task being performed and the risks involved and should be approved by a specialist before handling this product.		
Eye Contact	Safety eyewear complying with an approved standard should be used when a risk assessment indicates this is necessary to avoid exposure to liquid splashes, mists, gases or dusts. If contact is possible, the following protection should be worn, unless the assessment indicates a higher degree of protection: chemical splash goggles.		

GENERAL	Good general ventilation should be sufficient to control worker exposure to airborne contaminants. Wash hands, forearms and face thoroughly after handling chemical products before eating, smoking and using the lavatory and at the end of the working period. Appropriate techniques should be used to remove potentially contaminated clothing. Wash contaminated clothing before reusing. Ensure that eyewash stations and safety showers are close to the workstation location.	
Emergency Procedures 		
Inhalation	Remove victim to fresh air and keep at rest in a position comfortable for breathing. If not breathing, if breathing is irregular or if respiratory arrest occurs, provide artificial respiration or oxygen by trained personnel. It may be dangerous to the person providing aid to give mouth-to-mouth resuscitation. Get medical attention if adverse health effects persist or are severe. If unconscious, place in recovery position and get medical attention immediately. Maintain an open airway. In case of inhalation of decomposition products in a fire, symptoms may be delayed. The exposed person may need to be kept under medical surveillance for 48 hours.	
Ingestion	Wash out mouth with water. Remove dentures if any. Move to fresh air. If material has been swallowed and the exposed person is conscious, give small quantities of water to drink. Stop if the exposed person feels sick as vomiting may be dangerous. Do not induce vomiting unless directed to do so by medical personnel. If vomiting occurs, the head should be kept low so that vomit does not enter the lungs. Get medical attention if adverse health effects persist or are severe. Never give anything by mouth to an unconscious person. If unconscious, place in recovery position and get medical attention immediately. Maintain an open airway. Loosen tight clothing such as a collar, tie, belt or waistband.	
Skin Contact	Flush contaminated skin with plenty of water. Remove contaminated clothing and shoes. Get medical attention if symptoms occur. Wash clothing before reuse. Clean shoes thoroughly before reuse.	
Eye Contact	Immediately flush eyes with plenty of water, occasionally lifting the upper and lower eyelids. Check for and remove any contact lenses. Continue to rinse for at least 10 minutes. Get medical attention.	
GENERAL Information		
Special Training or Storage required		
Handling:	Put on appropriate personal protective equipment. Do not ingest. Avoid contact with eyes, skin and clothing. Keep in the original container or an approved alternative made from a compatible material, kept tightly closed when not in use. Empty containers retain product residue and can be hazardous. Do not reuse container.	
Storage:	Do not store above the following temperature: 40°C (104°F). Store in accordance with local regulations. Store in original container protected from direct sunlight in a dry, cool and well-ventilated area, away from incompatible materials and food and drink. Keep container tightly closed and sealed until ready for use. Containers that have been opened must be carefully resealed and kept upright to prevent leakage. Do not store in unlabelled containers. Use appropriate containment to avoid environmental contamination.	
Other Important Information 		
No eating, drinking or smoking during usage of substance		
Wash hands after using and before eating, drinking or smoking		
Toxicology – Eye contact: Causes serious eye irritation.		
This document should be reviewed by United Guarding and read by staff in conjunction with the Material Safety Data Sheet (MSDS).		Assessment Date:
		Review Date: (Yearly)
		Revision Number:
		01.01.2026
		01/2027
		005

Appendix: E. - Manual Handling Operations Checklist

Note: The Manual Handling Operations Checklist template may be found in the H&S file on company server.

Manual Handling Operations Checklist

United Guarding Services Ltd, Supervisor or Assessor will mark individual boxes as appropriate to task/ project.

Each activity must be marked, if not a reason in writing must be given at the bottom of the checklist



Company: _____ **Project/ Premises:** _____ **Activity:** _____

Materials to be Handed: _____ **Hazardous Contents:** _____ **Location:** _____

Can Manual Handling Be Eliminated: _____

TASK

STOOPING		LIFTING HIGH		LIFTING LOW		HANDLING WHILE SEATED		REPETITION		REACHING HIGH		REACHING LOW		CARRYING		TWISTING		BENDING FORWARD		PUSHING		PULLING	
Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
☒	☐	☒	☐	☒	☐	☐	☒	☒	☐	☒	☐	☒	☐	☒	☐	☐	☒	☒	☐	☒	☐	☒	☐

LOAD

BULKY		DIFFICULT TO GRIP		HOT		COLD		HEAVY		LIGHT		SHARP/ ABRASIVE		UNSTABLE		ECCENTRIC SHARP	
Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
☒	☐	☐	☒	☐	☒	☒	☐	☒	☐	☒	☐	☐	☒	☐	☒	☒	☐

ENVIRONMENT

HOT		COLD		HUMID		WINDY		DUSTY		NOISY		VIBRATING		OBSTRUCTIONS		STEPS		CONFINED SPACES		SLOPES		UNEVEN SURFACES	
Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
☒	☐	☒	☐	☐	☒	☒	☐	☒	☐	☒	☐	☐	☒	☒	☐	☒	☐	☒	☐	☒	☐	☒	☐

Assessor:

Signature:

Date:

Appendix: F. - Site Audit and Inspection Procedures.