

5 Riverside Business Park Stansted Essex CM24 8PL UK

Tel: ++44 (0)1279 816485 www.centrasecurity.co.uk

HEALTH AND SAFETY POLICY AND GENERAL STATEMENT

The Health and Safety at Work Act 1974 imposes certain obligations on an employer not only to take all such actions as are reasonable to safeguard the health and safety of their employees, but also to be able to show that they are doing so, by producing adequate written policies and procedures. **CENTRA SECURITY** fully accepts its responsibilities under the Act.

The Act refers to what is reasonable in given working situations. **CENTRA SECURITY** will:

- Assess the risks in the workplace.
- Have written health and safety procedures
- Ensure that the workplace satisfies health, safety and welfare requirements for ventilation, temperature, lighting and staff facilities.
- Ensure safe and clear access to and egress from the building, including fire exits.
- Regularly check the premises room by room for structural defects, worn fixture and fittings or electrical equipment, and take the necessary remedial action.
- Ensure that all equipment is suitable for its intended use and is properly maintained and used.
- Ensure that all staff are aware of the fire procedure and regular fire drills are carried out.
- Ensure that all members of staff are aware of the procedure in case of accidents.
- Ensure that all members of staff are aware of and carry out their health and safety responsibilities as set out in their job descriptions.
- Prohibit smoking on the premises.
- Prohibit any contractor working on the premises without prior discussion with the officer in charge to negate any risks to the staff or users.
- Provide appropriate protective clothing [if required].

The Management considers this matter of such importance, that breach of health and safety procedures by staff constitutes misconduct and will be dealt with as a disciplinary matter.

Employees will also be made aware of their responsibilities under the Health and Safety at Work Act and will:

- Take reasonable care of their own health and safety and that of others around them.
- Co-operate with the employer on matters of health and safety
- Use work equipment correctly
- Provide guidance to users [of the centre] and act responsibly to ensure their health and safety

Centra Security Staff will also be made aware of their responsibilities and will:

- Agree to use the equipment in a safe manner with regard to the health and safety of those around them or the management can ask them to desist

It is not possible to detail here all the health and safety matters that come up on a day-to-day basis, so staff and management must constantly be mindful of their responsibilities individually and collectively for the safety of themselves and their colleagues.

Responsibilities

1. Overall and final responsibility for health and safety is that of David Brinkley who will have overall responsibility for health and safety.

5 Riverside Business Park Stansted Essex CM24 8PL UK

Tel: ++44 (0)1279 816485 www.centrasecurity.co.uk

2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to David Brinkley
3. To ensure health and safety standards are maintained and improved, the following people have responsibility in the following areas:

Name	Responsibility
Peter Davies Site Manager	Engineers on site and site work
David Brinkley	Offices

4. All employees must:
- Co-operate with supervisors and managers on health and safety matters;
 - Not interfere with anything provided to safeguard their health and safety
 - Take reasonable care of their own health and safety; and
 - Report all health and safety concerns to an appropriate person.

Health and safety risks arising from work activities

- Risk assessments will be undertaken by David Brinkley
- The findings of the risk assessments will be reported to David Brinkley
- Action required to remove/control risks will be approved by David Brinkley
- David Brinkley will be responsible for ensuring the action required is implemented.
- David Brinkley will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

Accidents, first aid and work-related ill health

The first aid box is kept in the ground floor kitchen

The appointed first aider(s) are on the ground floor.

All accidents and cases of work related ill-health are to be recorded in the accident book which is kept in the ground floor offices.

Emergency Procedures – fire and evacuation

David Brinkley is responsible for ensuring the fire risk assessment is undertaken and implemented. Escape routes are checked every year. Fire extinguishers are maintained and checked annually Intruder Alarms are tested annually Emergency evacuation procedures and alarm will be tested every Month.