



# **TYNE TEES SECURITY LIMITED**

HENRY ROBSON WAY  
STATION ROAD  
SOUTH SHIELDS  
NE33 1RF

## **Health and Safety Policy**



## **Health & Safety Statement**

Tyne Tees Security services are a leading supplier of manned security services to a range of business sectors, including licensed premises, entertainment venues, construction, retail, industry & corporate.

**“Tyne Tees Security Ltd. aims to ensure that all activities carried out by its employees (or their agents) at any of its venues are managed in such a manner so as to avoid, reduce, or control, all foreseeable risks to the health & safety of any person who may be affected by such activities to a tolerable level.”**

## **General policy statement**

In furtherance of the above statement and the need to ensure compliance with all relevant health and safety legislation Tyne Tees Security Ltd will pay particular attention to the provision of:

1. A safe place in which to work with safe means of access
2. A healthy working environment
3. Safe equipments and systems of work
4. Suitable and sufficient information, instruction, training and supervision to enable all employees to comply with the company Health and Safety Policy.
5. Arrangements for the safe use, handling, storage and transport of all relevant items.
6. The ability for employees to discuss health and safety related matters, in the form of queries, suggestions and complaints.
7. Appropriate management procedures and consultative arrangements to monitor and the audit compliance with the company Health & Safety Policy.
8. Appropriate arrangements to assess and control the risks associated with work activities undertaken by Tyne Tees Security Ltd employees at any of its venues.
9. Appropriate policies to ensure that only Health & safety Policy complaint venues are taken on as contracts by Tyne Tees Security Services ltd for its employees to work on



To assist in the implementation of the Health & Safety policy appropriate external sources of information may be consulted coupled with the commissioning of adequate competent personnel to advise on particular health and safety matters are required.

Risk's resulting from our work activities are continually assessed in accordance with the requirements of the Management of Health & Safety regulations 1999 in an attempt to reduce such risk factors. Any additional controls deemed to be necessary to prevent serious injury from occurring will subsequently continue to be strengthened.

The successful implementation of this policy can only be achieved with the full commitment and involvement of personnel from all levels within the business. To ensure a pro active approach to health and safety, staff welfare and policy compliance, all employees will be given access to fully comprehensive information, such as instruction and necessary training to enable them to undertake their work activities safely both for themselves and others.

Position in organisation: **Director**

Name: **Gaurav Goyal**

Signature

A handwritten signature in black ink, appearing to read 'Gaurav Goyal', is written over a large, light blue watermark of the Tyne Tees Security logo. The watermark includes the text 'TYNE TEES SECURITY' and a silhouette of a person on a staircase.

Date: 01<sup>st</sup> April, 2014



## **Introduction**

As a market leader in the security sector Tyne Tees security Ltd. recognises that safe and healthy working practices are an essential part of the duties of all employees and seek to encourage employee and client management participation in such practices. However, it is further recognised that to have effective health & safety systems, managers must recognise that health and safety management is an integral part of their role and that being part of management brings additional responsibilities.

The final level of responsibility for the implementation of an effective health & safety policy falls on the Managing Director of Tyne Tees Security Ltd. The additional responsibilities are then divided into senior management team within Tyne Tees Security Ltd according to the Health & Safety at Work Act 1974.

## **Health and Safety Management**

Tyne Tees Security Ltd. Health & Safety Management systems and procedures are outlined below.

## **Managing Director**

Mr. Gaurav Goyal has overall responsibility for the Health & Safety Policy. He approves the company Health & Safety strategy and ensure that adequate resources are allocated to allow implementation. The Strategy outlines Tyne Tees Security Ltd. Health & Safety Plans, which is reviewed on a regular basis. He receives an annual report and regular advice on Health and Safety matters from the Health and Safety Consultant, Ms Judith Bennison of Consult 503 Ltd. The report reviews progress against the strategy and also allows them to review key health & safety performance indicators.

## **Health and Safety Consultant**

Ms. Judith Bennison has responsibility for the implementation of not only the health & safety policy, but the overall health & safety management system. Ms. Bennison is responsible for continual monitoring of the policy and the overall system and as such is responsible for the maintenance of the systems through regular auditing, analysis and evaluation. This allows



communication both verbal and in the form of presented documentation to the Managing Director allowing combined decisions surrounding continuous improvement of the system and policy. She will also ensure appropriate consultation and communication procedures are established supported by the Operations Manager and the other departmental managers, to report any incidents or occurrences of relevance.

### **Operations Director & Operations Managers**

The Operations Director & his operations managers are responsible for all the work- based activities undertaken within their jurisdiction and as such are accountable for their locations health and safety performance.

The Operations Director has responsibility for the health and safety inclusive of welfare of his operations managers and the other direct subordinates. In addition to this responsibility he must also ensure adherence to policy of his operations managers and compliance with implementation of the company policy in relation to the education of security operatives provided by the operations managers.

Operations Managers have the following responsibilities:

1. To be aware of their own role in regard to health and safety management.
2. Setting and monitoring appropriate health and safety objectives for staff
3. Ensuring appropriate Health & Safety information, instruction training and supervision is provided for staff and others under their control
4. Follow consultation and communication procedures with employees, to report ant incidents or occurrences of relevance
5. Developing and maintaining a local Health & safety Management system within each location
6. To monitor the effectiveness of the implementation of the health & safety Management system as a whole but more specifically in each individual location and by each individual employee for which the manager has responsibility.
7. Ensuring the appointment of a health & Safety representative from the staff branch to the employee health & safety committee



### **Other Departmental Managers**

All departmental managers have responsibility for the insurance of compliance with the company health & safety policy and safe systems of work by their staff. Coupled with this responsibility comes the requirement to ensure a safe working environment for their staff including the provision of safe systems of work.

### **Site Managers, Senior Door Supervisors**

All persons with managerial or supervisory responsibility for other employees must adequately supervise the work activities to ensure that safe systems of work are being followed as outlined by the account manager for each individual venue. Site managers and senior door supervisors must report health & safety related problems and occurrences to their relevant operations managers immediately.

### **Basic Level Employees**

Employees must ensure that they:

1. Take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions, this includes both colleagues and members of the general public.
2. Cooperate with the account manager and location guidelines on matters of health and safety
3. Do not interfere with or misuse any item provided for health, safety or welfare purposes, including fire fighting equipment, first aid equipment and communications devices.
4. Report to management anything that they consider a serious and immediate danger to health and safety to themselves or others also to report any shortcomings in the locations of Tyne Tees security Ltd's health and safety arrangements.

### **Shared Responsibilities**



Tyne Tees Security Ltd. Personnel must comply with the health & safety guidelines laid out by each individual location at which they work, along with the basic guidelines issued by the company at their induction.

### **Risk Management**

All account managers must ensure that every contract to be undertaken has been subjected to a health & safety risk assessment prior to the contract starting. The assessment must be carried out in consultation with those who will undertake the work. A written record of the assessment identifying any significant hazards must be completed and provided to those undertaking the work. The assessment should describe the preventative and protective measures required to avoid, eliminate, reduce or control the risks identified to a tolerable level. This assessment must consist of a site specific risk assessment if deemed necessary due to reasonably foreseeable risk to employees. However this would only be required should location type generic assessments not be considered accurate enough and relatable to the site hazards. The third and final element of the assessment would be creation of a risk register for inclusion with assignment instructions allowing easy viewing of all reasonably foreseeable risks at each location.

The control measures must be implemented and adequately maintained and records kept of any monitoring or maintenance of equipment undertaken. Records must be kept as long as required by the relevant statutory provision.

Risk assessments must be regularly reviewed (minimum period of 5 years) or when any significant changes occur either to the process or the requirements for assessments. This change could be based on a change to the usage of the premises, an alteration to the type of events run at a particular venue, alterations to the duties requested to be carried out by Tyne Tees Security Ltd employees or due to a constructional alteration to a venue. This is extremely prevalent when considered in relation to construction security, however practically must be taken into consideration when reviewing risk assessments on construction sites due to the daily change of state of the site. With this in mind all significant changes of state which affect the hazards faced by staff quality for a review of the risk assessment.



## **Training**

All account managers, site managers and senior door supervisors must attend a training course on health and safety duties and responsibilities within six months of appointment or have demonstrated prior competency in health and safety.

## **Training Needs Analysis**

Managers and supervisors have a responsibility to identify the training needs of all subordinate employees. A training need analysis should be conducted for each job and if this highlights to a training requirement then appropriate training must be provided within a reasonable time scale. This timescale is determinable based on a number of factors, such as previous experience, age, location and type of location. Any training timescales must be agreed between managers and Mr. G. Goyal.

## **Induction**

All staff must receive an on - site induction on their first day of work at a new location and must attend the company induction, prior to employment commencement, this induction will involve the health and safety information required by employees. At this time employees will be provided with a comprehensive employment handbook and advice of health and safety standards, policies, practices & expectations. At this time all staff members are also advised of the company policy for consultation with employees through representatives at health & safety consultation forums.

## **Training Records**

Records must be kept of all training undertaken by employees at all levels of the business, these records must be current and any areas of failure or lack of training or competence for a particular area identified. This would be relevant and specific to the training needs analysis conducted by an immediate supervisor or line manager.





## **Information**

Managers and Supervisors must inform staff of the outcome of any risk assessments inclusive of reviews and provide other health & safety information as necessary. This includes any information passes on to account managers by venue management.

Information is readily available from the head office, something which all staff are made aware of through communication both written in the staff handbook, on risk registers in assignment instructions and verbally at induction and through line managers.

Documented safe systems of work are also considered to be relevant sources of health & safety information. These guidelines will describe how employees should behave in relation to safety on a particular site or when conducting a particular task. These systems can be found in site assignment instructions.

## **Monitoring & Auditing**

It is the responsibility of management of each contract to monitor implementation of the Health & Safety management systems, to assess whether the systems are being effectively pursued and whether satisfactory performance standards are being achieved.

Ms. J. Bennison will receive an annual report on the Health & Safety performance of all venues currently supplied with and all of all tasks conducted by Tyne Tees Security Ltd. personnel from Mr. G Goyal. This information will be collated, evaluated and analysed into statistical representation with justification in the form of evidential information by Mr. G. Goyal. Senior Managers will compile this information and present this to Mr. G. Goyal bi-annually, allowing for ease of comparison and observation of trends, with the objective of improvement to tasks or locations in relation to welfare and health and safety.

## **Health & Safety Inspections**

Health and Safety Inspections should be held at regular intervals determined by an assessment of the risk of the activity undertaken and condition of the building environment. Any defects should be reported to the relevant manager and the necessary action taken to rectify the defect. Managers should undertake active monitoring, commonly known as dynamic risk assessment to ensure that appropriate action has been taken to remedy any defect in a timely manner. This



dynamic risk assessment should be encouraged to be conducted by staff that works at particular locations on a regular basis. These staff will witness potential changes of state and potential hazards easier than a monthly visiting operations manager.

Bi-annual reports are required to be prepared relating to health & safety, covering accident statistics, near miss statistics, improvement notices or orders (both internal and external), risk assessment reviews, site surveys and employee suggestions or requests. These reports are to be prepared for Mr. Goyal, by the business development director, commercial director and operations director. These reports are to be compiled from information passes through by these particular directors, managers whom will have obtained this information from their independent staff.

This report will be discussed by the board of directors and any required improvements will be subsequently authorised where reasonably practicable. This report, all be it in a slightly tailored format will also be discussed and analysed at the health & safety committee meeting.

Periodical auditing of all aspects of the company health and safety management systems will be undertaken by Mr. Goyal in conjunction with the responsibility owner and where possible the affected employees, or at least a sample of these.

### **Consultation**

#### Health and Safety Consultation Committee

The consultation committee is designed to allow for maximum input from employees in all geographical areas, at all levels and from all business sectors.

The committee is made up of 3 people who meet bi-annually unless issues occur demanding a higher frequency of meeting. Committee members raise issues at these meetings which they have had brought to their attention by colleagues.



## **Reporting of Accidents/Incidents**

The primary purpose of reporting accidents and incidents and any subsequent investigation is to identify the underlying causes of the accident/incident and any contributing factors and to prevent further similar occurrences.

All employees of Tyne Tees Security Ltd. are required to report all accidents and 'near miss' incidents using the company incident reporting system. The initial must be logged in the site incident report book and also made verbally to the respective employee's site supervisor.

## **Reporting to Enforcement Authorities**

Where it appears that major injury, accident or dangerous occurrences has occurred, Mr. Gaurav Goyal, must be notified immediately, who in turn, should it be appropriate and deemed necessary will contact Ms. Judith Bennison. The company is legally required to ensure that the scene of the accident remains undisturbed.

If an accident/incident is reportable to the Health and Safety Executive as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) or is of a sufficiently serious nature then Mr. G. Goyal will ensure that a competent person (Ms. Judith Bennison) investigates the incident. This investigation will subsequently lead to the creation of an incident report which will be forwarded in due time to RIDDOR.

Other incidents that require reporting to an enforcing authority (Environment Agency, Fire, and Local Authority) must first be reported to Mr. Goyal who will report the matter and investigate the incident.

## **Accident Investigation**

Where accidents are investigated the appropriate company representative whom is a chosen employee or their nominated substitute will be invited to take part in the investigation.

Where the accident/incident is not investigated by Ms. J. Bennison then an investigation must be carried out by the account manager and a report sent to Ms. J. Bennison stating the cause of accident / incident and the action required to prevent a reoccurrence. This report and subsequent action will be assessed and evaluated for its substance and suitability in relation to the tasks and procedures involved.