



Health & Safety Policy

Copeland Security Solutions is contracted by many blue chip organisations to provide Security Officers for a variety of purposes in the security field. We are holders of a Certificate of Registration from the Inspectorate of the Security Industry to BS EN ISO 9001:2008 against the following standards:

BS 7499:2007 Code of Practice for Static Site Guarding and Mobile Patrol Services.

BS 7858:2007 Code of Practice for Security Screening of Personnel Employed in a Security Environment.

BS 7984:2008 Code of practice for Key holding and Response Services. The elements of this standard are incorporated into "Quality" documentation; not yet assessed by the NSI.

BS 7958:2007 Code of practice for Closed-circuit television (CCTV) –Management and operation.

It is a primary objective of the organisation to provide all its employees and those persons affected by their actions, with healthy and safe working conditions. The Health and Safety at Work Act 1974 provides us with a legislative framework to promote, stimulate and encourage high standards of health and safety at work.

All our employees, including Directors and Head Office staff, have a responsibility for the health and safety of themselves and others and the organisation has an absolute duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of its employees.

Due to the nature of our business, all employees of the organisation assigned to duties at a contract site have exactly the same responsibilities to employees of the host organisation and must work in conjunction with the expectation of the host organisation's own Health and Safety Policy.

The philosophy of the organisation is to provide **SERVICE WITH INTEGRITY** and this is achieved through working in close consultation with its employees and customers in all matters and, in particular, with regard to Health and Safety.

General Statement of Policy

The Business Director is the executive who carries the ultimate responsibility for the Health and Safety policy of the organisation and all its operations. He is responsible for the review of this policy, which is performed annually and is also responsible for ensuring that adequate resources are provided in order to comply with the organisation's commitment to Health and Safety.

The Quality Manager is responsible for the immediate day-to-day Health and Safety matters and this responsibility is directed via the team of Customer Service Managers. Each team member is responsible for undertaking frequent monitoring of the employees' work activities and for reviewing procedures and risk assessments as necessary.

Each member of the team has an absolute duty, when attending a site, to ensure adequate provision is made for organisation employees' health, safety and welfare. Every member of the team has an absolute duty to engender healthy and safe attitudes and working practices within the organisation's employees and, where necessary, to act expediently in the issue of corrective advice and/or training in order to rectify sub-standard Health and Safety performance.

The organisation identifies its requirement to be fully conversant with the customer's own Health and Safety policy in order to provide the desired contracted service. The organisation will implement appropriate preventive and protective measures following the identification of work related hazards at all its work places and at the site of any new contract during the initial commencement stages. Where there is a requirement, personal protective clothing will be issued to employees and it is the duty of those employees to protect themselves by wearing this equipment at all appropriate times.

The organisation fully accepts its responsibility for the health and safety of other persons who may be affected by its activities and we will pay particular attention to disabled employees or visitors, children, residents or contractors. As road users, all our drivers will ensure adequate care and consideration is provided towards other road users and pedestrians.

The organisation will ensure that, at every work place, its employees are provided with First Aid facilities, fire fighting equipment and access to communication with the emergency services and Copeland's "Control Room".

In any incident in which a person is abused, threatened or liable to be assaulted in circumstances relating to their work, the training provided by Copeland Security Solutions will enable the security officer to defuse the situation such that it is not escalated. Records of such incidents are maintained. After any incident, a recorded Risk Assessment will be completed and the required action arising taken.

Under circumstances of "intended lone working", a Risk Assessment is completed and recorded. Without this, lone working will not be initiated at any site. Where lone working is required, the security officer is equipped with training and procedures.

The organisation will ensure that each place of work has a comprehensive Assignment Instructions Manual that details all Health and Safety issues and high risk areas on site. It is the responsibility of all employees to be fully conversant with all Assignment Instructions and to be capable of acting in accordance with this document throughout their tour of duty. All Assignment Instructions will be reviewed annually, or more frequently as appropriate to the given site.

In conclusion, this Health and Safety Policy document is written to demonstrate the organisation's real commitment to providing a safe working environment for all its employees and the organisation will encourage and support all employees who endeavour to develop and improve Health and Safety at their workplace.