

SIACO

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Health and Safety Policy Statement

The Director of SIACO Limited, Lewis Loveless, recognises his legal duties and responsibilities in respect of the Health and Safety of all Employees, Workers or any other person/s likely to be affected by the business operations of SIACO Limited.

The Director understands that under Section 2 (3) of the Health and Safety at Work Act 1974, there is a legal duty to prepare a Health and Safety Policy and bring it to the attention of all relevant Persons.

This Policy will serve as a cornerstone to a healthy and safe working environment and will be provided as necessary, for people to familiarise themselves with their responsibilities, as well as to understand the responsibilities of SIACO Limited.

Director Statement of Intent

It is the Policy of SIACO Limited to manage its operations in such a way to ensure, so far as is reasonably practicable, the Health and Safety of all its Employees and other Persons likely to be affected by its business or operations. This includes Clients, Contractors, Visitors and the Public.

The commitment to Health and Safety shall rank equally with all other aims and objectives of SIACO Limited. As a responsible Company, SIACO Limited will endeavour to honour its legal obligations, in particular the requirements of the Health and Safety at Work Act 1974 and any applicable or associated regulations.

SIACO Limited shall provide and ensure the following:

- safe equipment and systems of work
- safe working conditions and means of access and egress
- information, instruction, training and supervision
- adequate welfare facilities and first aid provision
- appropriate safety measures regarding the use of substances
- means for consulting and communicating with all Persons on health and safety

The Policy is dependent upon the co-operation of all Persons and as such they shall have a duty to:

- take reasonable care for their own safety and that of others who may be affected by their acts or omissions
- observe all Health and Safety direction, requirements and procedures as laid down by SIACO Limited

SIACO Limited requires a high standard from Contractors and Self-Employed Persons.

They will be required to always work in a safe manner and to standards no less than those laid down in this document. SIACO Limited shall consider the suitability of Contractors and Self-Employed Persons before appointment and will discuss prior to any Contract, all relevant Health and Safety requirements and expectations.

Contractors will be required to complete a hazard checklist if applicable, and to pass relevant information regarding Health and Safety issues and risks associated with any contract, project or task to SIACO Limited in good time and faith.

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The Director recognises his responsibilities for Health and Safety and will proactively pursue and monitor the implementation of this Policy. The Director will allocate sufficient resources, finance and time to pursue and monitor implementation of this Policy.

Director Responsibilities

The Director is responsible for the implementation of Health and Safety through this Policy.

The Director shall:

- read and understand this Policy and his responsibilities as laid down in it, and endeavour to ensure this Policy is implemented
- set high personal standards on all Health and Safety matters
- ensure that adequate resources are available to implement this Policy and keep up to date with relevant codes of practice and safety guidance
- ensure that accidents and incidents are recorded, and appropriate injuries, diseases and dangerous occurrences are reported to the Health and Safety Executive
- ensure adequate procedures are in place to vet, identify and record the competence and suitability of any Contractor or Self-Employed person working for SIACO Limited
- ensure Contractors and Self-Employed Persons are made aware of the standards expected regarding Health and Safety matters
- provide Contractors with appropriate and relevant information regarding hazards associated with any work activity
- provide all Persons with comprehensible and relevant information on any potential hazard, the results of any risk assessment, and associated control measures
- ensure risk assessments are carried out when required
- ensure all equipment owned by SIACO Limited is used, operated, maintained, tested and inspected in accordance with the manufacturers' instructions
- provide appropriate safety equipment and clothing and ensure it is worn
- consult and communicate to relevant Persons on matters of Health and Safety
- ensure adequate and appropriate training for all Persons
- discuss Health and Safety matters regularly as applicable
- endeavour to determine the cause of any accident or dangerous occurrence and take appropriate remedial action
- reprimand at all levels any individual for failing to discharge their responsibilities satisfactorily, taking disciplinary or further action as considered appropriate
- comply with and follow any advice, guidance or instructions given by an enforcing officer of the Health and Safety executive or Local Enforcement Agency
- monitor and review the effectiveness of this Policy and general Health and Safety arrangements on a regular basis

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Persons working for SIACO

All Persons working for SIACO Limited shall:

- take reasonable care for their own Health and Safety and other Persons who may be affected by their acts or omissions at work
- take care of the Health and Safety of themselves and others by adopting safe methods of working and using any equipment or protective clothing provided
- follow the instructions and guidance laid down in this Health and Safety Policy
- follow local safety rules and procedures commensurate with their role
- follow guidance and instructions relating to any training given
- familiarise themselves with fire, evacuation and emergency procedures
- report all accidents, incidents, dangerous occurrences and near misses
- report any concerns regarding Health and Safety to the Director
- report defects in any tools, equipment, plant or systems to the Director
- comply with verbal or written instructions of the Director or nominated Persons
- use only equipment they are competent / trained in the use of and have permission to do so
- maintain equipment in a safe condition
- dress sensibly and safely for their working environment
- inform the Director of any medication they may be on which may affect them in any way
- not consume or be under the influence of alcohol whilst working for SIACO Limited
- conduct themselves in an orderly manner and not engage in horseplay or pranks
- not interfere with or damage plant and equipment
- co-operate on matters relating to Health and Safety
- use safety equipment and personal protective equipment provided
- attend as requested any training course, briefing or meeting
- not invite unauthorised visitors onto SIACO Limited or its client's premises
- follow any guidance issued by SIACO Limited for homeworking
- comply with all relevant Health and Safety legislation
- comply with the Health and Safety requirements of any contract
- always work in a professional manner giving due regard and respect to other Persons and their associated activities
- observe and follow all site rules and procedures unless specifically authorised
- ensure Persons under their control act in a safe and appropriate manner
- ensure they have received appropriate information, instruction and training to undertake work in a safe manner
- conduct risk assessments and implement suitable control measures where necessary
- not operate any item of plant, equipment or tools without adequate training, certification, experience and permission

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Risk Assessment

The Management of Health and Safety at Work Regulations 1999 require that risk assessments be carried out for all work activities to remove or reduce the risks to a reasonably practicable level. These risk assessments will be supported by safe systems of work where applicable.

SIACO Limited shall:

- undertake risk assessments (generic or specific) for all work activities or hazards (this will include assessments for new and expectant mothers and employment of young Persons)
- follow and implement procedures and guidance in any risk assessment within their area of control or responsibility
- ensure risk assessments are undertaken for young person's / work placements
- record all findings of any risk assessment
- review risk assessments on an annual basis, upon significant change of circumstances or when they are due for review
- inform Contractors of the requirement to undertake risk assessments for work activities for hazards that present risk

Information, Instruction and Training

SIACO Limited shall:

- provide suitable training to enable all Persons to perform their duties safely
- identify the training needs of all Persons working for SIACO
- undertake all routine training such as induction, fire and emergency procedures and standard safe work practices
- provide suitable and appropriate information and instruction to Persons on the hazards and risks associated with any work
- maintain a record of training undertaken

Reporting and Investigation

SIACO Limited shall:

- maintain an accurate accident database for the legally required time
- record all necessary details relating to an injury, incident or case of ill-health
- report any injury, disease, dangerous occurrence or over 7-day injury to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- investigate accidents/incidents, where considered necessary or directed
- ensure details of accidents are recorded as soon as practicable

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Monitoring and Review

The Director shall regularly monitor Health and Safety compliance and carry out inspections as appropriate. Regular monitoring, review and updates of procedures shall be undertaken by all in the light of new/amended Legislation, changes to best practice, new Policy/directives or following any significant accident, incident or ill-health event.

Operational practice and procedures shall be constantly monitored by all Persons.

All accidents, incidents and near misses shall be recorded. Significant incidents should be investigated, and their findings documented by a competent person.

Accident/Incident report statistics should be reviewed regularly and communicated to all. This may help identify any increase or trends in particular types of accident and develop awareness.

An annual action plan should be developed to ensure continued improvement and address deficiencies in Health and Safety.

This Policy will be reviewed on an annual basis, following a change of circumstances or significant occurrence.

First Aid

SIACO Limited shall:

- provide appropriate first-aid equipment and facilities as necessary
- provide and maintain suitable training for first aiders and appointed Persons as required
- indicate locations of first-aid facilities
- maintain records of first aid treatment given

Equipment

SIACO Limited shall:

- provide suitable and safe equipment appropriate to the task
- ensure plant and equipment, hired and bought, conforms to appropriate standards
- maintain an inventory of plant and equipment that is subject to a regular schedule of testing and inspection
- maintain records of servicing logs, repair and replacement details on all machinery and equipment
- maintain, test and inspect all work equipment in accordance with the manufacturer's guidelines and specifications
- follow and implement locally, manufacturers' guidance and instructions for use and maintenance
- take out of service immediately any dangerous or unsafe work equipment
- provide training and information to staff in the safe use of equipment
- include lifting equipment and accessories within the above

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Personal Protective Equipment

Personal Protective Equipment (PPE) will be required in addition to Engineering control measures where it is the only reasonably practicable means of controlling exposure. Equipment may include but is not limited to head protection, overalls, gloves, face masks, goggles and ear defenders.

SIACO Limited shall:

- provide suitable PPE free of charge to all who need it
- monitor and enforce the wearing of PPE
- assess the risk to Health and Safety from any activity and ensure the PPE is suitable for the task
- instruct, train and pass information to all Persons on the use of PPE
- maintain PPE in accordance with the manufacturer's instructions

Manual Handling

SIACO Limited shall:

- assess the risk to all Persons from manual handling operations
- provide information and training on safe manual handling techniques
- avoid manual handling activities where possible

Lone Working

SIACO Limited shall:

- assess the risks to all Persons when engaged in lone working
- pass information to all Persons regarding the hazards of any lone working
- provide Persons working alone with suitable communications

Head Protection

The Construction (Head Protection) Regulations 1989 make the wearing of head protection compulsory on construction sites.

SIACO Limited shall ensure any person working on a construction site is wearing head protection that complies with local site identification requirements.

New and Expectant Mothers

SIACO Limited shall:

- assess the risks to the Health and Safety of new and expectant mothers
- conduct a maternity risk assessment in consultation with the Person and any other Advisor as deemed appropriate, as soon as practicable, with a view to understanding, identifying and managing hazards and risks associated with their work

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Working at Heights

SIACO Limited shall:

- only undertake work at height where this is necessary
- undertake a risk assessment of any work at height
- provide all Persons with suitable and appropriate access equipment to enable them to carry out their work safely
- provide appropriate training to enable all Persons to work at height safely. This will include PASMA accredited training in the erection and inspection of mobile tower scaffolds
- inspect and maintain access equipment regularly
- inform all Persons of the hazards associated with working at height

Green Field Events

SIACO Limited shall:

- engage with the Event Director and Senior Management Team at the earliest opportunity on all safety and health related matters
- comply with any legislative or industry guidance in relation to safety at events
- establish at quote stage suitable and sufficient welfare and break facilities
- assess sanitation, medical, exposure and access arrangements
- escalate concerns to the Event Director at the earliest opportunity
- ensure there is and/or provide effective and reliable communication at the event
- jointly understand and capture event specific risk with the Event Director
- continually review event specific risk throughout delivery
- provide an appropriate event briefing to all

Violence

SIACO Limited shall:

- assess the risks of violence towards all Persons
- investigate any incidents or potential occurrences of violence
- comply and coordinate with local and national law enforcement
- work to prevent re-occurrence and drive awareness of personal safety
- consider the effects and risks of lone working across the business

Alcohol and Illegal Substances

SIACO Limited prohibits all working Persons to be under the influence of alcohol or drugs, whether prescribed, purchased at a chemist or classified illegal, which may adversely affect a person's concentration, judgement or ability to work in a safe manner.

Ratification

Lewis Loveless

Lewis Loveless, Director