



Vigilant Security Services UK Limited

Health & Safety Manual

(Policy, Organisation & Procedures)



PREPARED BY: Peter Thomas DipSMMIIRSMtechIOSHAIEMA
April 2014





Contents

<u>Section</u>	<u>Pages</u>
1. General Policy Statement	3
2. Organisation & Responsibilities	4 – 11
2.1. Organogram of appointments	
2.2. Responsibilities of Individuals and Groups	
2.2.1 CEO	
2.2.2 Operations Director	
2.2.3 Directors	
2.2.4 Managers	
2.2.5 Supervisors	
2.2.6 Risk Assessors	
2.2.7 Safety Representatives	
2.2.8 Safety Committee	
2.2.9 Sub-contractors and their Employees	
2.2.10 Health and Safety Assistance	
3. Arrangements for Managing Health & Safety	12 – 19
3.1. Training	3.13. Control of Hazardous Substances
3.2. Accident Reporting	3.14. Asbestos Containing Materials
3.3. First Aid	3.15. Electrical Installations and Equipment
3.4. Fire Safety and Procedures	3.16. Control of Noise & Vibration
3.5. Safety Inspections	3.17. Personal Protective Equipment
3.6. Risk Assessment	3.18. Contractor Management
3.7. Safe Systems of Work	3.19. Control of Access / Visitors
3.8. Health Surveillance	3.20. Communication and Consultation
3.9. Safe Access and Work at Height	
3.10. Display Screen Equipment	
3.11. Manual Handling	
3.12. Machinery Plant and Equipment	

Appendices



1. Guidance document index
2. Safety Inspection Schedule
3. Fire extinguisher guidance
4. Portable Music Devices Policy
5. Induction Training Record
6. General Risk Assessment Form



Security Services UK Limited

STATEMENT OF INTENT

It is the policy of Vigilant Security Services UK Limited to comply with the Health and Safety at Work etc. Act 1974 and other relevant legislation as appropriate in order to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees (while they are at work) contractors and any other person who may be affected by our undertaking.

The responsibilities set out in this Policy and associated Procedures are intended to ensure that work will be carried out safely, consistent with good practice and is in accordance with all relevant statutory provisions. Adequate resources will be made available to ensure that this objective is met.

RESPONSIBILITY

Whilst the Chief Executive accepts full responsibility for ownership of this policy, all employees have a personal responsibility to ensure a proactive approach to Health and Safety matters that impact on the organisation.

The Directors have identified a lead with specific responsibility for health, safety and welfare, to whom reference should be made in the event of any difficulties in the implementation of the health and safety policy and procedures.

OBJECTIVES

In order to achieve compliance with this Policy, the organisation has therefore set the following objectives:

- To set and maintain high standards for health and safety throughout Vigilant Security Services UK Limited
- To identify hazards and risks and set in place programmes to either remove control or reduce these risks
- Make provision of adequate resources to enable the organisation to properly implement the policy and monitor its effectiveness
- Monitor operations at all work areas for health and safety compliance
- Ensure that these objectives are communicated to all staff, visitors, contractors, temporary workers and third parties, as appropriate
- Ensure that all staff are given the necessary information, instruction, training and supervision to enable them to work in a safe and healthy manner
- Ensure the dissemination and discussion of relevant information on health and safety

DISTRIBUTION

A copy of this Policy will be brought to the attention of employees through planned health and safety training, periodic health and safety awareness campaigns and will be available on the Vigilant Security Services UK Limited

REVIEW

The content and effectiveness of the Policy and arrangements will be reviewed and revised as often as is necessary. The review will take into account any legislative or other relevant changes and details of such will be communicated to all staff as appropriate.

Signed:.....

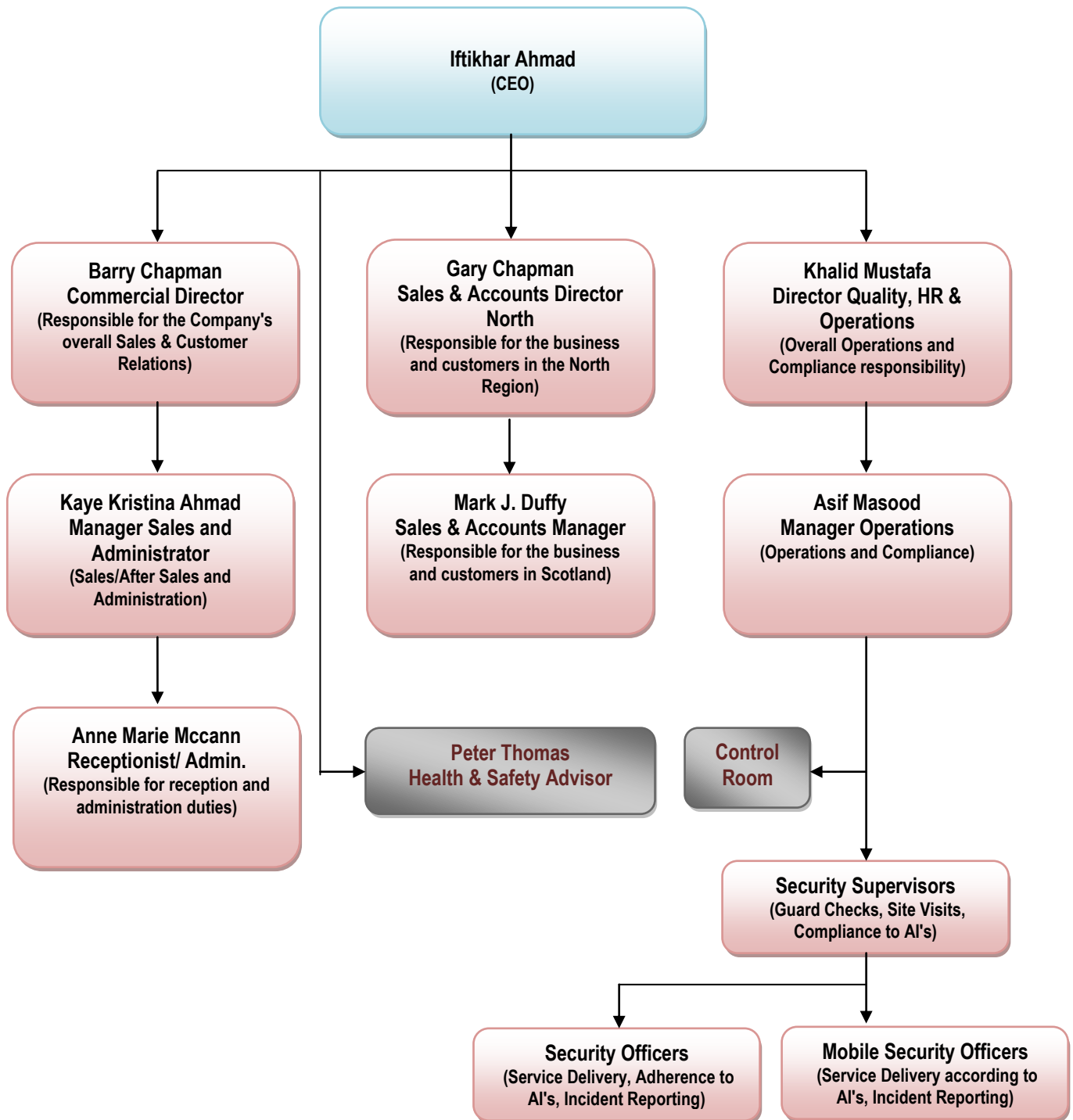
Chief Executive Officer

Dated:09/04/2014.....



Section2

2.1 Organisation & Responsibilities



Key Gray Boxes: Outsourced Process



2.2 Responsibilities of Individuals and Groups

2.2.1 Chief Executive Officer (CEO)

1. The Chief Executive (CEO) has overall responsibility to provide a safe environment throughout Vigilant Security Services UK Limited, ensuring compliance with the requirements of The Health and Safety at Work etc., Act 1974, all subordinate Health and Safety Regulations, ACOPs & Guidance, the requirements of this policy and any subsequent amendments to these.
2. The CEO has overall accountability for the safety of any member of staff, visitor, contractor, and others, whilst they are on those Vigilant Security Services UK Limited premises under his control. He is also responsible for the health and safety of other stakeholders and neighbours who may be affected by the work and undertakings of the Vigilant Security Services UK Limited
3. He has overall responsibility to make arrangements to ensure:
 4. That the requirements of the Vigilant Security Services UK Limited Health and Safety Policy are organised, planned and implemented
 5. That Vigilant Security Services UK Limited Directors are informed of relevant health and safety matters affecting the Vigilant Security Services UK Limited, its employees, contractors, neighbours, other stakeholders and the wider public
 6. That suitable and sufficient resources and support are provided for the training and Development of Vigilant Security Services UK Limited staff in all relevant health and safety matters
 7. That monitoring, measuring, reviewing and auditing of the Vigilant Security Services UK Limited Health and Safety performance is undertaken
 9. That the Vigilant Security Services UK Limited Health and Safety plans and performance are discussed at Directors level and are included within the Vigilant Security Services UK Limited Annual Report

2.2.2 Director Quality, HR & Operations (Operations Director)

1. Is responsible to the CEO Managing for ensuring the Policy is effectively implemented and will:-
2. Be aware of legislation relating to health, safety and welfare which is relevant to the Company's particular work activities.
3. Ensure compliance with the requirements of health and safety law relevant to their particular work activities and that of staff reporting to them.
4. Ensure that risks to the health and safety of employees and others are sensibly managed.
5. Ensure that specialist advice is sought when necessary and that due account is taken of any advice or guidance received.
6. Ensure that adequate means are provided to disseminate information and instructions to all levels of their workforce.
7. Ensure adequate lines of communication exist to receive information and suggestions on health and safety from the workforce.



8. Encourage the active participation of all those under their control in the pursuit of a safe and healthy working environment.
9. Ensure safe systems of work, relevant operational and emergency procedures, codes of practice and other instructions are introduced as appropriate.
10. Ensure that, where necessary, adequate training programmes in respect of health, safety and welfare are established and maintained for all levels of the workforce.
11. Ensure that due account of health and safety implications is made in the purchase and introduction of any new plant, equipment or activities.
12. Co-operate with the Enforcing Authorities in the performance of their statutory duties.
13. Ensure that accidents, incidents and reportable diseases are reported to the relevant Enforcing Authorities and others as appropriate and an adequate investigation is undertaken
14. Ensure the basic cause of any accident or incident is established and that appropriate action is taken to prevent a recurrence including, where appropriate, disciplinary measures.
15. Ensure that contractor selection is based on health and safety performance in addition to other criteria and that, so far as is reasonably practicable, that contractors employed to carry out work for the Company operate to the same health and safety standards as Company employees
16. Ensure the arrangements for collation and retention of health and safety documentation are implemented

2.2.3 Directors

1. All Directors have corporate responsibility to provide a safe working environment and shall ensure adequate arrangements and resources are provided to implement the requirements of this policy, all relevant Safety Regulations and any associated procedures and safe systems of work; and apply this with in their respective areas of responsibility.
2. They ensure that health and safety arrangements are adequately resourced and that they obtain competent advice and that they review reports, performance and action plans to ensure compliance.
3. Directors need to recognise that it is a criminal offence for a company to fail in any of the duties imposed by the Act, and an accident may give rise to civil liability as well.
4. Directors can be prosecuted for the criminal offence as well as the organisation.
5. The Directors need to recognise their role in engaging the active participation of its employees in improving health and safety.
6. All Directors need to ensure that it is kept informed of, and alert to, all relevant health and safety risk management issues.
7. Ensuring that safety objectives/targets are formulated and they are archived.
8. Ensuring that Managers reporting to them act upon their responsibilities with respect to the Safety Policy.
9. Ensuring a structure exists for risk assessment and safe systems of work.
10. Ensuring that personnel receive the appropriate safety related training.
11. Ensuring that an appropriate induction programme is in place for all new employees at commencement of their employment.
12. Ensuring that an appropriate programme of training is in place with respect to health, safety, environment, first aid and fire prevention in accordance with existing and proposed legislation.
13. Ensuring appropriate consultation with employees with regard to health, safety.



2.2.4 Managers are responsible for: -

1. Implementing the Company's Health, Safety and Environmental Policy effectively within their departments.
2. Ensuring that they adhere to and meet the Company Health, Safety and Environmental objectives for Managers.
3. Ensuring that adequate health, safety and environmental training is given to all employees on induction and periodically thereafter as necessary.
4. Ensuring that a programme of risk assessment is in place and is kept up to date.
5. Ensuring that they review and implement, as appropriate, actions required from risk assessments.
6. Ensuring that adequate supervision by competent persons is available at all times and is utilised, particularly where young or inexperienced persons are concerned.
7. Ensuring that appropriate PPE is made available, where required, and that training in its correct use and maintenance is given.
8. Ensuring that all accidents and incidents are reported to the Health and Safety Department promptly and investigated appropriately.
9. Ensuring that all accidents and incidents occurring within their area of responsibility are reviewed, with a view to taking such measures so as to prevent recurrence.
10. Ensuring that all absences related to accidents at work or ill health related to work are reported promptly within the reporting structure.
11. Ensuring that all personnel know the location of the First Aid and Fire Fighting facilities, assembly points and Fire Exits.
12. Ensuring that all employees are aware of First Aid, Fire Evacuation and Spillage/Emergency Response Procedures.



2.2.5 Supervisors are responsible for: -

1. Ensuring that a safe working environment is maintained at all times.
2. Ensuring that all plant and equipment is maintained in a safe condition, that safety devices are fitted and maintained adequately and that safe working practices are observed.
3. Ensuring that all defects of plant, equipment or workplace are reported appropriately.
4. Ensuring that all staff have received suitable and sufficient information and training for them to carry out any assigned work task without incurring undue risk.
5. Providing adequate supervision, by competent staff, of young or inexperienced workers at all times.
6. Ensuring that, where a Risk Assessment shows that it is necessary, PPE is supplied and used correctly.
7. Maintaining a system of 'good housekeeping' to ensure that no combustible or hazardous waste is allowed to accumulate.
8. Ensuring that flammable and other hazardous substances are kept to a minimum and that they are stored and used in accordance with current guidance and legislation.
9. Ensuring that all staff within their area of responsibility knows who their First Aider is and where the First Aid facilities are located.
10. Ensuring that all staff within their area of responsibility conducts themselves in such a manner so as to avoid placing themselves, or any other person, at risk of personal injury by their actions.
11. Ensuring that all hazards are identified and reported to the line manager.
12. Liaising with their line manager and the Safety Manager on all matters concerning Health, Safety and the Environment.
13. Liaising with their Departmental Manager in the compilation of accident/incident reports and to carry out a preliminary investigation to determine the circumstances of such events.



2.2.6 Risk Assessors

1. For the purpose of carrying out risk assessment for Vigilant Security Services UK Limited Ltd, risk assessors should: -
2. Have knowledge of their work area and the processes involved.
3. Carry out risk assessments (occasionally at short notice) on equipment and processes in their area of work.
4. Liaise with their team leader to ensure there is a team approach to assessment.
5. Liaise with other risk assessors to carry out risk assessments.

2.2.7 Safety Representatives are responsible for: -

1. Acting as the focal point within their area of responsibility for all matters relating to the health, safety and welfare of fellow workers.
2. Reporting to the Safety Committee, those safety related matters brought to their attention.
3. Reporting back to staff the findings of the Safety Committee.
4. Bringing to the attention of their manager (in the first instance), any Health and Safety also welfare concerns.
5. Assisting where appropriate, in any incident or accident investigation.
6. Take a pro-active part in helping the Company achieve its health, safety and environmental objectives.
7. Challenge anyone on safety matters
8. Lead by example on safety culture

2.2.8 Safety Committee is responsible for: -

- 1 Assisting in the supervising of the Company Health, Safety and Environmental Programme.
- 2 Reviewing any health, safety or environmental issues.
- 3 Reviewing accident, first aid and fire records and making recommendations to correct adverse trends.
- 4 Recommending any 'in-house' safety rules.
- 5 Presenting employees views to management on health, safety, environmental and welfare issues.
- 6 Presenting management views to employees on health, safety, environmental and welfare issues.

2.2.9 Sub-Contractors and their Employees

- 1 All sub-contractors working for Vigilant Security Services UK Limited shall:-
- 2 Provide a copy of their Company Health and Safety Policy, Risk Assessments and Method Statements, when requested.
- 3 Provide a competent and properly trained workforce.
- 4 Provide proper and well-maintained plant and equipment with necessary certificates and/or records.
- 5 Provide adequate insurance cover.
- 6 Work within method statements agreed with or laid down by Vigilant Security Services UK Limited
- 7 Keep all necessary registers as required by statute.
- 8 Fully co-operate in all matters relating to health and safety, with Vigilant Security Services UK Limited Managers.



2.2.10 Health and Safety Assistance

Mr Peter Thomas is retained to provide competent advice and guidance and will:

1. Ensure, so far as is reasonably practicable, that the Company's Policy on health and safety is suitable and sufficient for the nature and size of the business
2. Keep management informed of all current and proposed legislation covering health and safety through the Health and Safety Nominee
3. Liaise with managers with regard to training needs and arrange such training as requested
4. Liaise with the Health and Safety Executive when requested to do so by the Company
5. Carry out site visits as requested to make an inspection of all plant, premises, and processes that are used or take place within or by the Company
6. Report in writing to appropriate management results of such inspections
7. When requested by the Company, carry out accident investigation and report, with recommendation on findings
8. Advise on the management of risk and provision of protective clothing and equipment required by law and the Company's Health and Safety Policy



Section 3 Arrangements for Health, Safety

Training	Control of Hazardous Substances
Accident Reporting	Asbestos Containing Materials
First Aid	Electrical Installations and Equipment
Fire Safety and Procedures	Control of Noise & Vibration
Safety Inspections	Personal Protective Equipment
Risk Assessment	Contractor Management
Safe Systems of Work	Control of Access / Visitors
Health Surveillance	Smoking, Alcohol and Drugs
Safe Access and Work at Height	Communication and Consultation
Display Screen Equipment	
Manual Handling	
Machinery Plant and Equipment	



3. Arrangements for Managing Health & Safety

This section of the Policy identifies the means by which the Company will implement the Policy Statement and contains the rules to identify and control hazards, which could otherwise lead to injury, ill health or damage.

Material provided by the Health and Safety Executive is identified where appropriate to support the arrangements and given as a document title or web page address

1. Training

On engagement with the company employees will be given induction training of which health and safety is an essential part.

Records of training including those required by specific Regulation or Approved Code of Practice will be retained by the H&S Nominee and will apply where appropriate to: -

- General Health & Safety Awareness
- Fire Safety and Fire Procedures, which may include the use of Portable Fire Extinguishers
- First Aid Provisions
- Manual Lifting and Handling
- Working at Height and Safe Access
- Safe Use of Machinery and Equipment (inc. mobile work equipment)
- Control of Hazardous Substances
- Use of Display Screen Equipment

2. Accident Reporting

- Employees are required to report all accidents; an accident can result in injury, property damage or have the potential to cause injury or damage (near miss)
- The Supervisor / Manger will carry out an investigation to identify the root causes of the accident and should it be necessary the Director Quality, HR& Operations will notify the Enforcing Authority.
- Details of statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) are available on the HSE web page www.hse.gov.uk/riddor/index.htm

3. First Aid

- The Company will ensure that first aid provision is available at all times persons are working on their premises as required by the First Aid at Work Regulations.
- Details of trained first aid personnel and the location of first aid equipment will be displayed prominently on the premises.
- First aid personnel will be trained in accordance with HSE guidance. www.hse.gov.uk/firstaid



4. Fire

- The Company will carry out a suitable and sufficient assessment of Fire Risk for it's and client's premises and review the assessment at regular intervals.
- Fire procedures have been drawn up and are displayed at strategic points throughout the premises.
- Personnel identified with specific duties within the procedure shall be given appropriate training.
- Portable firefighting equipment is provided and maintained in accordance with the guidance provided in BS 5306-3:2003 (Appendix 3).

5. Safety Inspections

- Inspections required under statute will be carried out by competent persons in accordance with the Company inspection schedule and include fire equipment, mobile work equipment and fixed and portable electrical equipment.
- Inspections carried out by Company personnel should also be carried out in accordance with the schedule and records of all inspections retained by the H&S Nominee.

6. Risk Assessment

Risk assessments will be carried out to address the requirements of specific legislation including

- Management of Health and Safety at Work Regulations
- Confined Spaces Regulations
- Display Screen Equipment Regulations
- Working at Height Regulations
- Personal Protective Equipment Regulations

Records of assessments will be retained by the H&S Nominee. Website addresses to access HSE assessment tools or guidance documents are included in appendix 1 to the arrangements

7. Safe Systems of Work

Safe systems of work, method statements, operating procedures and general safety rules will be developed from the outcomes of the assessments on an on-going basis as part of this manual.

8. Health Surveillance

If a specific risk to health is identified from the general risk assessment required by the Management Regulations or other specific regulatory assessments and health checks are appropriate a service will be contracted through local NHS Occupational Health providers in the first instance.



9. Safe Access and Work at Height

- All work where there is a significant risk of injury due to a fall from height will where possible be avoided but where this is not possible tasks will be assessed and suitable controls implemented in line with HSE guidance with preference being given to fall prevention rather than fall mitigation. www.hse.gov.uk/falls/wait
- All employees required to use access equipment will be trained in the safe use of the equipment including ladders and stepladders.

10. Display Screen Equipment (DSE)

- Workstation assessments will be carried out for those persons defined as users and when requested, the Company will arrange for eyesight tests and provision of corrective lenses where applicable
- Users will be informed of the health risks associated with the use of DSE and the precautions to be taken including variation in work activities.

11. Manual Handling

Manual handling operations will be avoided by the use of mechanical handling equipment where reasonably practicable however where this is not possible an assessment of the task will be carried out and suitable control measures introduced to reduce the risk of injury.

The HSE assessment tool “Manual Handling Assessment Charts” www.hse.gov.uk/pubns/indg383.pdf identifies tasks which are high risk and require a detailed assessment and action taken to prevent injury.

12. Machinery and Equipment

All machinery and equipment will be selected and maintained to meet the requirements of the Provision and Use of Work Equipment Regulations and where applicable the Lifting Operations and Lifting Equipment Regulations or Pressure Systems Safety Regulations.

Risk assessments which cover the use of machinery and equipment must ensure compliance with the relevant regulations and records retained by the H&S Nominee.

This requirement will apply to all work equipment including that provided under hire agreements.

The Company operates an isolation procedure to which all employees and contractors must adhere.

- All machinery and equipment must be isolated from their energy source(s) prior to any work commencing wherever reasonably practicable.
- Where this is not possible, safe systems of work will be implemented to minimise the risk of injury
- The Company will document procedures for isolation of machinery and equipment to be followed when isolation cannot be carried out
- All employees and sub-contractors must adhere to the procedures.



13. Control of Hazardous Substances (COSHH)

- The health and safety information for any substance to be used in any work area on the premises must be obtained from the supplier prior to its use and an assessment made of the way in which it will be used to ensure the health and safety of the people that may come into contact with the substance.
- Exposure to substances hazardous to health will be prevented wherever possible however if this is not reasonably practicable then exposure will be adequately controlled.
- Initial assessments will be carried out using the HSE tool COSHH essentials; www.coshh-essentials.org.uk and records retained by the H&S Nominee
- Information based on the outcome of the assessment will be provided to all employees who may come into contact with a substance.
- Approval will be sought from Clients prior to using any hazardous substances on their sites
- Asbestos Containing Materials (ACM)
- The Company will comply with the requirements of the Control of Asbestos Regulations in respect of its own premises.

14. Electrical Installations and Equipment

- Fixed electrical installations and portable electrical equipment will be inspected by competent persons in accordance with the schedule.
- A competent person shall carry out any inspections, installation or repair to electrical equipment.
- Any requirement for electrical installation by a client will by prior agreement be sub - contracted to competent contractors

15. Control of Noise & Vibration

15.1 Noise

- Where processes or tasks are identified with noise emissions that may exceed the regulatory exposure action levels a suitable assessment will be made.
- The Company will endeavour to keep noise levels as low as is reasonably practicable in accordance with the current standard.
- If noise levels cannot be reduced below the exposure action levels by other means, then hearing protection will be provided.
- Employees who are regularly exposed to noise above the lower exposure action level will be required to attend audiometric testing at a periods determined by the occupational health advisor

15.2 Vibration

The Company will assess the risk of hand arm vibration syndrome from the use of hand tools which vibrate and where they approach or exceed the exposure action values take action to reduce the vibration by provision of alternative tools or reductions in the period of use.



16. Personal Protective Equipment

- Personal protective equipment (PPE) identified as additional controls by risk assessments will be provided free of charge by the Company.
- The H&S Nominee will retain a record of issue of equipment
- All equipment will be assessed for suitability, compatibility and user comfort.
- Employees must be aware that it is their responsibility to use such equipment correctly and report any defects as they occur.

17. Contractor Selection & Control

- Contractors will be selected on an assessment of their competence to carry out the work in question. Competence assessments will be conducted to meet the criteria statements detailed in the Construction (Design and Management) Regulations 2007 and its associated guidance.
- A database of approved contractors will be held by the H&S nominee who will ensure that relevant information, such as liability insurances, are updated annually.
- In addition contractors and their employees must comply with the requirements detailed in the Responsibilities section of the Company Policy or other specific requirements detailed in the invitation to tender documentation.
- The Company may base its assessment of competence on membership of an approved scheme such as CHAS or SAFE CONTRACTOR

18. Access Control

- Contractors carrying out works at the main offices will undergo an induction on their first visit to site which will be refreshed as necessary.
- Visitors will be accompanied at all times whilst on site except where there is a need for them to work unaccompanied in which case they will be inducted as for contractors

19. Smoking, Alcohol and Drugs

- The Company complies with the requirements of the Health Act 2006 and operates a No Smoking Policy within all buildings; this is designed to promote good health in the workplace and will be brought to the attention of all employees.
- The consumption or use of alcohol and recreational drugs whilst at work is prohibited and any person thought to be under the influence of intoxicating substances may be requested to leave site pending further investigation.
- Employees who are using prescription medications should make this known to the Operations Director who will determine if any further action need be taken to protect the safety and health of the employee.

20. Internal Communications and Consultation

- The current size and structure of the Company means a very close liaison of staff throughout with the main route for health and safety consultation being informal discussion and toolbox talks.
- These discussions / talks will take place for both employees and subcontractor employees when on client sites.



- Vigilant Security will consult with its employees directly at formal meetings, where health and safety will be an agenda item, at least every six months.

Appendix 1

Suggested guidance to download from the HSE website www.hse.gov.uk

This is not intended as a definitive listing

- INDG 163 rev 2: Five steps to risk assessment
- INDG 136 rev 3: COSHH a brief guide to the regulations
- INDG 229: Using work equipment safely
- INDG 36: Working with VDUs
- INDG 402: Safe Use of Ladders and Stepladders
- INDG 405: Top Tips for Ladder and Stepladder Safety
- INDG 344: Essential Health and Safety Toolkit for Construction Contractors
- INDG 143: Getting to grips with manual handling
- HSG 107: Maintaining portable / transportable electrical equipment



Appendix 2

Safety Inspection Schedule

Independent Inspections

Electrical appliances	Fixed installation and portable tools / equipment as specified by competent person
Radiation leakage (microwave oven)	Annually
Earth continuity of plant	Annually
Portable fire extinguishers	6 monthly
Mobile Work Equipment <ul style="list-style-type: none"> MEWPs (certificate required for hired / leased equipment) 	Annually / 6 monthly
Lifting Equipment / Accessories	

Internal Inspections

<ul style="list-style-type: none"> Condition of safety devices Condition of personal protective equipment Walkways and housekeeping generally Hand tools Electrical hand tools Ladders and stepladders Other Access Equipment 	Visual inspection daily / prior to use (any defects must be recorded)
--	---



<ul style="list-style-type: none">• Portable firefighting equipment• Mobile Work Equipment MEWPs • Condition of safety devices• Condition of personal protective equipment• Walkways and housekeeping generally • Hand tools• Ladders and stepladders• Other Access Equipment•	<p>Recorded visual inspection monthly or by contract</p> <p>6 monthly</p>
--	---



Appendix 3

Selection and Maintenance of Extinguishers

This guide details the requirements for type, number, location and maintenance of extinguishers with reference to BS5306 parts 3 & 8.

Introduction

Fires are divided into a number of fire classes and extinguishers are marked with the classes of fire they are/are not suitable for fighting.

Type	BS EN 3 Colour Code	Fire Class
Water	Signal Red	A
Foam	Signal Red with a cream panel above the operating Instructions	A B
Dry Powder	Red with a Blue panel above the operating instructions	A, B, C
Carbon Dioxide	Red with a Black panel above the operating instructions	A(Limited), B
Wet Chemical	Red with a Canary Yellow panel above the operating instructions	A,F

Whilst electricity is not a class of fire, electrical fires should also be considered in which case CO₂ or dry powder extinguishers are most appropriate.

In addition to classes of fire all extinguishers are tested and allocated a fire rating based on their ability to put out a fire, the higher the rating the larger the fire. Where extinguishers show two ratings this is because they can be used on different classes of fire.

CHUBB Extinguishers	WATER	HYDRO SPRAY	HYDRO SPRAY	AFFF FOAM	AFFF FOAM	AFFF FOAM
Capacity (ltr / kg)	9	3	6	2	6	9
Fire rating	13A	13A	21A	5A 55B	13A 144B	21A 183B
	DRY POWDER	DRY POWDER	DRY POWDER	CO2	CO2	WET CHEMICAL
Capacity (ltr / kg)	3	6	9	2	5	6
Fire rating	21A 89B	34A 233B	43A 233B	34B	70B	75F 13A



Number, Type and Location of Extinguishers

Normally, extinguishers should be conspicuously sited where persons following an escape route will readily see them, for example near to room exits, corridors, or stairways.

There should be no point in any building that is more than 30m from an appropriate extinguisher and extinguishers provided to deal with a special fire hazard should be sited accessibly near to that hazard.

Extinguishers need to be appropriately wall-mounted, and, along with other portable firefighting equipment, identified by signs:

- Groups of fire equipment should be signed with a “fire point” sign.
- Extinguishers should have an identifying sign that explains their use.

In any one floor of a building or single occupancy, all extinguishers should be of the same method of operation, furthermore all extinguishers of any one type should be similar in shape, appearance and colour.

Sufficient spare extinguishers should be available so that discharged extinguishers may be replaced immediately after use.

For safety and convenience reasons, AFFF foam extinguishers that have passed the electrical conductivity test of BS EN 3 should always be recommended in place of water.

Minimum Level of Cover

The standard requires a minimum of 26A protection on any floor of a building up to a maximum of 400 m² per floor, where the number is the fire rating of the extinguishers and the letter is the class of fire; this is equivalent to two 9 litre water extinguishers.

This does not include additional extinguishers, as spares, or where additional extinguishers are required because of increased risk

Larger Premises

In larger buildings with floor areas greater than 400m² the following calculation is used to determine the number of class A extinguishers required

$$\frac{\text{Square meters of floor area} \times 0.065}{\text{Fire rating of extinguishers}} = \text{Number of class A extinguishers required}$$



So for a room 30m x 40m using 9litre water extinguishers (13A rating) the number of extinguishers required will be:

$$\frac{30 \times 40 \times 0.065}{13} = 6$$

If higher rated extinguishers (9litre foam) are used the number required will be reduced however there must be a minimum of two extinguishers per floor.

$$\frac{30 \times 40 \times 0.065}{21} = 4 \text{ rounded to the nearest whole number}$$

Alternatively a smaller size of extinguisher could be used which is easier to handle; replacing the 6 x 9 litre water extinguishers with 6 x 6 litre AFFF foam which have a 13A rating

Other Fire Risk

In addition to class A protection other classes of fire must be catered for where the risk is present. For example, if electrical equipment is used then the installation of CO₂ extinguishers in a suitable location is appropriate.

Maintenance of Portable Fire Extinguishers

All common types of extinguishers should be serviced annually by a competent person to BS 5306-3:2003.

There should be an extended service, including discharge testing, for all extinguishers (except for CO₂ extinguishers, see below) every five years.

There is a statutory duty under the Pressure Systems Safety Regulations 2000 to stretch test CO₂ extinguishers every 10 years and it is normal practice at this time to carry out a full refurbishment of the extinguisher.

Extinguishers replacement is recommended at 20 years

In addition to the above, extinguishers should be checked by the 'user' each month to ensure that it is located correctly, is not obstructed and visible and shows no sign of damage or use.

The pressure gauge indicator if fitted should be in the operable position and the operating instructions should also be clean and legible



Maintenance Frequency Table

Extinguisher Type	At Least Monthly	At Least Annually	Extended Servicing			
			Age 5yr	Age 10yr	Age 15yr	Age 20yr
Water & Foam (& Water-Based)	Visual Inspection	Basic Service	Discharge Test	Discharge Test	Discharge Test	Advise Replacement
Powder (non primary-sealed only)	Visual Inspection	Basic Service	Discharge Test	Discharge Test	Discharge Test	Advise Replacement
CO2	Visual Inspection	Basic Service	-	Refurbishment,	-	Advise Replacement
Class F Extinguishers	Visual Inspection	Basic Service	Discharge Test	Discharge Test	Discharge Test	Advise Replacement

The Basic Services should include:

- An external examination for signs of corrosion, dents, splits, incorrect gauge readings or other damage.
- Measurement of pressure, weight, etc to ensure that there is the correct amount of both medium and propellant gas.
- Checking of all applicable parts to ensure good working order (this will include removal of the safety pin, BS 5306-3:2003 compliant pull-tag and other anti-tamper indicators, which, in many cases, will need replacing).
- Mandatory replacement of washers, 'O' rings, seals and diaphragms for horns, nozzles, hoses and valves whenever these components are removed

The Extended Service includes all of the above plus discharge testing or refurbishment.



Appendix 4

Portable Music Devices Policy

Vigilant security Limited permits employees to bring iPods, MP3 players, and other portable music devices to work. However, it expects employees to adhere to the following guidelines to ensure their proper and safe use.

1. Manufacturing / Production / areas

- a. Employees are prohibited to use / take iPods, MP3 players, and other portable music devices into manufacturing areas.
- b. This is a safety issue to operate machinery, and ability to hear surrounding noises such as fire alarms, FLT horns and warning form colleagues
- c. The use is restricted to breaks and lunch hours in welfare areas.

2. Office areas

- a. Employees may listen to music through headphones, but the volume level must be kept low so that it does not block out voices or disturb co-workers. Employees who abuse this privilege will be prohibited from listening to their iPod or other portable music device during working hours. Use will be restricted to breaks and lunch hours.
- b. Employees are prohibited from walking around the office, attending internal meetings, or meeting with clients while listening to their iPod or other portable music device and wearing headphones in their ears.
- c. When discussing work-related matters with a manager, supervisor, or any other employee of the Company, no matter how brief the exchange is, employees must remove their headphones.
- d. Use of the Company's computers to download music onto employees' iPod or other portable music device is strictly prohibited.
- e. Employees are strictly prohibited from downloading onto their iPod or other portable music device any confidential or proprietary information from Vigilant security Limited computers.

3. Driving

- a. Listening to an iPod or other portable music device through headphones while driving a Company- vehicle is strictly prohibited. Similarly, the Company prohibits employees from listening to an iPod or other portable music device through headphones while driving either a personal or Company vehicle on company business.



Appendix 5

Induction Training Record

Location:		Employee Name:	
Start Date:		Job Title:	
Trainer:		Manager:	

1. Job Description & Conditions			Tick Done
Company & Organisational Structure			
Terms & Conditions inc. pay and leave			
Job Description & Responsibilities			
Hours of Work, Tea and Lunch Breaks			
Performance Review Systems			
Trainer	Employee	Date	
Initials	Initials	Completed	

3. Company Rules & Procedures			Tick Done
Conduct, Dress, Appearance			
Misconduct & Disciplinary Procedures			
Grievance Procedures & Confidentiality			
Sickness Notification, certificates and pay			
Customer			
Trainer	Employee	Date	
Initials	Initials	Completed	

2. Work Place			Tick Done
Tour of other site			
Policy Statement & Law poster locations			
Introductions to key people/colleagues			
Accident & First Aid Procedures/Accident Book			
Fire Equipment, Alarms, Drills, Exits			
Emergency Procedures & First Aid			
Hygiene & Smoking/Non-smoking policies			
Security & Keys			
Trainer	Employee	Date	

4. Safe use of equipment			Tick Done
High Visibility Jacket/vest			
Gloves			
Overalls			
Safety Footwear			
Hard hats			
V.D.U. / D.S.E.			
Office Equipment; printers, fax, shredders etc.			
Other (list)			
Trainer	Employee	Date	



Initials	Initials	Completed
----------	----------	-----------

Initials	Initials	Completed
----------	----------	-----------

5. Warehouse Operations		Tick Done
Steps		
Powered Access Platforms		
Side loading lift trucks		
Counter balance FLT		
Stillage tug unit		
Chop Saw		
Housekeeping, litter, entrance appearance etc.		
Waste disposal and use of skips		
Trainer Initials	Employee Initials	Date Completed

6. Management System		Tick Done
Overview – what is it?		
HS Manual – where to find information		
Risk Assessments – what, where, when		
Safe Working Practices – safety rules		
Visitors Rules		
Control of Contractors		
Permits to work		
Communication & Consultation		
Trainer Initials	Employee Initials	Date Completed

6. Any Specific training		
Verbal instruction on principles and issue of relevant Work Instructions and Procedures. List those given:		
Trainer Initials	Employee Initials	Date Completed
Any updates and re-issues must be relayed to relevant personnel and recorded on a separate form.		



Appendix 6

General Risk Assessment Form					
Management of Health and Safety at Work Regulations 1999					
Please fill in all grey boxes with as detailed information as possible					
Do other risk assessments refer to this Activity	Yes		No		Reference:

Location of Assessment	Activity Reference Number	Site /Area

Work Activity being Assessed

ACTIONS & RECOMMENDATIONS/CONTROL MEASURES				
Action/Recommendation	By Who &Date	Signature & Print Name	Completed Date	Signature & Print Name



Assessment of Risk Once Control Measures are in Place

	L	S	L	S	L	S
Likelihood x Severity	<input type="text"/> X <input type="text"/>	<input type="text"/> X <input type="text"/>	<input type="text"/> X <input type="text"/>	<input type="text"/> X <input type="text"/>	<input type="text"/> X <input type="text"/>	<input type="text"/> X <input type="text"/>
Risk Rating if above control measures in place	LOW		MEDIUM		HIGH	

Identify the Known Hazards

Numbers Affected			
How many users? (number)		How Many others affected? (number)	
Frequency/Duration Affected			
User (in Hours)		Others (in Hours)	

Existing Control Measures



	Assessment of Risk					
--	--------------------	--	--	--	--	--

	L	S	L	S	L	S
Likelihood x Severity	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>	<input type="checkbox"/>	X <input type="checkbox"/>
Present Risk Rating (Please Circle)	<input type="checkbox"/> LOW <input type="checkbox"/>		<input type="checkbox"/> MEDIUM <input type="checkbox"/>		<input type="checkbox"/> HIGH <input type="checkbox"/>	

Assessment By:	
Date of Assessment	
Signature	
Date of Next Assessment/Review	

QUANTIFIABLE RISK RATING MATRIX

This matrix is designed to be used in conjunction with the General Risk Assessment Pro-Forma.

A degree of subjectivity will be involved with the assignment of ratings for severity and likelihood/probability.



SEVERITY

RATING

Fatal Accident	5
Major injury	4
Injury could not return to work for 3 days	3
Minor injury return to work	2
No injury	1
Environmental damage	5
Plant damage	4

LIKELIHOOD/PROBABILITY

Very likely/frequent	5
Likely	4
Possible	3
Remote	2
Improbable	1

LIKELIHOOD/PROBABILITY					
S	1	2	3	4	5
E	2				
V	3				
E	4				
R	5				



The assessor will need to plot likelihood/severity onto this matrix to ascertain the final Risk Rating for the assessment.

Risks will be rules as follows

4 - 8	(Green area)	Low Risk
9 - 14	(Yellow area)	Moderated Risk
15 - 25	(Orange area)	Significant Risk