Paramount Security Solutions Ltd

Health & Safety Policy and Procedure

Requests or suggestions for amendment to this procedure

should be submitted to the owner of the process

PROCESS OWNER: Managing Director

VERSION No: 1		Current version: Version: 1
Reviewed	October 20th 2023	
WITHDRAWN:		

FOREWORD BY MANAGING DIRECTOR

This is your Company Health and Safety Policy and it is essential that you read and understand what part you have to play in the Company's health and safety arrangements. This is important not just for your own safety but also the safety of others around you at Work.

This policy is not a document that should be kept on a shelf in case anyone asks to see it, but a vital part of the Company's operating processes that should be used and constantly referred to in conjunction with the company Health and Safety Manual.

Every single one of us has duties under health and safety law, and specific objectives set by me in this policy.

Good leadership is essential to the success of this policy and I expect supervisor to set the example for others to follow and be proactive in controlling risk.

The key to a positive health and safety culture is good communications. Those with specific responsibilities should consult widely to ensure that they have the fullest possible understanding of the risks and how to control them.

We seek to go beyond mere compliance with the law to achieve a positive health and safety culture that genuinely adds value to the services that we supply to our Customers, as well as safeguarding the health and safety of our employees. To that end it is important that we maintain a regular dialogue with our Customers and employees on health and safety matters to ensure that we keep their needs in mind

PART ONE: STATEMENT OF POLICY

1.0 GENERAL POLICY STATEMENT

Paramount security Solutions Ltd aims to set the benchmark standard for health and safety in the Security Industry. This is not only our moral and legal duty, but it is operationally important for the success of the Company.

Our employees are our prime resource and work in a demanding and sometimes uncertain environment; therefore we have to protect their well-being and provide safe systems and methods of work. Our Customers rely on us to provide trained and competent staff, in some cases as part of their own overall health and safety arrangements. We recognise that this places a special responsibility on you and extends our duty of care to our Customers' staff, visitors and members of the public. Thus we seek not just to comply with the Health and Safety at Work Act 1974 and other relevant legislation but also to provide a health and safety framework that is genuinely supportive of our Customers' own arrangements, as well as safeguarding the health and safety of our own employees. We also aim for continual improvement by using the channel of communications with our employees and our Customers to regularly review our performance.

To ensure that we meet all of our health and safety obligations the Company will: -

- Allocate sufficient resources to meet our health and safety objectives
- Provide adequate control of health and safety risks arising from our work activities
- Consult with our employees and Customers on matters affecting health and safety
- Provide and maintain safe plant and equipment
- Ensure safe handling of substances
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to do their tasks, and to give them adequate training
- Prevent accidents and cases of work related ill-health
- Maintain safe and healthy working conditions
- Review and revise this policy as necessary at regular intervals and as a minimum annually.

20th October 2025

PART TWO: ORGANISATION

2.0 OPERATING DEPARTMENTS

This policy refers to 'operating departments'. For the purposes of this policy, the operating departments are as follows:

Department	Department Head
Office – Colchester	MD

3.0 THE MANAGING DIRECTOR

Ultimate responsibility for health and safety rests with the Managing Director. The Operations manager, who has a collective responsibility.

4.0 COMPETENT ADVICE AND SAFETY REPRESENTATIVES

The person responsible for Health and Safety is the Managing Director. He is responsible for the direction of the Company's overall health and safety strategy and ensuring that staff is kept informed on health and safety matters.

The Company has the ability to seek advice from an external Health and Safety Consultants,

Any member of staff located in a regional office may be nominated as the local safety representative in consultation with all concerned.

5.0 LEADERSHIP AND MANAGEMENT BY EXAMPLE

Leadership from the top is fundamental to our approach and this must be reflected at all levels so that Managing Director and supervisor take a clear lead by setting the example for their staff to follow. The supervisor will be assisted by competent staff but the duty of care for staff and anyone who may be affected by their acts or omissions rests with the Managing Director.

The style of management is also important. Credit must be given to individuals who make a positive contribution to health and safety and, conversely, behaviour that compromises the control of risk must be dealt with quickly and firmly to ensure that it is not repeated.

6.0 SPECIFIC RESPONSIBILITIES

6.1 Director Responsible for Health and Safety

The role is essentially to champion the cause of health and safety at board level. The Director is a main board appointee and specifically the role is responsible for:

- The overall direction of health and safety policy and strategy
- The setting of Company health and safety objectives

- Ensuring that the company allocates adequate resources to achieve its health and safety objectives
- Monitoring the Company to ensure that it is achieving its health and safety objectives
- The sourcing of competent advice.

- The safety and health of their staff and others who may be affected by the acts and omissions of the staff
- The assessment and control of risk within the bounds of company's responsibility
- Ensuring proper monitoring of the company including regular audits
- Regular consultation with Customers and staff representatives on health and safety issues.

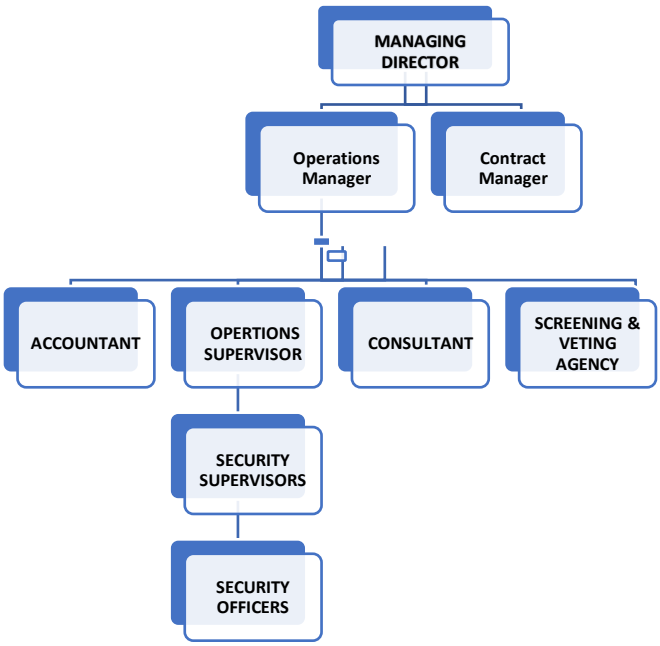
6.2 Staff Responsibilities

All members of staff have a responsibility to:

- Read and comply with the Company Health and Safety Policy and ISO 18001
- Co-operate with the Company on all health and safety matters
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety
- Report all safety concerns to the appropriate person such as the manager, supervisor or staff safety representative
- Report all accidents and near misses, however small.

6.3 Health & Safety Management Structure

The structure for health and safety management is illustrated below:



7.0 COMPETENCY

Competency is a mixture of relevant experience and formal training. All staff will receive health and safety training commensurate with their duties and will have access to competent advice where they need it. The arrangements for formal health and safety training are as follows: -

TRAINING MATRIX

Position	Training
Managing Director	Via Health and Safety Consultants
Operation manager	Via Health and Safety Consultants
Supervisors	Company Induction on Health and Safety
All staff	Company Induction on Health and Safety

The Company has the ability to seek advice from an external Health and Safety Consultants,

8.0 Consultation with Staff

The Company's prime Operations asset is its staff, and regular consultation is particularly important as they are spread widely on Customers' premises.

Day to day safety issues or defects must be brought immediately to the attention of the manager or supervisor.

8.1 Consultation with Customers

The Company will consult (in person or by survey) with its Customers at least annually.

9.0 CO-OPERATION

A positive health and safety culture cannot be achieved in isolation; it must be the product of co-operation at all levels. This is not just good practice; all members of staff have a legal duty to co-operate with the Company, each other, our Customers and other contractors with whom we work on health and safety issues.

10.0 MANAGEMENT PERFORMANCE

The supervisor has specific health and safety objectives set for him by the Managing Direct as part of the overall management process. Review of his performance is to include their contribution to a positive health and safety culture within his area of responsibility. Credit should be given where individuals have done more than simply complied with the policy and have managed to achieve positive improvements.

PART THREE: HEALTH AND SAFETY ARRANGEMENTS

11.0 MANAGEMENT OF RISK

The Company has a clear and specific duty under the Management of Health and Safety at Work Regulations to carry out a suitable and sufficient assessment of all significant risks and to mitigate those risks to the lowest reasonably practicable level. It is also key to our overall policy to proactively manage risk.

11.1 Statement of Risk Assessment

The Company's operations give rise to particular safety risks. The majority of our staff interface with the public to one degree or another. Those in uniform are particularly likely to be exposed to a greater risk of confrontation and even violence.

- Emergencies
- Intruders
- Fire
- Explosion
- Medical emergency

Safety risk assessments will be carried out in respect of the specific duties to be performed and the environment in which staff are working.

By way of overview the following activities indicate the health risks to which our staff may be exposed:

- Working with display screens and keyboards,
- Working shifts with a mixture of work patterns (days and nights)
- Administering first aid
- Work related stress.

Every situation must be assessed separately and reviewed regularly. The supervisor should remember that in identifying hazards, staff, Customers and anyone with relevant experience should be consulted to ensure that risk assessments meet the legal standard of being 'suitable and sufficient' by identifying all significant risk.

The Management Regulations also require that risk should be mitigated with a view to achieve maximum reduction in the level of risk within the bounds of practicability.

In general terms emphasis should always be placed on eliminating or reducing risk at source. It must be remembered that personal protective equipment is a control of last resort

11.2 Risk Assessment Procedure

The Risk Assessment Procedure is contained in the Company's Quality Manual.

All risk assessments are to be documented and filed as follows:

11.2.1 Company Risk Assessment Register

11.3 Review

Specific risk assessments are to be reviewed as follows;

- Following an accident or incident
- Following any changes to the process or operation
- Following changes to applicable legislation
- At least annually.

Guidance can be found in 'Five Steps to Risk Assessment' HSE Books, also available free from the HSE Website, HSE Direct.

12.0 SAFETY OF EQUIPMENT
The Company will comply with the requirements of the Provision and Use of Work Equipment Regulations as follows:

12.1 Purchasing and Selection
The Managing Director has to ensure that all equipment purchased is suitable and fit for the purpose intended. Safety and health must be a consideration when purchasing all new equipment.

12.2 Maintenance
All equipment must be properly maintained as per the manufacturer's instructions or as required following a risk assessment. Any safety defects are to be immediately reported to the Managing Director or supervisor.

12.3 Portable Electrical Equipment
The management of portable electrical equipment shall be in accordance with the Electricity at Work Regulations. A register of portable electrical equipment owned and/or issued by the Company (including equipment issued to site) must be maintained by the company office. All portable electrical equipment is to be subject to an inspection and testing regime (PAT) in accordance with the procedure in the Health and Safety Manual. Personal electrical equipment (brought from home) in use at company premises must also be inspected and tested.

Guidance can be found in 'Maintaining Portable Equipment and Transportable Equipment HSG 107 – HSE Books

13.0 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH
The Company will comply with the requirements of The Control of Substances Hazardous to Health (COSHH) Regulations 2002. In general the use and handling of such substances does not fall within the day-to-day operations of a security company. Our policy is therefore to

avoid such risks by using alternative methods or substituting for a safer substance where at all possible. Where it is not possible to avoid such risks the following will apply:

- On sites where employees come into contact with such substances, this must be reflected in the site risk assessment and relevant information made available to employees including the supervisor and Managing Director
- Particular attention must be paid to the possibility of exposure to such substances in an emergency
- Where employees are directly involved in handling such substances a COSHH assessment must be carried out by a competent person.

Published guidance can be found in 'COSHH Essentials' from HSE Books (also available free from HSE Website, HSE Direct)

14.0 FIRST AID

14.1 First Aiders Deployed on Site

In some cases, either as a result of a site risk assessment or as a result of the Customer's own risk assessment, a trained first aider may be specified as part of the contract. The Managing Director must ensure that trained first aiders provide cover for absence, and that refresher courses are booked when relevant.

15.0 EMERGENCY PROCEDURES

It is a legal requirement for every premise to have a procedure to deal with serious and imminent danger. The procedures themselves will be specific to each premises and are included as part of the Health and Safety Manual. As a matter of policy the following will apply:

All personnel deployed to sites must be fully conversant with the Customer's own emergency procedures and where appropriate the part that they play in executing them

All Company premises must have procedures to deal with the following:

- Fire and explosion
- Emergency evacuation
- Fire alarms must be tested monthly and records kept
- Emergency evacuation drills must be conducted every six months and records kept
- All new employees must receive instruction in what to do in the event of an emergency on the day of their arrival either on site or in the office
- Emergency procedures must be reviewed at least annually and updated as required.

16.0 OPERATIONS ON SITE

This is the focus of the Company's operational. Paramount Security Solutions Ltd has a duty of care to its employees. This also extends to anyone who may be affected by the actions or omissions of those employees i.e. the Customer's own staff, visitors to the premises or the general public.

Most importantly of all it must be remembered that in many security and parking operations our employees are part of the Customer's own health and safety arrangements.

- Our Customers also have a duty of care to our staff as they are in control of the premises on which our staff are based or may visit
- All companies have a specific duty under the Management of Health and Safety at Work Regulations to co-operate with each other on sites or undertakings where there is more than one employer.
- Each contract will have its own specific arrangements but the following will apply to all contracts:

16.1 Safety of all Security Personnel

16.2 Dealing with Accidents
All accidents at work must be immediately reported to Control, as specified in the Accident Reporting procedure, summarised below:

16.3 Welfare
The welfare of our employees is important, as it should be for any responsible employer. Staff who has adequate working conditions will perform better for our customers. The Managing Director is to ensure that as a minimum, conditions where staff is deployed comply with the Workplace (Health Safety and Welfare) Regulations and specific requirements in the Health and Safety Manual.

Guidance can be found in the Approved Code of Practice to the Workplace Regulations – HSE Books.

17.0 PROACTIVE MONITORING - AUDITING
The aim of proactive monitoring is to deal with health and safety issues before accidents occur. Such activities include audits, safety inspections and safety tours. The Managing Director is responsible for, and has a duty to monitor the activities for which they are accountable.

Published guidance can be found in 'Successful Safety Management' HSG 65 – HSE Books

17.1 Annual Health & Safety Audit
An audit is a systematic and critical examination of the Company's effectiveness in managing risk and identifying both strengths and weaknesses. Audits will take place annual.

17.2 Site Audits
From time to time our Customers will carry out their own audits that will include the activities of our staff. Extracts of the relevant findings and recommendations should be obtained by the Managing Director.

17.3 Company Offices

Regular housekeeping rounds are to be carried out to ensure the safety of occupants. Particular attention is to be paid to the following:

- Fire risks, combustible materials and ignition sources
- Electrical equipment and cable management
- Means of escape
- First aid fire fighting equipment
- Safety notices
- Trip hazards, safe access and egress
- Safety defects of any kind
- Welfare facilities, toilets etc

18.0 REACTIVE MONITORING – DEALING WITH ACCIDENTS

Reactive monitoring involves analysis and review of accident reports and investigations. It is an essential part of the overall process so that lessons can be learned to avoid failure being repeated. The accident reporting procedure is in the Quality Manual. The overall policy is as follows:

18.1 Accident Handling

Every situation that presents itself will be different. In general the following principles will apply:

- Make the situation safe to prevent further injury or damage
- Help treat and if necessary rescue an injured party
- Where possible preserve the scene to enable investigation.

18.2 Accident Reporting

The Accident Reporting procedure is set out in the Quality Manual. Its main provisions are as follows:

- All accidents are to be reported to the Managing Director.
- Where there is a reportable accident under The Reporting of Incidents Diseases and Dangerous Occurrences Regulations (RIDDOR), these are to be reported to the HSE by the Managing Director. Note: The police are always to be called in the event of a death.

All accidents and incidents (including near misses) are to be reported as they occur to the Managing Director.

Published guidance on RIDDOR can be found in 'RIDDOR Explained' HSE 31 – HSE Books.

18.3 Accident Investigation

All accidents, however small are to be investigated. It will be up to the supervisor to determine the scale of the investigation relative to the severity or unrealised potential severity of the accident. The aims of accident investigation are as follows:

- Identify reasons for sub-standard performance
- Identify underlying failures in health and safety management systems
- Learn from events
- Prevent re-occurrences
- Satisfy legal reporting requirements.

Any accident involving death or serious injury as defined by RIDDOR must be immediately referred to the Managing Director who will ensure that this is referred to the HSE within the applicable timescale. The Managing Directorwill investigate the accident.

Published guidance can be found in Successful Safety Management HSG 65 - HSE Books.

18.4 Involvement of Outside Agencies – Health and Safety Executive, Local Authority and Police Service

The powers of enforcement authorities with regards to health and safety are extensive. It is the policy of the company that they are to be given all reasonable assistance as required under section 20 of the Health and Safety at Work Act. Whenever an outside agency becomes involved directly in an incident on site or any aspect of the Company's operations this must be reported to The Managing Director.

19.0 COMAR SITES

COMAR is the Containment of Major Accidents Regulations and is only applicable to sites so designated by the regulations. We will work closely with our Customer where such Regulations apply, in accordance with the site specific Assignment Instructions.

20.0 SUMMARY OF REVIEW PROCESSES

The Company has a duty to review its performance and this has been built into the policy. The review processes are designed to ensure the following:

- The Company can learn from experience,
- Improve performance,

Ed Githaiga
Managing Director

October 20th 2025