PARAMOUNT SECURITY SOLUTIONS LTD

Lone Worker Policy

Paramount Security Solutions Ltd has been and will continue to be fully committed to the safety and welfare of its officers on both multi person and sole worker sites.

The use of the Timegate and Masterlink ensures that the Company knows the location and welfare state of every officer on duty, twenty-four hours per day.

All officers' duties are stored within TIMEGATE, which in turn is linked to Masterlink. The system presents to the Duty Controller at Oakpark Security Control Room; the start and finish times of all duties. Each operational card also records check calls that are logged.

Failure to book on:

TIMEGATE will highlight any duty that is due for book on, the parameters having been established at commencement of contract. Should this occur The Duty Controller at Oakpark Security will immediately contact The Managing Director

The Managing Director will attempt to contact the officer at their personal contact points.

- Call the officer's mobile number.
- Call the officer's landline number
- Call the officer's emergency contact.

Should contact fail, the Managing Director will immediately action a trained replacement for the client, ensuring that the client is briefed on the full facts as they are known. The action taken and the estimated arrival time of their relief officer.

Missed Check Call.

TIMEGATE will highlight any officer due for check call.

Contact the site to establish why the officer has missed their check call.

Should the Oakpark Security Duty Controller fail to establish contact with officer, they will immediately task a mobile response officer to site.

Should the mobile driver's estimated time of arrival exceed twenty minutes, then the local Police should be requested to attend.

The above procedures will be followed at all times to ensure, as far as is reasonably possible, the Health, Safety and Welfare of all Lone Workers.

Ed Githaiga
Managing Director
October 20th 2025