



SHELTER SECURITY

POLS-SHS-08

Health and Safety Policy

Statement of Intent

Shelter Security is committed to ensuring safe practices throughout the organisation to safeguard its employees, our clients, suppliers and our reputation as a responsible employer and service provider. As part of this commitment, we have met all of the requirements necessary for our Safe Contractor accreditation which is echoed in our risk assessments and working practices as well as our knowledge and adherence to legal requirements relating to health and safety and the training of key personnel. Top management has enlisted a dedicated health and safety consultant to ensure that we meet all legal duties in providing a healthy and safe environment for our staff in line with the Health and Safety at Work Act 1974 and associated regulations to keep them safe.

Responsibilities for Health and Safety

Shelter Security Limited takes full responsibility for the training of staff, the supply of personal protective equipment (PPE) and safe working conditions for its employees, partners and visitors.

The company Director Dianne Calafatis has the ultimate responsibility for all aspects of Health and Safety.

Managers and Team Leaders will hold the responsibility for implementing policies, cascading information pertaining to health and safety and co-ordinating training requirements for staff. They will also take charge of ensuring safe systems and practices and the updating of operational procedures accordingly as well as escalating issues surrounding hazards identified or reported to them.

Employees have a role in following health and safety policies and procedures and on reporting any hazards identified.

The nominated Health and Safety Officer namely Dianne Calafatis, Compliance and Safety Manager is responsible for health and safety compliance and inspections and risk assessments, the updating of health and safety policies, procedures and the roll out of training for staff at all levels.

Implementing Health and Safety Policy

Primarily, this policy has been devised to establish what is required to be done to optimise on safe practices and to whom tasks are assigned in managing them. The basics outlined within this policy are to: -

1. **Identify the Risks:** Conduct risk assessments to understand the specific hazards in your workplace.
2. **Assign Responsibilities:** Clearly define who is responsible for each aspect of health and safety.
3. **Set Procedures:** Outline specific safety procedures (e.g., safe handling of materials, first aid procedures, fire safety).
4. **Provide Training:** Ensure all employees are aware of the policy and receive appropriate training.
5. **Monitor and Review:** Set up mechanisms for monitoring compliance with the policy and updating it regularly.

Arrangements for Health and Safety

Shelter has in place various mechanisms and procedures to ensure that incidents, accidents and near misses are captured, documented and reviewed as a means of continuous improvement in all aspects relating to health and safety, these include: -

- **Risk Assessments:** Procedures for identifying and assessing hazards.
- **Accident Reporting:** Clear procedures for reporting accidents and near-misses (often using forms like the **RIDDOR** system for reporting serious accidents and diseases).
- **First Aid:** Provision of first aid equipment and trained personnel.
- **Fire Safety:** Evacuation plans, fire drills, and provision of fire extinguishers.
- **Training:** Ensuring that employees receive adequate health and safety training, such as handling equipment or substances safely.
- **Personal Protective Equipment (PPE):** Guidelines on the provision and use of PPE.
- **Welfare Facilities:** Ensuring access to clean restrooms, safe drinking water, and rest areas.
- **Reporting procedures and Lone Working Check Calls** to safeguard employees and ensure that all incidents whether a near miss, minor or major are investigated as a preventative measure.

Monitoring and Review

Management will ensure that this policy amongst other health and safety documents are regularly reviewed and updated at least annually in line with current legislation and safe

working practices especially where there are significant changes within the workplace such as new equipment, changes to roles or procedures or processes.

Incidents will be reviewed by the Compliance and Safety Manager and associated risk assessments and Assignment Instructions will be updated and cascaded organisationally as required.

Legislation and Regulations

For reference the most common forms of legislation and regulations by which Shelter Security Limited is governed, are as follows: -

Health and Safety at Work Act 1974:

- This is the foundational legislation for health and safety in the UK. Employers are responsible for ensuring the health, safety, and welfare of employees and others affected by their activities (e.g., visitors, contractors).

Management of Health and Safety at Work Regulations 1999:

- Requires employers to conduct risk assessments and implement measures to control risks in the workplace.

Regulatory Reform (Fire Safety) Order 2005:

- Employers must ensure fire safety measures are in place and that employees know the fire evacuation procedures.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR):

- Employers must report serious workplace accidents, occupational diseases, and dangerous occurrences to the Health and Safety Executive (HSE).

Control of Substances Hazardous to Health (COSHH) Regulations:

- Employers must control substances that are hazardous to health and assess the risks associated with their use.

First Aid at Work Regulations 1981:

- Employers must provide adequate and appropriate first aid equipment, facilities, and trained personnel.

Display Screen Equipment (DSE) Regulations 1992:

- Guidelines for ensuring the health and safety of employees who use computer screens regularly.

Shelter Security Limited Commitments

The management of Shelter Security Limited recognises that: -

- It has a legal duty of care towards protecting the Health and Safety of its employees and others who may be affected by the Companies activities and that managing health and safety is a business critical function.

In order to enact its responsibilities, management will: -

- Provide an organisational structure that defines the responsibilities for health and safety.
- Regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.
- Provide adequate resources to control the health and safety risks arising from our work activities.
- Encourage staff to identify and report hazards so that we can all contribute towards improving safety.
- Communicate and consult with our employees on matters affecting their health and safety.
- Maintain our premises and provide and maintain safe plant and equipment.
- Provide information, instruction and supervision for employees.
- Provide adequate training and ensure that all employees are competent to do their tasks.
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risks.
- Eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated, they will be minimized by the use of physical controls or, as a last resort, through systems of work and personal protection.
- Engage contractors able to demonstrate due regard to health and safety.
- Bring this Policy Statement to the attention of all employees.

This Health and Safety policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities. Any change to the Policy will be brought to the attention of all employees.

Signed: Dianne Calafatis

Date: 18/11/2024

Dianne Calafatis, Managing Director, Shelter Security Limited

