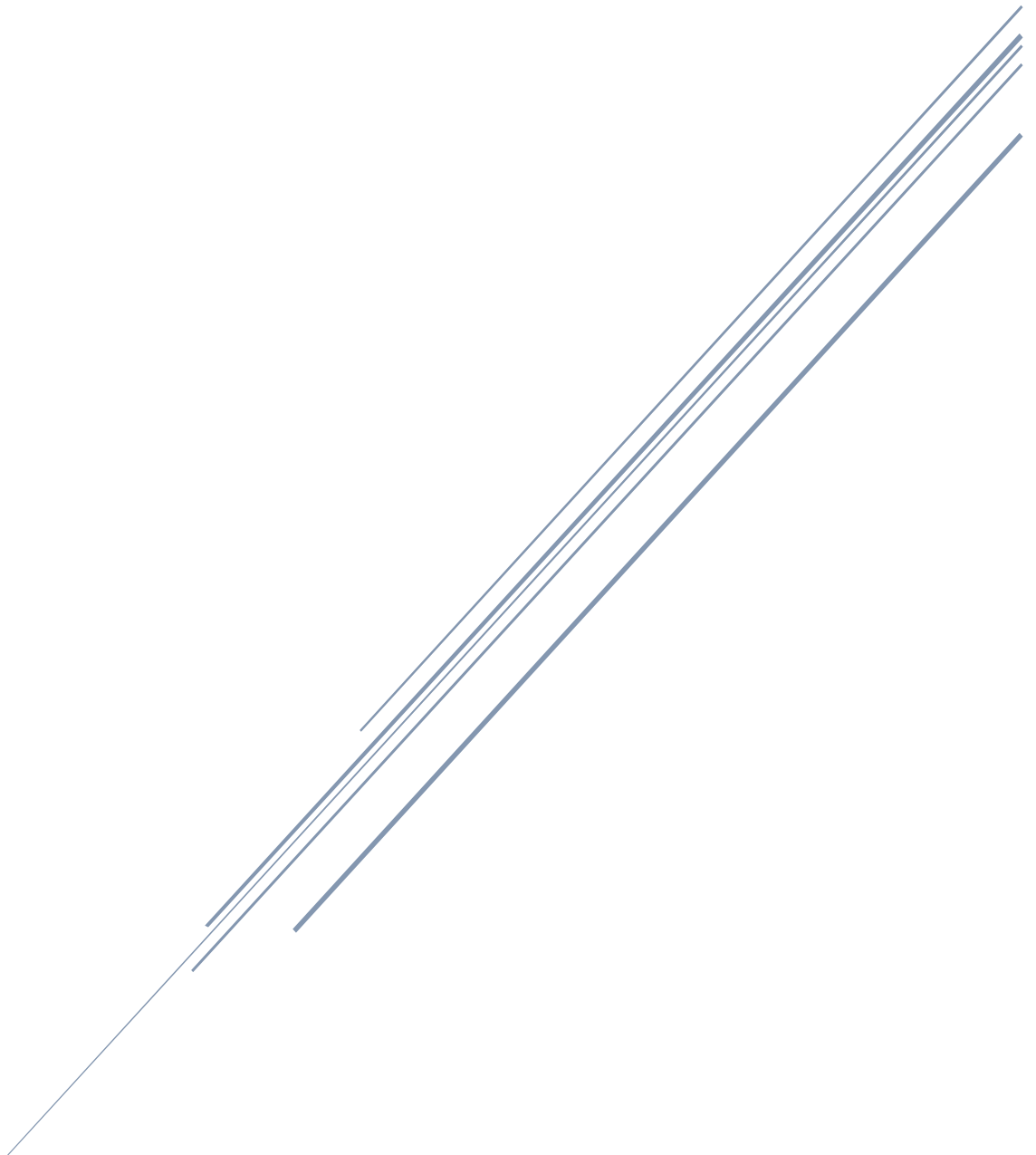




Health and Safety Policy

H&S / PLY - 004



Health and Safety Policy

Document Control:

This document is valid for a period of 12 months from the date of issue and will be subject to an annual revalidation review by Hazard 360 Ltd.

Amendments will only be made with the approval Alan Smith Director. All amendments will be recorded in the tables below.

Document Status:

Document Reference	Hazard Legal Policies - Statements
Document Title	Health and Safety Policy
Reference Number	H&S / PLY 004
Status	Live
Section No / Pages	5/5
Date	01 / 01 / 2018
Author	Alan Smith
Approved By	Alan Smith
Owned by	© Hazard 360 Ltd

Revision History

Reference	Date	Revision Author	Summary Changes
H&S / PLY 004	01/01/2018	Alan Smith	New H & S Policy
H&S / PLY 004	01/01/2019	Alan Smith	Annual Review – No Change
H&S / PLY 004	01/01/2020	Alan Smith	Annual Review – No Change

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1: Introduction

Hazard 360 Ltd is an independent Security Risk Mitigation and Training Consultancy. Although a Health and Safety Policy is not required to be written for companies of less than five employees, best practice dictates that there should be a formal document concerning Health Safety and Hazard 360 Ltd commitment to the wellbeing of its employees.

This policy has been prepared by Alan Smith (Hazard 360 Ltd Director) and holder of IOSH certification for conducting risk assessments in the work place.

2: Purpose of the Policy

The purpose of the policy is to ensure that Hazard 360 Ltd as a company comply with the relevant Health and Safety Regulations as laid down in the Health and Safety at Work Act 2015.

3: Scope of Policy

The scope is relevant to the offices of Hazard 360 Ltd and also to field locations whilst working on projects for a variety of clients.

4: Associated Documents

As part of this policy Hazard 360 Ltd (H & S Method statement – HSM / 005) complies with relevant health and safety requirements for the Hazard 360 Ltd assessor conducting business on a client's premises and outlines the safety protocols to be adhered to.

5: Responsibilities

Alan Smith (director of Hazard 360 Ltd) has overall responsibility for Health and Safety on a daily basis

Alan Smith in conjunction with a client's designated health and safety officer conduct a risk assessment of the clients premises to ensure compliance with the clients health and safety regulations and any associated hazards this clearly stated in the Hazard 360 Ltd method statement (HSM / 005).

6: Obligation – Reporting Accidents

Hazard 360 Ltd shall comply with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

7: First Aid:

Hazard 360 Ltd shall ensure that first aid kit is located in main office and shall provide a first aid kit to carry in the assessor's vehicle whilst on field projects.

As part of the H&S Method Statement the assessor shall make himself aware of the client's first aid stations and action to be taken if an accident occurs.

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8: Policy General Statement

Activity 1:

Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace

Actions Required

Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)

Responsible Person

Alan Smith – Director - Hazard 360 Ltd

Activity 2:

Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.

Actions Required:

Staff given necessary health and safety induction and provided with appropriate training (including working at height, Moving Vehicles, Moving Vehicle Barriers, Bollards, Rising Arm Barriers, electrical equipment, fire safety server and computer rooms) and personal protective equipment.

We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site. This will be enacted by using the Hazard 360 Ltd Method statement (HSM / 005)

Responsible Person:

Alan Smith – Director - Hazard 360 Ltd

Activity 3:

Engage and consult with employees on day-to-day health and safety conditions

Actions Required:

Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required

Responsible Person

Alan Smith – Director - Hazard 360 Ltd

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Activity 4:

Implement emergency procedures – evacuation in case of fire or other significant incident.

Actions Required:

Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.

Offsite working the assessor shall comply with the clients emergency procedures as covered in the Hazard 360 Ltd Method Statement (HSM / 005)

Responsible Person

Alan Smith – Director - Hazard 360 Ltd

Activity 5:

Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances

Actions Required:

Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Responsible Person

Alan Smith – Director - Hazard 360 Ltd

9: Associated Risk Assessment

- ✓ WPRA – Methodology
- ✓ Working from Home
- ✓ WPRA – Moving Vehicles
- ✓ WPRA – Rising Barriers
- ✓ WPRA – Automated Gates
- ✓ WPRA – Rising Bollards, Pop up Wedges
- ✓ WPRA – Slips Trips and fall
- ✓ WPRA – Hazardous Substances
- ✓ WPRA – Use of Electrical Equipment

10: Policy Review

This policy shall be reviewed annually or when conditions change to office environment or workplace.

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