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Health and Safety Policy

Location Secure 2022

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1) GENERAL STATEMENT OF POLICY:

Statement of Intent

The Senior Management determine this Health and Safety Policy, which states our overall Health and Safety Objectives and ensures that the documentation is appropriate to the nature, scale of our Occupational Health & Safety risks.

We realise that this policy cannot be successful without the active participation of all staff, thus will be observed by all staff members at all times. It is communicated to employees at all levels within the organisation, and realized throughout the procedures and statements in this manual.

It is our policy to ensure a commitment to comply with current legislation and any other requirements we may subscribe too, including a commitment to continual improvement.

It is the policy of the company to ensure, as far as is reasonably practicable, the Health, Safety and Welfare of all its employees and any other persons who maybe affected by its acts or omissions.

The company will therefore conduct its activities in order:

- To provide adequate control of the Health and Safety risks arising from our work activities, placing health, safety and welfare in the highest category of management responsibility.
- To provide and maintain a safe place of work for all it's employees and other persons on the company premises.
- To provide suitable and adequate information, instruction, supervision and training, ensuring all employees are competent to do their tasks.
- To prevent accidents and cases of work-related ill health.
- To consult with our employees on matters affecting their health and safety and to encourage all employees to involve themselves with our philosophy regarding Health and Safety.
- To provide adequate the effective control, monitoring systems and review of the measures arranged for the policy and procedures adopted by the company.
- To provide safe systems of working.

This policy is supported by instructions, Procedures and Organisational arrangements and is applied to all activities undertaken by the Company.

This policy will be kept up to date, particularly as the business changes in size and nature, and reviewed at least annually.



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2) COMPANY MANAGEMENT RESPONSIBILITIES FOR HEALTH & SAFETY:

a) Managing Director

Overall responsibility for the health and safety of the company lies with the managing director, who is solely responsible for the implementation of this healthy and safety policy and the following;

- Arranging for the completion of risk assessments as required by the management of health and safety at work regulations 1999 and any other statutory provisions.
- Ensuring that all aspects detailed in this policy are implemented, monitored and reviewed as determined necessary and for providing suitable funding to ensure this.
- Ensuring that accidents and near misses are investigated and recorded.
- Ensuring that those reportable to RIDDOR are done so correctly and on-time,
- Keeping up to date with the appropriate health and safety legislation
- Ensuring that the policy and risk assessments are reviewed regularly to ensure they are sufficient and up-to-date.
- Providing suitable information, instruction, supervision and training to employees in order for them to satisfy their job roles, and maintaining records of this; including any other specific training if identified in a risk assessment.
- Ensuring that regular safety inspections are completed.
- Arranging for the maintenance of all necessary plant and equipment, and keeping records of such maintenance, in accordance with the Provision and Use of Work Equipment Regulations 1998.

b) Health and Safety Representative

Our assigned Health and Safety Representative here is Jon Hull who has responsibility for the effective day to day implementation of this policy and the following;

- The completion of suitable risk assessments and the full implementation of the necessary controls.
- Ensuring that hazardous materials have been assessed and that all users have been provided with the assessment details, as required by the Control of Substances Hazardous to Health Regulations 2002.



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- Arranging for the training of employees as determined - releasing operatives if necessary for any specialised off-site training.
- Ensuring that First Aiders or appointed persons, and all items of first aid equipment, as required by the Health and Safety (First Aid) Regulations 1981, are available and their location is known to employees.
- Arranging for all notifiable accidents, incidents and dangerous occurrences to be reported in accordance with the Reporting of Injuries Disease Dangerous Occurrences Regulations 1995
- Ensuring that all accidents are dealt with accordingly, recorded in the accident book and investigated accordingly.
- Arranging the storage of materials accordingly, as the per the supplier safety data sheets, so as to avoid ignition sources and other areas of concern.
- Accompanying Local Authority Enforcement Officers on any visits and implementing any recommendations.
- Ensuring that a full fire rehearsal is completed at least once every 6 months.
- Discouraging horseplay and reprimanding those who consistently fail to consider their own well being and that of others around them.
- Reporting defects in equipment or any obvious Health Risks to the Managing Director.
- Setting a personal example.

c) Employee Responsibilities

You as an Employee of the company are responsible for ensuring reasonable care for the Health, Safety and welfare of yourself and of other persons who may be affected by your acts or omissions whilst at work. You are responsible for the following;

- Read and understand this Health and Safety policy
- To comply with us fully as far as is necessary to ensure that we, the Company fulfil our legal duties to you and to others under our employment.
- Not interfering with anything provided by the company for the interests of maintaining the health, safety and welfare of our employees or anything provided under the relevant legislation.
- Ensuring that you wear the correct Personal Protective Equipment as instructed and provided.
- Reporting all accidents, dangerous occurrences, or near misses to the health and Safety Representative or managing director for recording in the accident book.
- Reporting any defects in any piece equipment to the health and Safety Representative
- Use only the equipment that you have been instructed or trained upon to use.
- Understanding that any breach of this Health and Safety policy, procedures and the Method Statements implemented will be seen as gross-misconduct, and will lead to the necessary disciplinary action by the Managing Director.



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Refusal to Work:

All employees should be made aware of their right to refuse to work if they feel that the risks involved to themselves or others is too great.

If an employee feels that there is grounds under the Health and Safety at Work Act to refuse to work, that employee must inform the supervisor immediately. We will then review the relevant risk assessment and where reasonably practicable introduce new risk control measures.

This review will be carried out in consultation with the employee(s). Employee(s) who have invoked the refusal to work process will be free from any disciplinary action by us and/or any discrimination.

d) Contractors and Sub-contractors

All Contractors and Sub-Contractors to the Company are responsible for ensuring that they undertake their duties under Section 3 of the Health and Safety at Work Act 1974;

- Ensuring, so far as is reasonably practicable that work undertaken under the control of The company, does not constitute a Health and Safety risk to any person who may be affected by those activities.
- Agreeing with our health and safety policy and method statements, prior to the commencement of any contract, in writing if necessary.
- Providing The company with a copy of their own safety policy and method statements.
- Provide suitable and sufficient risk assessments as required under the Management of Health and Safety at Work Regulation 1999 and any other relevant statutory provisions.

e) Trainees, Apprentices and Young Persons

Special attention shall be paid to the activities of trainees and young persons who will be unfamiliar with the type of work and the responsibilities for safe working that go with it.

No person will be allowed to operate any equipment or carry out any process for which they have not received training or have not been authorised, except as part of that training under the direct supervision of a trained and competent person.

Trainees and young person's will comply with all safety instructions given to them by their instructors whilst "in Company" and during periods of off-the-job training.

All trainees will undergo the company induction, and a record of training will be kept as with other employee's.



3) HEALTH AND SAFETY ARRANGEMENTS:

a) Risk Assessments

As required by the Management of Health and Safety at Work regulations 1999, we shall assess all risks to Health and Safety, and record the significant findings, that may arise out of any activity within our control.

This will include the risks to the Health and Safety of our employees to which they are exposed whilst they are at work, and the risks to the Health and Safety of persons not in our employment arising out of, or in connection with the conduct of our undertakings.

All the significant findings are communicated to employees along with all the control measures, and Safe Systems of work Method Statements required reducing or eliminating the associated risks.

We shall wherever practicable avoid the risk altogether, or if this cannot be achieved reduce the risk to a minimum possible level through training, method statements etc.

Site risk assessments:

Prior to any works being completed on any new site a risk assessment will be completed by a supervisor where any significant risks will be identified.

These significant risks are then made available and communicated to any operative working on the site through site induction training completed for any new operative.

A copy of the risk assessment is also filed for reference at the site and included as part of the site Assignment at each site.

b) COSHH, Hazardous Substances and Storage

The company shall comply with the Control of Substances Hazardous to Health Regulations 2002 (as amended 2005) to ensure that wherever possible, exposure to substances hazardous to health is prevented, or where not practicable, the exposure is controlled.

Prior to the use of any substance, a suitable and sufficient assessment will be completed to determine any risks to health involved in its use.

This will be based on the data provided from the safety data sheets obtained from the supplier, and in the manner for which the substance will be used. The assessments shall in all but trivial of cases, be documented and employees made aware as necessary.

All substances shall be stored and handled as per the supplier instructions laid down in the safety data sheet and this is communicated to our employees.



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Training is given to any employee who is likely to use a chemical. This should include the use of any equipment, the application of the chemical, calibration, protective clothing and emergency procedures.

Note: When purchasing any new material for use by Guardforce, the person buying is responsible for obtaining the relevant health and safety data sheet on purchase.

NEVER! Whilst on site should you touch, move or tamper with any chemical or substance, known or unknown.

The consideration of harmful chemicals and substances on a site of work is considered during the planning stage and investigated in the risk assessment process.

c) Consultation with Employees

The communication of Health & Safety information and policies begins during our basic Induction Training, which includes our basic work instructions, and also this health and safety policy.

Site specific instructions are communicated during the initial site induction and the associated risk assessment for that site is also included. Information with regards to specific risks and hazardous substances will be communicated here along with procedures for fire, first aid, accident dealing etc.

Risk assessments are incorporated into the Site Assignment as necessary and a copy of this left with the operative on the site

They are then issued, or shown, statements that relate to specific, one-off tasks as the need arises. This is also applicable when changes or control measures are implemented.

Employees are always informed of all changes or new issues of documents or procedures as these are reviewed or amended.

This information is communicated verbally, in the case of small or site-specific changes, or by form of a memo when the changes or amendments are more substantial or affect our whole safety system.

d) Fire Prevention and Control

As required by the Regulatory Reform (Fire Safety) Order 2005, we shall assess our risks to fire, record the significant findings, and have implemented the necessary measures to control them by means of good housekeeping, awareness and good practices.

We have provided suitable fire fighting equipment and the means of escape in the event of a fire; all escape routes are detailed through signs located around our building. Escape plans can also be found, these including information relating to exits, assembly points and the procedure for calling 999.



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During the office induction training fire awareness is included to ensure staffs are familiar with the requirements of the causes and nature of fire e.g. common hazards such as electrical equipment, smoking etc.

Fire Drills:

Office fire drills are rehearsed at least twice annually to ensure familiarisation of exits and procedures; however this is also included in the basic induction training received upon first starting the company.

Note: At no time should anyone endanger themselves or others by fighting a fire, you should leave the building and report to the assembly point

Fire Safety on site:

Fire consideration on sites is included in the planning process and information made available to operatives in the induction for the site.

You should familiarise yourself with the fire evacuation procedures and always ensure you are aware of the locations for assembly points and fire extinguishers.

e) First Aid

As required by the Health and Safety (First Aid) Regulations we have provided suitable first aid facilities appropriate to the workforce and tasks in hand,

The first aid box will hold first aid equipment only, and will be protected from dust and damp. Medicines, even those for general sale, are not first aid items, and neither is it part of a first aider's duty to dispense them.

First aid boxes shall be kept in accordance with the Health and Safety (First Aid) Regulations and shall be sited so that an employee has rapid access; employees are made aware of first aid locations and their contents.

Information will also be made to staff during induction training about any certain potential hazardous areas of the business that may require localised treatments, e.g. our heat workshop.

Replenishing of First Aid Facilities:

First Aid boxes are regularly checked and replenished as determined necessary.

Should you remove or use anything from a first aid box please ensure you notify the managing director who will ensure that it is replaced.

f) Accident Reporting and Investigation

Should an accident occur, regardless of the associated or any injury it is to be reported to the health and Safety Representative who will ensure it is recorded in the accident book held in the office and then reported to the Health and Safety Representative.



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Accidents will be investigated as determined necessary and as determined by the Health and Safety Representative. The results of these investigations will be maintained and recorded, with the associated risk assessment reviewed as necessary and new control measures implemented as need be.

All documentation relating to accidents, near misses and dangerous occurrences will be retained for at least three years.

Accidents will be investigated as necessary and as determined by the Health and Safety Representative. The results of these investigations will be maintained and recorded, with the associated risk assessment reviewed as necessary and new control measures implemented as need be.

If necessary, the Health and Safety Representative will inform the appropriate Enforcing Authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, by the quickest possible means and ensuring that the Accident book is completed.

When reporting, it should be done via the quickest possible means and through either of the following;

Post: Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG

Telephone: 0845 300 9923

Facsimile: 0845 300 9924

E-Mail: riddor@natbrit.com

Internet: www.riddor.gov.uk

g) Training

Each new employee of the company will attend an induction training session which will cover all the basic aspects of Health and Safety. Should areas of specialised training be identified they will be completed as soon as practicable.

No employee will be expected to undertake work where he or she is not adequately trained. Refresher training shall be arranged as the need arises, as new equipment is introduced, an accident has occurred or annually if required.

All training received by personnel will be subject to the controls specified in our ISO 9001 quality procedures.

Tool Box Talks:

Where and when appropriate and determined necessary, suitable personnel shall conduct tool box talks to ensure that personnel are aware and up-to-date with safety requirements

All training received will be formally recorded on the individual training records and/or personnel will sign to indicate acceptance of the relevant information.



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h) Monitoring and Review

All employees are encouraged to bring to the attention of Management, any area that they consider inadequate with regards to Health and Safety. Management will consider this, and where possible, further safety procedures will be developed and implemented to reduce the risk.

Our external consultants will undertake regular Safety Audits of the workplace for the purpose of identifying actual and potential hazards to the workforce and the environment and to ensure all policies, procedures and method statements are being followed.

Where Hazards or Risks are encountered, the current risk assessments and Method Statements will be examined to determine whether further control measures can be taken to reduce those Hazards or Risks.

This policy document will be subject to an annual review, or as any member or management deem necessary where any changes will be made, i.e. new legislations, new staff etc.

Areas to be covered include:

- Management involvement
- Employee involvement
- Provision of personal protective equipment
- Safety Training
- Control of Hazardous Substances and their assessments
- Fire Prevention
- Accident Reporting
- Risk Assessment
- Record Keeping

i) General Safety and Welfare

We recognise that work areas should be safe places to work in and that we should do our very best to ensure comfort within the workplace environment.

All personnel are aware of good housekeeping practices; it is the individual's responsibility to ensure this.

Ventilation:

We shall ensure that any enclosed workplaces will be sufficiently well ventilated so that stale air, and air which is hot or humid, is replaced at a reasonable rate.

In most cases, windows or other openings will be all that is required, but have identified areas where this is insufficient and thus have implemented mechanical ventilation as necessary

Temperature in Indoor Workplaces:



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We shall ensure that the temperature in our workplace shall provide reasonable comfort without the need for special clothing. The temperature should be at least 16.0 C, however where much of the work is strenuous the temperature should be at least 13.0 C.

We shall provide local heating or cooling in areas or times where this cannot be achieved.

Lighting:

The lighting levels shall be sufficient to enable people to work, use the facilities and move from place to place safely without experiencing eye strain. In all cases the lighting levels in the workplace will be between 350-500 lux.

Lights should not become obscured and shall be replaced, repaired and cleaned as determined necessary.

Natural light will be used in preference to artificial light

Cleanliness:

Every workplace and the furniture and fittings therein will be sufficiently clean. Floors are cleaned at least once per week.

We operate a simple housekeeping rule; it is an individual's responsibility to ensure their own workspace is kept clean and tidy so as to ensure tidiness for everyone else.

Room Dimensions and Space:

We shall ensure that workrooms have enough free space to allow people to get to and from workstations, machinery and to move within the offices and workshop with ease.

The minimum defined space per person is 11 cubic meters, but this may be insufficient in the workshop where much of the room is taken up by furniture, equipment and machinery

Sanitary Conveniences and Washing Facilities:

We have ensured that suitable and sufficient sanitary conveniences and washing facilities have been provided and are maintained.

Drinking Water:

We have provided an adequate supply of wholesome drinking water for all persons at work in the workplace.

Drinking cups or beakers are provided and a means for washing them provided.

Accommodation for Clothing, Changing Facilities, Rest and Eating Meals:

We have provided suitable accommodation for staff's own personal clothing.

Suitable eating facilities are available, which include a facility for preparing or obtaining a hot drink.

j) Electrical Equipment



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The inspection of plugs and cables for loose connections and faults shall be carried out by the operative every time they start to use any equipment and report any defects found to the Health and Safety Representative.

All electrical equipment is periodically checked and serviced and tested by a qualified electrician and this is recorded, all electrical equipment is P.A.T. tested yearly and is labelled "Passed" dated and signed. Under no circumstances is equipment to be used if there is no P.A.T. Test label present or if the equipment has failed the P.A.T. Test and is labelled so.

Do not use any equipment that does not show an appropriate PAT test label, please check that this can be seen before using any equipment.

All machinery and equipment will be kept in a clean and safe working condition and it is the responsibility of the operative to ensure this is so. If any problems are found with machinery being used it should be reported to the health and safety representative, who will inspect the machine/equipment in question and decide what action, is necessary.

Under no circumstances should equipment be used if the operative is unsure about the safety of the machine or of the electrical socket being used. If unsure the operative should immediately cease their activity and report the incident to the aforementioned person.

k) Manual Handling

Suitable and sufficient risk assessments are completed for manual handling operations and any risks involved are documented.

All personnel involved in the lifting and carrying etc will be made aware to the risks involved and these risks will be minimised and controlled wherever possible.

Manual Handling will be avoided if a safer way is practical; jobs will be designed to fit the work to the person rather than the person to the work, taking into account human practical capabilities and physical strength.

Remember! NEVER attempt to lift or carry something you know you cannot handle.

Think! Why not try

- Using the mechanical help available
- Making the loads smaller. Lighter or easier to grip
- Changing the layout of the work area.
- Lifting in teams, having a colleague assist you.
- NEVER attempt to lift something you know you cannot handle!
- ALWAYS assess the load in terms of the following before even attempting to carry an item;
- Load size
- Bulkiness of the item



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- Intrinsically harmful e.g. sharp, hot
- Location to be carried/moved too and from.
- Location of load, e.g. overstretching or stooping.
- Access to item, is the area cluttered? (Thus the proper lifting technique cannot be fulfilled.)

When lifting or carrying etc, always remember the following;

- Stop and think, Plan the lift. Is help required? Is the area free of obstruction?
- Place the feet correctly – feet apart, leading leg forward
- Get a firm grip – keep your arms inside the boundary formed by your legs
- Do not jerk – lift and move smoothly
- Move the feet – do not twist the body
- Keep close to the load
- Put the load down and then adjust

Extra care should be taken when lifting or carrying at height, particularly if there are awkward hand or arm movements involved as these can lead to disorders of the arm or neck.

1) Personal Protective Equipment

We shall comply fully with the Personal Protective Equipment Regulations 1992.

All Personal Protective Equipment (PPE) shall be issued to control risks but only as a last resort of protection. All supervisory and management staff will set a good example in the wearing of protective clothing and equipment where appropriate.

Any PPE equipment identified and provided will be done so free of charge and we shall ensure that the PPE provided is properly used and maintained in accordance with the manufacturer's specification.

Personnel are advised to always wear the correct PPE, ensuring they are kept in a clean and usable condition, reporting any defects immediately to the whop manager who will arrange for a replacement as necessary.

If any employee is of the opinion that personal protective equipment is required or that the current provisions are inadequate or unsuitable this should be raised with management and the general risk assessment reviewed.

Safety glasses, overalls and shoes are to be worn at all times by all the necessary members of personnel. Any personnel observed carrying out a process which requires the use of protective clothing or equipment will be informed of the company requirements and instructed not to continue working until protective clothing or equipment is obtained.



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Where PPE is issued for processes that require the use of chemicals then Personal Protective Equipment will be issued under the guidance of the Manufacturers Safety Data Sheet and the company COSHH assessment.

A register of all PPE provided and issued will be maintained for each individual personnel.

m) Display Screen Equipment

Characters shall be well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.

The image on the screen will be stable with no flickering.

Brightness and contrast will be adjustable.

The screen shall swivel and tilt easily.

The screen shall be free of reflective glare and reflections liable to cause discomfort to the user.

Keyboard:

The keyboard shall be tilt able and separate from the screen.

The space in front of the keyboard shall be sufficient to provide support for the hands and arms of the user.

The keyboard shall have a matt surface.

Work desk or work surface:

The work desk or work surface shall have sufficiently large, low reflective surface and allow flexible arrangement of the screen, keyboard, documents and related equipment.

The document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movements.

Work Chair:

The chair shall be stable and allow the user easy freedom of movement and a comfortable position.

The seat shall be adjustable in height.

The back shall be adjustable in both height and tilt.

If necessary, a footrest will be provided.

Environment:

The workstation shall be dimensioned and designed so as to provide sufficient space for the user to change position and vary movements.

Room lighting or spot lighting shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and background environment.

Windows will be fitted with blinds where appropriate.

User/Computer Interface:



Software shall be suitable for the task.

Software shall be easy to use and, where appropriate, adaptable to the users level of knowledge or experience.

Systems shall display information in a format and at a pace, which are adapted to the user.

Work Breaks:

Wherever possible, jobs involving DSE work shall be designed to consist of a mix of screen based work and non-screen based tasks to prevent fatigue. Where the job unavoidable contains spells of intensive screen work, deliberate breaks, and pauses of changes in activity will be encouraged.

Vision Assessment:

Each identified user(s) shall be entitled to an eye and eyesight test by an ophthalmic optician or suitably qualified practitioner. All such tests shall be free of charge to the users.

If corrective spectacles are required for use at the intermediate distance only, they will be provided at no cost to the identified user(s).

n) Company Vehicles

Company vehicles are to be checked prior to embarking on any journey; checks need to include the following:

- All the lights and indicators are in working order
- Tyre pressure and condition
- The brakes are functioning correctly
- The mirrors and windscreen are not damaged
- The oil level is at the recommended level
- There is sufficient brake fluid in the reservoir
- There is coolant level is at the recommended level.

Any defects found are to be reported to the health and Safety Representative however it is the responsibility of the user to ensure that vehicles are maintained in a clean and tidy manner.

Mobile Phones: the following rules apply for when driving;

- It is illegal to use a hand-held mobile phone whilst you are driving, stopped at traffic lights, in a traffic jam or in any other hold up. Hand-held phones may only be carried in the vehicle providing they are switched off and not checked during these periods
- the only occasion under which a hand-held phone can be used whilst driving is to make a 999-emergency call, but only if it is not safe or practical to stop to make a call
- calls may be made, and messages retrieved when the vehicle is safely and securely parked



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- Hand-free sets for mobile phones are legal to use. However, we expect all drivers to exercise their judgment in deciding when it is safe to make or receive phone calls. Drivers must always retain full control of their vehicles
- Calls made to and from a hands-free mobile phone should be kept as short as possible.
- The Highway Code and Speed limits need to always be obeyed.
- 70mph on Motorways and Dual Carriageways
- 60mph on single carriageways.
- 30mph on urban roads

Any changes to the condition of your driving license such as points and offences, it is your responsibility to ensure that the managing director is made aware and records these.

Any accidents need to be reported immediately to Prime Protection Ltd who will instruct you accordingly.

In the event of a break-down please ensure you pull over in a safe place and ensure you leave the vehicle with its hazards light on. Never sit in the vehicle but instead stand alongside with the vehicle shielding you from the road.

o) Violence

Violence at work has been defined as “any incident in which the person is abused, threatened, or assaulted in circumstances relating to their work”. Whilst this definition applies to all staff, some may be more at risk than others.

In our own workplace, we have identified the following groups of personnel as being most at risk;

- Those who work outside of normal business hours, early morning or late at night
- Any cash handlers (e.g. visits to the bank)
- Those who travel for business purposes.

The safety of our staff is paramount, should you find yourself dealing with rude or aggressive people, you must never return the aggression as this is how anger can escalate to violence.

Try to adopt a calm and reassuring attitude and speak slowly and gently. In the unlikely event that a situation escalates, staff should always withdraw from it.

Any incidents of violence must be entered in the accident book as well as being reported to the health and Safety Representative. This includes all incidents of violence, threats, or verbal abuse.

p) Drugs and Alcohol



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This statement sets out our policy in respect of ANY employee or contractor whose proper performance of their duties is or maybe impaired as a result of drinking alcohol or taking illegal drugs.

ALL staff and persons concerned will be made aware of this policy at their initial company induction, and periodically at safety briefing sessions.

The Managing Director will, where reasonably practicable, take steps to ensure that employees and contractors are made aware of this policy.

Disciplinary action will be taken against any employee or contractor if he or she is in a work place under the control of Prime Protection Ltd, or attempting to drive a vehicle while under the influence of alcohol or illegal drugs, as a result of which they have the incapacity to work or drive a vehicle.

It is a requirement of Prime Protection Ltd that NO employee or contractor shall:

- Report or endeavour to report for duty knowing they are under the influence of drugs or alcohol.
- Report for duty in an unfit state due to the use of drugs or alcohol
- Be in possession of illegal drugs or alcohol on premises under the control of Prime Protection Ltd, in a company vehicle, or during working hours.

The Health and Safety Representative and other personnel are continually on alert to react to staff or contractors in situations where:

- There is reasonable belief of alcohol consumption or the use of illegal substances immediately before or during the working day or shift.
- There are grounds to suspect that the action of a member of staff or a contractor under the influence of alcohol or drugs, leads to an incident involving that person or others.
- An abnormality of behaviour that requires the intervention of a manager, and it is evident that the probable cause is attributed to the use of alcohol or drugs.

We will not tolerate any departure from the above rules, which will, if contravened, be seen as gross misconduct, leading to dismissal.

Please state below any medical conditions and allergies.