

2.1 Health and Safety

Policy Statement

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of:

SHIELD APF DETECTIVE SECURITY LTD

Our statement of general policy is: -

- to provide adequate control of the health and safety risks arising from our work activities.
- to consult with our employees on matters affecting their health and safety.
- to provide and maintain safe plant and equipment.
- to ensure safe handling and use of substances.
- to provide information, instruction, and supervision for employees.
- to ensure all employees are competent to do their tasks, and to give them adequate training.
- to prevent accidents and cases of work-related ill health.
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

The full policy is available for viewing at any time at the Companies offices.

2.2. Health and Safety

Policy

Shield AFP Detective Security Ltd recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, healthy, and compliant with all statutory requirements and codes of practice.

The organisation adheres fully to comply with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 which states:

1. *The registered person must make suitable arrangements to protect Clients/Customers and others who may be at risk from the use of unsafe equipment by ensuring that equipment provided for the purposes of the carrying on of a regulated activity is: -*
 - (a) properly maintained and suitable for its purpose; and*
 - (b) used correctly. Appropriate personal protective equipment will be issued to employees as and when necessary, for work activities. Training will be provided for employees on the safe use, storage, and maintenance of the relevant equipment before issue and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file. Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements. Any defects or malfunction of PPE must be reported to the Supervisor or a member of the senior management.*
2. *The registered person must ensure that equipment is available in sufficient quantities in order to ensure the safety and meet their assessed needs. To keep the Company and its Board of Directors apprised of the implications of current and new legislation, EU Directives, regulations, and British Standards, to ensure on-going compliance with the law.*
3. *To ensure workers are protected against violent incidents, slip & trips, manual handling incidents where practicably possible. To liaise with the Health and Safety Executive and other statutory bodies on all matters pertaining to the Health, Safety and Welfare of employees.*
4. *For the purposes of this regulation:*

Employees will always familiarize themselves with client procedures when first attending site, general site access, emergency procedures and high-risk work activities. Clients site procedures and specific instructions will be followed always.

Shield AFP Detective Security Ltd is committed to ensuring the health, safety, and welfare of its staff, so far as is reasonably practicable, and of all other persons who may be affected by our activities, including Clients/ customers and the public.

Shield AFP Detective Security Ltd 's general aims are to:

- Prevent accidents and cases of work-related ill health and to provide adequate control over risk arising from work activities.
- To provide adequate training to ensure employees are competent to out their work.
- To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.
- To train staff on and implement emergency procedures.

The organisation will take the following steps to ensure that its statutory duties are always met.

1. Each employee should be given such information, instruction, and training as is necessary to enable the safe performance of work activities.
2. Processes and systems of work will be designed to take account of health and safety and will be properly supervised.
3. Adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety.
4. Competent persons are appointed to assist in meeting statutory duties including, where appropriate, specialists from outside the organisation.
5. This document will be regularly monitored to ensure that its objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

Duties on the organisation

Shield AFP Detective Security Ltd recognises its responsibility under the **Health and Safety at Work, etc Act 1974** and the **Management of Health and Safety at Work Regulations 1999** (MHSWR), to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy, and compliant with all statutory requirements and codes of practice. Employees, Service Users, Contractors, and visitors are expected to abide by safety rules and to have regard for the safety of others at the organisation.

The organisation's policy will be to:

1. make a risk assessment of every Clients/Customers business before a member of staff is allocated to serve.

2. negotiate appropriate risk management measures to reduce any identified risks or hazards to an acceptable level.
3. communicate agreed risk management measures to care staff involved and ensure regular monitoring of risk levels.
4. provide and maintain equipment such that it is safe and healthy to use.
5. provide any relevant and appropriate protective equipment or clothing required by staff to perform their role safely.
6. arrange for the safe and healthy use, handling, storage and transport of articles and substances.
7. provide the information, instruction, training, and supervision required to ensure the health and safety at work, of employees and others.
8. control and maintain the organisation's offices in a safe condition, with appropriate risk assessments and management as above.
9. provide a safe means of access to and exit from the place of work.
10. maintain a working environment that is safe, healthy, and equipped with adequate facilities and arrangements for welfare of work.
11. conduct, record and implement the findings from regular risk assessments performed in accordance with Regulation 3 of the **Management of Health and Safety at Work Regulations 1999**
12. in the event of any accident or incident (such as a near miss), involving injury to anybody to make a full investigation and to comply with statutory requirements relating to the reporting of such incidents.
13. appoint a Health and Safety Officer

Duties on employees

The successful implementation of this policy requires total commitment from all employees. Each individual has a legal obligation to take reasonable care for their own health and safety, and for the safety of other people who may be affected by their acts or omissions.

It is the policy of this organisation that, under section 7 of the **Health and Safety at Work, etc Act 1974**, it is the duty of every employee at work:

- *to take reasonable care of their own health and safety and those of any other person who may be affected by their acts and omissions at work.*
- *as regards any duty or requirement imposed on their employer by or under any of the relevant statutory provisions, to co-operate with the employer so far as is necessary, to enable that duty or requirement to be complied with.*

In addition, no person employed by the organisation shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare in

pursuance of any statutory provisions. Failure to abide by this policy will be considered a disciplinary offence.

Training

All new staff will be expected to read the policy on Health and Safety as part of their induction process. In addition, all staff shall be provided with a handbook containing all Health and Safety information (Handbook Section 5). All staff receive training through our 'in-house' Training Centre, to Skills for Care Standards, covering information about health and safety.

2.23 Infection Control

Policy

Infection control is the name given to a wide range of policies, procedures, and techniques, intended to prevent the spread of infectious diseases amongst Security officers and our Clients. 'As a Company' providing community care, we are aware of our responsibilities under the **'Health and Safety at Work Act 1974** and the **Public Health Infectious Diseases Regulations 1998**, together with the **Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**, the **Control of Substances Hazardous to Health Regulations 1999 (COSHH)** and the **Environmental Protection Act 1990 and the Code of Practice for health and adult social care on the prevention and control of infections and related guidance (DOH)**.

Shield AFP Detective Security Ltd believes that its Clients have a right to expect the highest standards of personal hygiene from their Security Officers, in order to ensure that the risk of infection is minimised.

All Security Officers are at risk of infection, or spreading infection, especially if their role brings them into contact with blood or bodily fluids like urine, faeces, vomit, or sputum. Infections from these sources can spread if adequate precautions are not taken. Also, at risk of spreading infection are those providing a service in the preparation and handling of food.

In order to ensure a safe working environment and to avoid the risk of infection, it is important that the Security Officer is fully aware of their obligation to the Clients, regarding 'Personal Hygiene and Infection Control'. This is particularly important in providing service to our clients and in the community, as an epidemic could occur, if say, a viral infection is passed on from staff to staff, who will then be the host to infect others.

The Security Officers must therefore inform the office of any medical condition that could affect the safety of themselves or others and **MUST** get a COVID19 test ASAP.

Training

Staff will be trained in infection control measures during induction, and this is supported by Section 5 of the handbook.

2.24 Infection Control & Personal Hygiene

Guidance

It is essential that the following procedures are fully adhered to in order to minimize the risk of infection: -

Effective Hand Washing

Hand washing is the single most important method of preventing the spread of infection.

ALL STAFF should ensure that their hands are thoroughly washed and dried as follows:

1. Between seeing each and every Service User where direct contact is involved, no matter how minor the contact.
2. After handling any body fluids or waste or soiled items
3. After using the toilet
4. Before handling foodstuffs
5. All cuts and abrasions should be covered with waterproof dressings at all times.

The full procedure is found in Doc 2.25 and in Section 5 of the handbook.

Spillages

The spillage of any body fluids or body waste such as blood, faeces, saliva, and urine, should be cleaned up as quickly as possible and with some caution. It is best to treat every spillage as potentially infectious. You should therefore:

1. Wear protective gloves and aprons (see below and Doc 2.26 'use of PPE')
2. Cover the spillage with paper towels if available.
3. Carefully wipe up the spillage with more towels
4. Depending on the nature and volume of the spillage, dispose of the waste by double wrapping and putting in a plastic waste sack, or unwrapped down the toilet.
5. Use hot soapy water or preferably if available, an anti-bacterial solution to clean the remainder of the spillage.
6. Dispose of soiled gloves and aprons.
7. Wash hands thoroughly with hot soapy water.

Protective Clothing

All Security Officer are provided with enough uniform to ensure that they can wear a clean set on each working day. Gloves and disposable aprons are made available in clients security box for the use of security officers. Staff should never attempt to wash these for reuse. After

completing the task, gloves and aprons should be disposed of in the same way as clinical waste.

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Reporting

If a Security officer has contracted an infectious disease, or suspects has such an infection, then this must be reported immediately to the office, as delay can put others at risk.

1. You must report to management any medical condition that could affect the safety of yourselves or others.
2. You must co-operate with the Management on the implementation of the medical and occupational health provisions.
3. It is important that Management is notified immediately when anyone becomes ill with:
 - a. diarrhoea, sickness, vomiting and other stomach disorders.
 - b. any discharge from eyes, ears or nose, or a sore throat.
 - c. any septic skin conditions such as sores, boils, septic cuts etc.
 - d. any other infection.
 - e. COVID19

Such illness often causes a rapid increase in the number of germs present in the body. These may be spread throughout the body or localised as boils. In all instances however, the germs can easily be transferred to the staff or colleague by contact or through food preparation. To minimise the chances of infections spreading in this way, it is necessary that staff who are ill are either.

1. kept away from work until such time as their GP pronounces them fit to return (ensuring that the GP is made aware of the nature of their work)
2. kept away from tasks which will involve them in direct contact with customer and client's staff.
3. Get a Covid 19 test ASAP.

If you come into contact with a colleague or client's staff with the following infections, you may go to work UNLESS you yourself are showing symptoms:

- Dysentery

- Chicken Pox
- Food Poisoning
- Infected Jaundice
- Pulmonary Tuberculosis
- Mumps
- Whooping Cough
- H1N1 (swine flu)
- Covid 19

If you come into contact with clients who have contracted any of the following diseases, you may not be required to go to work and must self-isolate for 10 days and following

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government guidelines at all times. In any event you should report immediately to the office who will, if appropriate, advise you of any further action you should take: -

- Typhoid
- Hepatitis A & B
- German Measles (Rubella)
- Meningitis
- Diphtheria
- HIV/AIDS
- Covid 19

Hygiene

- You must look after personal hygiene at all times.
- You must protect all open wounds with appropriate dressings.
- You must report infections immediately.
- Self-isolate and maintain a 2-meter distance at all times.
- Wear mask is mandatory.
- Your general appearance and manner of dress must conform to the Company standards (Doc 2.27 and Section 2 of the handbook).