

# Mansec Security Systems Ltd

19 Acton Road, Bramford, Ipswich, Suffolk. IP8 4EN  
Phone 01473 462 727  
Fax: 01473 240 985  
Email: mail@mansec-security.co.uk  
Web www.mansec-security.co.uk

## Health & Safety Policy

### General Statement of Policy

It is the policy of **MANSEC SECURITY SYSTEMS LTD** to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our actions.

The allocation of duties for safety matters and the particular arrangements which **MANSEC SECURITY SYSTEMS LTD** will make to implement the policy are set out within the policy statement.

This policy will be reviewed annually with regard to its effectiveness, or earlier if the nature and size of the undertaking material changes.

This policy will be made available to all staff by such means as issuing each employee an original copy and providing amendments as and when the policy is amended or updated.

Signed..... Date .....

**Russell Farncombe**  
Director

## RESPONSIBILITIES

### Director

The **Director** has final responsibility for the implementation of the Health & Safety Policy. He will ensure that the Company has adequate resources both financial and organisational to put the Policy into effect and that all levels of management have access to professional advice on matters affecting health and safety.

The **Director** is responsible for implementing the policy within the Company. He will ensure that the managers know and understand the responsibilities under the health and safety policy. He will ensure that all requirements of health and safety legislation are observed and that all company regulations and safety guidelines are observed.

The **Director** is responsible for the day-to-day implementation of the Health and Safety Policy. These responsibilities include ensuring that all the arrangements as detailed in this policy are complied with at all times and seeking health and safety advice as appropriate if required. The **Director** will also make recommendations as to revising and updating the policy as required.

### EMPLOYEES

All employees have a responsibility to co-operate with management to achieve a healthy and safe workplace and to take reasonable care of themselves and others. They must inform a responsible person immediately if they identify any hazard within the workplace. Employees who fail to comply with the requirements of the health and safety policy and endanger their health and safety and that of others may be subject to disciplinary action.

### ARRANGEMENTS

#### General

1. All working areas are to be kept clear and free of obstruction.
2. Staff must never run in the workplace.
3. Horseplay is not permitted anywhere in the workplace. Any person who is found to be participating in horseplay may be subject to disciplinary action.

#### Training

4. Suitable training and
5. Instruction will be given to all staff in matters relating to health and safety at work.

#### Equipment

6. Suitable equipment will be provided by the employer where required for staff to undertake their duties.
7. Equipment shall be maintained and inspected by a competent person regularly and records shall be kept of said inspections.
8. Prior to use staff must check equipment for any faults or defects and if found report them to the **Director** immediately.
9. Staff must never operate or use equipment unless they are competent to do so and if required, have undergone the appropriate training.
10. Equipment must only be used for the purpose for which it was designed.

## Personal Protective Equipment

11. Any protective clothing or equipment that is provided by the company for use by staff shall be provided free of charge.
12. All protective clothing or equipment to be provided shall be assessed so as to determine that it provides suitable protection.
13. Staff must use any protective clothing or equipment provided by the company. Failure to do could lead to disciplinary action.
14. All personal protective equipment will be inspected regularly and records kept.

## Hazardous Substances

15. The company under the COSHH Regulations 1996 will assess all substances hazardous to health.
16. Assessments under COSHH will be undertaken by the **Director**. All employees responsible for the use, handling, storage and transport of hazardous substances will comply with the requirements of the COSHH assessment, to ensure their own health and safety and that of others

## Fire Precautions

17. All exits both inside and outside of the building, must be kept clear of obstructions at all times
18. Staff must be aware of the location of fire extinguishers and exits.
19. Smoking is not permitted within the office or client premises.
20. All employees must ensure that they read and understand the notices of action to be taken in the event of a fire.

## Safety Representations

21. All staff may raise any issue of concern regarding safety and draw it to the attention of the **Director**.
22. All staff will be consulted by the company on any issue that could substantially affect their health and safety.

## Electrical Safety

23. Only approved electricians are permitted to carry out mains electrical works and testing of portable electrical appliances.
24. Staff must never overload power points.
25. Cables and leads must never be trailed across walkways.
26. All mains installations will be inspected regularly and records kept
27. All portable electrical equipment will be inspected regularly and records kept.
28. No portable electrical equipment may be used on the premises unless it has been inspected and found to be safe.
29. Cables/leads should be protected from damage by sheathing and positioned away from causes of damage.
30. Before use operators must undertake a visual inspection of any electrical equipment if any defects or faults are found these must be reported to the **Director**. The equipment should be labelled as faulty and the item taken out of use to be repaired/replaced.
31. When working on building sites operators must use 110 volt or battery-operated equipment. Failure to comply could result in disciplinary action.

## First Aid

33. In the event of a medical emergency at the office call the **Director** who will arrange to attend the incident and/or call an ambulance, or if either a serious injury or illness occurs, she must also take charge of First Aid equipment.
34. All company technicians who either work alone, in small groups away from the employers' establishment, or isolated locations carry a first aid box that is located in their vehicle.

## Accidents at Work

35. If an accident involves an employee, a visitor, a contractor or a member of the public as a result of the company's activities then the accident must be entered in the Accident book.
36. The Accident book is located within the Office.
37. If the accident is serious or results in 3 days absence from work (including days not normally worked) then this must be reported immediately to the **Director** so that the accident may be reported to the enforcing authority under the RIDDOR Regulations 1995

## Risk Assessments

38. Risk assessments are undertaken annually by the employer with the objective of reducing the risk of injury or illness in the workplace to a minimum.
39. These assessments must be read and understood so that staff can undertake their duties safely.
40. Staff must comply with the control measures as laid down in the risk assessment as failure to do so could result in disciplinary action.
41. Staff have a duty to draw to the **Directors** attention any health and safety problem that they become aware of in the workplace.
42. Pregnant women are subject to additional requirements for risk assessment. You will be informed by the **Director** of any additional precautions that you should take.

## Manual Handling

43. Staff must comply with the control measures that are laid down in any manual handling assessment.
44. If a load appears too heavy do not lift it but ask advice from your **Director**.
45. Never lift a heavy object unless you have received training in lifting techniques.
46. Always use mechanical aids if they are provided for the job.
47. All relevant walkways adjacent to storage areas should be kept clear of any obstructions that could impede the lifting up and down of storage items.
48. Before using large wheeled steps staff must ensure brake mechanism has been applied.
49. When using the large wheeled steps no member of staff may climb or stand on the top two bars. Failure to comply could result in disciplinary action.
50. Members of staff may not climb storage shelves to remove items. Failure to comply could result in disciplinary action.

## Safety Guards or Fences

51. No employees may remove any safety guard or fence other than to adjust or maintain equipment and in such cases the power must be disconnected.
52. No machine may be operated with the guard or fence missing unless an authorised member of staff has removed it for the purposes of maintaining or repairing the equipment.

## Office Safety

53. Filing cabinets must not be overloaded and the weight should be evenly distributed.
54. Staff must use a stepping stool or suitable equipment when reaching for objects that are stored high up.
55. Desk and cabinet drawers should not be left open
56. Wires and leads must not trail across walkways
57. The company operates a clear desk policy.

### **Display Screen Equipment**

58. Staff using display screens are entitled to a workstation that is suitable for tasks and in some cases there is a requirement for the employer to undertake a full assessment of the workstation.
59. VDU's must be adjustable so as to avoid glare or bright reflections.
60. Staff should be aware that there are certain issues associated with RSI work such as eyestrain, skin rashes, headaches and neck, shoulder and wrist pain. Any symptoms should be reported immediately to the **Director**.
61. Certain display screen users are entitled to free eye tests and in some circumstances free spectacles (basic cost only). You will be told if this applies to you.
62. Staff must report any problems that they may have in using display screen equipment immediately to the **Director**.
63. No boxes or equipment should be stored under desks to limit space.

### **Ladder Safety**

64. Ladders must be examined regularly by a competent person appointed by the company and records kept of said inspections.
65. Before use operators must undertake a visual inspection and if any defects or faults are found these must be reported immediately to the **Director**.
66. Ladders must not be rested on freestanding items to gain extra height but directly onto the ground.
67. The ladder must be prevented from slipping by footing by another person or by the use of the anti-slip devices supplied or by roping to an immovable object.
68. Ladders should be placed at an angle of 75 (4up/1 out)
69. Only light, short duration work should be done from a ladder
70. Ladders must be climbed with both hands.
71. Avoid overreaching; if work is required from a ladder make sure it is long enough and positioned to reach the work safely.
72. Do not climb or work off a ladder unless you can hold onto it.

### **LONE WORKING**

73. Any necessary equipment that is to be used on site should be able to be handled safely by one person.
74. Operators should inform the **Director** at once if they know of any medical condition that could affect their work when working alone.
75. Regular contact between the operator and office must apply when operator is working entirely alone.
76. Company vehicles must be regularly maintained and kept in good order.