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Health and Safety Policy

1. Policy Statement

Coresecure Services Ltd is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all employees, clients, contractors, visitors, and members of the public who may be affected by our activities.

As a provider of security and related support services, we recognise that effective health and safety management is an integral part of good business practice and operational performance. Health and safety responsibilities rank equally with all other management responsibilities.

Coresecure Services Ltd will provide and maintain safe systems of work, safe premises where under our control, safe equipment, competent personnel, and effective arrangements for managing risk in accordance with applicable UK health and safety legislation and industry best practice.

We are committed to continuous improvement in health and safety performance and to ensuring that health and safety forms part of all planning, operational, and management decisions.

2. Statement of General Policy

Coresecure Services Ltd will, so far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities
- carry out suitable and sufficient risk assessments for our operations and client site activities
- provide and maintain safe systems of work and safe working practices
- provide and maintain safe work equipment and ensure it is suitable for use

- ensure the safe handling, storage, and use of substances where applicable
- provide employees with the information, instruction, training, supervision, and personal protective equipment (PPE) necessary to carry out their duties safely
- consult with employees on matters affecting their health, safety, and welfare
- ensure contractors and subcontractors are competent and operate safely
- prevent accidents, incidents, work-related ill health, and dangerous occurrences so far as reasonably practicable
- investigate accidents, incidents, near misses, and cases of work-related ill health, implementing corrective actions where required
- comply with all relevant health and safety legislation, regulations, Approved Codes of Practice (ACOPs), and recognised guidance
- review this policy at least annually, or sooner where significant operational or legal changes occur

3. Scope

This policy applies to:

- all employees of Coresecure Services Ltd
- directors, managers, supervisors, and team leaders
- relief officers, mobile officers, site-based officers, control room staff, and support staff
- agency workers and temporary workers
- contractors and subcontractors engaged by the company
- visitors to any premises under company control
- all work activities undertaken on client premises, company premises, and during travel undertaken as part of work duties

4. Legal Framework

This policy is implemented in accordance with relevant UK legislation, including but not limited to:

- **Health and Safety at Work etc. Act 1974**
- **Management of Health and Safety at Work Regulations 1999**
- **Workplace (Health, Safety and Welfare) Regulations 1992**
- **Provision and Use of Work Equipment Regulations 1998 (PUWER)**
- **Manual Handling Operations Regulations 1992 (as amended)**
- **Personal Protective Equipment at Work Regulations 1992 / 2022**
- **Control of Substances Hazardous to Health Regulations 2002 (COSHH)**
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**
- **Regulatory Reform (Fire Safety) Order 2005**
- **Working Time Regulations 1998**
- **Working at Height Regulations 2005**
- **Display Screen Equipment Regulations** (under Health and Safety (Display Screen Equipment) Regulations 1992 as amended)
- **Electricity at Work Regulations 1989**
- Any client-specific site safety rules and lawful instructions

5. Responsibilities

5.1 Director

The Director has overall responsibility for health and safety within Coresecure Services Ltd and will ensure that:

- health and safety is actively led at senior level
- adequate resources are made available to implement this policy
- competent persons are appointed to assist with health and safety compliance
- health and safety performance is monitored and reviewed
- this policy is reviewed at least annually

- serious incidents, enforcement actions, or significant risks are escalated and addressed

5.2 Managers and Supervisors

Managers and supervisors are responsible for:

- implementing this policy in their area of control
- carrying out or arranging suitable and sufficient risk assessments
- ensuring safe systems of work are in place
- ensuring staff receive induction, training, briefings, and supervision
- ensuring site instructions and client safety rules are followed
- monitoring staff performance and safe working practices
- ensuring incidents, hazards, near misses, and unsafe conditions are reported promptly
- arranging corrective actions where deficiencies are identified
- ensuring PPE is issued, suitable, and used where required
- consulting with employees on health and safety matters
- liaising with clients regarding site-specific hazards and emergency arrangements

5.3 Employees

All employees have a legal duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

Employees must:

- work in accordance with training, instructions, risk assessments, and company procedures
- comply with site rules and client health and safety requirements
- use equipment only if trained, authorised, and competent to do so
- use PPE provided and maintain it in good condition
- report hazards, defects, unsafe acts, near misses, accidents, and incidents immediately

- not interfere with or misuse anything provided in the interests of health and safety
- cooperate with management in the implementation of this policy
- report any medical, fatigue, or wellbeing issue that may affect safe working

5.4 Contractors and Subcontractors

All contractors and subcontractors engaged by Coresecure Services Ltd must:

- demonstrate competence for the work undertaken
- comply with relevant health and safety legislation
- provide suitable risk assessments and method statements where required
- cooperate with Coresecure Services Ltd and the client
- ensure their employees work safely and follow site rules
- report incidents, hazards, and unsafe conditions immediately

6. Arrangements for Health and Safety

6.1 Risk Assessment

Coresecure Services Ltd will ensure that suitable and sufficient risk assessments are completed for:

- office activities
- static guarding
- mobile patrols
- key holding and alarm response
- lone working
- vehicle use
- site inspections
- work on client premises
- manual handling tasks
- use of work equipment
- any task involving significant foreseeable risk

Risk assessments will:

- identify hazards
- identify who may be harmed and how
- evaluate risk and existing controls
- identify further control measures where required
- be recorded where legally required or operationally necessary
- be reviewed regularly and when circumstances change

6.2 Safe Systems of Work

Where significant risks are identified, Coresecure Services Ltd will implement safe systems of work, which may include:

- site instructions
- assignment instructions
- standard operating procedures (SOPs)
- lone worker procedures
- emergency response procedures
- permit-to-work arrangements where relevant
- client-specific control measures

6.3 Training and Competence

Coresecure Services Ltd will ensure employees receive appropriate health and safety training, including where relevant:

- company induction
- site induction
- role-specific safety briefings
- manual handling awareness
- fire safety and emergency procedures
- lone working awareness
- conflict management / personal safety awareness
- incident reporting
- use of PPE

- first aid awareness (where applicable)
- DSE awareness for office-based staff

Training records will be maintained.

6.4 Consultation with Employees

Coresecure Services Ltd will consult employees on matters affecting health and safety, including:

- significant changes to working arrangements
- new hazards or risks
- new equipment or processes
- accident trends and lessons learned
- welfare concerns
- site-specific issues raised by employees or clients

6.5 Accident, Incident and Near Miss Reporting

All accidents, incidents, dangerous occurrences, near misses, and cases of work-related ill health must be reported immediately to management.

Coresecure Services Ltd will:

- record and investigate incidents proportionate to the level of risk
- identify root causes where appropriate
- implement corrective and preventive actions
- report incidents under **RIDDOR 2013** where legally required
- maintain records of incidents and investigations

6.6 Fire Safety and Emergency Procedures

Where applicable, Coresecure Services Ltd will ensure:

- fire risks are assessed where premises are under our control
- employees are briefed on emergency procedures at company and client premises

- fire exits, escape routes, and assembly points are identified
- suspicious package / threat procedures are communicated where relevant
- staff know how to raise the alarm and summon assistance

Employees working at client sites must familiarise themselves with local emergency procedures.

6.7 First Aid

Coresecure Services Ltd will ensure, so far as reasonably practicable:

- suitable first aid arrangements are in place for company-controlled premises
- employees know how to obtain first aid assistance
- site-specific first aid arrangements are confirmed on client premises
- first aid incidents are recorded appropriately

6.8 Personal Protective Equipment (PPE)

Where risks cannot be adequately controlled by other means, suitable PPE will be provided.

This may include, depending on role/site:

- high-visibility clothing
- safety footwear
- weather protection
- gloves
- eye protection
- hearing protection
- body-worn safety equipment where required

Employees must wear PPE as instructed.

6.9 Lone Working

As many security roles involve lone working, Coresecure Services Ltd will implement appropriate controls, which may include:

- lone worker risk assessments
- welfare check calls
- check-in / check-out procedures
- escalation procedures for missed contact
- emergency communication methods
- GPS / patrol monitoring systems where used
- restrictions on high-risk lone tasks

6.10 Working on Client Premises

Where work is carried out on client premises, Coresecure Services Ltd will:

- obtain relevant site safety information were reasonably practicable
- communicate site rules and hazards to employees
- cooperate and coordinate with clients and other contractors
- ensure employees understand assignment instructions and emergency arrangements
- require staff to report unsafe conditions or client-related hazards immediately

Employees must always follow lawful client safety rules.

6.11 Work Equipment

Any work equipment provided or used by Coresecure Services Ltd must be:

- suitable for the intended use
- maintained in safe condition
- inspected where required
- used only by trained and authorised persons

Defective equipment must be taken out of use and reported immediately.

6.12 Electrical Safety

Coresecure Services Ltd will ensure that:

- electrical equipment under company control is maintained safely
- portable equipment is inspected as appropriate
- defective electrical equipment is removed from use
- employees do not carry out unauthorised repairs

6.13 Manual Handling

Manual handling risks will be avoided where reasonably practicable.
Where unavoidable, Coresecure Services Ltd will:

- assess the task
- reduce the risk through planning, equipment, or assistance
- provide training or guidance where necessary

Employees must not attempt unsafe lifts and must seek assistance when required.

6.14 Display Screen Equipment (DSE)

For office staff and home workers who habitually use screens:

- DSE assessments will be completed where required
- workstations will be adjusted to reduce risk
- employees will be encouraged to take regular breaks or changes of activity
- concerns about discomfort, pain, or workstation setup must be reported promptly

6.15 Vehicles and Driving for Work

Where employees drive for work purposes, Coresecure Services Ltd will ensure:

- drivers are appropriately licensed and competent
- vehicles under company control are roadworthy and maintained
- work schedules allow safe travel and adequate rest
- mobile phone use while driving complies with the law
- drivers report defects, incidents, or concerns immediately

Employees must drive safely, lawfully, and without undue fatigue.

6.16 Working Time and Fatigue

Because fatigue can significantly affect performance and safety in the security industry, Coresecure Services Ltd will:

- manage working hours in accordance with the **Working Time Regulations 1998** unless lawful opt-outs apply
- plan shifts to reduce fatigue-related risks
- monitor excessive hours, back-to-back shifts, and inadequate rest periods
- encourage employees to report fatigue concerns without delay

6.17 Welfare and Workplace Conditions

Where premises are under our control, Coresecure Services Ltd will ensure, so far as reasonably practicable:

- safe access and egress
- suitable welfare facilities
- clean and orderly work areas
- reasonable environmental conditions
- safe storage arrangements

Where employees work at client sites, welfare arrangements will be confirmed as part of mobilisation or site induction where practicable.

6.18 Young Workers / New and Expectant Mothers / Vulnerable Persons

Where applicable, specific risk assessments will be completed for:

- young workers (under 18)
- new and expectant mothers
- employees with disclosed medical restrictions relevant to safe work
- vulnerable persons where additional controls are reasonably required

6.19 Smoking, Alcohol and Drugs

Smoking or vaping must comply with applicable law and site rules.

Employees must not:

- report for work under the influence of alcohol or illegal drugs
- misuse prescription or over-the-counter medication in a way that impairs safe working
- smoke or vape in prohibited areas

Any issue affecting fitness for work must be reported immediately.

6.20 Monitoring, Audit and Review

Coresecure Services Ltd will monitor health and safety performance through:

- workplace/site inspections
- supervisor checks
- incident reviews
- trend analysis
- training records
- corrective action tracking
- periodic management review

This supports continual improvement and aligns with the company's wider quality and operational management systems.

7. Documentation and Records

The following documents may support this policy:

- Risk Assessments
- Assignment Instructions
- Site Induction Records
- Incident / Near Miss Reports
- RIDDOR Records (where applicable)
- PPE Issue Records
- Training Records
- Vehicle Checks
- Lone Worker Logs
- Fire / Emergency Procedures
- Contractor Competency Checks

Signed: 

Date: 04/04/2026