



## HEALTH & SAFETY POLICY

Issued 29/07/2025 – Review 28/07/2026

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## **Introduction**

This document sets out the Health and Safety arrangements we have established in conjunction with SafeContractor. We have adopted this standard policy and tailored it to represent our organisation.

The following is a description of the work that our Company undertakes:

The provision of Trained, Vetted, Insured, Uniformed and Licensed Security Officers to provide a safe and secure environment to client staff and property.

Industry Sectors: Commercial Properties, Offices, Industrial Estates.

This document sets out a base level of Health and Safety awareness, and through membership of SafeContractor, our organisation will develop and improve Health and Safety knowledge, standards, and performance.

## **PART 1 – General Statement of Policy**

This Policy Statement forms part of the Danhouse Health and Safety Management System which is aligned with ISO 45001.

We recognise our responsibility to ensure compliance to all relevant health and safety legislation and eliminate hazards where possible. We are committed to achieving continual improvement in our Health & Safety Management.

It is the aim of the company, as far as is reasonably practicable, to ensure that:

- We shall provide safe and healthy working conditions for the prevention of work-related injury and/or ill health and is appropriate to the purpose, the size and context of our business and to the specific nature of its OH&S risks and OH&S opportunities we face.
- All employees will be provided with such equipment, information, assistance, training, and supervision as may be necessary to personnel at all levels, having regard to risk assessment and individual capabilities.
- Provide, so far as is reasonably practical, safe methods of work, safe working conditions and a healthy environment assessing the risks inherent in the work we undertake.
- Provide health and safety arrangements including planning, organisation, leadership, control, monitoring, review and reporting.
- Ensure, so far as is reasonably practical, co-operation, co-ordination, and exchange of information between employees / sub-contractors and all other interested parties.
- Establish emergency and other procedures for serious and imminent danger
- Provide all health surveillances where required.
- Establish means of consultation on health and safety matters for all employees.
- Encourage and promote personal responsibility and effort on the part of all employees to avoid and prevent health hazards and injuries to themselves and others.
- The provision and maintenance of plant and systems of work are safe and without risks to health.
- Health and Safety objectives are set and reviewed through the management review process.
- Arrangements for the use, handling, storage and transportation of articles and substances for use at work are safe and without risk to health.
- There is suitable provision for the safe access and egress, to and from, all working areas.
- Empower all employees to stop working and seek guidance if they feel that their Health, Safety or Welfare is being put at risk.



## **PART 2 – Organisation and Responsibilities**

### **2.1 Head of Company**

The head of the Company has overall responsibility for Health and Safety in the Company, and will:

- Ensure suitable financial provision is made for Health and Safety obligations
- Provide appropriate information and instruction to employees.
- Ensure work is planned to consider Health and Safety issues.
- Ensure that staff at all levels receive appropriate training.
- Monitor and assess risk to Health and Safety.
- Understand the Company policy for Health and Safety and ensure it is readily available for employees.
- Set a personal example when visiting site by wearing appropriate protective equipment.
- Actively promote at all levels the Company's commitment to effective Health and Safety management.

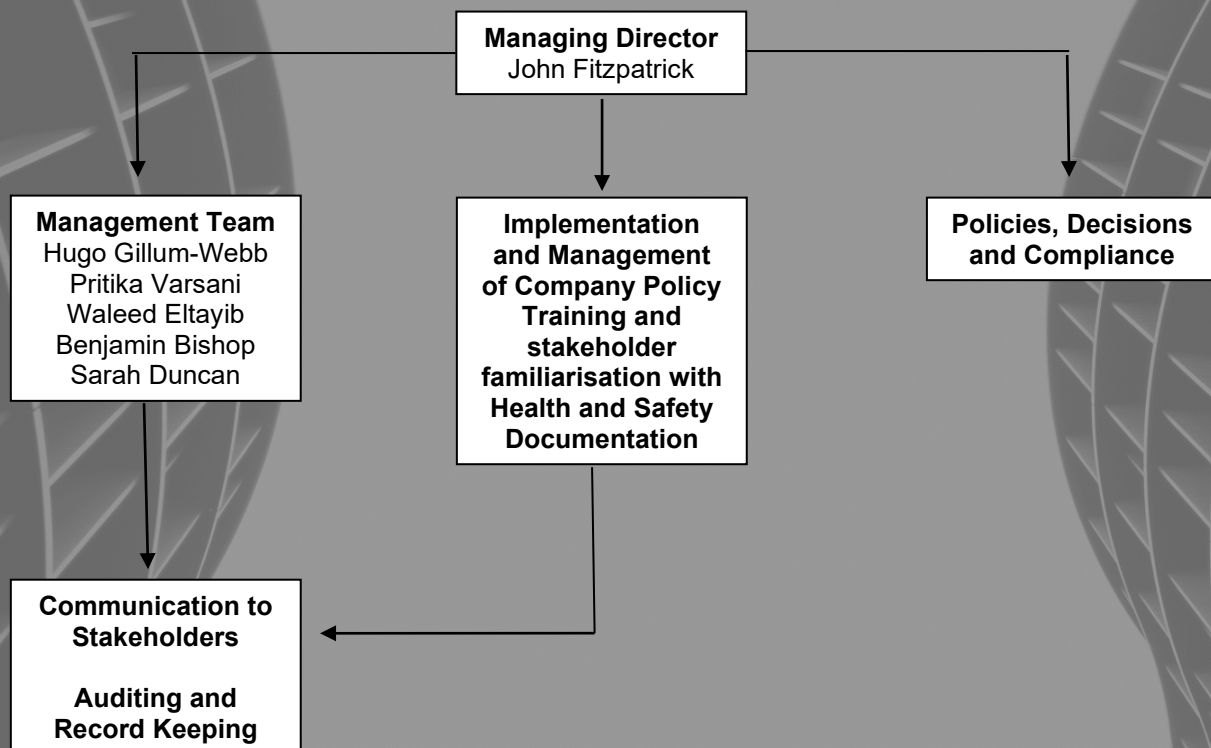
### **2.2 Health and Safety Co-ordinator / Representative**

Named person responsible for H&S: **Mr Waleed Eltayib**

Experience / Qualifications: 25+Years of managing Commercial property and Security Services. IOSH Managing Safely Qualification.

The Health and Safety Co – ordinator / Representative will undertake and be responsible for:

- Monitoring the implementation of Health and Safety policy throughout the Company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces.
- Investigating accidents and implementing corrective action
- Reviewing Health and Safety legislation and implementing any new requirements pertaining to the Company's undertaking
- Liaising with managers, employees, sub contractors and specialists as and when appropriate
- Collating and reporting any accidents reportable under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations RIDDOR 2013.
- Company Structure and responsibilities



## 2.1 Employees

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work –

- (a) to take reasonable care for the Health and Safety of himself and other persons who may be affected by his acts or omissions at work; and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's Health and Safety policy and carry out their work safely and in accordance with its requirements.
- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this Health and Safety policy.
- Reporting any defects to work equipment immediately to the site supervisor.
- Reporting to the management any incidents, which have led or might lead to injury or damage.
- Reporting any incidents or near misses however minor to the site supervisor
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions

- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

## **PART 3 – Arrangements**

### **3.1 Communication**

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the Company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice.
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via regular safety meetings, e-mails and memos.

The Company will communicate all changes in policy, procedure or legislation both verbally and by memo or by means of an entry in the Daily Occurrence Book which staff will be required to sign to confirm receipt of this instruction.

Each Assignment has a dedicated Health and safety Folder which contains.

- Company Health & Safety Policy which is reviewed and reissued annually.
- Site Specific Full Site Hazard Report
- Generic Risk Assessment for the role of Security Officer
- Copy of prevention of Violence Policy.

### **3.2 Training**

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and Safety awareness, Company procedures etc)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling if appropriate.

Danhouse is fully committed to the continuous development of its staff, in the same ways as we continuously develop our services. This will be achieved by helping all staff identify and meet their own job- and business- related development needs. This policy will ensure that we have the adaptability and flexibility to thrive and succeed as a business. To do this, all line managers, through the Performance Review process, will ensure that staff have a level of knowledge and skill to fully perform their role. Encourage staff to develop within their current role, whilst looking for potential, and find ways for staff to demonstrate their potential. To recognise and reward staff development (utilising it wherever possible) and create a learning culture by providing opportunities for learning equal opportunities.



All staff are entitled to and can expect to receive training they need to carry out their current role.

Our first priority will be towards job-related training, but we will also encourage individuals to undertake personal development training. This may entail taking professional qualifications or experiencing a particular aspect of another job in order to gain an insight into the role and fuller understanding of the work.

### **Shared responsibilities**

Danhouse recognises the need for everyone to learn and develop their skills on a continuous basis and will support individuals to help them achieve this. Equally, Danhouse expects individuals to take on some responsibility for their own self-development. For example, identifying suitable training activities (with the help of line managers) and adopting a flexible and positive approach to any training and development that is identified with them.

### **Identifying training & development needs**

Identifying training and development needs, and helping individuals to improve their performance, are key responsibilities for line managers, so they are expected to be actively involved in their team's training and development. Line managers are also responsible for measuring the effectiveness of any training and development undertaken by team members.

### **Setting and evaluating learning objectives/outcomes**

Danhouse has a number of key business objectives that it needs to achieve. These objectives can be achieved only through harnessing the abilities and skills of everyone in the Company and by releasing potential and maximising opportunities for development. If individuals need to learn in order to achieve business objectives, it is important that any training and development in which we invest has a relationship to our business objectives, so we can demonstrate the contribution learning makes towards overall organisational success.

For individuals, objectives give a better understanding of what is expected of them; where priorities lie; where their contribution fits into the organisation and how they are progressing. For managers, objectives provide a basis for allocating responsibility to individuals for achieving certain results; monitoring the achievement of results and providing solid evidence, which is less subjective, for assessing an individual's performance. For the organisation, objectives give a greater likelihood of strategic and corporate plans being achieved.

There are two key stages that will be used to evaluate training and development:

To assist line managers, there are a variety of methods that can be used to measure the effectiveness of the learning. Some of these include

- Participant self-assessment
- Written or practical tests
- Structured interviews
- Questionnaires
- Feedback – for example, internally from colleagues, and managers and/or externally from consumers or clients

Qualifications obtained; When an individual is required to attend a training course funded by Danhouse, time off during working hours will be given to attend the course. Individuals are expected to travel to and from a training venue within the normal course of the day.

## **Non-training course learning activities**

Typically, a training course is designed to transfer new skills or knowledge to an individual. Invariably new skills and knowledge will be developed over time to improve performance. However, not all learning has to be addressed through a training course. There is a wide range of development methods available that can be used without leaving the office.

## **Training Records**

Danhouse will keep training and development records for each individual within the Company. This information can be viewed at anytime by contacting the office.

### **3.3 Risk Assessments**

The Health and Safety Co-ordinator / Representative will carry out and record formal Risk Assessments. In addition, risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves, and others affected by their work. Where the employee does not have sufficient knowledge about a specific hazard, they will take further advice from the Health and Safety Co-ordinator / Representative if required. The head of the Company ensures managers are provided with appropriate instruction and training on risk assessments.

### **3.4 Method Statements**

Formal method statements (safe working procedures) will be prepared in writing where the risk is particularly high. The method statements will provide specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

### **3.5 Co-operation with Clients**

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high-risk work activities including permit to work systems. Client site procedures and Company Assignment Instructions will be followed at all times.

### **3.6 Welfare Facilities**

Wherever possible, arrangements will be made with the client and or principle contractor for the use of welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

### **3.7 Work Equipment**

All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R).

Before new equipment is introduced into the working environment, an assessment will be made in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove guards that are in place to minimise a



specific risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on the manufacturer's guidance and industry best practice. Any maintenance/inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Site Supervisor or line manager.

### **3.8 Personal Protective Equipment (P.P.E)**

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 that 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 Head Office.

### **3.9 Hazardous Substances**

The risks associated with hazardous substances are considered for work activities. Alternative less harmful substances are used wherever possible. In case of risks to Health, PPE is provided and used by employees, and health surveillance undertaken where necessary.

Before any Hazardous substances are used during a work process, material safety data sheet (MDS) will be required from the supplier and an appropriate assessment made of the risks from that substance undertaken by the Health and Safety Co-ordinator / Representative, in line with the Control of Substances Hazardous to Health Regulations (C.O.S.H.H).

An inventory of all substances and materials hazardous to health is held at Head Office.

### **3.10 First Aid and Accident Reporting**

Adequate first aid provision will be made at every place of work occupied by the Company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

Where possible, arrangements will be made with clients to use their first aid facilities. Where this is not possible, a member of the team will be nominated as the appointed

person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

All accidents MUST be reported to the Site Supervisor and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Company Health and Safety Advisor as soon as possible after the incident.



## Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- any work-related injury that leads to an employee being absent from work for more than 7 working days
- fracture other than to fingers, thumbs or toes.
- amputation.
- dislocation of the shoulder, hip, knee or spine.
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye.
- injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by senior management and/or the Health and Safety Co-Ordinator/ Representative with the following objectives.

- To determine the cause(s) with a view to preventing a recurrence
- To gather information for use in any criminal or civil proceedings
- To confirm or refute a claim for industrial injury benefit
- To prepare notification to be made to the Health and Safety Executive

The degree of investigation will be dependent on the seriousness of the accident. The aim of the investigation will be to seek to answer the following questions.

- WHAT caused the accident?
- WHO was involved?
- WHEN did it occur?
- WHY did it occur?
- HOW could it have been prevented?
- HOW can a recurrence be prevented?

### **3.11 Manual Handling**

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads which they feel incapable of moving safely.

### **3.12 Fire Safety and Emergency Procedures**

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's No Smoking policy, keeping Combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

All staff are required to undertake log on and off calls at the start and finish of their duties. All staff operating outside normal office hours, are required to make two hourly check calls to the Company Control room to confirm their welfare. Should no call be received, a manager will be contacted to establish the cause who will attend site if unable to make contact by phone.

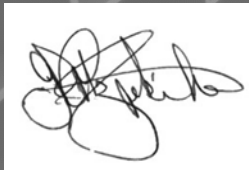
In the event of a situation occurring requiring management assistance outside normal office hours, staff should contact the Company Control centre.

All site-based Security Officers will be trained in the safe operation of:

- Fire Emergency procedure
- Bomb Threat Emergency procedure

### **3.13 Public Safety**

The safety of members of the public, client staff and contractors is considered at all times. Any work area that could place others at risk due to Company activities will be closed off by appropriate means (e.g. safety signs, bollards, tape, hoarding) in order to restrict access.

A handwritten signature in black ink, appearing to read 'John Fitzpatrick', enclosed within a white rectangular box.

**John Fitzpatrick**  
**Managing Director**  
29 July 2025