



HEALTH AND SAFETY POLICY STATEMENT

Freesight Management System Ltd strives to take strict measures to monitor and control Safety and Health as an integral part of running our business operation. The overall aim of Freesight Management System Ltd is the prevention of death, injury and ill-health of our employees, customers and anyone else affected by our business activities in accordance with BS ISO 45001:2018. In accordance with the requirements of the Health and Safety at Work Act, the Management of Health and Safety at Work Regulations, and other applicable legislation, the company will undertake assessments of risks and instigate arrangements that, so far as is reasonably practicable, ensure;

- that all reasonable steps will be taken to promote the safety, security and welfare of its staff, clients and members of the public who have lawful access to its premises
- that all working practices and work equipment are safe and that they do not pose a risk or hazard to Safety and Health.
- that all needed measures are carried out to safely use, store, and transport all substances and materials without risk to health.
- that needed training, supervision, instruction and information are provided to ensure that all employees have a working environment that does not endanger Health or Safety to the employees that of persons who may be affected by their work activities.
- that to control all workplaces, equipment and utilized transport in a condition that is safe and free from Health and Safety risks.
- that employees have access to adequate facilities to safeguard their welfare.
- to take measures to protect the Health and Safety of visitors, contractors and any members of the public who could be impacted by our operations.
- that all needed information concerning procedures and services are to be provided to protect their Health and Safety and the Health and Safety of others, and, when needed, consult with them to improve how our company handles these issues.
- that all employees carry out their Health and Safety responsibilities and work with management to carry out this policy.
- to monitor how this policy is carried out in the workplace.
- that commit to consult and include employees on health and safety matters.
- that all employees, clients and members of the public entering the Company's premises or making use of its resources are required to meet the obligations placed on them by the Act.



FREESIGHT MANAGEMENT SYSTEM LTD

You should make yourselves aware of the safety procedures and the first aider on the premises. Always ensure that all escape routes and exit doors are clear of obstructions. Be aware of the location of fire appliances and first aid boxes.

**HEALTH AND SAFETY AT WORK IS EVERYONE'S RESPONSIBILITY.
IT IS YOUR RESPONSIBILITY TO REPORT ANY DAMAGE OR DEFECTS IN YOUR WORKPLACE.**

Company Director
19 April 2023

Renewal Date:20 April 2024





Responsibilities

1. Freesight- The Company

The **Company's** health and safety responsibilities are to ensure that:

- The Health and Safety at Work Act 1974 places a statutory duty on all employers to ensure, so far as is reasonably practicable, the safety, health and welfare of all its employees at work and other people who may be affected by their activities, e.g. users, volunteers, members of the public.
- Freesight Management System, as the employer, has overall responsibility for health and safety matters and for ensuring that health and safety legislation is complied with.
- Freesight Management System will periodically review the operation of its Health and Safety Policy and will ensure:
 - All employees receive sufficient information, training and supervision on health and safety matters.
 - Risk assessments are undertaken at all Freesight Management System Premises and client locations and the results are written up and displayed for all employees to see and become familiar with.
 - Accidents are investigated and a report forwarded to the Directors of Freesight Management System.
 - There are arrangements in place to monitor the maintenance of all Freesight Management System premises and equipment.
 - There are adequate arrangements in place to liaise and co-operate on health and safety matters with Freesight Management System clients at their premises.
- Day-to-day responsibility for ensuring that this policy is put into practice is delegated to:
 - The Health and Safety Manager(Director) and Operations Manager.

2.0 Employees

All employees will be issued with a copy of Freesight Management System Health and Safety Policy and are required to follow the procedures laid down in the policy. Failure to do so could constitute a breach of UK legislation & may result in disciplinary procedures. All employees have a general responsibility to:

- Maintain their work area in a clean and tidy condition and free from any unnecessary risk.
- Check before using that any equipment, tools, safety devices and protective clothing (if issued or required) are in good condition; are as specified as suitable



- for the task or purpose; and are used in accordance with manufacturer's instructions.
- Immediately report potential hazards to their Operations Manager or the client representative on site whilst taking appropriate steps to minimise the risks
 - associated with the hazard in question.
 - Reporting any breaches of the Health and Safety Policy that they may become aware of to their Operations Manager, and the Client representative on site.
 - Assist with undertaking a risk assessment prior to undertaking a new task or following a change to an existing area of work in tandem with the company Risk Assessor and/or nominated person qualified in the field of risk assessment.
 - Not endanger the health & safety of themselves or others through careless or reckless behaviour.
 - To co-operate with their Operations Manager or any other company or client representatives to ensure a safe & healthy workplace.

Health and Safety Arrangements

1. Reporting of Accidents, Dangerous Occurrences and Near Misses

Accident Reporting Procedure

- 1.1 All accidents, dangerous occurrences, near misses and incidents, no matter how trivial are to be reported to the Company's (Freesight Management System) relevant Operations Manager.
- 1.2 In the event of an accident the employee is to immediately record the details of the accident in both the site accident book & also report the accident using the employee gateway.
- 1.3 Once the accident has been recorded the employee is to inform Control and their Operations Manager of the details of the accident by notifying them either by email or a telephone call.
- 1.4 If the accident is out of hours then notify Control who will notify the Operations Manager's.
- 1.5 Once the Operations Manager has been notified of an accident, they are to notify both their Associate Director & the company Health & Safety Officer. An accident investigation will then begin by the Associate Director & the Health & Safety Officer.
- 1.6 In the event of a member of staff requiring first aid treatment as a result of an accident at



workthey should immediately contact the qualified first-aider for the site if there is one available, who may recommend further treatment.

Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR)

1.7 Certain serious accidents and dangerous occurrences are required to be reported to the Health and Safety Executive (HSE) under the **Reporting of Injuries Diseases and Dangerous Occurrences Regulations**

1.8 **2013 (RIDDOR).** It is the responsibility of the Health & Safety Officer to report all RIDDOR reportable incidences to the HSE within the required time period. Freesight Management System will have in place & maintain COP-25 Accident Investigation Procedure to ensure any qualifying incidences under RIDDOR are identified & reported appropriately.

In the event of a RIDDOR reportable incident a full report must be forwarded to the Managing Director.

A RIDDOR report is required only when:

- The accident is work-related.
- It results in an injury of a type which is reportable.

Examples of reportable injuries include;

- the death of any person
- any accidents which result in the employee being absent from work or unable to perform their normal duties for a period of more than seven days,
- any injury detailed on list of specified injuries under RIDDOR,
- any occupational disease as listed in regulation 8 of RIDDOR,
- any dangerous occurrence as listed in Schedule 2 of RIDDOR,
- any non-fatal injuries to members of the public which require treatment in hospital

2.0 Near Miss Procedure

Freesight Management System encourages the reporting of all near miss incidences. The recording of near misses is essential in the further prevention of accidents as near misses are situations which could have become accidents if one or two factors of the near miss had been slightly different.

A near miss can be defined as:

“An undesired event which could cause an accident.”



For example, a near miss could be if you slip on coffee that someone else has spilt but instead of falling and injuring yourself, you slip and remain on your feet, unscathed but perhaps a bit shaken.

Any near misses shall be reported using the 'Report a Near Miss' tool via the employee Gateway. The reporting of near misses is very important in the prevention of accidents.

3.0 First Aid

Freesight Management System shall ensure that as a minimum a fully stocked first aid kit is available at each security site.

Where there is a specific need according to Assignment Instructions relevant sites are to have a Security Officer that has a dated qualification in basic First Aid. An assessment of site first aid provision shall be made during the initial site risk assessment.

4.0 Fire

4.1 Fire Procedures at Assignments

Freesight Management System staff must adhere to the procedures within the Assignment Instructions for the site, also bearing in mind any update and additions that may have been made by the client.

An assessment of site specific arrangements relating to fire will be made during the initial site specific risk assessment & will be reviewed annually.

4.2 Fire Procedures at Freesight Management System Offices.

Freesight Management System shall ensure that where they maintain either permanent or temporary offices the following arrangements are made for each individual site;

- That a specific fire risk assessment is carried out to assess the risk of fire & to recommend any additional control measures which may be required.
- To have in place specific fire evacuation procedures.
- To ensure that regular fire evacuation practices are held on an annual basis & any records are maintained.
- To ensure that, where provided, all fire alarm systems & fire equipment are regularly checked & tested on a regular basis & those adequate records are kept



5.0 Electrical Appliances

5.1 Assignments

All electrical appliances should be tested on a regular basis, marked accordingly and a competent person who has undertaken the appropriate training should carry out the tests and a record of tests should be kept. The client on site will normally be responsible for these procedures.

5.2 Fixed Wiring Testing

To ensure electrical safety all sites attended by Freesight Management System Officers shall have had electrical fixed wiring testing carried out within the last five years. This requirement shall be assessed during the general assignment risk assessment.

All offices & buildings managed by Freesight Management System shall be subject to electrical fixed wiring testing which shall be carried out every five years.

6.0 Equipment

Safety rules for items of equipment are to be strictly followed. Where an item of equipment is fitted with some form of a guard the equipment is only to be operated with the guard in place. If any item of equipment breaks down staff should not attempt to repair unless they have been:

- a. Trained to do so
- b. Authorised to do so

Failure to comply and an accident or incident occurring may be in contravention of the Health and Safety at Work Act Section 7.

Any requirements for officers to use workplace equipment will be identified during the initial site assessment.

7.0 Clothing

Where protective clothing or equipment is provided for specific tasks they are to be worn at all times by those carrying out the tasks.

Failure to comply and an accident or incident occurring may be in contravention of the Health and Safety at Work Act Section 7.



8.0 Hazardous Substances

All Substances designated as being toxic, harmful, irritant or corrosive are to be used and stored in accordance with COSHH (all such substances must be marked in accordance with prescribed standards). Any substances hazardous to health used by Freesight Management System Personnel shall be subject to a COSHH assessment. All staff will be trained on the arrangements of the safe use, storage & disposal of hazardous substances.

9.0 Workstation Assessments

9.1 The Operations Manager must carry out an assessment of all workstations, identify possible risks to users and reduce risks to the lowest extent possible. If there is a change in the working environment then a re-assessment must be carried out immediately.

9.2 Employees who are regular display screen operators are entitled to eyesight tests at the employer's expense. Where users require corrective glasses or lenses solely for the use of display screen equipment at work then the company will pay for a basic pair of glasses.

9.3 Employees who regularly use display screen equipment are provided with a workstation review which is available on the employee Gateway. Completion of the workstation review will forward any outstanding actions to the Health & Safety Officer for resolution.

9.4 Operations Manager should ensure that the work of regular display screen equipment users is designed in such a way as to allow regular breaks away from display screen work.

10.0 Sickness

10.1 Any absence of Security Officers due to illness should be reported to The Control Room as soon as possible as laid down in Company Conditions of Service.

10.2 Any absence of Office based staff due to illness should be reported to their Operations Manager as soon as is possible by telephone.

11.0 Staff Welfare

11.1 Freesight Management System is committed to providing all employees with adequate welfare facilities. An assessment of welfare facilities will be made during the site initial risk assessment. Any remedial actions will be passed to the client to rectify.

12.0 Communication & Consultation

12.1 It shall be the responsibility of the Health & Safety Officer to keep all members of the



management team and employees informed of changes in legislation and regulations pertaining to health and safety that could have an effect on the individual, the place of work, the work dynamics or have an affect on individuals utilising the services provided by Freesight Management System

12.2 Communications to individual sites regarding health and safety will be done via a number of mediums;

- Instruction to Associate Directors and/or Operations Manager for inclusion in the Assignment Instructions
- Site specific memorandums
- Site specific tool box talks
- Assessment reviews of processes
- Direct action; i.e. Restriction of access to particular areas
- Personal letter to individuals
- Client meetings
- Emails to individuals

12.3 As service providers, Freesight Management System will adhere to changes made relating to health and safety within the buildings which are under the security auspices of the company by the managing agent so long as it is of no detriment to individual employees, the company or its branding.

12.4 Freesight Management System will consult employees in relation to health and safety where it creates a change in their working practices and will alongside the employees establish a working practice for the betterment of the assignment and individuals that will be established as the safe system of work where the task dictates one is required

12.5 due to control measures not being of sufficient nature or where control measures are not possible without it being of detriment to all parties.

12.6 Freesight Management System will operate a Health & Safety Committee for the purpose of communicating health & safety issues to employees & to provide an opportunity for employees to raise any concerns they may have. The committee shall meet at regular intervals of approximately once every three months.

13.0 Training and Development

13.1 Freesight Management System is committed to support every member of staff in their personal and professional development and encourage training as an important aspect of each person's role within the company

13.2 To ensure that all new employees are provided with the necessary basic job training relevant to their job to ensure that they become fully competent as quickly as possible



- 13.3 To provide employees with an opportunity to work towards a National Vocational Qualification in security
- 13.4 To incorporate training into everyday activities and promote the importance of continuous learning amongst all employees
- 13.5 To establish via meetings with individuals, site supervisors and clients any continuation training pertaining to health and safety matters that is required due to legislative requirements, changes or for personal development within a defined employment role or as part of individual development, and source or undertake such training via in-house programmes or from a specialist third party
- 13.6 To establish refresher training pertaining to health and safety matters as required by individual assignments where legislative changes have occurred or where there is a need for individuals to receive such training as highlighted by individual appraisals, client meetings or other means and source or undertake such training via in-house programmes or from a specialist third party

14.0 Alcohol and Drugs

- 14.1 The effects of alcohol and/or drugs can seriously diminish your judgement and physical reactions. The use of items of machinery or equipment whilst in an unfit state could constitute a major health and safety risk to all concerned.
The consumption of alcohol or drugs (unless prescribed medication) is therefore strictly forbidden whilst on assignment or prior to attending work.

The consumption of drugs or alcohol may result in prosecution and termination of your contract with Freesight Management System.

15.0 Manual Handling

- 15.1 Freesight Management System Officers are not normally expected to undertake manual handling tasks as part of their general duties.
- 15.2 In the event of Freesight Management System employees being required to undertake manual handling tasks this will be subject to a manual handling risk assessment.

16.0 Asbestos

- 16.1 Freesight Management System Officers would not normally be subject to the risk of asbestos exposure in the normal course of their duties.



16.2 Where Freesight Management System operates & manages company offices, these buildings shall be subject to an asbestos survey to identify any asbestos containing materials & to allow the company to adequately manage asbestos risk.

17.0 Risk Assessment

17.1 All tasks undertaken by Freesight Management System employees will be subject to risk assessment.

17.2 An initial risk assessment of all proposed Freesight Management System sites will be undertaken as part of the tender process. Freesight Management System will have in place procedures to manage any risks identified which may require additional assessment. Examples of additional assessments may include; Fire, First Aid, Asbestos, Control of Substances Hazardous to Health (COSHH) Display Screen Equipment (DSE), Expectant & New Mothers, Young Persons, Aggression & Violence, Personal Protective Equipment (PPE) & Manual Handling.

18.0 Occupational Health Monitoring

18.1 All Freesight Management System employees who work a night shift shall be offered an annual Night Working Hours Health Assessment. Any referrals as a result of the assessment shall be subject to an examination by an Occupational Health Practitioner.

18.2 Freesight Management System employees would not normally be exposed to any situations in which they would require any further occupational health monitoring. Any situations which would give rise to Security Officers requiring occupational health monitoring will be identified through risk assessment.

19.0 Violence & Aggression

19.1 Freesight Management System does not expect our employees to be the subject of any violent or aggressive behaviour. All Security Officers have received training in conflict resolution as part of their SIA licence. Officers are expected to utilise this training as a first course of action before notifying the police of any violent situation.

19.2 In the event of a situation where there is a specific risk of violence the company will undertake a specific violence and aggression risk assessment.

20.0 Subcontractors

20.1 Freesight Management System will have in place procedures to actively manage the health & safety performance of any Contractors used throughout the course of the



business.

21.0 Working at Height

21.1 Working at height does not typically form part of the day-to-day activities of Freesight Management System & Security Officers would not normally be expected to carry out any working at height tasks. In the unlikely event of any working at height tasks needed to be completed a working at height risk assessment will be carried out.

22. Slips, trips & falls

22.1 Freesight Management System will manage the risk of slips, trips & falls through general risk assessment. Freesight Management System will seek to where practical eliminate slip, trip & fall hazards.

23. Confined Spaces

23.1 Freesight Management System will manage the risk of Security Officers entering confined spaces by carrying out an initial risk assessment. Any duties requiring the entry of officers into confined spaces will be assessed for the presence of specific risks such as asphyxiant gases, free flowing materials, etc, and managed accordingly.

The Company Director is the nominated responsible officer for this policy - If you have any queries regarding any part of this policy or any other Health & Safety issues you must inform them immediately.