Health and Safety Policy statement

For

Novus Altair

The Director of Novus Altair recognises its duty to comply with the Health and Safety at Work Act 1974.The Company acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities. The Company is committed to fulfil all its legal requirements and any other applicable requirements.

Named person responsible for H&S: DR Adnan Niazi and as authorised in his absence

The Company recognises and accepts the general duties imposed upon the company as an employer under the Health and Safety at Work Act and subsequent health and safety regulations appertaining to its operation and as such the Director of Novus Altair will as far as practicable:

- Provide adequate resources to maintain health and safety
- Carry out risk assessments where required and review them on a regular basis to ensure they remain current and applicable to the work tasks that are required.
- Provide and maintain safe systems of work which are without risk to health
- Provide employees with such information, instruction, training and supervision as is necessary to secure their safety and health at work and that of others who may be affected by their actions.
- Carry out health surveillance where required.
- Ensure that all equipment supplied is maintained in a safe condition
- Make adequate provision and arrangements for welfare facilities at work where possible
- Monitor safety performance to maintain agreed standards

The duties of the employees are to:

- Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work.
- Co-operate with others in the Company to fulfil our statutory duties.
- Not interfere with, misuse or wilfully damage anything provided in the interests of health and safety.
- Reporting any accidents or near misses however minor to the Site Supervisor or line manager at the earliest opportunity
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.
- To ensure this policy is effective, we will
- Review it annually or on any significant changes to our business.
- Make any such changes known to our employees.
- Maintain procedures for communication and consultation between all levels of staff on matters of health, safety and welfare.

Contractors

All contractors working for the company are required to comply with the appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring the work is carried out in a safe manner.

Consultation, Participation and Training

The managing director is committed to involving employees at all levels in the participation, consultation and maintenance of health and safety standards and to provide them with adequate information, instruction and training, therefore as a result of this a member of staff has been appointed as the staff Health and Safety representative, who is invited to attend Health and safety related meetings and who can bring to the attention of the company at any time, the Health and Safety concerns of the staff. Much of this will be carried out during the Company induction training and later on during site specific training which will be carried out by the appropriate person. Regular supervisory checks will be completed and records of discussions with staff relating to Health and safety concerns will be raised and to ensure where required the safety of the officers on duty and to test compliance

and understanding to current regulation. Where issues are brought to the attention of the supervisor or found by the supervisor he will immediately report these back to his line manager or in their absence the appropriate Director. Any changes in Health and Safety will be notified to the operational staff either in person during visits, e-mail, memo or other forms of communication as appropriate.

The Company will carry out further training when required in such areas as the use of PPE, Safety equipment, Manual handling or plant and machinery as required, Lone working. Details of the training will be logged on the individuals training record once completed.

Where there are changes to the site assignment instructions details will be issued to staff and the appropriate retraining given, details of which will be logged onto the individuals training record.

Risk Assessments

The Health and Safety coordinator / Representative will carry out and record formal risk assessments where required. In cases where the company is working with a principle contractor company that is ACS approved, the risk assessments carried out by the principle contractor and its method statements shall form part of the site folder unless agreed otherwise prior to the commencement of the assignment with the principle contractor. In cases where the company is working with a sub-contractor, the risk assessments carried out by the company and its method statements shall form part of the site folder unless agreed otherwise prior to the commencement of the assignment with the sub-contractor. 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 the work. Where the employee does not have sufficient knowledge about a specific hazard, they will take further advice from the H&S Coordinator / Representative if required. The head of the Company ensures operators are provided with appropriate instruction and training on risk assessments.

Security Surveys/Welfare Facilities

Prior to the commencement of an operation the appropriate person from the Company will carry out a site survey where required, the survey will include such areas that are a security risk, lone working along with the determination of the welfare facilities appropriate for the staff working on site such as suitable base, toilet facilities and heating and lighting.

Method Statements

Formal method statements (safe working procedures/assignment instructions) will be prepared in writing where the risk is particularly high. The method statements prepared by ACS approved principle contractors or sub-contractors shall be accepted prior to the commencement of an assignment where required. The method statements will provide site 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.

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. Clients site procedures and specific instructions will be followed at all times.

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 by: DR Adnan Niazi or his authorised representative 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 any guards that are in place to minimise a specified 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 manufacturer's guidance and industry best practice. For Company vehicles, the manufacturer's maintenance handbook shall be used to record the regular maintenance of the vehicle.

Any employee who is in control of Company equipment on-site or off-site that is lost, mislaid, is damaged or fails to operate, shall advise the Managing Director or his authorised representative. An Equipment Fault Report shall be raised specifying and confirming the corrective action. Immediate action shall be taken by the Managing Director or his authorised representative if the reported problem applies to health and safety related equipment.

Client supplied equipment shall be controlled in accordance with the assignment instructions.

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.

All equipment requiring regular maintenance and/or whose location is required to be known shall be logged**.**

Personal Protective Equipment (P.P.E.)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities. Such equipment may either be issued to the employees directly or made available on their work locations. Any employee not in possession of PPE at a workplace where it is needed shall advise the Managing Director or his authorised representative for replacements.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue.

Employees have a legal duty to wear PPE as specified during induction, in relevant site rules, risk assessments and method statements.

Any defects, malfunction or loss of PPE must be reported to: DR Adnan Niazi or his authorised representative

First Aid & 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.

Head Office – the first aid box is located at reception

On Project Sites – wherever possible arrangements are made with clients/principle contractors to use their first aid facilities.

All accidents MUST be reported to your Site Supervisor/line manager and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident. The list of incidents that must be notified are listed in the policy.

It is our policy to report all accidents, industrial diseases and dangerous occurrences to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. We will also record all injuries in the appropriate accident book, as required by the Social Security (Claims and Payments) Regulations 1979

The company representative is responsible for reporting all notifiable accidents to the enforcing authority. Employees must report all injuries, supply relevant information and tender full cooperation to their supervisor/ line manager immediately after treatment. The accident report must be fully completed for all injuries incurred at work, however minor. An accident book is maintained in our main control room where all staff have been instructed to report to. If, because of their injury, employees are incapable of making an immediate entry, then that entry must be made by their manager, first-aider or nominated person

Following any accident of any severity that requires treatment, the employee's manager will notify the company representative who will

- Complete an accident investigation report
- Notify the enforcing authority, if the accident is reportable

Following any accident of any severity that requires treatment, the employee's supervisor/line manager will take statements and retain any other documents related to the accident.

If the injury is of a serious nature or if there is any doubt, the injured person will be sent to the nearest hospital for treatment. Although it is not our legal duty, we will notify the enforcing authority of injuries to a non-employee, e.g. Contractors, if the injury takes place on our premises and we become aware of it. Accidents and injuries that are reportable to the enforcing authority will also be reported to our employer's liability insurer.

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.

Accident Investigation

It is our policy to investigate

- ❑ All accidents resulting in any reportable injury or losses of any assets
- ❑ All accidents, however minor
- ❑ All near misses

Employees should be aware that health and safety enforcement officers can enter premises without appointment, at any reasonable time, to ascertain if the requirements of the law are being met. If they have reason to believe that a situation exists or may arise in which there is potential for serious injury or death, they may enter work premises at any time.

We will extend to them full co-operation. We will co-operate with our insurers, in order to reduce our premium as far as we can. If the insurers have advice on reducing risk, we will follow that advice where reasonably practicable.

Hazardous Substances

It is important for a Security Officer to understand the signs that are used on vehicles and containers giving information about hazardous contents. These are known as Hazchem signs.

The labels give the following information:

- An emergency code for the substance – this tells the Emergency Services what action should be taken in cases of emergency.
- A V.N. identifies number for the product, unique to that product.
- A hazard warning symbol – a picture on a white or coloured background that indicates the hazardous properties of the contents e.g. oxidising, toxic, corrosive.
- A contact telephone number for further specific information.

The hazard may be biological, chemical or physical, including fire or explosion. Should deliveries of this sort be made to your site, the Assignment Instructions should provide you with information which will include the appropriate data sheets that will contain detailed information on the substance. The same applies to storage of these products on site.

The driver of the vehicle must carry with him, in writing, details of:-

- The substance

- The hazard
- The precautions to take in an emergency

Leaks & Spillages

If hazardous products are stored on site, they may be in an exclusion zone. If they are not and a Security Officer finds traces of leaking substances, a few very basic rules should be followed:

- Avoid physical contact
- Check labels for instructions, taking care not to step into spillage
- Inform the Supervisor or Regional Control
- Contact Emergency Services if necessary
- Follow details in the Assignment Instructions and inform all necessary personnel.

Fire Safety & 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

In the event of the fire alarm being activated, or in any other emergency situation (e.g. bomb scare), all employees must leave the site by the nearest available exit and assemble at the designated assembly point.

Manual Handling

The Manual Handling Operations Regulations 1992 apply to work activities

In consideration to their special needs, we will take additional measures to secure the safety of pregnant or nursing mothers, including modifying our manual handling risk assessments.

Manual handling operations will be assessed for all activities for any loads other than those, which are clearly not significant. Manual handling operations in areas or under conditions that may alter the risk will be assessed.

The company operates a system that regularly evaluates its processes and customer needs, and has set quantifiable objectives with plans in place to ensure that they are reviewed year on year for improvement.

The company is committed to continually improving the effectiveness of the Health & Safety management systems, and to prevent any form of accident within the company, working environment, and to the wider external environment.

Signed **Dr Adnan Niazi (Managing Director)**

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