

HEALTH AND SAFETY POLICY STATEMENT

Integrity Security Group provide security guarding services including security consultancy, door supervision, manned guarding, key holding and alarm response, security officer screening and vetting, and CCTV monitoring, installation and maintenance of electronic fire and security systems and planned and reactive facility maintenance and repair.

In regard to occupational health and safety, we are committed to:

- ▲ providing safe and healthy working conditions for the prevention of work-related injury and ill health.
- ▲ fulfilling our legal requirements and other requirements.
- ▲ eliminating hazards and reducing occupational health & safety (OHS) risks, as far as is reasonably practicable,
- ▲ providing the necessary resources to achieve our health and safety obligations and commitments,
- ▲ consulting and involving our workforce in health and safety,
- ▲ to not allowing other business objectives to compromise our health & safety objectives, and
- ▲ to continual improvement of the OHS management system.

To support the delivery of the above commitments we have established a OHS management system, that is in-line with ISO45001:2018, and certified by SSIP schemes, with the objective to:

- ▲ Risk assess our activities and produced agreed risk control measures to eliminate and minimise risk as far as is reasonably practicable.
- ▲ Understanding external and internal requirements and implementing them.
- ▲ Identifying emergency situations, reducing the likelihood of them occurring and preparing for occurrence.
- ▲ Provide training, supervision and information to ensure employees are competent to perform their work safely and efficiently.
- ▲ Providing technically sound work equipment, and safe and healthy working conditions.
- ▲ Ensuring that outsourced activities are controlled and that sub-contractors are competent.
- ▲ Ensuring that when working we ensure coordination, communication, care, custody and control.
- ▲ Reviewing the performance and effectiveness of the OHS Management System.
- ▲ Delivery of continual improvement through improvement plans and control of non-conformity.

We have established OHS objectives to achieve the above commitments which are regularly monitored by the management team.

We review the effectiveness and adequacy of this OHS policy on an annual basis and as part of change planning, lessons learnt, knowledge transfer or following an OHS incident or other failure to meet our OHS objectives.

We communicate our OHS policy to all interested parties. This policy is displayed on company premises, presented at new employee induction, displayed in any fixed construction sites under our control, and made available upon request from interested parties.

As the individual with ultimate responsibility for compliance, I approve this OHS policy,



Will Adams, Managing Director, 11th August 2022

Organisational Arrangements

In order to ensure that health and safety is successfully managed within the organisation, the following responsibilities have been allocated.

1. Directors Responsibility

- 1.1 The Directors jointly accept overall responsibility for all matters, including those regarding health, safety and welfare.
- 1.2 Directors shall provide suitable resources to achieve health and safety objectives. Resources shall include finance, human, time, infrastructure, work equipment and information.
- 1.3 Directors shall appoint a competent person to advise on health and safety compliance issues.
- 1.4 Directors shall periodically review the health and safety performance of the organization, with the aim of ensuring compliance and delivering continual improvement.

2. Operations Manager

- 2.1 Where hazards are identified, undertaking suitable risk assessments and ensuring that suitable risk controls are put in place and maintained.
- 2.2 Consulting and involving the workforce on matters or health, safety and welfare.
- 2.3 Ensuring that employees, contractors, and visitors are aware of health and safety procedures and arrangements.
- 2.4 Ensuring that all equipment is technically sound are kept in good working condition, this includes the regular maintenance, servicing and inspection of equipment.
- 2.5 Ensuring that working environments are safe and adequate.
- 2.6 Providing adequate training, information, and supervision.
- 2.7 Undertaking site inspections including site visits and welfare checks.
- 2.8 Ensuring that all incidents are properly recorded and reported and that an investigation is carried out to determine causal factors.
- 2.9 Bringing to the prompt attention of Directors any health and safety issue that requires their attention.

3. Human Resources Administrator

- 3.1 New starter induction
- 3.2 Security Officer Vetting and Licensing
- 3.3 Driving license checks and vehicle insurance checks
- 3.4 PPE and Uniform Issue and Records
- 3.5 Staff satisfaction surveys
- 3.6 Administration of Personnel files
- 3.7 Maintaining Master Documents
- 3.8 Reviewing outcomes of staff welfare visits

4. Administration and Finance Assistant

- 4.1 Weekly Office Safety Checks
- 4.2 Vehicle administration
- 4.3 Facility Maintenance Scheduling Engineers, including for fatigue management

- 4.4 Sub-Contractor Evaluation
- 4.5 Administration of Equipment Inspection / Examination
- 4.6 Administration of Facility Division Site Records

5. Employee Responsibility

- 5.1 take reasonable care for their own health and safety
- 5.2 consider the safety of other persons who may be affected by their acts or omissions
- 5.3 work in accordance with information and training provided
- 5.4 not undertake any task for which authorisation and/or training has not been given.
- 5.5 refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- 5.6 report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay

6. Health and Safety Appointed Person

The Appointed HSQE Advisor is: Darren Male FIEMA CEnv CMIOSH OSHCR, The QUENSH Consultancy Limited, who is responsible for:

- 6.1 Assistance to establish, implement, maintain and continually improve the environmental management system.
- 6.2 Provide advice on health and safety compliance matters.
- 6.3 Assist in incident investigation.
- 6.4 Undertake at least annual internal audit and management review.

7. Emergency Responders

The company will maintain suitable numbers of emergency responders including first aid personnel to deal with minor accidents and emergencies at the workplace. These personnel will have sufficient training and qualifications in accordance with statutory requirements.