

STATEMENT:

It is the aim of Atlas Security Management (Europe) Ltd to ensure that a high standard of Health & Safety practices are executed at all times, and in such a way as to ensure so far as it is reasonably practicable, the health, safety and welfare of all its employees, clients, contactors and the general public who frequent sites, facilities and events to whom services are supplied.

As an employer we have the responsibility to ensure that we are aware of the 'ever changing' health and safety legislation, thus enabling us to inform all employees of such changes as and when required and to identify training needs.

For and on behalf of Atlas Security Management (Europe) Ltd: _____ Date: _____

A (1)**RESPONSIBILITIES for SAFETY, HEALTH and WELFARE MATTERS:****The Owner:**

The owner will be primarily responsible for all matters concerning Health & Safety issues by ensuring attention is paid to monitoring and evaluation of practices on a regular basis. Such information will be collated and will contribute to changes and amendments made to practices and procedures as and when required in accordance with the Health and Safety Executive.

The overall implementation of the said health and safety policy is to ensure the Health, safety and Welfare at work of all employees, clients and members' of the public who come in contacts with the services provided by Atlas Security Management (Europe) Ltd.

As a company we hold the responsibility to ensure that all employees have access to toilets, hand washing and mess facilities as a minimum at all places of work. This is identified during the Security Survey and any recommendations made.

All employees and clients will be notified of any regulations and or European directives, which will cause or impact changes to working practices.

Head of Operations:

In the absence of the Owner, the Head of Operations will assume responsibility for the implementation of health and Safety practices at venues and sites, this will ensure continuity of practice at all times.

The Head of Operations must pay ongoing attention to working practices throughout the workforce in particular to the assessment of risk and the effective planning and organisation, control, monitoring and where necessary identify preventative measures necessary to eliminate or control potential or identified risks.

To act on behalf of the Owner ensuring the Policy is implemented and the aims and objectives met in full, ensuring correct and adequate resources are available to the workforce enabling the Policy to be implemented fully.

Visibly demonstrate a commitment to achieving a high standard of health and safety performance and develop a positive attitude to health and safety among employees (UK). The owner will oversee the implementation on a global level.

To collate evidence for an annual report, evaluating the health and safety performance of Atlas security Management (Europe) Ltd.

Employees:

ALL employees are expected to take reasonable care of their on health and safety at work and for those who may be affected by their actions. And ALL employees are expected to work in accordance with the information and training provided.

Employees MUST not misuse or interfere with any items, which have been provided for health & safety reasons by the company or client.

Employees MUST not undertake tasks for which they are not authorised to do so or where no training has been provided.

To report broken, lost or defected equipment to the head of Operations ASAP.

To record all accidents/incidents/events clearly and accurately.

1. Acting in the course of their employment with due care for their own safety and that of others, particularly members of the public using facilities or attending events managed by Atlas Security Management (Europe) Ltd, who may be affected by their acts or omissions at work.
2. Co-operating, so far as is necessary, to enable Atlas Security Management (Europe) Ltd to perform any duty or to comply with any requirements as a result of any Health and Safety legislation which may be in force.
3. Using correctly all work items provided by Atlas Security Management (Europe) Ltd in accordance with the training and the instruction they receive to enable them to use the items safely. Avoid short cuts and improper use of plant and equipment, keeping all tools and equipment in good condition and ensuring that the correct tools and equipment are used for the job.
4. Reporting to their supervisors all defects, dangerous situations or failures in existing safety systems.
5. Removing from organisation any item of equipment that they believe is unsafe, particularly when the continued availability of such equipment could lead to the injury of a member of the general public.
6. Ceasing any work activity where they believe there is serious risk to themselves or others and bringing the matter to the immediate attention of management.
7. Reporting all accidents to management as soon as possible and seeking First Aid attention for any injury sustained at work.

D. PURCHASING

It is the responsibility of those who supply equipment, machinery and all other articles, to take steps to ensure that so far as is reasonably practicable, the articles or substances in question will be safe and without risk to health when properly used. No undertaking is to be given to any supplier relieving him or her of their responsibility.

E. ISSUES

It is the responsibilities of those who issue equipment, machinery, substances, supplies and all other articles, to take steps to ensure that, so far as is reasonably practicable, the article(s) in question will be safe and without risk to health when properly used and that where necessary instructions, training and guidance on the safe use of equipment and materials will be given along with each issue.

ORGANISATIONAL ARRANGEMENTS

A. SAFETY CULTURE

Atlas Security Management will ensure that Health and Safety is an integral part of the overall management culture and seek to develop a positive attitude to Health and Safety among staff by;

1. Visibly demonstrating a clear commitment to improving health and safety performance.
2. Promoting co-operation by recognising that all staff have an important contribution to make to effective health and safety management and providing opportunities for participation and involvement in health and safety activities.
3. Ensuring the communication of necessary information throughout the Organisation.
4. Securing the competence of employees by:-
 - Including health and safety considerations in recruitment procedures.
 - Implementing systems, which will identify health and safety training needs arising from recruitment or changes in staff, procedures, or systems of work.

B. PLANNING

Employees within Atlas Security Management (Europe) Ltd will co-operate fully with the Owner, General Managers and Atlas Security Management Health and Safety Officer to ensure that the objectives in this document are met within all agreed timescales.

C. MONITORING

The effectiveness of the Organisation Safety Policy will be monitored in the following way:-

a) Accident Analysis

In conjunction with Atlas Security Management (Europe) Ltd Health and Safety Officer any accidents that occur within the Organisation will be analysed with a view to determining and eliminating their causes. Atlas Security Management (Europe) Ltd Managing Partner in the form of a quarterly report will submit the results of the analysis for consideration, sooner if the nature of the accident warrants more urgent consideration

b) Legal Compliance

The management within Atlas Security Management (Europe) Ltd to ensure that the requirements of both Atlas Security Management (Europe) Ltd Health and Safety Policy and the Organisation Policy statement are being met will carry out regular and systematic inspections. A General Manager will be appointed, and authorised, to undertake regular spot checks at establishments, facilities and events managed by Atlas Security Management (Europe) Ltd to ensure that the terms of the Health and Safety Policies and Procedures covering the operation of a particular organisation/venue are being implemented and followed, in full, by the personnel involved.

In addition to regular spot checks this officer will conduct an audit of each active contract on a six monthly basis. The results of these audits will be documented and identified risks or areas of concern discussed with the appropriate manager to agree corrective actions and a time scale for implementation.

Atlas Security Management Health and Safety Officer, in accordance with Atlas Security Management (Europe) Ltd Health and Safety Audit Programme, will carry out formal audits.

D. HEALTH AND SAFETY MANUALS AND STANDARDS

Copies of Atlas Security Management (Europe) Ltd Health and Safety policy document, the Organisation policy document, and any Health and Safety Standards issued by the Directors, will be made available to all employees within Atlas Security Management (Europe) Ltd. In addition copies will be placed on all staff notice boards throughout Atlas Security Management (Europe) Ltd and detailed Health and Safety Manuals have been established for Atlas Security Management (Europe) Ltd containing copies of these documents. A separate manual containing copies of any risk assessments carried out by the Organisation has also been established.

Where any Organisation-specific procedure is required to deal with a major hazard in any work activity carried out by the Organisation, the Director will act in conjunction with the Atlas Security Management (Europe) Ltd Health and Safety Officer, to produce an appropriate Health and Safety Standard. Organisation Standards will be incorporated into the Health and Safety Manual.

All Health and Safety Standards and other documentation contained within the manual will be constantly reviewed and updated as necessary

E. ACCIDENT INVESTIGATION AND REPORTING

a) Investigation

The injured person's supervisor will investigate every accident and a report submitted, containing, where reasonably practicable, recommendations to prevent a recurrence.

Where the accident involves a member of the public, the incident will be investigated by the senior officer responsible for the facility or event, in conjunction with the Health and Safety Officer referred to in paragraph C(ii) above.

Atlas Security Management (Europe) Ltd Health and Safety Officer will investigate serious incidents.

Any "near misses" i.e. incidents involving Health and Safety implications for employees but not resulting in injury must also be reported to a responsible person as per the Accident Investigation and Reporting Procedure outlined below.

b) Notification and Recording

Every employee who suffers personal injury at work, no matter how minor, must give notice of any accident as soon thereafter as is practicable to a responsible person who will take the necessary action in accordance with Atlas Security Management (Europe) Ltd Health, Safety and Welfare Standard on "Accident Reporting and Investigation".

The responsible persons within Atlas Security Management (Europe) Ltd are: TBC and notified

In order to ensure that there is no confusion over which accidents will require immediate notification to the Health and Safety Officer the following definitions will apply:-

Major injury:

1. Fracture of the skull
2. Fracture of any bone, in the arm, other than a bone in the wrist or hand, in the leg, other than a bone in the ankle or foot.
3. Amputation of a hand or foot, or part thereof.
4. Dislocation of the shoulder, hip, knee or spine.
5. The loss of sight of an eye (temporary or permanent).
6. Chemical or hot metal burn to the eye or any penetrating injury to the eye.
7. Injury resulting from an electric shock or any penetrating burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
8. Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.
9. Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by Inhalation, ingestion or through the skin.
10. Acute illness requiring medical treatment, where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
11. Any other injury that results in the person injured being admitted into hospital as an in-patient for more than 24 hours, unless that person is detained only for observation.

In cases where immediate diagnosis is not possible, supervisors who have reasonable cause to suspect any of the listed injuries must notify the Health and Safety Officer immediately. In all cases involving the above major injuries or death, the work site must not be disturbed until a full investigation has been carried out, unless the circumstances of that site present an immediate danger to any other person.

F. FIRST AID PROVISIONS

Atlas Security Management (Europe) Ltd will appoint sufficient numbers of trained First Aid Personnel who will provide the necessary First Aid Equipment and facilities to deal with workplace accidents and injuries. A list of the nominated First Aiders for the Organisation will be circulated to employees and posted on all staff notice boards within the Organisation for information. All facilities managed by Atlas Security Management (Europe) Ltd will have a First Aid box complete with all of the recommended first aid supplies and equipment.

G. PREVENTION - SAFE-WORKING PRACTICES

1. Equipment, Materials, Machinery and Apparatus

Any item, which may be used by employees or members of the public, must be checked beforehand to ensure that it is safe and therefore fit to use.

Employees should only use items after they have received instruction in their correct use and are confident to do so and only in accordance with the instructions /recommendations of the supplier or manufacturer.

Avoid leaving items in positions where they are likely to cause accidents. Ensure that all items are stored in such a way as to minimise the danger of collapse.

2. Protective Clothing

Clothing applicable to the job being undertaken must be worn and employees should avoid loose or trailing attire, especially when using machines. Protective clothing issued by management must be worn by employees in accordance with the instructions given by management at the time of issue.

H. EMERGENCY PROCEDURES - FIRE SAFETY

1. Special Arrangements

Records of Fire Alarm Systems within contracts undertaken by Atlas Security Management (Europe) Ltd will be inspected before contract commencement. The client will issue records of weekly tests to Atlas Security Management (Europe) Ltd. Each fire alarm point will be tested by rota and the results of the test will be recorded in the Facility Fire Register.

Client Fire Fighting Appliances must be maintained at intervals not exceeding 1 year. A nominated member of Atlas Security Management staff to ensure that the equipment is easily visible and accessible and that it is fully charged and ready for use will check appliances each week. Atlas Security Management (Europe) Ltd Health and Safety Officer shall be notified of any defects.

Client Fire Escape Routes shall be checked daily to ensure that they are clear of obstruction and that all doors open freely. Defects must be rectified immediately.

Fire Drills/Training will be carried out regularly and the results entered into the facility Fire Register. All nominated Fire Wardens will receive certificate Fire Awareness training and Fire Extinguisher training will be available for all interested staff within the Organisation.

2. Fire Prevention - Safe Working Practices

Employees will ensure that all emergency exits and passages leading to them are kept clear at all times and that panic bolts operate satisfactorily. Whenever chains and padlocks are fitted to emergency exits for security reasons during periods when premises are not occupied, these must be removed immediately at the beginning of the first working shift.

Any defects in emergency lighting systems and/or emergency exit signs should be reported to Management who will be responsible for ensuring that adequate lighting levels from the mains system are maintained in public areas and in the workplace.

Smoking is not permitted in any Atlas Security Management (Europe) Ltd client premises

Flammable materials should be stored in accordance with the instructions of the manufacturer or supplier. Combustible and potentially explosive material should never be stored near heat source

I. RISK MANAGEMENT

Atlas Security Management (Europe) Ltd has implemented a risk management strategy in relation to health and safety to contribute to the reduction of occupational injuries and ill health. Whilst the Management of Health and Safety at Work Regulations 1992 require all work activities to be assessed, other more specific regulations require that particular activities receive more attention - use of hazardous substances, display screen equipment, manual handling, exposure to noise and personal protective equipment.

Atlas Security Management (Europe) Ltd has established a Risk Assessment Working Group with the Health and Safety Co-ordinator, as lead officer. The Risk Assessment working group has the remit to implement a risk assessment programme within Atlas Security Management. Where risks are identified steps must be taken by management to control them by engineering means and systems of work.

The members of the working group will receive training in risk assessment techniques and Atlas Security Management (Europe) Ltd Health and Safety Officer will also provide advice where necessary.

A Risk Assessment Manual will be formulated for each contract and the contents will be reviewed periodically during the contract period. Managers will be responsible for verifying each risk assessment relevant to their section. Managers will continually monitor changes in activities, procedures and safe systems of work that may affect the relevance of an assessment and address new activity as necessary. The Working Group will meet every 3 months to discuss and, if required, implement necessary amendments.

J. USE OF CHEMICALS & OTHER MATERIALS HAZARDOUS TO HANDLE

In accordance with Atlas Security Management (Europe) Ltd Standard on "the Control of Substances Hazardous to Health Regulations 1994 (C.O.S.H.H.)" Atlas Security Management will ensure the collection of up-to-date information on the toxically and potential hazards of all substances used by Atlas Security Management (Europe) Ltd or their clients. This information will be available to those who have a legitimate need for that information. Atlas Security Management (Europe) Ltd shall limit exposure to and, where necessary, monitor the use of substances hazardous to health as an ongoing priority. Particular care will be taken with the introduction of new substances and the risks will be assessed as required.

K. HEALTH AND SAFETY TRAINING

Atlas Security Management will ensure that wherever possible all employees are trained in the health and safety aspects of their work activities. Training will be carried out:

When a new Health and Safety policy or Standard is produced and distributed to ensure that all employees fully understand the contents of the document(s).

As part of the induction process carried out when new members of staff join the company or transfer from another contract.

When there is a change to the activities or responsibilities of the employee or a change in equipment, technology or system of work used by the employee.

Health and Safety training will be included in any training needs analysis carried out by Atlas Security Management and in any training strategies produced by Atlas Security Management (Europe) Ltd. Training will be repeated or updated as necessary. Where possible comprehensive records of training carried out will be kept.

L. SAFETY REPRESENTATIVES

The Officer with a day-to-day remit for Health and Safety within Atlas Security Management (Europe) Ltd is the Health and Safety Co-ordinator. The Health and Safety Co-ordinator will be responsible for ensuring the dissemination of Health and Safety information throughout Atlas Security Management (Europe) Ltd, co-ordinating Health and Safety activities and training within the Organisation, and attending the inter-departmental Health and Safety Working Group and carrying out inspections of work places.

At present there are no Trade Union appointed Health and Safety Representatives within Atlas Security Management (Europe) Ltd

M. STRATEGIC ORGANISATION SAFETY COMMITTEES

The Health and Safety at Work Act 1974 sections 2(4), 2(6) and 2(7), along with the supporting regulations and code of practice, The Safety Representatives and Safety Committee Regulations 1977, and Regulation 17 of the Management of Health and Safety at Work Regulations 1992, provide the statutory foundation for the formation of workplace Safety Committees, therefore:-

- Atlas Security Management (Europe) Ltd will establish a Health and Safety Committee with representatives from Management and employees.
- Health and Safety will form a standing item on the Committee agenda.
- The Committee will meet four times per annum and either Management or Staff representatives as required may call additional meetings.
- Minutes of the meetings will be issued to each Committee member and be displayed on the employee notice boards with Atlas Security Management (Europe) Ltd.

Committee Functions

The Committee shall keep under review the measures taken to ensure the health, safety and welfare at work of all employees with the work place, and shall have the following functions:-

1. Ensure and enable co-operation between employers and employees in undertaking, developing and carrying out measures to ensure the health and safety of Atlas Security Management (Europe) Ltd employees and promote a positive approach to Health and Safety.
2. Assist in the development of safe systems of work.
3. Review the contents of the Organisation Safety Policy statement
4. Review the requirement for any Health and Safety training for departmental employees.
5. Work with Departmental Managers to ensure so far as is practicable (1) that all facilities and equipment provided for use by members of the general public; and (2) that all events organised for attendance by members of the general public, are done in a way which gives the necessary cognisance to matters of safety.
6. Review accident statistics, reports, and trends.
7. Discuss reports from inspections.

Atlas Security Management (Europe) Ltd Health and Safety Officer will attend the Committee in an advisory capacity when required.

O. HEALTH AND SAFETY PROBLEMS

The following procedure should be followed as a means of solving problems involving health and safety:-

- Stage 1 employees raise a problem with their supervisor. If it is not settled,
- Stage 2 raise problem with the Health and Safety Co-ordinator. The Health and Safety Co-ordinator may be able to assure the employee that no hazard exists. If not,
- Stage 3 the Health and Safety Co-ordinator should raise the problem with the Directors.

If the matter is still not settled the action, which follows, may depend on the nature of the problem and the urgency with which a solution is sought.

P. PRESENTATION AND REVIEW

The Health and Safety Officer for Atlas Security Management (Europe) Ltd will carry out a review of the Health and Safety performance of The Company and prepare a report for the Director on an annual basis. The contents of this policy statement will be reviewed, added to or modified as required and any revision of it will be drawn to the attention of every employee within Atlas Security Management (Europe) Ltd