



Health and Safety Policy

This statement is the Health and Safety Policy of Quick Respond Security Ltd and should be read in conjunction with the Health & Safety Policy Statement and signed by the Managing Director.

A copy of both the Policy Statement and this Policy is displayed at all of the Company's offices and are contained within the Assignment Instructions (AI's) on every client's premises.

Scope

The Company is engaged in the provision of security and related services to a portfolio of nationwide companies. In order to effectively complete these contracts, Company employees fall into one of two categories regarding their normal place of work:

1. Within the Company's Head Office and network of regional offices throughout the United Kingdom.
2. Within the premises of clients on whose behalf the contracts are carried out.

In relation to office based employees, it is understood that in accordance with existing legislation each individual client (as the "host" employer) has a dual responsibility with the Company in all related health and safety matters, including the Duty of Care.

Responsibilities

A hierarchy of responsibilities for health and safety has been established.

Corporate

1. Overall and final responsibility for health and safety rests with the Managing Director.
2. The Health & Safety Manager is the designated Main Board Director for health and safety.
3. The Health & Safety Manager acts as the health and safety co-ordinator.

Administrative and Operational

The Company is divided into the Head Office and operating Departments. Each Head Office Department has a Departmental Head. Each Operating Department has a designated Manager. Operating Department managers report to Operations Director. The person in charge of each Department /Operating Department etc. will have the following responsibilities:-

1. Implementation of this policy in his or her own Department and bringing it to the attention of all employees.
2. All risks which are presented by the work for which they are responsible are assessed and recorded, with suitable controls implemented.
3. Compliance with applicable safety precautions.
4. Ensuring that all new entrants are properly inducted into the Company which must include an awareness of all precautions and procedures applicable to the job as well as the related emergency procedures.
5. Ensuring that welfare facilities are made available to staff (most of who are working on our client's site). Each location will be evaluated on a site by site basis.
6. Ensuring that no person is permitted to work on any kind of machinery or hazardous task unless they have been properly and fully trained and instructed.



7. Ensuring that all employees are aware of the location of all firefighting equipment and alarm call points and are conversant with its effective use.
8. Ensuring that legal requirements are complied with. This includes but is not limited to:
 - Inspection of all firefighting equipment
 - Safe use of electrical equipment
 - Maintenance of all appropriate records
 - Necessary safety training of employees
 - Statutory inspections of plant and equipment
 - Provision of first aid equipment
 - Accident investigation (including dangerous occurrences)
 - Arrangements for maintenance and cleaning
9. Ensuring that any responsibilities delegated to subordinate staff are clearly identified.
10. Ensuring that their area of responsibility is safely maintained, kept clean and inspected on a regular basis.
11. Quick Respond Security will ensure that all staff will be kept informed of all Health & Safety updates/legislation changes and this will be managed verbally and via memos, team briefing, training sessions and amendments to assignment instructions. This commitment aims to prevent injury and ill health amongst staff and members of the public and will be continually measured and reviewed through the management review process.
12. H&S legal requirements will also be re-assessed as part of the management review process which will further assist in the continuing improvement of our Health & Safety Policy.

Employees

Employees also have personal responsibilities which are detailed here:

1. Each employee has a legal responsibility for taking reasonable care for his or her own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
2. Each employee has a legal duty to co-operate with the Company in health and safety matters.
3. Every employee must use safety equipment and/or clothing in a proper manner and for the purpose intended.
4. Any employee who intentionally or recklessly misuses supplies provided in the interest of health and safety (e.g. fire extinguishers and alarm systems etc.) will be subject to disciplinary procedures.
5. Every employee must work in accordance with any health and safety policies, instructions or training that have been given by Managers.
6. Employees will be provided with refresher training in accordance with the site assignment instructions and any changes in legislation
7. No employee may undertake any task for which they have not been authorised and for which they are not adequately trained.
8. Every employee is required to bring to the attention of a responsible person any perceived shortcoming in safety arrangements or any defects in work equipment.
9. All employees are under a duty to familiarise themselves with this policy.
10. Those employees who are assigned to work on a client's premises must co-operate with the client in health and safety matters, and observe the client's related procedures.



Clients

Clients are reminded (as the “host” employer) of their statutory responsibilities in relation to Company employees assigned to and working on their premises. The principal responsibilities include but are not restricted to:-

1. Providing and maintaining safe buildings, plant equipment, services and safe systems of work.
2. Arranging for the safe use, handling and storage of all articles and substances as well as the appropriate transportation of these.
3. Ensuring that appropriate health and safety and information on company rules and practice is provided as well as training, advice, supervision and guidance are given to Company employees.
4. Providing and maintaining a healthy working environment.
5. Ensuring all chemicals, hazardous materials and substances on site are properly authorised and controlled in accordance with legislation and guidelines.
6. Ensuring any equipment or tools provided by the client (or located at the assignment) are safe to use for the purpose intended and that these are regularly checked and maintained.
7. Co-operate with the Company in the formulation and production of the applicable Workplace Risk Assessment (WRA).
8. In the case of a Company employee sustaining an injury on the premises; access to first aid equipment and to person(s) trained in first aid must be allowed and insisted upon. Accidents must be reported in the premises' Accident Book.

Rules and procedures

Employees whose normal place of work is within the Company's Head office will abide by the prevailing rules and procedures for those establishments. This includes emergency procedures etc.

Those employees who are assigned to work on a client's premises will be subject to the specific rules and procedures as detailed within the AI's. Whilst the basic format of the AI's is constant throughout the Company, the details contained within them will vary to reflect the individual circumstances of each client's particular requirements and the nature of the client's premises themselves.

However the following applies to all employees.

1. All accidents must be reported to the Control Room, and will be investigated by an authorised member of line management.
2. Lone workers must observe the procedure for periodic check calls.

WORKPLACE RISK ASSESSMENTS

The Company will conduct (WRA) in accordance with extant legislation. This should be done in the following manner:

1. A WRA will be conducted in Company Head Office and reviewed every 6 months or earlier if there is a significant change in working practice.
2. A WRA will be conducted in Client's premises prior to the commencement of the contract and will be reviewed every 6 months or earlier if there is a significant change in working practice.
3. WRAs conducted in clients' premises will be restricted to the area of activities of Company employees and will be done in conjunction with the clients, who will receive a copy.
4. WRAs will only be conducted by competent managers who have received relevant training which is duly documented and recorded. They may be off-site or on-site managers.
5. Each WRA will be authorised by the manager's Line Manager who must have received similar training.
6. The WRA will identify hazards, evaluate any attendant risks (as well as determine who is at risk) and detail whether any existing controls are adequate. If so, the WRA will be signed off. If not, additional controls will be recommended with a timescale and personal responsibility to be implemented. The sign-off will not occur until such controls are implemented.
7. The WRA is inserted into the (AIs), which must be read and signed in confirmation by all Company employees working on the premises.
8. Where a Company employee informs the Company that she is pregnant, an immediate WRA is conducted solely in relation to her duties and environment, and the results communicated to her. As her condition progresses, monitoring of her work will take place to ensure the safety and welfare of the employee and her unborn baby (as far as is practical). This process is repeated in respect of nursing mothers who have given birth in the previous 6 months.

REVIEW

This Policy will be reviewed annually or earlier should unforeseen circumstances dictate.



Ijaz Khan
Managing Director
16th January 2026