

HEALTH & SAFETY POLICY

Minerva Integrated Security Services Ltd

GENERAL STATEMENT OF INTENT

The company believes that excellence in the management of health and safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high productivity and quality standards.

People are the most important asset to this company, and therefore we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, the company believes that prevention is not only better, but cheaper than cure. There is no necessary conflict between humanitarian and commercial consideration. Profits and safety are not in competition. On the contrary, safety is good business.

From a legal perspective, the company is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the company will strive to go beyond the requirements of legislation.

The company is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:-

- Provide adequate control of the Health and Safety risks arising from our work activities;
- Consult with our employees on matters affecting their Health & Safety;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees are competent to do their tasks, and to give them adequate training;
- Prevent accidents and cases of work related ill health;
- Maintain safe and healthy working conditions; and
- Review and revise this policy at regular intervals.

Signed: 

Position: Operations Director

Date: 02/06/2017

Review Date: 01/06/2018

► Organization

Overall and final responsibility for health and safety is that of: Sonia Moran the managing director

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Company Secretary

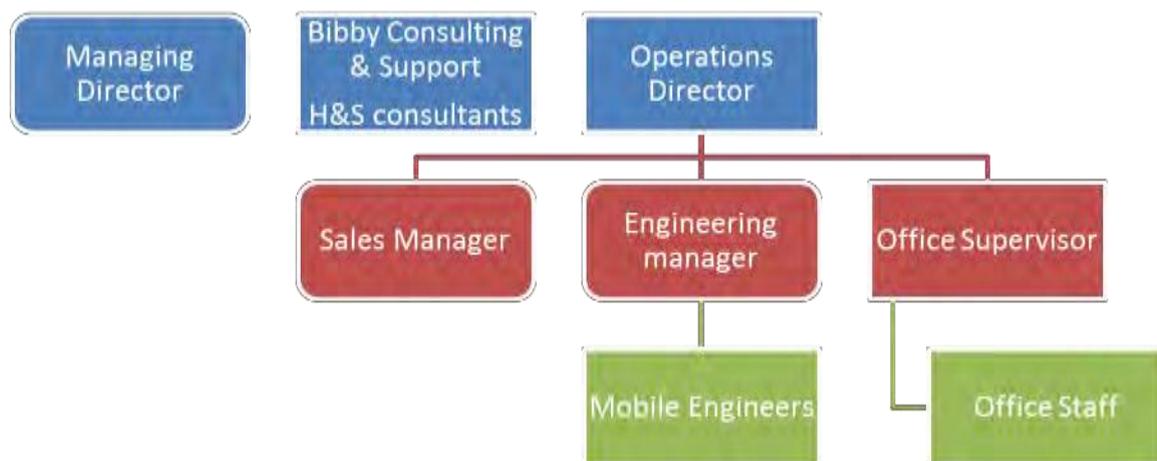
⇒ Employees' Duties

All employees are required to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of the health and safety of themselves and others; and
- Report all health and safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

⇒ Organization chart



▶ Arrangements for Implementation

All company policies and procedures in relation to health and safety are regarded as supplementary to this policy.

➔ Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the company will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by the Operations Manager

Approval for the required action to remove or control risks will be given by the Company Secretary

➔ Health & Safety Management System

The company operates a documented health and safety management system provided by our health and safety consultants, Bibby Consulting & Support. The system consists of actions for the company to complete and implement, and can be viewed on request.

The health and safety management system is the responsibility of the Company Secretary

➔ Consultation with Employees

The company will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Consultation with employees will be provided by annual reviews or one to one when needed

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➔ Safe Plant and Equipment

The company will ensure that all plant and equipment is suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

Responsibility for identifying all plant and equipment needing maintenance is that of the Company Secretary

Responsibility for ensuring that effective maintenance procedures are drawn up is that of the Company Secretary

Responsibility for ensuring that all identified maintenance is implemented is that of the Company Secretary

Any problems with plant or equipment should be reported to the Company Secretary or the Operations Manager

Responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that of the Company Secretary

➔ Information, Instruction and Supervision

The Health and Safety Law poster is displayed in the main office

The company employs Bibby Consulting & Support to act as our competent advisors on health and safety issues. They can be contacted at any time for advice, but in the first instance please contact the Company Secretary, who is authorised to contact Bibby Consulting & Support if necessary.

Supervision of young workers/trainees will be arranged/undertaken/monitored by the Operations Manager or senior engineer

⇒ Training and Competency

Induction training for all new employees is the responsibility of the Company Secretary or the Operations Manager

Job specific training will be provided by external providers

Training records are kept by the Company Secretary

Training will be identified, arranged and monitored by the Company Secretary or the Operations Manager

⇒ Accidents, First Aid and Work Related Ill-Health

First aid box (es) is kept by the first aider

All accidents and work related ill-health are recorded in the accident book, which is kept in the main office

Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is that of

The Company Secretary

⇒ Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will conduct inspections

Responsibility for investigating accidents is that of the Company Secretary or the Operations Manager

Responsibility for investigating work-related causes of sickness absence is that of the Company Secretary

Responsibility for acting on investigation findings to prevent a recurrence is that of the Company Secretary

⇒ Emergency Procedures – Fire and Evacuation

Responsibility for ensuring the fire risk assessment is undertaken and completed is that of the Company Secretary

Escape routes are checked each day

Fire extinguishers are maintained and checked annually by an external contractor

Emergency evacuation will be tested twice a year

⇒ Display Screen Equipment

Display screen equipment is used at Minerva Integrated Security Services Ltd however, not all employees who use this equipment will be classified as a “user” under the Health and Safety (Display Screen Equipment) Regulations 1992. Therefore, the full extent of these Regulations may not apply in all cases. Where an employee falls into this category a Workstation Assessment Checklist will be completed by the Company Secretary. The departmental head will be responsible for ensuring that any control measures identified by the assessment are actioned as necessary.

All users are entitled under the Regulations to an eyesight test, to be carried out by a registered practitioner, at the organization’s expense. The results of all such tests will be collated by the Company Secretary. Tests should be carried out at regular intervals (as advised by the optician). Where the results of the test shows that corrective appliances are necessary (specifically for DSE use only, in order to correct vision defects at the viewing distance of the screen from the user) these will be provided at the organization’s expense, (as required by the Regulations).

⇒ Manual Handling

Statistics show that poor manual handling is one of ‘the most common causes of injury at the workplace, these injuries often have long-term effects. Company policy is to reduce the risk of manual handling injuries as far as is reasonably practicable and to provide guidance to employees on the measures that should be taken to ensure safe lifting and carrying.

In particular it is the responsibility of the Company Secretary to ensure that:

- *A Risk Assessment of manual handling and lifting tasks is carried out.*
- *Operations which involve manual handling are eliminated, so far as is reasonably practicable, and where this is not reasonably practicable, that appropriate lifting aids are provided.*
- *The design and layout of the workplace is considered and changes are made where practicable.*

⇒ Migrant Workers

We recognize that there may be several factors making migrant workers more vulnerable, for example, limited knowledge of the UK’s health & safety systems, limited proficiency in English language, and lack of health & safety training.

When employing migrant workers we will carry out a risk assessment specifically to consider the possible additional risks where migrant workers are present. The risk assessment will include consideration of the following:-

- *The worker’s language and literacy skills*
- *Their ability to communicate and understand information (written and oral) about the work activities and general work environment in health and safety.*
- *The level of information, instruction, training and supervision required in relation to the work.*
- *Prior work experience and the extent to which it is relevant in relation to health and safety practice in the work activity being undertaken.*
- *Perception of risk and the extent to which this may differ due to experience of another country’s health and safety workplace culture.*
- *Inter-relationships between migrant workers and UK workers and the potential impact this could have on health and safety.*

We will implement and monitor any additional control measures identified under the risk assessment. These may include:-

- *Ensuring each individual's abilities matches as closely as possible the required competency levels for the work activities to be undertaken and reasonable attempts will be made to determine whether or not the individual has the necessary skills, qualifications and experience required, including the necessary language skills.*
- *Appropriate levels of information, instruction and training in their own language.*
- *Ensuring they are supervised by a competent person who is bilingual.*

Migrant workers will be the responsibility of the Company Secretary.

⇒ Personal Protective Equipment

The Company will provide Personal Protective Equipment when the risk presented by a work activity cannot be adequately controlled by other means, in doing so we acknowledge that health and safety hazards will have already been identified. It is our policy to ensure - through the proper use of PPE - that the hazards are reduced to the lowest level practicable.

In particular it is the responsibility of the Company Secretary to ensure that:

- *Any PPE supplied provides the maximum protection for the particular hazard.*
- *Employees are given such information and instruction as is necessary to enable them to understand the importance of wearing PPE where required.*
- *Training is given to employees to enable them to wear and maintain items of PPE correctly.*

Company policy determines that where its employees are provided with PPE to protect their health and safety they must use it at all times.

⇒ Slip, Trips and falls

Inadequate provision of workspace can lead to increased risks of slip, trip and falling injury. To minimize the possibility the following precautions will be followed.

- *When planning new workplaces or when making alterations to existing ones, adequate pre-planning must take place.*
- *In offices, ensure that when estimating the space per employee, the space taken up by the office furniture is taken into account.*
- *As well as the simple space per employee, the layout of the workspace must be considered to ensure that no risks are created by the provision of inadequate access.*
- *Ensuring that all potential slip and trip hazards in the workplace are identified.*
- *The layout of the work area should be arranged to minimize the risks of trips and falls caused by obstructions.*
- *Cabling and wiring should be arranged in such a way as to eliminate, as far as possible, any potential trip hazards.*
- *Adequate provision should be made for storage within the work area to prevent the accumulation of obstructions.*
- *Regular workplace inspections should be carried out to ensure that good housekeeping standards are maintained.*

Where necessary the appropriate risk assessments and risk reduction methods will be in place, this will be completed by the Company Secretary.

ENVIRONMENTAL POLICY

Minerva Integrated Security Services Ltd

GENERAL STATEMENT OF INTENT

The company believes that continuous improvement in environmental management is an essential element within its overall business plan – minimizing waste, consumption of resources and pollution goes hand in hand with high productivity and quality standards. This policy therefore applies to, and will be integrated with, all business activities, products and services with the potential to adversely affect the environment on a local or global scale.

We recognize and accept our legal duty of care toward the environment and are committed not only to complying with our legal duties and with other requirements to which we subscribe but to exceed these requirements where reasonably practicable.

Energy generation and consumption is a major contributor to the production of greenhouse gases and global warming. Although our use of energy is limited primarily to energy efficient IT equipment we will nevertheless seek to manage our use of energy, reducing consumption and continuously improving efficiency wherever possible.

We will seek to identify all processes that generate waste and will seek to avoid environmentally harmful disposal by eliminating, minimizing or reusing waste products wherever reasonably practicable or, where this cannot be achieved, identifying and taking advantage of opportunities for recycling.

The basis of our environmental management system will be an ongoing review of business activities and the identification of aspects of our work that could have an impact upon the environment and the implementation of ongoing steps to eliminate, minimize or manage them so that adverse environmental effects are minimized.

To enable us to measure our environmental performance we will review the suitability of Environmental Policy and the performance of Environmental Management System in order to promote continual improvement year on year in our environmental performance.

Signed: 

Position: Operations Director

Date: 02/06/2016

Review Date: 01/06/2017

► Scope

The scope of the Environmental Management System extends to all products and services produced by Minerva Integrated Security Services Ltd.

Included within this definition and in addition to planned operating conditions are non-routine activities and foreseeable emergency situations.

The environmental management system will also apply to those aspects of the activities of suppliers and service providers over which we have, or could have an influence and the environmental performance of our business partners.

► Organization

The organization established to implement this Environmental Policy is:

Overall responsibilities: Sonia Moran the Managing Director

Day to day duties: The Company Secretary

► Arrangements

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⇒ Legal Compliance

The company is aware that an ever increasing range of legislation is being introduced both by the UK Government and directly from the European Union intended to protect the local and global environments and to attempt to ensure the sustainable use of the earth's limited natural resources.

We recognize the importance of compliance with these requirements both to the business itself and to the wider environment and are committed to taking all reasonable steps, on an ongoing basis to identify those legal constraints within which we are required to work and pledge to comply fully with both the letter and spirit of the law as it applies to our activities and those of our partners where we are able to exert a meaningful influence.

We will identify legal requirements relevant to our activities and will ensure that relevant details of such requirements are communicated in an effective manner to our staff. Any actual breaches of our legal responsibilities will be fully investigated and a report submitted for consideration by senior management so that corrective and preventative action may be taken to ensure that no further breaches take place.

⇒ Prevention of Pollution

We recognize our fundamental responsibility to prevent pollution of the environment and will identify all environmentally harmful substances, materials and processes used by the company and seek, on an ongoing basis, to replace them with environmentally safe or less harmful alternatives where such alternatives are available at a reasonably practicable cost. We shall further ensure that all environmentally harmful substances and materials are handled safely throughout their storage, use and disposal.

⇒ Management of Waste

We recognize the management of waste as a key priority for the business and that eliminating waste at source or minimizing that which cannot be eliminated are two of the most effective ways in which we can reduce the impact that our activities have upon the environment.

Where waste is unavoidably produced, we recognize and accept the duty of care in respect of waste placed upon us by Section 34 of the Environmental Protection Act 1990. All contractors employed or used by the company to handle waste that we produce will be required to supply a valid Registration of Carriers Certificate before they are employed by the Company.

We will further ensure that the ultimate destination of our waste is determined and confirm that the site to which it is delivered holds a valid Waste Management License enabling it to lawfully receive and process our waste.

We shall ensure that at all times, waste is held securely to prevent its escape and that where hazardous waste is produced, that this waste is segregated from other waste streams and from other hazardous waste streams with which it may react.

Whenever waste produced as a result of our activities is removed from our site, we will ensure that relevant documentation is prepared and exchanged between ourselves and the contractor to which the waste is being passed. This documentation will then be returned to the company office and retained for the requisite period.

Finally, we will seek, at all relevant levels within the business to minimize the amount of waste sent to landfill, recognizing that this consumes irreplaceable natural resources. Wherever possible, we will seek to eliminate, reduce or re-use waste before considering other options such as recycling or recovery. Land filling shall be considered a last resort.

⇒ Carbon Management

We recognize the potentially detrimental effect that certain emissions produced by the company in the delivery of its products and services may have on the global environment and shall seek to reduce emissions of the 6 'greenhouse gases' (GHGs) identified in the Kyoto Protocol as contributing to climate change on an ongoing basis.

The primary source of carbon produced by the company is in our consumption of energy derived from fossil fuels. We will seek, on a continual basis, to identify opportunities to reduce the amount of energy that the business uses through an ongoing program of energy efficiency, recognizing the benefits that this action will have both on the environment and on the profitability of the company.

Where energy use is unavoidable, we will encourage our energy provider to consider the viability of supplying energy derived from renewable sources. We commit to considering the environmental cost of energy production alongside and in equal measure, to its financial cost when selecting and reviewing our energy supplies.

⇒ Conservation of Water Resources

The company recognizes that clean fresh water is a finite resource and that depletion of available fresh water supplies degrades the natural environment. To the extent that we are able, we commit therefore to identifying and implementing effective water conservation practices to ensure that water use is minimized, wherever reasonably practicable.

In making these commitments, we accept that achieving the aims of this policy may require behavioral changes on the part of our employees and commit to providing the resources required to support and achieve this.

⇒ Sustainability

The company is committed to upholding the principles agreed at the Rio Earth Summit 1992 so far as our business activities are able to exert a meaningful influence.

In support of this commitment, we shall ensure that where products or services are purchased in support of our business aims, that they are, where applicable, obtained from sources that hold a recognized certification confirming that they manage the earth's natural resources in a responsible and sustainable way and support the identity, culture and interests of indigenous people and their communities and other local communities.