CBS SECURITY & REMOTE MONITORING LIMITED

Security by Design

HEALTH AND SAFETY

Policy Handbook

Health & Safety Policy Handbook

CBS Security & Remote Monitoring Limited
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1 COMPANY HEALTH AND SAFETY POLICY

1.1 GENERAL

The Company operates a Health and Safety Policy in line with all current legislation requirements.

Included within this document are Policy Statements, the identification of key staff responsibilities and risk assessments.

Each Employee is aware of the provisions of this Policy as part of their Conditions of Employment.

Health and Safety mandatory requirements have been emailed to every employee.

This Handbook sets out the details of the Company Health & Safety Policy and will be subject to review in accordance with Paragraph 1.2.8 or at 12 monthly intervals.

Signed: Dated: 08th Jan 2026

Neill Pow
Operations Director

Steve Carey
Managing Director

On behalf of: -
CBS Security & Remote Monitoring Limited

Note; Within this document the term CBS shall mean CBS Security & Remote Monitoring Limited.

1.2 COMPANY RESPONSIBILITIES

We are satisfied that establishing and enforcing appropriate measures to control and monitor Health and Safety procedures is a vital part of managing the business as an efficient, safe and successful operation. To this end, we: -

1.2.1 Ensure that plant, equipment and working practices are inherently safe and offer no, or minimal, risk to safety.

1.2.2 Ensure that all necessary precautions are taken in respect of the safe use, handling, storage and transport of materials and substances.

1.2.3 Maintain all places of work, equipment, plant and transport, under our control, in a safe condition, free of risk to health.

1.2.4 Provide adequate welfare facilities for personnel.

1.2.5 Ensure that adequate equipment is available for personal protection.

1.2.6 Safeguard the Health and Safety of visitors and any members of the Public who may be affected by our activities.

1.2.7 Provide all necessary information relating to Health and Safety in respect of processes, products and services.

1.2.8 Review and update the Policy as and when new legislation or other factors cause changes or where changes in operating procedures may cause alterations and all such matters will be incorporated in future revisions of this document and will be communicated with immediate effect to all individual Employees.

1.2.9 Ensure that the procedures and methods adopted by any third parties which may impinge on our Policy directives do not increase the level of risk to our Employees or the Public and on occasions where the requirements of third parties may be greater than our own Policy requires then our procedures will be amended and brought into line.

1.2.10 Ensure that procedures and methods adopted by any sub-contractors employed in any capacity by the Company carry sufficient and suitable insurances and possess satisfactory Health & Safety Policy Procedures. The Company will ensure unacceptable risks to the Company, our employees, our employers or to the Public and that such sub-contractor will comply with all Health & Safety requirements as laid down on a project specific basis.

1.3 GENERAL RESPONSIBILITIES

It is the duty of all senior Managers and Supervisors to ensure that Health and Safety factors are considered when designing, developing and implementing procedures. Management is also responsible for ensuring that all Employees fully understand the Policy and its ramifications. All Employees will be adequately trained and made fully aware of any Health and Safety hazards relating to their work tasks.

Notwithstanding the above all Employees have a responsibility for their own personal safety and a duty of care to other Employees or members of the Public.

The Employee's responsibilities include: -

1.3.1 The duty to comply with the safety instructions and directions laid down by the Management.

1.3.2 The duty to use properly the means and facilities provided for Health and Safety at work.

1.3.3 The duty to refrain from the wilful misuse or interference with anything provided in the interests of Health, Safety and Welfare and from any action which may endanger themselves or others.

1.3.4 The duty of all Employees in authority to ensure that all necessary safety instructions are given.

1.3.5 The duty to report any breaches of the rules to the appropriate member of the Management Team.

1.4 INDIVIDUAL EMPLOYEES

In addition to the responsibilities defined in 1.3 above, the Health and Safety at Work Act 1974 places legal responsibilities on all Employees, (workplace handbook emailed to all).

Section 7

A] To take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.

B] To co-operate with the Management to enable the Company to carry out its legal duties or any requirements that may be imposed.

Section 8

No person shall intentionally or recklessly interfere with or misuse any item provided in the interests of Health, Safety and Welfare.

NOTE

Employees who wilfully or by neglect fail to observe our Health and Safety Policy may render themselves liable to disciplinary action.

In serious cases, such disciplinary action could include summary dismissal.

All Employees must: -

1.4.1 Read and understand the Health and Safety policy and associated documentation.

1.4.2 Observe the safety rules.

1.4.3 Report any safety hazard within their work area or malfunction to their Line Manager.

1.4.4 Comply with any verbal or written instructions given to them to ensure their personal safety or that of others.

1.4.5 Dress sensibly and safely for their particular work environment.

1.4.6 Use safety equipment provided as well as protective clothing as required by the task in hand.

1.4.7 Conduct themselves in an orderly manner in the workplace and refrain from any form of “horseplay”.

1.4.8 Avoid improvisation of any form which could create any and unnecessary risk to their personal safety or the safety of others.

1.4.9 Maintain all tools and equipment in good condition.

1.4.10 Report all incidents to their Line Manager, whether injury is sustained or not.

1.4.11 Attend, as requested, any safety training courses designed to increase safety and attitudes to safety issues.

1.4.12 Observe all laid down procedures concerning processes, materials, or substances.

1.4.13 Use self risk assessment when entering premises controlled by third parties to determine the overall safety of the premises in relation to the works being undertaken and inform the Office in the event of unsafe conditions being found.

1.4.14 Observe all safety instructions issued by third parties where the works or operations fall under their jurisdiction.

1.5 CORPORATE RESPONSIBILITIES

Corporate responsibility rests with the Company's Managing Director who will be responsible for the following matters: -

1.5.1 GENERAL POLICY

1.5.1.1 Implementation of Health and Safety Policy.

1.5.1.2 Ensure that the objectives of the Policy are fully understood and observed by all levels of Employee and Agents.

1.5.1.3 Continually appraise the effectiveness of the Policy and ensure that any necessary changes are implemented so that the Policy remains in line with the Company's development.

1.5.1.4 Periodically assess the performance of Employees in the fulfilment of the stated objectives.

1.5.1.5 Provide the necessary support to enable Management to implement all aspects of the Policy.

1.5.2 COMMUNICATION

1.5.2.1 Ensure that any information regarding Health and Safety matters is effectively communicated to all subordinate Employees.

1.5.3 TRAINING

1.5.3.1 Ensure that adequate training is available to all Employees to ensure that all Employees have formal knowledge of the Health and Safety issues that affect their employment.

1.5.3.2 Employees will be required to attend any courses which the Company feels would be in the interests of the Employee or the Company including any Induction courses required by Third Parties when working under their Health & Safety requirements.

1.5.4 SYSTEMS OF WORK

1.5.4.1 Stipulate safe systems of works, both on and off the Company's premises, to be carried out in accordance with Regulatory, Statutory and Company Regulations and Codes of Practice.

1.5.5 ACCIDENTS, DANGEROUS OCCURENCES AND INJURIES

1.5.5.1 Ensure that all incidents are fully investigated and reported under the accident/injury reporting procedures.

1.5.6 SAFETY CHECKS

1.5.6.1 Ensure that all statutory inspections of plant and equipment are carried out and the relevant records maintained.

1.5.7 STORAGE

1.5.7.1 Ensure that all hazardous and dangerous substances are stored correctly and in accordance with Statutory or manufacturer's requirements.

1.5.8 RESPONSIBLE PERSON

1.5.8.1 Ensure that a responsible person or persons are appointed to keep track of all legislative or other factors which may have a bearing on the Company's Health & Safety policy or procedures. The Responsible Persons will be qualified by experience or formally. The current nominated Responsible Persons Neill Pow, the Operations Director, (Workplace Health & Safety Advanced Diploma, with Distinction).

1.5.8.2 The Responsible Persons have responsibility for;

- ♦ Monitoring the implementation of the Policy and carrying out regular inspections and safety audits.
- ♦ The investigation of accidents and implementing corrective action.
- ♦ The collation and reporting of all accidents reportable under RIDDOR legislation.
- ♦ Reviewing health and safety legislation and implementing new kinds or types of legislation where applicable to the operation of the CBS.

1.5.9 INSURANCE

1.5.9.1 Ensure that the Company carries and maintains the appropriate Insurances to meet Statutory and Company requirements.

1.5.10 EXTERNAL ADVICE

1.5.10.1 Ensure that links with the Company's regulatory bodies and advice sources are maintained to ensure that all changes in statutory legislation and advisory information are obtained.

1.5.11 FUNDS

1.5.11.1 Ensure that funds are made available in Company budgets to meet any provision concerning Health and Safety matters

2 EMPLOYEE STATEMENTS

2.1 GENERAL

All Employees are required to read and sign the following statement, the original of which is filed on individual personnel records.

Health and Safety Policy

Private and confidential

CBS operates a Health and Safety at Work Policy as legally required and this document is to inform you that those Sections of the Policy which affect our Employees are contained in the Health & Safety Policy Handbook which is usually kept in our Offices.

The Company will do all in its power to ensure that the Health, Safety and Welfare of our Employees are safeguarded, and we require each Employee to abide by the standards laid down.

I have read the CBS Health & Safety Policy Handbook HSDIOC .25 and understand, accept and will comply with the contents thereof as part of my Conditions of Employment. I also agree to keep myself informed of the contents of the Handbook and amendments thereto as advised.

SIGNED:

EMPLOYEE NAME:

REFERENCE: HSDOC.26

DATE: 08/01/26

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3 METHOD STATEMENTS

3.1 GENERAL

Method statements will be provided to cover works of an ad-hoc nature on a “needs” basis and the statements will be logged onto individual project/contract files as required.

Where method statements are produced for specific project-related tasks all personnel involved with the project will be issued with written copies for their own use and copies handed over to any third parties with an interest in the project.

4 RISK ASSESSMENTS

4.1 GENERAL

Risk Assessments will be produced on a “needs” basis covering specific project related tasks. Copies of these Assessments will be logged on the project/contract files and copies circulated to all personnel involved in the project specific tasks. Copies of such Risk Assessments will be made available to any third parties having an interest in the specific project.

Sample Generic Risk Assessments are appended to this document in Appendix 17.1 to indicate the nature of the assessment format.

5 COSHH ASSESSMENTS

5.1 GENERAL

In normal operations, the Company and its Employees do not normally handle chemically active products and, should this prove not to be the case on specific projects, the Company will obtain the necessary COSHH data sheets from the manufacturer/distributor/agent and lodge a copy in the project file with copies distributed to all personnel engaged on the project.

Site work is generally concerned with fixing dry, inert products and only dust from installation works constitutes a hazard.

Hazardous materials found in specific project situations shall be subject to individual Risk Assessment.

6 PPE PROVISION

6.1 GENERAL

The Company's Employees are issued with Uniform and personal protective equipment as required and appropriate to work activities. Specialist equipment will be provided as required for job specific activities and any defects will be reported to the appropriate Line Manager.

All issued equipment will be checked for suitability before issue and will be recorded in a written issue receipt kept on individual's files.

Training on the use, storage and maintenance of relevant equipment will be given where appropriate.

7 FIRST AID AND ACCIDENT REPORTING

7.1 GENERAL

Adequate first aid provision will be made at every place of work occupied by CBS.

On sites the location will be identified in the Site Assignment Instructions or through the site Induction Process on building sites or third-party premises.

All accidents must be reported to line manager at the earliest opportunity and the details recorded in the relevant accident book. All employees must be available for consultation and assistance with any accident investigation procedure resulting from any accident or dangerous occurrence which will be carried out by Senior Management.

Accidents which are reportable under RIDDOR legislation include:

- any work-related injury leading to the employee being absent from work for more than seven days.
- bone fractures excluding fingers, thumbs or toes.
- amputation
- dislocation of shoulder, hip, knee or spine
- loss of sight either temporary or permanent
- chemical or hot metal burn to the eye
- penetrating injury to the eye
- injury caused by electric shock or electric burn leading to unconsciousness or requiring resuscitation or being admitted to hospital for more than 24 hours.

All accidents or incidents will be investigated by Senior Management to determine the cause with a view to preventing a recurrence, to establish information for use in any criminal or civil proceedings, to confirm or refute a claim for industrial injury benefit or to prepare notification to be made to the Health and Safety Executive.

The level of investigation will be dependant on the nature of the incident but will seek to establish what caused the incident, who was involved, when did it happen, why did it happen how could it have been prevented and what measure need to be put in place to prevent or minimise the risk of recurrence.

Construction (Design and Management) Regulations 2015 (CDM 2015)

Contractors on **all projects** must:

- make sure the client is aware of the client duties under CDM 2015 before any work starts
- plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor
- provide appropriate supervision, information and instructions to workers under their control
- ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work

In addition to the above responsibilities, contractors working on **projects involving more than one contractor** must:

- coordinate their work with the work of others in the project team
- comply with directions given by the principal designer or principal contractor
- comply with parts of the construction phase plan (PDF) relevant to their work

Where a contractor is **the only contractor working on a project**, they must ensure a construction phase plan (PDF) is drawn up before setting up the site.

8 MANUAL HANDLING

8.1 GENERAL

Manual handling operations will be subject to Risk Assessment to ensure that suitable control measures are in place for the management of risk and CBS will use its best endeavours to eliminate manual handling wherever practical.

Where manual handling cannot be avoided risks will be reduced by reducing weights and frequency, by providing suitable equipment or additional labour to assist. Manual handling generally will only be carried out having taken into regard the training given, the employee's age or physique or other limiting factors.

9 LONE WORKER PROVISIONS

9.1 GENERAL

Lone working procedures will be subject to site specific risk assessments and included in Assignment Instructions. These assessments will incorporate the following points:

- Officers are trained in 'Conflict Management'.
- Communication link by land-line and/or mobile telephone will be available to summon Supervisory or Emergency Service assistance.
- The communication link is checked for function at shift changeovers and noted in the D.O.B.
- Check Calls are made every hour or as detailed in the Assignment Instructions and each call logged in the D.O.B. and on the automated booking system. Late and missing calls are identified by automated alarms.
- Random Supervisory welfare visits are conducted.
- Emergency Actions are detailed in the Assignment Instructions. In event of an emergency e.g. fire, evacuation alarm response etc. the Officer will refer to the appropriate sections of the Instructions.
- The guardbase can be secured and site locked.
- Before leaving the security of the locked guardbase, the Officer will use the CCTV, where installed, to scan the patrol route for potential problems or intrusion.
- The Officer will ensure that the premises and guardbase are locked with all doors and windows secured. They will ensure that any patrol route is well illuminated, but extinguish relevant lighting once completed. Report defective lighting promptly. Leave alarm system zones activated where possible.

If intrusion is encountered, Officers must not engage in confrontation but withdraw to a place of safety and summon assistance.

10 VIOLENCE IN THE WORKPLACE

10.1 GENERAL

Violence at Work is any incident where a person is abused, threatened or assaulted in circumstance relating to their work.

CBS has an obligation to protect staff from foreseeable violence and has put in place a strategy to protect staff and third parties at work.

All our Security Officers are trained in Conflict Management as part of their statutory licensing requirements.

10.2 RISKS

It is recognised that Security Officers at most at risk of assault and all projects are risk assessed and the Officers have the facility to risk assess situations which may arise spontaneously.

Aggression can occur for many reasons which are identified in the Risk Assessments.

Officers are conflict management trained to deal with managing potentially violent situations: To deal effectively with any given situation, the Officer will.

- Try to be calm, confident, and objective.
- Answer questions firmly yet politely.
- Not be domineering.
- Be non-critical.
- Remain objective and do not over-react to public emotions.
- Listen and to talk using jargon free language.
- Take care not to appear threatening by voice projection, gesture or behaviour.
- Avoid being drawn into heated debate. If the situation appears to be getting out of control the Officer will consider withdrawal and summoning help.
- Use relaxed tones.
- Ask questions to gain control and clarify. The Officer will not assume but let the individual suggest the solutions.
- Try not to touch a person who is arguing with him, as this may constitute an assault in law or trigger a violent reaction.
- Not employ restraint techniques unless they have received appropriate training.
- If the situation escalates out of control, the person threatens violence or

produces an offensive weapon --- withdraw to a place of safety, summon assistance, observe, and note details and descriptions.

As part of the approach the Officer will consider non-verbal behaviour and will

- Communicate at a safe distance
- Stand sideways to reduce themselves as a target and allow extra mobility if it becomes necessary to retreat.
- Maintain eye contact without staring.
- Use open and fluid hand movements
- Show concern and understanding where appropriate.

10.3 RECORDING

All incidents involving violence will be recorded in the D.O.B and an incident record completed and passed to the appropriate Line Manager.

Each incident will be investigated, and the level of investigation will be dependant on the nature of the incident but will seek to establish what caused the incident, who was involved, when did it happen, why did it happen how could it have been prevented and what measure need to be put in place to prevent or minimise the risk of recurrence.

10.4 REVIEW

All incidents involving violence will be recorded and reviewed in the weekly Operational Review Meeting.

11 COMMUNICATION/CONSULTATION

11.1 GENERAL

To meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the CBS will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via regular safety meeting, tool-box talks, e-mails, Assignment Instructions and memos posted on the staff noticeboard.

12 TRAINING

12.1 GENERAL

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility.

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice (when available).

13 EMERGENCIES

13.1 GENERAL

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.

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

ACTION TO BE TAKEN UPON DISCOVERING A FIRE

- Do not try to tackle the fire yourself (unless you are trained and feel confident enough to do so)
- Activate the nearest fire alarm to raise the alarm.
- Leave the building by the nearest fire exit and proceed to the muster point.
- Do not re-enter the building for any purpose until the all clear has been given.

ACTION UPON HEARING THE FIRE ALARM

- Stop working and calmly leave the building by the nearest fire exit.
- Go directly to the muster point and await instructions.
- Do not leave the muster point until the all clear is given.
- Do not re-enter the building for any purpose until the all clear is given.

14 STAFF WELFARE

14.1 GENERAL

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management control. As a minimum, the following requirements will be adhered to:

- Toilet/washing facilities accessible on site.
- Eating/rest facilities accessible on site.

Where these facilities are not provided by the Client or Principal contactor, the company will provide suitable welfare facilities.

15 WORK EQUIPMENT

15.1 GENERAL

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 Senior Management, 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. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your supervisor.

16 INSURANCES

16.1 GENERAL

The following relevant Insurance Policies are in place: -

16.1.1 PUBLIC LIABILITY	£10,000,000
16.1.2 EMPLOYERS LIABILITY	£10,000,000
16.1.3 PRODUCTS LIABILITY	£5,000,000
16.1.4 PRODUCTS EFFICACY	£5,000,000

Policy details and certificates are maintained at our Offices.

17 APPENDICES

Nil

17.1 SAMPLE RISK ASSESSMENTS

Inside all on site Assignment Instructions, on Company Server, in folder carried in all Engineers vehicles.