

## Health, Safety and Welfare Policy

Health and Safety is at the heart of everything we do and is part of our values – **putting Health and Safety first**. This Policy is issued with a reminder that it is drawn from, and applies to, our Health & Safety Management System and Arrangements which are based on the requirements of legislation, regulation and OHSAS 18001 and incoming ISO45001. It is intentionally made simple. Further detail is available within the QSE section on the Dardan Hub and/or from your Line / Contract Manager, Directors, or QSE Manager.

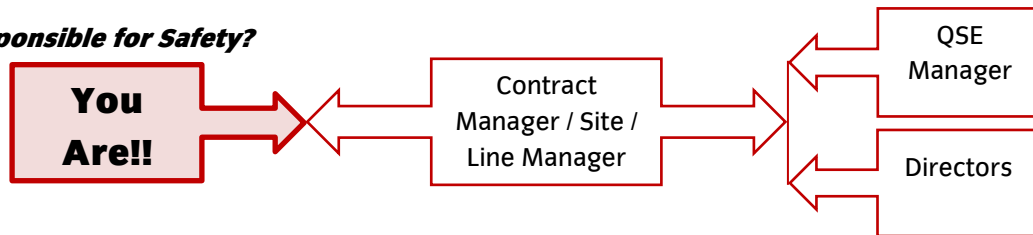
### **What are we trying to achieve?**

We are aiming to keep our people safe and effective at work by:

- Eliminating known hazards and risks (as far as practicable) in workplaces; and, through communication with our work teams, identify and control new ones as they arise.
- Meeting legislative, regulatory responsibilities, obligations and standard/code of practice requirements.
- Reducing risks to negligible or acceptable levels through: effective safety management; information, and instruction where required.
- Consulting with all employees on aspects of workplace safety.
- Providing and maintaining safe equipment, materials, methods and systems of work.
- Training, informing and supervising employees to ensure safe and competent working.
- Prevention of accidents, ill health and stressors as far as practicable.
- Promote a positive culture, understand and improve the health and wellbeing of staff.
- Reviewing and continuously improving our processes and methods of working through the setting of objectives, internal audits and Management reviews

We ensure competent safe working through prescribed processes of personnel selection; and, mandatory Industry, Company, and Worksite training.

### **Who is responsible for Safety?**



### **Our aims and goals**

- Risk assessments are reviewed annually and detail risk and control measures
- Site risk assessments are completed annually detailing risks and control measures. Site safety report conducted quarterly to review the site welfare and risks.
- Health and safety reports which incorporates a tool box talk are completed and published on the Dardan Hub for all employees to read every month
- All generic risk assessments and tool box talks are published on the Dardan Hub for staff to read at any time
- Staff health and safety forum is held quarterly for all staff to participate in to proactively shape the companies' health and safety practices
- Site training and refresher training is completed with all staff
- To achieve no lost time incidents or RIDDOR cases
- To consider at accident at work is something extraordinary and will be fully investigated
- Lone worker calls are maintained and missed communication is given the appropriate response
- Management are trained to IOSH Managing Safety accreditation and Supervisors complete a Health and Safety awareness course
- Staff have access to communicate concerns through Safety Intervention Reports on the Dardan Hub
- Quarterly Safety Forum meetings held in a different area to encourage engagement of staff

Everybody has a responsibility for Safety, for themselves and others, in three main ways:

1. Follow instructions and obey signage; ask for help (see above) if anything seems unclear
2. Take responsibility: correct defects (e.g. clear trip hazards don't just report them); report all unsafe conditions and/or activities; and, accidents and incidents, to your Line / Contract Manager
3. Be active: participate fully in site safety meetings and training

Signed: \_\_\_\_\_

Mark Duffy – Chairman

Dated 8<sup>th</sup> February 2020

## **Appendix A – COVID-19 policy**

This Coronavirus (COVID-19) policy details the measures that Dardan are actively taking to mitigate the spread of COVID-19 to sustain a healthy and safe workplace. It is important we all respond to the measures and precautions responsibly, and clear communication must be maintained to provide clarity to the rule we all must follow.

This policy applies to all employees.

### ***Social distancing***

2m social distancing should be maintained at all times through the use of awareness posters, awareness training and guidance, reduction of staff within the workspace area through the reduction of desks, staggered shift times and staff on site. If 2m social distancing cannot be achieved, then the Government '1m plus' guidance must be adhered to, completing a risk assessment for the activity and mitigation measures to minimise the risk. Under 2m social distancing should be for the minimal amount of time and increased handwashing, reducing touching face, mouth, or eyes are to be promoted along with the mitigation measures.

### **Work from home**

All staff if possible are to work from home. Arrangements will be made to provide the necessary equipment for work duties to continue with minimal disruption. Staff working from home will complete a home working assessment record and will arrange to have a 'welfare buddy' to communicate on a regular basis

### **Working in office / on customer sites**

All staff will follow the appropriate guidelines for the office or customer working location. These will include, but not limited to social distancing, general hygiene, communication, access and egress control, external controls and amendment to shifts times to stagger the flow of staff on and off site

### **Using company vehicles**

Key touch points must be cleaned regularly (door handles, keys, steering wheel). Vehicles are to be cleaned at the end of shift and all rubbish disposed of. No more than one person should be in the vehicle unless social distancing can be maintained.

Servicing, maintenance, and repair of vehicles will be maintained using our Fleet Management company

### **Meetings**

Meetings are to be conducted remotely using cloud-based systems (such as Teams or Zoom). If meetings are required to be conducted physically, social distancing recommendations are to be maintained and information must be passed onto or received from the host to confirm the location requirements

### **Visitors**

If visitors are required to attend site, the host must arrange to make sure the visitor is aware of the office policy relating to COVID 19 and social distancing and so that multiple attendance of visitors at the same time occur.

### **Deliveries**

Deliveries must be arranged to be received at different times and confirmed location for the drop off of the object, so contact is not made with the driver. All objects should be wiped over with an antibacterial wipe before and the receiver must wash their hands after handling. No personal deliveries are to be made to your place of work.

### **General hygiene rules**

General hygiene rules must be maintained at all times which include but are not limited to handwashing, wiping down workstations and equipment used, non-sharing of disposable items (e.g.pens), frequent removal of rubbish and leaving personal items on site.

## Sick leave

All staff are expected to follow the Government guidelines in relation to COVID-19 suspected symptoms and will receive statutory sick pay (SSP). Contact must be made with the Control Room who will complete the COVID-19 absence form which will be communicated to the Safety Team and HR.

Communication will be made from HR to confirm actions to be taken and provide support.

## Mental Health and Wellbeing

Mental health and wellbeing issues increase during times of uncertainty and isolation. Dardan provides 24/7 support through its benefit application available to all staff or contact can be made to your line manager or HR for support.

## Communication

Communication will be maintained to staff and clients through the use of social media, website, staff extranet and cloud-based solutions. A dedicated email address [covid19@dardansecurity.co.uk](mailto:covid19@dardansecurity.co.uk) has been created to serve as a single point of contact for any direct information relating to the pandemic.

## PPE

Additional PPE to what existed will be provided upon completion of a site risk assessment or change to Government guidelines. Face coverings are recommended to be worn when commuting or in densely populated areas. Dardan will support those who wish to wear face coverings, but these must be of an appropriate material for the environment.

Appendix last review: 24<sup>th</sup> June 2020