HEALTH & SAFETY POLICY

JULY 2026

WARLITE SECURITY LIMITED

1 Tower Lane

Wembley

HA9 7NB

WARLITE SECURITY LTD (JULY 2026)

HEALTH & SAFETY POLICY

1. Health & Safety Policy Statement

2. Legal Duties & Responsibilities of Employers

3. Legal Duties of Employees

4. Health & Safety Responsibility

5. Individual Responsibilities

6. Competent Assistance

7. Arrangements for Health & Safety at Work

8. Health & Safety Information for Employees Regulations

9. Consultation with Employees

10. Identifying & Managing Health & Safety Risks

11. Risk Assessments

12. Biological Hazards & Infection Control

13. Manual Handling

14. Personal Protective Equipment (PPE)

15. Work Equipment (PUWER)

16. The Workplace (Welfare & Safety)

17. Control of Contractors

18. Lone Working

19. First Aid

20. Reporting of Injuries, Diseases & Dangerous Occurrences (RIDDOR)

21. Fire Safety

22. Waste Management

23. Violence & Aggression at Work

24. Pregnancy

25. Young Persons

26. Transport & Driving Safety

27. Training & Competence

28. English as a Second Language (ESL)

29. General Guidelines for Employees

30. Amendment Record

Document Control Table

Document Title	**Health & Safety Policy**
Version Number	2.0
Status	Approved
Author	Karl Taylor, Director
Reviewed By	Susan Ridout, Director
Approved By	Karl Taylor
Issue Date	July 2026
Review Date	July 2027 (or sooner if legislation changes)
Supersedes	Version 1.1 (Sept 2024)
Document Owner	Warlite Security Ltd
Distribution	HR Toolkit / Shared Drive (Controlled Copy)
Uncontrolled Copies	Printed copies or downloaded versions
Change Summary	Full legislative update, ACS alignment, structural modernisation

SECTION 1 — POLICY STATEMENT

Warlite Security Ltd is committed to providing and maintaining a safe, healthy working environment for all employees, contractors, visitors and members of the public who may be affected by our operations. We comply with all relevant UK health and safety legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health & Safety at Work Regulations 1999
- Workplace (Health, Safety & Welfare) Regulations 1992
- Provision & Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Fire Safety (England) Regulations 2022
- Building Safety Act 2022 (where applicable)
- RIDDOR 2013 (updated 2024 guidance)
- Control of Substances Hazardous to Health (COSHH) 2002
- Health Act 2006 (smoking & vaping restrictions)
- Road Traffic Act 1988 and The Road Vehicles (Construction and Use) Regulations 1986
- Equality Act 2010
- Environmental Protection Act 1990 (updated waste duty of care 2024)

We will:

- Provide safe systems of work
- Maintain safe equipment and workplaces
- Provide adequate welfare facilities
- Provide information, instruction, training and supervision
- Assess and control risks
- Consult with employees on health and safety matters
- Investigate accidents, incidents and near misses
- Continuously improve our health and safety performance

Overall responsibility for Health & Safety rests with:

Name: Karl Taylor Position: Director

Karl Taylor will ensure adequate resources (financial, physical and human) are provided to implement this policy effectively.

This policy will be reviewed annually or sooner if significant changes occur.

⭐ SECTION 2 — LEGAL DUTIES OF EMPLOYERS

Under the Health and Safety at Work etc. Act 1974, Warlite Security Ltd will:

- Ensure, so far as reasonably practicable, the health, safety and welfare of all employees
- Provide safe systems of work
- Maintain safe plant, equipment and premises
- Provide information, instruction, training and supervision
- Ensure safe handling, storage and transport of substances
- Provide safe access and egress
- Protect employees working on client sites
- Comply with all statutory duties and updated regulations

Breaches of health and safety law may result in criminal prosecution, fines, enforcement notices or imprisonment.

⭐ SECTION 3 — LEGAL DUTIES OF EMPLOYEES (UPDATED)

Employees must:

- Take reasonable care of their own health and safety
- Protect the safety of others affected by their actions
- Co-operate with management
- Use equipment correctly
- Not misuse or interfere with safety equipment
- Follow training, instructions and safe systems of work
- Report hazards, defects, accidents and near misses
- Comply with all Company policies

Breaches may result in disciplinary action or criminal prosecution.

⭐ SECTION 4 — HEALTH & SAFETY RESPONSIBILITY

Overall responsibility:

Karl Taylor – Director

Operational responsibility:

Managers and supervisors will:

- Implement this policy
- Conduct risk assessments
- Maintain safe workplaces
- Ensure training is delivered
- Investigate accidents
- Enforce safe systems of work
- Monitor compliance
- Report issues to Karl Taylor

Delegation does not remove Karl Taylor's ultimate legal responsibility.

⭐ SECTION 5 — COMPETENT ASSISTANCE

Warlite Security Ltd appoints competent persons to assist with health and safety compliance in accordance with Regulation 7 of the Management of Health & Safety at Work Regulations 1999.

Competent Person(s):

Karl Taylor – Director Susan Ridout – Director

External consultants may support but do not hold legal responsibility.

⭐ SECTION 6 — ARRANGEMENTS FOR HEALTH & SAFETY

We will:

- Display the HSE “Health & Safety Law” poster
- Provide safety notices and signage
- Consult employees under the Health & Safety (Consultation with Employees) Regulations 1996
- Hold toolbox talks and briefings
- Maintain a dedicated health & safety notice board
- Provide policies via the HR system/shared drive
- Ensure employees read and understand all relevant policies

Employee Representative:

Surendra Sunwar

Consultation managed by:

Karl Taylor

⭐ SECTION 7 — RISK ASSESSMENTS (UPDATED)

Required under Regulation 3 of the Management of Health & Safety at Work Regulations 1999.

Responsible person:

Surendra Sunwar

Risk assessments will:

- Identify hazards
- Evaluate risks
- Implement control measures
- Be communicated to employees
- Be reviewed annually or after significant change

Employees must sign to confirm they have read and understood relevant assessments.

⭐ SECTION 8 — BIOLOGICAL HAZARDS

Biological hazards include viruses, bacteria, fungi and other microorganisms that may cause infection or illness. Warlite Security Ltd will manage biological risks in accordance with:

- **Control of Substances Hazardous to Health (COSHH) Regulations 2002**
- **Public Health (Infectious Diseases) Regulations 2020–2025 updates**
- **UKHSA infection control guidance (2024–2026)**

Infection Control Policy

A separate Infection Control Policy will be maintained and reviewed annually. It will include:

- Employee training on infection control
- Hand hygiene protocols
- Cleaning, disinfection and decontamination procedures
- Ill-health reporting
- Monitoring and auditing
- PPE requirements (gloves, masks, etc.)
- Waste disposal procedures

- Updated COVID-19 and respiratory illness guidance

Responsible Person:

Karl Taylor

All employees must read and sign the Infection Control Policy.

⭐ SECTION 9 — MANUAL HANDLING

Warlite Security Ltd complies with the **Manual Handling Operations Regulations 1992 (as amended)**.

Manual handling tasks must be **avoided where reasonably practicable**. Where unavoidable, a risk assessment will be completed.

Responsible Person:

Karl Taylor

Key Requirements:

- Employees must read and sign manual handling assessments
- Managers must monitor compliance
- Suitable equipment (trolleys, lifting aids, PPE) will be provided
- Employees must mentally assess each lift using the **TILE** model:
  - **Task**
  - **Individual**
  - **Load**
  - **Environment**

Manual handling assessments will be reviewed annually or sooner if significant changes occur.

⭐ SECTION 10 — PERSONAL PROTECTIVE EQUIPMENT (PPE)

Warlite Security Ltd complies with the **Personal Protective Equipment at Work Regulations 2022**, replacing the 1992 regulations.

PPE will be provided **free of charge** where risk assessments identify a need.

Responsible Person:

Karl Taylor

Employees must:

- Use PPE correctly
- Report defects or discomfort
- Request replacements when needed

PPE is a **last resort** control measure.

⭐ SECTION 11 — WORK EQUIPMENT (UPDATED 2026)

Warlite Security Ltd complies with:

- **Provision & Use of Work Equipment Regulations (PUWER) 1998**
- **Supply of Machinery (Safety) Regulations 2008 (as amended)**
- **British Standards & ISO Standards**

Responsible Person:

Karl Taylor

Requirements:

- Equipment must be suitable, safe and fit for purpose
- Risk assessments must be completed for use, cleaning and maintenance
- Safe systems of work must be implemented for high-risk equipment
- All electrical equipment must undergo regular inspection
- Statutory inspections (e.g., lifting equipment) must be completed by competent persons
- Defects must be reported immediately

Inspection Records Location:

Hirst Hall

⭐ SECTION 12 — THE WORKPLACE

Warlite Security Ltd complies with the **Workplace (Health, Safety & Welfare) Regulations 1992**.

We will ensure:

- Safe premises
- Adequate welfare facilities
- Safe access and egress
- Regular workplace inspections
- Prompt repair of defects
- Good housekeeping standards
- Safe electrical installations (inspected every 5 years by a competent electrician)

Responsible Persons:

- **Landlord / Site Management** — building fabric
- **Karl Taylor** — electrical safety, workplace hazards

Smoking & Vaping (Updated 2026)

Under the **Health Act 2006** and updated guidance:

- Smoking and vaping are prohibited inside buildings, entrances, vehicles and areas where smoke/vapour may enter the premises.
- Breaches may result in disciplinary action.

⭐ SECTION 13 — CONTROL OF CONTRACTORS

Contractors must be managed to ensure safety for employees, visitors and themselves.

Responsible Persons:

Karl Taylor / Susan Ridout

Contractors must provide:

- Employer & Public Liability insurance
- Relevant accreditations (e.g., CHAS, SafeContractor)
- Risk assessments
- Method statements
- Permits to work (hot works, electrical works, confined spaces)
- Any other relevant safety documentation

Contractors must comply with all site rules and safety instructions.

⭐ SECTION 14 — LONE WORKING

Warlite Security Ltd will manage lone working risks in accordance with updated HSE guidance (2024).

Responsible Person:

Karl Taylor

Requirements:

- Lone working risk assessments
- Communication procedures (mobile phone, radio, check-in system)
- Emergency arrangements
- Only trained, competent persons may work alone
- Lone working permitted only when risk is low and controls are in place

Procedure Development:

Susan Ridout

⭐ SECTION 15 — FIRST AID

Warlite Security Ltd complies with the **Health & Safety (First Aid) Regulations 1981**.

Responsible Person:

Karl Taylor

Requirements:

- First aid risk assessment
- Adequate number of trained first aiders
- Sufficient first aid equipment
- Clear signage
- Accident reporting and investigation
- Accident book maintained in accordance with Social Security Regulations

Locations:

To be confirmed during site survey and induction.

⭐ SECTION 16 — RIDDOR

Warlite Security Ltd complies with **RIDDOR 2013** and updated HSE reporting guidance (2024).

Responsible Persons:

Site Supervisors / Management / Karl Taylor

Reportable incidents include:

- Fatalities
- Specified injuries
- Over-7-day incapacitation
- Injuries to members of the public taken to hospital
- Occupational diseases
- Dangerous occurrences

Reports must be made via:

- **www.hse.gov.uk/riddor**
- Fatal and specified incidents will be reported in accordance with current HSE reporting procedures

Records must include:

- Name and occupation
- Status (employee/visitor/contractor)
- Location
- Description
- Date/time
- Reporting method

⭐ SECTION 17 — FIRE SAFETY

Warlite Security Ltd complies with:

- **Regulatory Reform (Fire Safety) Order 2005**
- **Fire Safety (England) Regulations 2023**
- **Building Safety Act 2022 (where applicable)**

Requirements:

- Fire risk assessment
- Annual review or sooner if changes occur
- Fire evacuation procedures
- Fire drills
- Fire marshal training
- Maintenance of alarms, extinguishers and emergency lighting
- Clear escape routes

Responsible Person:

Karl Taylor

⭐ SECTION 18 — WASTE MANAGEMENT

Warlite Security Ltd complies with:

- **Environmental Protection Act 1990**
- **Waste (England and Wales) Regulations 2011**
- **Duty of Care Code of Practice (updated 2024)**
- **Environment Act 2021** (resource efficiency & waste hierarchy)

Requirements:

- Waste must be stored, handled and disposed of safely
- Waste streams must be segregated (general, recyclable, confidential, hazardous)
- Licensed waste carriers must be used
- Waste Transfer Notes must be retained for **2 years**
- Hazardous waste consignment notes must be retained for **3 years**
- Employees must follow site waste procedures
- Spillages must be cleaned immediately
- Clinical waste (if applicable) must be disposed of via approved contractors

Responsible Person:

Karl Taylor

⭐ SECTION 19 — VIOLENCE & AGGRESSION AT WORK

Warlite Security Ltd follows updated HSE guidance on violence and aggression (2023).

Violence includes physical assault, threats, verbal abuse, intimidation, harassment or any behaviour that causes fear or distress.

Requirements:

- Risk assessments for violence and aggression
- Lone worker controls
- Conflict management training
- Incident reporting procedures
- Post-incident support
- Zero tolerance approach

Responsible Person:

Karl Taylor

Employees must report all incidents immediately.

⭐ SECTION 20 — PREGNANCY

Warlite Security Ltd complies with:

- **Management of Health & Safety at Work Regulations 1999**
- **Equality Act 2010**
- **Pregnancy & Maternity Protection Regulations**

Requirements:

- Individual pregnancy risk assessment
- Adjustments to duties, hours or environment
- Avoidance of heavy lifting, night work risks, lone working risks
- Additional welfare provisions
- Regular review of risk assessment throughout pregnancy

Responsible Person:

Karl Taylor

⭐ SECTION 21 — YOUNG PERSONS

Young persons (under 18) require special consideration under:

- **Management of Health & Safety at Work Regulations 1999**
- **Working Time Regulations 1998**
- **Education & Skills Act 2008**

Requirements:

- Specific young person risk assessment
- No night work
- Enhanced supervision
- Restricted use of equipment
- No exposure to work beyond their physical or psychological capability or work involving significant risk as defined by the Management of Health and Safety at Work Regulations 1999.

Responsible Person:

Karl Taylor

⭐ SECTION 22 — TRANSPORT

Transport safety includes Company vehicles, employee vehicles used for work, and movement around sites.

Warlite Security Ltd complies with:

- **Road Traffic Act 1988**
- **Highway Code (updated 2026)**
- **Mobile Phone Driving Laws (2022–2026)**

Requirements:

- No hand-held mobile phone use while driving
- Hands-free only if safe and non-distracting
- Vehicles must be roadworthy and insured
- Drivers must hold valid licences
- Seatbelts must be worn
- Speed limits must be obeyed
- No driving under the influence of alcohol or drugs
- Fatigue management

Responsible Person:

Karl Taylor

⭐ SECTION 23 — TRAINING

Warlite Security Ltd will provide training in accordance with:

- **Health & Safety at Work etc. Act 1974**
- **Management of Health & Safety at Work Regulations 1999**
- **ACS requirements**

Training Includes:

- Induction training
- Role-specific training
- Manual handling
- Fire safety
- First aid
- Lone working
- Conflict management
- PPE use
- Infection control
- Work equipment
- Site-specific training

Training records will be maintained and reviewed annually.

Responsible Person:

Karl Taylor

⭐ SECTION 24 — ENGLISH AS A SECOND LANGUAGE

Warlite Security Ltd recognises that some employees may speak English as a second language.

Requirements:

- Clear communication
- Translated materials where necessary
- Visual aids and demonstrations
- Additional supervision if required
- Confirmation of understanding
- Support during training and induction

Responsible Person:

Karl Taylor

⭐ SECTION 25 — GENERAL GUIDELINES FOR EMPLOYEES

Employees must:

- Follow all safety instructions
- Use equipment safely

- Wear PPE when required
- Report hazards, defects and incidents
- Maintain good housekeeping
- Follow emergency procedures
- Attend training
- Co-operate with management
- Protect themselves and others
- Not misuse safety equipment
- Not engage in horseplay or unsafe behaviour

Failure to comply may result in disciplinary action.

⭐ SECTION 26 — AMENDMENT RECORD

Version	Date	Changes Made	Approved By
1.1	Sept 2024	Original BrightHR version	BrightHR
2.0	July 2026	Full legal update, ACS alignment, modernisation, new sections added	Karl Taylor