

HEALTH & SAFETY POLICY

Purpose

The 247 Alliance Limited recognizes its duty as an employer to comply with the Health and Safety at Work Act 1974.

The Company acknowledges and accepts its legal responsibilities for securing the health, safety, and welfare of all its employees, or service partners working on its behalf and all others affected by their activities.

Overall responsibility for the management of Health and Safety in 247 Alliance Ltd.'s all business-related activities lies with Managing Director Malik Muhammad Mustafa.

Details

- The Company recognizes and accepts the general duties imposed upon the company as an employer under the Health and Safety at Work Act and subsequent health and safety regulations appertaining to its operation and as such the Directors of 247 Alliance Ltd Limited will as far as practicable:
 - Provide adequate resources to maintain health and safety,
 - Carry out risk assessments and review them on a regular basis to ensure they remain current and applicable to the work tasks that are required,
 - Provide and maintain safe systems of work which are without risk to health,
 - Provide employees with such information, instruction, training, and supervision as is necessary to secure their safety and health at work and that of others who may be affected by their actions,
 - Carry out health surveillance where required,
 - Ensure that all equipment supplied is maintained in a safe condition,
 - Make adequate provision and arrangements for welfare facilities at work,
 - Monitor safety performance to maintain agreed standards,
 - Ensure that the Company and its employees where practicably possible comply with current legislation.

The duties of the employees are to:

- Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work,
- Co-operate with others in the Company to fulfil our statutory duties,
- Not interfere with, misuse or willfully damage anything provided in the interests of health and safety,
- Reporting any accidents or near misses however minor to the Site Supervisor or line manager,
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

To ensure this policy is effective, we will:

- Review it annually or on any significant changes to our business,
- Make any such changes known to our employees,
- Maintain procedures for communication and consultation between all levels of staff on matters of health, safety, and welfare,
- Continue to improve in areas identified during the course of our daily operation to ensure safe working practices.

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Consultation and Training

The Directors are committed involving employees at all levels in the maintenance of health and safety standards and to provide them with adequate information, instruction, and training. Much of this will be carried out during the Company induction training and later on during site specific training which will be carried out by the appropriate person. Regular supervisory checks will be completed to ensure the safety of the officers on duty and to test compliance and understanding to current regulation. Where issues are brought to the attention of the managing director or found by the managing director, he/ she take the appropriate actions. Any changes in Health and Safety will be notified to the operational staff either in person, during visits, e-mail.

The Company will carry out further training when required in such areas as the use of PPE, Safety equipment, Manual handling or plant and machinery as required. Details of the training will be logged on the individuals training record once completed. Where there are changes to the site assignment instructions details will be issued to staff and the appropriate retraining given, details of which will be logged onto the individuals training record once completed.

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Risk Assessments

Risk assessments will be carried out and record. In addition, risk assessments are carried out continuously by employees throughout their work. Hazards are considered, and work methods established to minimize the risk of injury to themselves, and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, they will take further advice from the H&S Coordinator / Representative if required. The head of the Company ensures operators are provided with appropriate instruction and training on risk assessments.

Security Surveys/Welfare Facilities

Prior to the commencement of an operation the appropriate person from the Company will carry out a site survey, the survey will include such areas that are a security risk along with the determination of the welfare facilities appropriate for the staff working on site such as suitable base, toilet facilities and heating and lighting.

Method Statements

Formal method statements (safe working procedures/assignment instructions) will be prepared in writing where the risk is particularly high. The method statements will provide site specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed to undertake the given task safely.

Co-operation with Clients

Employees will always familiarize themselves with client procedures when first attending site, in particular general site access, emergency procedures and high-risk work activities. Clients site procedures and specific instructions will be followed at all times.

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Work Equipment

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, managing director will ensure 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 minimize 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 in the Equipment Maintenance Register.

The Register shall specify the location or holder of the equipment and the frequency and type of service. Evidence that service has been conducted shall be held in the Register. For Company vehicles, the manufacturer's maintenance handbook shall be used to record the regular maintenance of the vehicle.

Personal Protective Equipment (P.P.E)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage, and maintenance of the relevant equipment before issue and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to: Malik Muhammad Mustafa.

First Aid & Accident Reporting

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

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

Head Office – the first aid box is placed next to the printer on the cabinet.

On Sites – wherever possible arrangements are made with clients/principle contractors to use their first aid facilities.

All accidents MUST be reported to your Site Supervisor/ Directors/ operational manager and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the managing director as soon as possible after the incident.

It is our policy to report all accidents, industrial diseases, and dangerous occurrences to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. We will also record all injuries in the appropriate accident book, as required by the Social Security (Claims and Payments) Regulations 1979.

The company representative is responsible for reporting all accidents that require notification to the enforcing authority. Employees must report all injuries to their supervisor/ Managing

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director/ operational manager immediately after treatment. The accident report must be fully completed for all injuries incurred at work, however minor. An accident book is maintained in our main control room where all staff have been instructed to report to. If, because of their injury, employees are incapable of making an immediate entry, then that entry must be made by managing director/ operational manager, first-aider or nominated person.

Following any accident of any severity that requires treatment, the Managing Director/ Operational Manager Will do the following:

Complete an accident investigation report.

Notify the enforcing authority if the accident is reportable.

Following any accident of any severity that requires treatment, the Directors/ operational manager will take statements and retain any other documents related to the accident.

If the injury is of a serious nature or if there is any doubt, the injured person will be sent to the nearest hospital for treatment. Although it is not our legal duty, we will notify the enforcing authority of injuries to a non-employee, e.g.

Contractors, if the injury takes place on our premises and we become aware of it. Accidents and injuries that are reportable to the enforcing authority will also be reported to our employer's liability insurer.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.)

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-Ordinator must be notified as soon as practicable after incidents causing the following injuries:

- Fractures, other than to fingers, thumbs, and toes.
- Amputations.
- Any injury likely to lead to permanent loss of sight or reduction in sight.
- Any crush injury to the head or torso causing damage to the brain or internal organs.
- Serious burns (including scalding) which:
- Severs more than 10% of the body.
- Causes significant damage to the eyes, respiratory system, or other vital organs.
- Any scalping requiring hospital treatment.
- Any loss of consciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space which:
- Leads to hypothermia or heat-induced illness.
- Requires resuscitation or admittance to hospital for more than 24 hours.

Accident Investigation

It is our policy to investigate:

- All accidents resulting in any reportable injury or losses of any assets,
- All accidents, however minor,
- All near misses.

Employees should be aware that managing Director/ operational manager can enter premises without appointment, at any reasonable time, to ascertain if the requirements of the law are being met. If they have reason to believe that a situation exists or may arise in which there is potential for serious injury or death, they may enter work premises at any time.

We will extend to them full co-operation. We will co-operate with our insurers, in order to reduce our premium as far as we can. If the insurers have advice on reducing risk, we will follow that advice were reasonably practicable.

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Hazardous Substances

It is important for a Security Officer to understand the signs that are used on vehicles and containers giving information about hazardous contents. These are known as Hazchem signs.

The labels give the following information:

- An emergency code for the substance – this tells the Emergency Services what action should be taken in cases of emergency,
- A V.N. identifies number for the product, unique to that product,
- A hazard warning symbol – a picture on a white or coloured background that indicates the hazardous properties of the contents e.g. oxidizing, toxic, corrosive,
- A contact telephone number for further specific information.

The hazard may be biological, chemical, or physical, including fire or explosion. Should deliveries of this sort be made to your site, the Assignment Instructions should provide you with information which will include the appropriate data sheets that will contain detailed information on the substance. The same applies to storage of these products on site.

Leaks & Spillages

If hazardous products are stored on site, they may be in an exclusion zone. If they are not and a Security Officer finds traces of leaking substances, a few very basic rules should be followed:

- Avoid physical contact,
- Check labels for instructions, taking care not to step into spillage,
- Inform the Managing Director/ Operational manager,
- Contact Emergency Services, if necessary,
- Follow details in the Assignment Instructions and inform all necessary personnel.

Fire Safety & Emergency Procedures

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.

In the event of the fire alarm being activated, or in any other emergency situation (e.g. bomb scare), all employees must leave the site by the nearest available exit and assemble at the designated assembly point.

Manual Handling

The Manual Handling Operations Regulations 1992 apply to work activities.

In consideration to their special needs, we will take additional measures to secure the safety of pregnant or nursing mothers.

Manual handling operations will be assessed for all activities for any loads other than those, which are clearly not significant. Manual handling operations in areas or under conditions that may alter the risk will be assessed.

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Approved	MD
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Policy Review

Its policy was last agreed by the Managing Director and seeks to be reviewed and updated annually. Any queries arising regarding this policy should be addressed to Malik Mustafa.

Malik Mustafa

Director

05/01/2026

Signed



Review Date: 05/01/2027