



HEALTH & SAFETY POLICY

T3 Security Ltd are a leading supplier of security services to a range of business sectors, including but not limited to licensed premises, entertainment venues, retail, construction, and special events.

“T3 Security Ltd aims to ensure that all activities carried out by its employees (or their agents) at any of its locations are managed as to avoid, reduce, or control, all foreseeable risks to the health & safety of any person who may be affected by such activities”.

General Policy Statement

In furtherance of the above statement and the need to ensure compliance with all relevant health & safety legislation, T3 Security Ltd will pay particular attention to the provision of:

- A healthy working environment
- A safe place to work, with safe means of access
- Suitable and sufficient information, instruction, training, and supervision to enable all employees to comply with the company Health & Safety Policy
- Safe equipment and safe systems of work
- Arrangements for the safe use, handling, storage, and transportation of all relevant items
- The ability for employees to discuss health & safety related matters, in the form of queries, suggestions and complaints
- Appropriate management procedures and arrangements to monitor and audit compliance with the company Health & Safety Policy
- Appropriate arrangements to assess and control the risks associated with work activities undertaken by T3 Security Ltd personnel at any of their site locations
- Appropriate policies to ensure that new contracts are consistent and compliant with the T3 Security Ltd Health & Safety Policy

To assist in the implementation of the Health & Safety Policy appropriate external sources of information may be consulted coupled with the commissioning of adequate competent personnel to advise on health & safety matters as required.

Risks resulting from our work activities are continually assessed in accordance with the requirements of the Management of Health & Safety Regulations 1999 to reduce these risks to as low as reasonably practicable. Any additional controls deemed to be necessary to prevent serious injury from occurring will subsequently continue to be strengthened.

The successful implementation of this policy can only be achieved with the full commitment and involvement of personnel from all levels within the business. To ensure a pro-active approach to health & safety, staff welfare and policy compliance, all employees will be given access to fully comprehensive information, such as instruction and necessary training to enable them to undertake their work activities safely, both for themselves and others affected stakeholders.

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Introduction

As a market leader in the security sector T3 Security Ltd recognises that safe and healthy working practices are an essential part of the duties of all employees and seeks to encourage employee and client participation in such practices. However, it is further recognised that to have effective health & safety systems, managers must recognise that health & safety management is an integral part of their role and that being part of the management team brings additional responsibilities which are fundamental to the success not only of the business but also the relationship with our clients, local authorities, and other affected stakeholders.

Richard Townsend (Director) is responsible for the implementation of an effective Health & Safety Policy with the full support and contribution of the Senior Management Team (SMT). This is done to meet the company's statutory duties as outlined in the principles identified in the Health & Safety at Work Act 1974.

Health & Safety Management

Health & Safety management systems and procedures applied by and adhered to by T3 Security Ltd are outlined below.

Operations Director (Richard Townsend)

The Operations Director has overall responsibility for the Health & Safety Policy. Through this responsibility he approves the company Health & Safety strategy and ensures that adequate resources are allocated to allow the effective implementation. The strategy outlines T3 Security Ltd.'s Health & Safety plan, which is reviewed on a regular basis. The Operations Director receives an annual report and regular advice on Health & Safety matters from Jackson Okafor (Compliance Manager). The report reviews progress against the strategy and reports on key health & safety performance indicators.

Compliance Manager (Jackson Okafor)

The Compliance Manager has responsibility for the implementation of not only the health & safety policy, but the overall health & safety management system. The Compliance Manager is responsible for continual monitoring of the policy and the overall system and as such is responsible for the maintenance of the systems through regular auditing, analysis, and evaluation.

This allows communication both verbal and in the form of presented documentation to the Company Director allowing combined decisions surrounding continuous improvement of the system and policy. The Compliance Manager will ensure appropriate consultation and communication procedures are established and supported by the SMT and area managers (as applicable).

Operations Director (Richard Townsend)

The Operations Director is responsible for all work-based activities undertaken within their jurisdiction and as such is accountable for their location's health & safety performance. This includes the locations controlled by area managers. Despite delegation, accountability remains with the Operations Director.

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The Operations Director has responsibility for the implementation of health and safety measures inclusive of welfare of the SMT and area managers (as applicable).

In addition to this responsibility, they must ensure their staff adhere to and comply with the requirements of this policy.

Area Managers have the following responsibilities:

- To be aware of their own role regarding health & safety management
- Setting and monitoring appropriate health & safety objectives
- Ensuring appropriate health & safety information, instruction training and supervision is provided for staff and others under their control
- Follow consultation and communication procedures with employees
- Developing and maintaining a local health & safety management system within each site location and in strict accordance with company and client procedures
- To monitor the effectiveness of the implementation of the health & safety management system but more specifically in each individual location and by each individual employee for which the manager has responsibility
- Ensuring the appointment of a health & safety representative from the to the employee health & safety committee

Departmental Managers

All Departmental Managers have responsibility for ensuring compliance with the company health & safety policy. Coupled with this responsibility comes the requirement to ensure a safe working environment for their staff including the provision of safe systems of work.

Site Managers, Senior Security Operatives

All persons with managerial or supervisory responsibility for other employees must adequately supervise the work activities to ensure that safe systems of work are being followed as outlined by the area manager for each individual site. Site managers and senior security operatives must report health & safety related problems and occurrences to their relevant operations manager immediately in accordance with company procedures.

Employees / Agents

Employees / agents must ensure that they:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions, this includes both colleagues and members of the public
- Cooperate with the area manager and location guidelines on matters of health and safety
- Do not interfere with or misuse any item provided for health, safety, or welfare purposes, including, firefighting equipment, first aid equipment and communications devices
- Report to management anything that they consider a serious and immediate danger to health and safety to themselves or others also to report any shortcomings in the locations of T3 Security Ltd.'s health and safety arrangements

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Shared Responsibilities

All personnel deployed by T3 Security Ltd must comply with the Health & Safety guidelines laid out by each individual location at which they work, along with the basic guidelines issued by the company at their induction.

Risk Assessment

All Area Managers must ensure that every site has been subjected to a 'site specific' health & safety Risk Assessment (RA) prior to the commencement of works. The RA must be carried out in consultation with those who will be undertaking the work. A written record of the assessment be completed and provided to those undertaking the work. Individuals shall sign to confirm their understanding.

The assessment should describe the preventative and protective measures required to avoid, eliminate, reduce, or control the risks to a level that is as low as reasonably practicable.

Generic Risk Assessments are not acceptable and shall not be considered. The third and final element of the assessment would be the creation of a 'Risk Register' for inclusion within the assignment instructions allowing easy viewing of all reasonably foreseeable risks at each site location.

The control measures must be implemented and adequately maintained, with records kept of any monitoring or maintenance of equipment undertaken. Records must be kept for as long as required by the relevant statutory provision.

Risk Assessments must be regularly reviewed (minimum period 5 years) or when any significant changes occur either to the process or the requirements of the site/client. This change could be based on a change to the usage of the premises, an alteration to the type of activities provided at a particular site, or alterations to the duties requested to be carried out by the client.

This is extremely prevalent when considered in relation to event security, however practicality must be taken into consideration when reviewing risk assessments on certain sites due to the daily change of some locations for such events. All significant changes which affect the hazards determines the need for a review of the RA.

Generic risk assessments are compiled and kept on record by the Compliance Manager (trained and qualified risk assessor). Additional risk assessments must be considered by area managers who have received in house bespoke training from the Compliance Manager to allow them a reasonable understanding of risk assessment and hazard or risk perception. All risk assessments prior to distribution and use must be reviewed and signed off by the Compliance Manager or delegated competent persons to ensure continuity and adherence with company policy.

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Training

All employees (as determined by the SMT) must attend training relating to health & safety duties and responsibilities within six (6) months of appointment or have demonstrated prior competency in health and safety (not necessarily through certification).

Training Needs Analysis (TNA)

Managers and supervisors have a responsibility to identify the training needs of all employees. A Training Needs Analysis should be conducted for each specific role. Identified training needs should be undertaken as soon as reasonably practicable, with timescales determined on several factors, such as previous experience, age, location, and type of location. Any training timescales must be agreed in consultation with the SMT and Compliance Manager.

Induction

All staff must receive an onsite induction on their first day of work at a new location, this induction will involve the health & safety information required by employees. At this time employees will be advised of health & safety standards, policies, practices & expectations.

Training Records

Records must be kept of all training undertaken by employees at all levels of the business. Training should be relevant and specific to the training needs analysis conducted by a member of the SMT (or their appointed persons).

Information

Managers and supervisors must communicate to their employees the outcome of any risk assessments inclusive of reviews and provide other health & safety information as necessary.

Further information is readily available from the head office, something which all staff are made aware of through written communication, on risk registers in assignment instructions and verbally at induction and through line managers.

Documented Safe Systems of Work (SSoW) are also considered to be relevant sources of health & safety information. These guidelines will describe how employees should behave in relation to safety on a particular site or when conducting a particular task. These systems can be found in site assignment instructions.

Monitoring & Auditing

It is the responsibility of the SMT to monitor and implement the Health & Safety management systems, to assess whether the systems are being effectively pursued and whether satisfactory performance standards are being achieved.

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The Company Director will receive an annual report on the health & safety performance of all sites currently supplied with and all tasks conducted by company personnel from the Compliance Manager. This information will be collated, evaluated, and analysed into statistical representation with justification in the form of evidential information by the Compliance Manager. The SMT will compare and observe trends, with the objective of improvement to tasks or locations in relation to welfare and health & safety.

Health & Safety Inspections

Health & Safety inspections should be held at regular intervals determined by an assessment of the risk of the activity undertaken and condition of the environment. Any 'defects' should be reported to the relevant manager and the necessary action taken to rectify the defect. Managers should undertake active monitoring, commonly known as dynamic risk assessment to ensure that appropriate action has been taken to remedy any defect in a timely manner. This dynamic risk assessment should be encouraged to be conducted by employees that work at particular locations on a regular basis. These staff will witness potential changes of state and potential hazards easier than a visiting operations manager.

Annual reports are required to be prepared relating to health & safety, covering accident statistics, near miss statistics, improvement notices or orders (both internal and external), risk assessment reviews, site surveys and employee suggestions or requests. These reports are to be prepared for the Compliance Manager, by the Operations Director.

This report will be discussed at the Board of Directors Meeting which is held 6-monthly, with plans put in place to address any corrective actions and/or improvement observations.

Periodical auditing of all aspects of the company health & safety management system will be undertaken by the Compliance Manger in conjunction with the responsibility owner and where possible the affected employees, or at least a sample of these.

Consultation

Health & Safety consultation with employees and agents occurs on an annual basis, with views and suggestions canvassed from a cross section of personnel.

Reporting of Accidents/Incidents

The primary purpose of reporting accidents and incidents and any subsequent investigation is to identify the underlying cause(s) of the accident/incident and any contributing factors with a view of preventing further similar occurrences.

All employees or agents of T3 Security Ltd are required to report all accidents and 'near misses' using the company incident reporting system. The initial report must be logged in the site incident report book and communicated verbally to the respective employees site supervisor.

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Reporting to Enforcement Authorities

Where it appears that a major injury, accident, or dangerous occurrence has occurred, the Compliance Manager must be notified immediately, who in turn shall escalate to the Company Director and Operations Director (as appropriate). The company is legally required to ensure that the scene of the accident remains undisturbed.

If an accident/incident is reportable to the Health and Safety Executive (HSE) as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) or is of a sufficiently serious nature then the Company Director shall ensure that a competent person (Compliance Manager) investigates the incident.

Other incidents that require reporting to an enforcing authority (Environment Agency (EA), Fire, and Local Authority) must first be reported to the Compliance Manager who will report the matter and investigate the incident.

Accident Investigation

Where accidents are investigated, the appropriate company SMT representative or their delegated persons will be invited to take part in the investigation.

Where the accident/incident is not investigated by the Compliance Manager then an investigation must be carried out by the area manager and a report sent to the Compliance Manager stating the cause of the accident/incident and the action required to prevent a reoccurrence. This report and subsequent action will be assessed and evaluated for its substance and suitability in relation to the tasks and procedures involved.

Welfare Provision

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

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

Equipment Safety Arrangements

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 a member of senior management in conjunction with specialists in a particular field should this be required, in order 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.

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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 manufacturers 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 assignment Supervisor or line manager.

Personal Protective Equipment (PPE)

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 your assignment supervisor or line manager who in turn will advise the Operations Manager or Operations Director.

First Aid

Adequate first aid provision will be made at every place of work occupied by the Company. Each first aid box shall be suitably always marked and be easily accessible to all employees when they are at work.

On assignment wherever possible arrangements are made with clients/principal contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site. Details relating to assignment specific provisions for first aid are detailed within the assignment instructions at each location to which staff are deployed.

Hazardous Substances

The risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are used wherever possible. In case of risks to health, PPE is provided and used by employees, and health surveillance undertaken where necessary.

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that

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substance undertaken by the Health and Safety coordinator / Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH).

Staff are however not anticipated to be required to use any substances whilst on assignment.

Manual Handling

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads which they feel incapable of moving safely.

Fire and Emergencies

During the delivery of services either at the T3 Security Ltd premises or whilst on a clients site, it is imperative that all persons should familiarise themselves with the fire and emergency procedures at their respective location. All sites will have appointed fire/emergency marshals along with a fire/emergency procedures and associated risk assessments. These procedures and risk assessments are communicated, and discussed with all employees as part of their safety inductions to ensure that the safety of the employee and the respective site/office premises is protected at all times. The procedures and risk assessments shall be site specific detailing the process of what to do in the event of a fire/emergency as well as the emergency contact details of the emergency services, client representative and T3 Security Ltd management team. It is company policy that all fires and emergencies shall be reported on the incident forms as provided within the assignment instruction pack for that site/venue.

Occupational health

Supporting Positive Mental Health The Company understands the positive impact that healthy and engaged employees make to the success of the business. As such, the Company pledges to provide initial and ongoing support and help for employees going through mental health problems. We wish to

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create an open and honest workplace where Line Managers and employees can discuss mental health problems, and to ensure the necessary support is known and offered to employees when needed.

The Company understands the role it has in ensuring that health and safety legislation is adhered to. The Company undertakes to create a safe workplace where risks to mental health and wellbeing are limited as far as possible. Additionally, the Company understands the protection employees with a disability have against discrimination under the Equality Act 2010, including the obligation for employers to make reasonable adjustments for disabled employees.

When a Line Manager identifies that an employee may be suffering from a mental health problem, early intervention will be undertaken. The Line Manager will speak with the employee, in a series of meetings if required, and encourage the employee to speak openly and honestly about their situation. The meetings will be used to ascertain how the employee may be supported by the Company and whether any adjustments are to be made. Adjustments may be made on a temporary basis. Meetings will be held in complete confidence, save for where information needs to be shared with HR or other managers regarding any adjustments made. The employee will be consulted regarding the detail of the information shared. Employees are encouraged to use the confidential telephone counselling service provided via our Employee Assistance Programme for the opportunity to talk to a trained expert on any issues that are concerning them.



Mental health at work initiative

EMPLOYEE ASSISTANCE PROGRAMME (EAP)

The Company recognises that employees may face and need help with a variety of issues throughout their lives, and as part of the commitment to employee wellbeing the Company provides an Employee Assistance Programme (EAP).

Support is available on a range of issues including legal, financial, emotional, health issues, and work-related concerns.

Direct Confidential counselling supported by

Director:

Richard Townsend

Date:

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