



## METROPOL GUARD SECURITY

Regus Office 127, 268 Bath Road, Slough, England SL1 4DX

Info@metropoleguards.co.uk: <https://www.metropoleguards.co.uk/>

Contact: 02033555340

### Health and Safety Policy

(Ensuring a safe Work Environment)

Metropol Guard Security Provide security guarding and key holding and intruder alarm response services to residential and business premises At Metropol Guard Security, we are committed to maintaining a safe and healthy work environment for all employees, contractors, visitors, and anyone affected by our operations. This policy outlines our approach to fulfilling our legal and moral obligations under the Health and Safety at Work etc. Act 1974 and other applicable regulations.

#### 1. POLICY OBJECTIVES:

To provide adequate control of health and safety risks arising from our activities.

To comply with legal requirements, including RIDDOR 2013 (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations).

To ensure a safe system of work, safe plant and equipment, and adequate welfare facilities.

To consult with employees on matters affecting their health and safety.

To prevent accidents and cases of work-related ill health.

To ensure that all employees are trained, competent, and supervised in their roles.

To promote continuous improvement in health and safety practices.

#### 2. RESPONSIBILITIES:

##### A. Managing Director:

The Managing Director holds overall responsibility for health and safety within the organization, including the implementation and annual review of this policy.

##### B. Supervisors and Managers:

Responsible for ensuring that all operations under their control comply with the company's health and safety requirements.

##### C. Employees:

Every employee is responsible for following safety policies, reporting hazards, and ensuring their actions do not endanger themselves or others.

#### 3. KEY ACTIONS

##### A. Risk Assessments:

Conduct regular risk assessments to identify, evaluate, and mitigate workplace hazards.



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#### **B. Training:**

Provide comprehensive health and safety training to all employees, tailored to their specific roles.

#### **C. Accident Reporting:**

Maintain a system for reporting and investigating incidents, near misses, and occupational illnesses, with lessons learned integrated into practices.

#### **D. Safe Equipment:**

Ensure all tools, machinery, and equipment are maintained and used safely.

#### **E. Emergency Preparedness:**

Establish and communicate clear emergency response procedures, including fire safety, evacuation plans, and first aid.

#### **F. Welfare Facilities:**

Provide adequate facilities, including clean restrooms, drinking water, and access to first aid.

Contractor and Visitor Safety: Ensure the health and safety of contractors, visitors, and others affected by our operations.

#### **G. Monitoring and Auditing:**

Regularly monitor and audit health and safety performance to ensure compliance and continuous improvement.

### **4. COMMUNICATION AND CONSULTATION**

We are committed to open communication and consultation with employees on all health and safety matters. Feedback mechanisms, including regular meetings and reporting channels, are in place to address concerns and suggestions promptly.

Management at Metropol Guard Security is committed to ensure, so far as is reasonably practicable, that the way we carry out our security operations does not affect the Health and Safety of persons who are not our employees, for example visitor and contractors.



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#### 5. POLICY REVIEW:

This Health & Safety Policy will be regularly reviewed by the HR Manager and updated as necessary.

The Managing Director shall review this policy annually or follow significant changes.

A handwritten signature in black ink that reads 'M. Raza'.

Mohammad Raza

Metropol Guard Security

This policy is reviewed on 11 – 08 – 2025