



# HEALTH & SAFETY POLICY

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Approved by: James Moseley

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## **1. Statement of Intent**

Viking Security NW Limited is committed to ensuring, so far as is reasonably practicable, the health, safety, and welfare of all our employees, contractors, and others who may be affected by our activities. We recognise that managing health and safety is a fundamental part of running our business and that it is our duty to comply with all relevant health and safety legislation, including the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and other applicable regulations and codes of practice.

Our aims are to:

- Prevent accidents and work-related ill health.
- Provide and maintain safe systems of work.
- Ensure safe handling and use of equipment and substances.
- Provide information, instruction, training, and supervision necessary for safety.
- Maintain a safe working environment with adequate welfare facilities.

## **2. Responsibilities**

### **2.1 Directors & Senior Management**

- Ensure that suitable resources are allocated for health and safety.
- Set a positive example and promote a culture of safety.
- Review this policy at least annually.

### **2.2 Managers & Supervisors**

- Implement safe working practices in their areas of responsibility.
- Ensure risk assessments are carried out and regularly reviewed.
- Provide necessary training and PPE (Personal Protective Equipment).

### **2.3 Employees**

- Take reasonable care for their own health and safety and that of others.
- Follow company safety procedures and training.
- Report hazards, unsafe conditions, and incidents immediately.

## **3. Arrangements for Health & Safety**

### **3.1 Risk Assessment**

- All work activities will be risk-assessed to identify hazards and determine control measures.
- Risk assessments will be reviewed annually or when there are significant changes.

### **3.2 Training**

- All employees will receive induction training covering health & safety, fire safety, and emergency procedures.

- Job-specific training will be provided where necessary, including safe use of security equipment and conflict management.

### **3.3 PPE (Personal Protective Equipment)**

- Suitable PPE will be provided free of charge to employees where hazards cannot be adequately controlled by other means.
- PPE must be worn as instructed and maintained in good condition.

### **3.4 Incident & Accident Reporting**

- All accidents, incidents, and near misses must be reported to management immediately.
- Incidents will be recorded in the accident book and investigated to prevent recurrence.

### **3.5 Fire Safety**

- Fire risk assessments will be carried out for all premises.
- Employees will receive fire safety training and know evacuation procedures.

### **3.6 Lone Working & Personal Safety**

- Security staff often work alone and/or at night; specific lone working procedures will be in place.
- Communication systems (e.g., radios, mobile phones) will be used to maintain regular contact.

### **3.7 Welfare & First Aid**

- Adequate first aid provisions will be maintained.
- Trained first aiders will be appointed and their details displayed.

## **4. Monitoring & Review**

- Safety performance will be monitored through regular inspections and incident analysis.
- This policy will be reviewed annually or sooner if legislation changes or significant incidents occur.