



1. Policy Statement

T3 Security Ltd is committed to ensuring the health, safety, and welfare of all employees, contractors, clients, and members of the public affected by our operations.

“T3 Security Ltd aims to ensure that all activities carried out by its employees, contractors, or agents at any location are managed to avoid, reduce, or control all foreseeable risks to health and safety.”

This policy reflects our duties under:

- Health and Safety at Work etc. Act 1974
- Management of Health & Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Control of Substances Hazardous to Health (COSHH) 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Equality Act 2010 (reasonable adjustments for disabled employees)
- SIA licensing requirements and professional standards

2. Scope

This policy applies to:

- All employees, contractors, and agency staff
- All workplaces: offices, depots, client sites, licensed premises, events, and mobile patrols
- All work-related activities including training, travel, and security operations

3. Responsibilities

Senior Management Team (SMT) & Operations Director

- Richard Townsend (Operations Director) has overall accountability for health & safety.
- Approve the company’s health & safety strategy and allocate resources.
- Receive annual health & safety reports from the Compliance Manager, including performance indicators, risk assessment summaries, and incident trends.

Compliance Manager (Jackson Okafor)

- Implement and maintain the health & safety management system.
- Conduct regular audits, inspections, and risk assessments.
- Ensure communication, consultation, and training are effective and compliant.

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Area / Departmental Managers

- Implement health & safety measures within their areas.
- Conduct local risk assessments and ensure staff are trained and supervised.
- Monitor compliance and performance, reporting issues to the SMT.
- Appoint health & safety representatives and liaise with employee safety committees.

Site Managers / Senior Security Operatives

- Supervise frontline operations to ensure safe systems of work are followed.
- Report hazards, accidents, near misses, or unsafe practices immediately.

Employees / Agents

- Take reasonable care of their own health & safety and that of others.
- Comply with site-specific and company health & safety policies.
- Use equipment, PPE, and safety devices correctly and report defects.
- Report hazards, incidents, and unsafe practices promptly.

4. Health & Safety Management Systems

- **Risk Assessments:** Conducted at each site before work begins. Risk assessments must be site-specific, reviewed regularly (minimum every 5 years), and updated following significant changes in activities or location.
- **Safe Systems of Work (SSoW):** Documented procedures provided in assignment instructions. Staff must follow these at all times.
- **Monitoring & Auditing:** SMT conducts periodic audits, inspections, and annual reviews of H&S performance, accident trends, and near misses.

5. Training

- **Induction:** All employees receive site-specific H&S induction on first day at a new location.
- **Mandatory H&S training** for all employees within six months of appointment.
- **Training Needs Analysis (TNA):** Managers identify training requirements for each role. Training is delivered promptly and records maintained.
- **Refresher training** as required by risk assessments, legal requirements, or SIA standards.

6. Reporting & Investigation

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HEALTH & SAFETY POLICY

- **Accidents / Incidents / Near Misses:** Must be reported using the company incident reporting system and site incident book.
- **RIDDOR Reporting:** Major injuries, dangerous occurrences, or reportable events are escalated to the Compliance Manager and Operations Director.
- **Investigation:** Compliance Manager or delegated competent person investigates incidents to identify root causes and implement corrective actions.
- Reports are documented and reviewed to prevent recurrence.

7. Workplace Arrangements

Welfare

- Access to toilets, washing facilities, and eating areas, either provided by the company or agreed with clients/principal contractors.

Equipment Safety

- All equipment is maintained, inspected, and used according to PUWER and manufacturer guidance.
- Employees must not use equipment without training or remove safety devices.

Personal Protective Equipment (PPE)

- Issued where required, with training on correct use, storage, and maintenance.
- Employees must wear PPE as specified by site risk assessments or instructions.

First Aid

- Adequate first aid provision at all locations.
- Employees are informed of first aiders and first aid equipment.
- Assignment instructions specify on-site arrangements or appointed persons for off-site work.

Hazardous Substances (COSHH)

- Use of hazardous substances is assessed and controlled; less harmful alternatives are used where possible.
- Material Safety Data Sheets (MSDS) are obtained, and PPE provided as required.

Manual Handling

- Risks assessed; safe methods and equipment are used. Employees must not lift loads they cannot handle safely.

Fire & Emergencies

- Employees must be familiar with site-specific fire and emergency procedures.

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HEALTH & SAFETY POLICY

- Fire/emergency marshals appointed, and procedures communicated during induction.
 - All incidents are reported in line with assignment instructions.
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8. Occupational Health & Mental Wellbeing

- The company supports positive mental health and employee wellbeing.
 - Employees may access confidential support via the Employee Assistance Programme (EAP). Direct Confidential counselling supported by ARAG.
 - Line Managers provide early intervention for mental health concerns, ensuring confidentiality and appropriate reasonable adjustments.
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9. Consultation

- Health & safety consultation occurs at least annually, with employee input considered in policy updates, risk assessments, and site procedures.
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10. Review

This policy will be reviewed:

- Annually or sooner if legislation, SIA guidance, or operational requirements change
- Following serious incidents or changes to work practices

Director:

Richard Townsend

Date:

14.01.2026

A handwritten signature in black ink, appearing to be 'Richard Townsend'.

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