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FRAMEWORK FOR THE MANAGEMENT OF HEALTH AND SAFETY

1.0 INTRODUCTION

- 1.1 The purpose of this framework document is to establish a structure for the effective management of occupational health and safety at Tactical Security Options Ltd.
- 1.2 By its commitment to this health and safety framework, the Company will:
 - Establish a health and safety management system to eliminate or minimise risk to employees and others affected by its work activities.
 - Implement, maintain and continually improve good health and safety management.
 - Ensure conformance with current Health and Safety Legislation and best practice.
 - Be in position to demonstrate such conformance to others.
- 1.3 This framework will identify the methods by which Tactical Security Options Ltd. intends to manage all aspects of its health and safety performance, including its commitment to maintaining, monitoring and reviewing each of these vital ingredients.
- 1.4 All of the areas covered in this framework are essential components in managing health and safety. None are mutually exclusive, nor can any be neglected without harming the intentions of the document.

2.0 HEALTH AND SAFETY POLICY STATEMENT

- 2.1 Tactical Security Options Ltd. will produce a health and safety policy statement authorised and dated by the MD of the company. This policy will clearly state Tactical Security Options Ltd. objectives with regard to the health and safety of its staff and others and demonstrates a commitment to improving health and safety performance.
- 2.2 The health and safety policy statement shall also:
 - Set health and safety in context within the wider business agenda.
 - Explain the health and safety responsibilities of managers and staff.
 - Recognise and encourage the involvement of employees and safety representatives.
 - Demonstrate commitment of adequate resources to the management of health and safety.
 - Ensure the competence of all employees and the provision of any specialist advice.
- 2.3 This health and safety policy statement shall be prepared and reviewed for, and on behalf of the MD of Tactical Security Options Ltd.
- 2.4 The policy statement shall be reviewed and where necessary updated no less than every twelve months. The date of previous review shall also be identified.
- 2.5 The policy statement will be communicated to all employees of Tactical Security Options Ltd. via the internet, staff newsletters and Health and Safety Manuals, with the intent that all employees are made aware of their individual health and safety obligations.
- 2.6 The policy statement will be communicated to all external agencies where applicable.
- 2.7 The health and safety policy statement shall be the first document to be found in both the Corporate Health and Safety Policy and Section Health and Safety Manuals.

3.0 ORGANISING FOR HEALTH AND SAFETY

- 3.1 Tactical Security Options Ltd. will produce information which clearly states its intentions for organising in respect of health and safety. The documentation shall contain the following details:
 - Control – the documentation will detail the roles, responsibilities and authorities of personnel who manage and perform activities which impact on the health and safety risks of the Company.

- Co-operation – the documentation will also provide detail as to how all interested parties will be involved in the development of health and safety systems, to ensure their acceptance and effective working. The documentation will also provide information on how deficiencies, weaknesses and failings will be reported.
- Communication – the documentation will provide details to ensure adequate communication for the effective operation of health and safety management systems and procedures. Such communication will include forums such as Health and Safety Meetings and the Corporate Joint Consultative Health & Safety Committee.
- Competence – the documentation will provide details of the training, qualifications and skills of those identified within the health and safety organisational structure.

- 3.2 All documentation providing details of Tactical Security Options Ltd. intentions for organising for health and safety shall be prepared and reviewed for, and on behalf of the MD of the company, by a competent Manager.
- 3.3 This documentation shall be reviewed and where necessary updated no less than every twelve months, or where significant change leaves the existing documentation in-valid. The date of the previous review shall also be identified.
- 3.4 Any documentation for organising health and safety will be communicated to all employees of Tactical Security Options Ltd. via the internet and the Section Health and Safety Manuals.
- 3.5 This documentation shall be section 2 in both the Corporate Health and Safety Policy and the Section Health and Safety Manuals.

4.0 CORPORATE ARRANGEMENTS AND PROCEDURES

- 4.1 In order to ensure its health and safety performance, so that accidents and ill health are eliminated, Tactical Security Options Ltd. will produce a series of health and safety arrangements and procedures. These arrangements and procedures will be entirely reflective of how Tactical Security Options Ltd. intends to manage health and safety issues.
- 4.2 As a minimum Tactical Security Options Ltd. will produce arrangements and procedures covering the following issues:
 - Risk Assessment
 - Method statements / Safe Working Procedures
 - Audit and Inspection
 - Hazardous Substances
 - Fire Precautions

- First Aid
- Display Screen Equipment
- Occupational Health
- Personal Safety
- Working at Height
- Accident and Incident Reporting and Investigation
- Manual Handling
- Work Equipment
- Electricity at Work
- Asbestos
- Health and Safety in Construction
- Managing Contractors
- Health and Safety at Events
- Pregnant and Nursing Mothers
- Safety in Offices
- Personal Protective Equipment
- Health and Safety Training
- Infectious Diseases
- Stress
- Consultation with Employees
- Transport Safety
- Noise
- Vibration

- 4.3 Further arrangements and procedures will be produced as required by changes or additions to Legislation, or should Tactical Security Options Ltd. determine any shortfalls within its existing health and safety management systems.
- 4.4 All Corporate arrangements and procedures will include an appendix, stating what supplementary information is required to be produced by each Section in order to effectively manage their health and safety.
- 4.5 All Corporate arrangements and procedures shall also include details of any documentation retention timescales.
- 4.6 Health and safety arrangements and procedures shall be prepared and reviewed for, and on behalf of the MD of the company by a competent Manager, or any other appropriate person i.e. Personnel Officer.
- 4.7 During the preparation of any arrangement or procedure the author shall carry out full consultation with all who may be affected by the document, following the process outlined later in this framework.

- 4.8 Arrangements and procedures shall be reviewed and where necessary updated no less than every twelve months, or following significant change. The date of the previous review shall also be identified.
- 4.9 Tactical Security Options Ltd. Management Team will indicate the need for additional Corporate Arrangements and Procedures.
- 4.10 All arrangements and procedures will be communicated to employees of Tactical Security Options Ltd. via the Internet and Section Health and Safety Manuals. Notification of all new arrangements and procedures shall be made via staff newsletters.
- 4.11 Corporate arrangements and procedures shall be section 3 (final section) in the Corporate Health and Safety Policy. They shall also make up the third section within Section Health and Safety Manuals.

5.0 SECTION GUIDANCE

- 5.1 Where Corporate Arrangements and Procedures are too generic to ensure effective health and safety management within Sections, these will need to be supplemented with additional guidance, written specifically to meet the needs of each of the services.
- 5.2 All Section guidance will be entirely reflective of how each area intends to manage its health and safety issues.
- 5.3 The amount of detail required from each Section will be determined as part of the Corporate Arrangements and Procedures.
- 5.4 As a minimum Tactical Security Options Ltd. will ensure that Section guidance will be produced to supplement Corporate Arrangements and Procedures for the following areas:
- Risk Assessment
 - Method Statements / Safe Working Procedures
 - Hazardous Substances
 - Display Screen Equipment
 - First Aid
 - Personal Safety
 - Work at Height
 - Accident and Incident Reporting and Investigation
 - Work Equipment
 - Personal Protective Equipment
 - Health and Safety Training

- 5.5 Further unit Level guidance may be required following changes, additions to Legislation, or identification of any shortfalls within the existing health and safety management system.
- 5.6 Section Guidance shall be prepared and reviewed by each Section Manager, or a nominated person(s) who has been requested to assist in this process on behalf of their Head of Service.
- 5.7 During the preparation of Section Guidance the author shall carry out full consultation within their area of all who may be affected by the document.
- 5.8 Section guidance shall be reviewed and where necessary updated no less than every twelve months, or following significant change. The date of all previous reviews shall also be identified.
- 5.9 Where a need arises for additional Section Guidance to be produced, all Heads of Service shall be notified of this requirement by Tactical Security Options Ltd. Manager.
- 5.10 All Section guidance will be communicated to the employees of each respective area via Tactical Security Options Ltd. internet, and Section Health and Safety Manuals. Sections will notify their employees of any new guidance via briefing processes.
- 5.11 Section Guidance shall be the section 4 within Section Health and Safety Manuals.

6.0 RISK ASSESSMENT

- 6.1 Tactical Security Options Ltd. will undertake risk assessments, in accordance with the 'Management of Health and Safety at Work Regulations 1999'.
- 6.2 The assessments carried out will be of all activities undertaken by Tactical Security Options Ltd., and will consider the risks to all employees and those persons not directly employed, but affected by the work of Tactical Security Options Ltd.
- 6.3 In addition to 'activity based' risk assessments, Tactical Security Options Ltd. will also undertake other specific assessments, as required by Legislation. As a minimum Tactical Security Options Ltd. will produce additional assessments as necessary in relation to the following:
- Fire
 - Hazardous Substances

- Display Screen Equipment
- Young Persons
- New or Expectant Mothers

- 6.4 Further assessments will be undertaken as required by changes or additions to Legislation, or should Tactical Security Options Ltd. determine any shortfalls within its existing risk assessments.
- 6.5 With the exception of fire, all 'activity based' and 'specific' assessments shall be undertaken and reviewed by each Section Manager, or a nominated person(s) who has been requested to assist in the process on behalf of their Head of Service.
- 6.6 All fire assessments shall be undertaken by the Manager responsible for each Tactical Security Options Ltd. Building or sites.
- 6.7 With the exception of fire, all 'activity based' and 'specific' assessments shall be the responsibility of each Section Manager. This person will be required to determine who is responsible for any action required, setting action target dates and signing of the risk assessments.
- 6.8 All fire assessments shall be the responsibility of each manager having responsibility for a particular building. They will be required to determine who is responsible for any action required, setting action target dates and signing of the assessments.
- 6.9 All risk assessments shall be reviewed and where necessary updated no less than every twelve months, or following significant change. The date of the previous review shall also be identified.
- 6.10 Where a need arises for additional 'specific' assessments, all Head of Service shall be notified of this requirement by Tactical Security Options Ltd. Management Team.
- 6.11 All arrangements and procedures on the undertaking of risk assessment shall be prepared and reviewed for, and on behalf of the MD of Tactical Security Options Ltd. by a competent Manager.
- 6.12 All training on the undertaking of risk assessments shall be facilitated and/or undertaken by Tactical Security Options Ltd Manager, or external training provider Tactical Training Services Ltd.
- 6.13 The significant findings of all risk assessments shall be communicated to employees of Tactical Security Options Ltd via the briefing process and tool box talks.

- 6.14 Risk Assessments shall be the section 5 in Section Health and Safety Manuals.

7.0 SAFE SYSTEMS OF WORK

- 7.1 Where, following the completion of a Risk Assessment, hazards cannot be eliminated and risks reduced sufficiently, Tactical Security Options Ltd will develop a system of work to ensure that the activity is carried out safely.
- 7.2 Tactical Security Options Ltd will develop two types of 'Safe Systems of Work', dependant on the level of risk identified. These are:-
- Permit to Work Systems
 - Method Statements
- 7.3 Tactical Security Options Ltd will develop 'Permit to Work Systems' when the risks involved in carrying out particular activities are high, and where precautions critical.
- 7.4 Tactical Security Options Ltd will develop 'Method Statements' when there are medium / high risks associated with carrying out a particular activity, and that it is necessary to complete the task in a specific way to ensure safety.
- 7.5 Method Statements developed by Tactical Security Options Ltd, where relevant will contain the following information:-
- Originator and date
 - Identification of personnel required to adopt the method
 - Any training requirements
 - Any equipment required to carry the work out safely
 - Means of ensuring the stability of any lifting equipment
 - Means of storing, transporting and handling any materials
 - Detailed work sequence
 - Any personal protective equipment required to carry out the work safely
 - Any additional safety equipment required to carry out the work safely i.e. barriers, signs, local exhaust ventilation, rescue equipment, fire extinguishers and so on
 - Details of measures to protect third parties who may be affected
 - The means by which any variations to the method statement will be authorised.
- 7.6 As a minimum Tactical Security Options Ltd will ensure that safe systems of work will be developed for all construction / demolition, grounds maintenance and highways operations.

- 7.7 Further safe systems of work may be required by changes or additions to Legislation, or should Tactical Security Options Ltd determine any shortfalls within its existing health and safety management systems.
- 7.8 Safe systems of work shall be developed by each Section Manager, or a nominated person(s) who has been requested to assist in this process on behalf of their Head of Service.
- 7.9 The need to produce a safe system of work for a particular activity shall be identified during the risk assessment process, and is dependent on the level and nature of risk remaining after all other control measures have been introduced.
- 7.10 All safe systems of work shall be reviewed and where necessary updated no less than every twelve months, or following significant change. The date of the previous review shall also be identified.
- 7.11 Where the need arises for additional safe systems of work to be developed, all Heads of Service shall be notified of this requirement by Tactical Security Options Ltd Manager.
- 7.12 All arrangements and procedures on the development of safe systems of work shall be prepared and reviewed for, and on behalf of the MD of the company by Tactical Security Options Ltd Manager.
- 7.13 All training on the developing of safe systems of work shall be facilitated and / or undertaken by Tactical Security Options Ltd Manager.
- 7.14 All safe systems of work will be communicated and issued to employees of Tactical Security Options Ltd prior to tasks being undertaken, via the briefing process, tool box talks, training sessions and one-to-ones.
- 7.15 Safe systems of work shall be the section 6 within Section Health and Safety manuals.

8.0 TRAINING AND INSTRUCTION

- 8.1 Tactical Security Options Ltd will provide health and safety training to all employees, as is appropriate to the type of work undertaken, grade and level of responsibility.
- 8.2 All new employees will receive health and safety instruction on commencement within the organisation, and will cover such basic issues as fire evacuation, first aid, arrangements and procedures, and,

health and safety representatives. This instruction will be known as 'health and safety induction'.

- 8.3 In addition, all employees will receive health and safety training which is commensurate with their roles and responsibilities within the organisation. There are three different levels of training available:
- 'Health and Safety for Senior Managers' – delivered to Senior Management level and above.
 - 'Health and Safety for Middle Managers' – delivered to all Section Managers, Line Managers and team leaders.
 - 'Basic Health and Safety Awareness' – delivered to all remaining employees.

This training will be known as 'Hierachial' health and safety training.

- 8.4 In some instances further 'Specific' health and safety training will be required to ensure that employees are able to carry out their work safely.

- 8.5 As a minimum Tactical Security Options Ltd will ensure that training and instruction is provided on the following issues, where that need has been identified:

- Confined Spaces
- Abrasive Wheels
- Work at Height
- Manual Handling
- Personal Safety
- Construction Safety
- Asbestos Awareness
- Managing Contractors
- Hazardous Substances
- Health and Safety in Event Management

- 8.6 In certain situations it is necessary to enlist the help of employees, in order to manage the health and safety needs of the organisation. For example, managing fire safety within our premises. In these situations Tactical Security Options Ltd will ensure that all volunteers are suitably trained to carry out these tasks. This type of training will include:

- Risk Assessment
- Display Screen Equipment Assessment
- Fire Warden
- First Aider
- Emergency Aid

This type of training shall be known as 'Corporate' health and safety training.

- 8.7 Further training and instruction will be provided as required by changes or additions to Legislation, or should Tactical Security Options Ltd determine any shortfalls within its existing health and safety arrangements.
- 8.8 Health and Safety Induction material will be developed by Tactical Security Options Ltd Occupational Health and Safety Team to assist Line Managers in the induction process.
- 8.9 All 'Hierachial' health and safety training will be facilitated by Tactical Security Options Ltd Training & Employee Development Team, and provided using a mixture of internal and external delivery. This kind of training will be refreshed every one to three years.
- 8.10 All specific health and safety training will be facilitated by Tactical Security Options Ltd Manager, and shall be delivered as deemed appropriate by this person. For example external provider, in-house training, toolbox talks, one-to-ones and so on. The frequency of refresher training shall be determined separately for each area of delivery, and shall be dependent on such considerations as degree of risk, frequency of activity and so on.
- 8.11 The need for specific health and safety training will be identified by each Section Head, or nominated person via the risk assessment process and Individual Performance Appraisal (IPA). All identified health and safety training needs will be forwarded to Tactical Security Options Ltd Manager for forward planning and delivery.
- 8.12 All 'Corporate' health and safety training will be facilitated by Tactical Security Options Ltd Manager, and shall be provided by a mixture of external and internal delivery. This kind of training will be refreshed every one to three years.
- 8.13 Where the need arises for additional health and safety training or instruction to be provided, all Heads of Service shall be notified of this requirement by Tactical Security Options Ltd Manager.
- 8.14 A database of all health and safety training that has been provided to employees will be kept by Tactical Security Options Ltd Manager.
- 8.15 Records of all health and safety training shall be kept in each Section. Training records shall be section 7 within Section Health and Safety Manuals.

9.0 CHANNELS OF COMMUNICATION

- 9.1 Effective communication about health and safety relies on information:
- Coming into the organisation
 - Flowing through the organisation
 - Going out from the organisation
- 9.2 Sources of health and safety information are as important to developing systems and procedures as market information is to business development. The types of information that Tactical Security Options Ltd will make use of include any legal developments, technical developments, developments in health and safety management practice and developments of good practice within similar Private Security Companies.
- 9.3 In order to ensure that health and safety systems, arrangements and procedures are understood and consistently implemented, the following information will be communicated throughout the organisation:
- The meaning and purpose of any policy, arrangements or procedures
 - The vision, values and beliefs which underlie such arrangements
 - The commitment of Senior Management to the implementation of policies, arrangements and procedures
 - Plans, standards, and systems relating to the implementation and measurement of performance
 - Factual information to help secure the involvement and commitment of employees
 - Comments and ideas for improvement
 - Performance reports
 - Lessons learnt from accidents and other incidents
- 9.4 Tactical Security Options Ltd will utilise the following methods to permit the effective communication of health and safety information, and ensure two-way dialogue of any health and safety issues:
- Visual Communication
 - Health and safety audits and inspections
 - Health and safety meetings
 - Involvement of managers in the investigation of accidents and incidents
 - Written Communication
 - Health and safety manuals
 - Accidents and incident statistics
 - Briefing processes
 - The internet

- Staff newsletters
- Posters
- Face-to-face Communication
- Team meetings
- One-to-one discussions
- Tool-box talks
- Training / briefing sessions

- 9.5 In order to meet health and safety requirements, it is equally important that some information flows effectively from Tactical Security Options Ltd. To this end, Tactical Security Options Ltd will ensure that the following information is provided to external organisations as required:
- Accident or ill health information to enforcing authorities
 - Emergency planning information
 - Claims information to insurance companies / solicitors
- 9.6 It is the responsibility of Tactical Security Options Ltd Management Team to prepare any health and safety information and / or advise the MD, Strategic Leadership Team and Senior Management Group in the preparation of information for communication, both internally and externally.
- 9.7 Tactical Security Options Ltd Manager shall develop a system of audit and inspection for the organisation and ensure that this is implemented. (See 'Audit and Inspection').
- 9.8 Tactical Security Options Ltd Manager shall formalise a structure for forums through which all health and safety issues can be communicated and actioned. This structure will utilise all existing Health and Safety meetings, Joint Consultative Committees and Risk Management Groups.
- 9.9 Tactical Security Options Ltd Manager shall review all accidents and incidents occurring within the Council, and, where appropriate engage the relevant line manager in the investigation process.
- 9.10 It is the responsibility of all Heads of Service to ensure that Section Health and Safety Manuals are prepared, remain accurate and are communicated to all employees within their Area by the relevant Section Manager.
- 9.11 It is the responsibility of Tactical Security Options Ltd Manager to prepare accident and incident statistics four times per year, for presentation to the Corporate Joint Consultative Committee. These statistics shall then be disseminated to all members of the Strategic Leadership Team and Senior Management Group.

- 9.12 All Section Managers shall ensure that 'Health and Safety' items are standard during Section briefings, and that all employees of that Section are given the opportunity to enter into discussion about any issues or concerns.
- 9.13 Tactical Security Options Ltd Manager shall ensure that all Corporate Health and Safety information is available through the intranet and that this information remains, as far as possible, up to date and accurate.
- 9.14 Tactical Security Options Ltd Manager will communicate all new initiatives, arrangements or procedures via staff newsletters.
- 9.15 It is the responsibility of all Section Managers and Team Leaders to ensure that a vehicle exists within team meetings and one-to-ones to discuss any health and safety issues and bring any new developments to the attention of employees.
- 9.16 Tactical Security Options Ltd Manager, together with the Employee Development Team shall ensure that Tactical Security Options Ltd health and safety systems and procedures are adequately communicated during tool-box talks, training and briefing sessions, and that feedback from all attendees is sought during this process.
- 9.17 In addition, Tactical Security Options Ltd Manager, together with the Head of Risk Assurance and Scrutiny will ensure that all statutory health and safety information is provided to external organisations in a timely and satisfactory manner.

10.0 AUDIT AND INSPECTION

- 10.1 Tactical Security Options Ltd will establish and maintain audit and inspection programmes and procedures in order to monitor and ensure compliance with all health and safety Legislation and best practice.
- 10.2 The term 'audit' shall be defined as:
"The structured process of collecting independent information on the efficiency, effectiveness and reliability of the total health and safety management system and will include plans for corrective action and improvements".
- 10.3 The term inspection shall be defined as:
"A physical observation of a working environment to identify potential hazards and make recommendations for elimination and / or reduction of risk".

- 10.4 The audit and inspection programmes will determine whether or not:
- The health and safety management system conforms to planned arrangements, including this framework document.
 - The health and safety management system has been properly implemented and maintained.
 - The health and safety management system is effective in meeting Tactical Security Options Ltd aims and objectives.
 - Tactical Security Options Ltd is meeting its duties to comply with Health and Safety Legislation.
 - The Service Unit has resolved any issues and actions arising from previous audits and inspections.
- 10.5 It is the responsibility of Tactical Security Options Ltd Manager to develop, implement and maintain systems and procedures for the undertaking of audits and inspections.
- 10.6 Tactical Security Options Ltd Manager shall undertake an audit and inspection of each Service on a bi-annual basis.
- 10.7 Following an audit or inspection Tactical Security Options Ltd Manager shall produce written information to each Head of Service, identifying the outcome and any remedial action required.
- 10.8 Further documentation shall be produced by Tactical Security Options Ltd Manager to enable interim audits and inspections to be undertaken by each Section of their own workplace and health and safety systems.
- 10.9 It is the responsibility of each Head of Service to ensure that interim audits and inspections are undertaken by Section Managers, in accordance with the documentation provided.
- 10.10 Each Head of Service is responsible for ensuring Section Managers communicate the findings of all audits and inspections to all employees within their Area.
- 10.11 Tactical Security Options Ltd Manager shall ensure that the findings of each audit and inspection undertaken by themselves is available to all staff via the intranet.
- 10.12 The findings of all audits and inspections shall be kept under constant review by Tactical Security Options Ltd Manager and the Corporate Joint Consultative Committee.

10.13 It is the responsibility of each Section Manager to keep records of all audits and inspections undertaken within their area. These shall be the section 8 within Section Health and Safety Manuals.

11.0 REVIEW

11.1 It is important that every organisation undertakes a constant process of review. This is to ensure that the health and safety management system works effectively, and as designed.

11.2 The main sources of information from which the organisation will undertake the review process are the audit findings and the results of workplace inspections.

11.3 Other aspects that may influence the review process include:

- Re-structuring / re-designing of the organisation
- New Legislation
- Changes in current best practice
- Changes to industry standards.

11.4 The main areas against which Tactical Security Options Ltd health and safety compliance and performance will be reviewed include:

- An assessment of the degree of compliance with health and safety management system requirements
- The identification of areas where the health and safety management system is absent or inadequate
- An assessment of the achievement against specific objectives and plans, i.e. risk management action plan, portfolio plan and so on.
- Accident, ill health and incident data.

11.5 In addition, Tactical Security Options Ltd will ensure that all health and safety documentation will be reviewed, to ensure its continued relevance and accuracy.

11.6 It is the responsibility of Tactical Security Options Ltd Manager, for and on behalf of the MD to ensure that all corporate health and safety systems, arrangements and procedures are regularly reviewed.

11.7 All corporate health and safety systems, arrangements and procedures shall be reviewed every twelve months, unless otherwise indicated elsewhere within this framework document.

11.8 All Unit Level guidance, risk assessments and safe systems of work shall be reviewed by each Section Manager, or a nominated person(s) who has been requested to assist in this process on behalf of the Head of Service. This review will be undertaken every twelve months, or following significant change, unless otherwise indicated.

- 11.9 All audit, inspection, accident and incident data shall be kept under constant review by Tactical Security Options Ltd Manager, the Corporate Joint Consultative Committee and Risk Management Group.
- 11.10 The significant findings of all reviews, together with any resulting changes shall be brought to the attention of all employees.
- 11.11 Tactical Security Options Ltd Manager shall communicate the significant findings and changes to all corporate health and safety management systems, arrangements and procedures via the internet, Briefings and Directorate/Section newsletters.
- 11.12 All Section Managers shall communicate the significant findings and changes to all Section guidance, risk assessment and safe systems of work via the briefing process, and where appropriate, toolbox talks.

12.0 CONSULTATION

- 12.1 Tactical Security Options Ltd is committed to consulting with employees on all aspects of health and safety. In particular, Tactical Security Options Ltd will consult in good time with all employees in relation to:-
- The introduction of any measure within the workplace which would substantially affect the health and safety of employees.
 - Any health and safety information required to be provided to employees under statutory requirement.
 - The planning and organisation of any health and safety training that is required to be provided.
 - The health and Safety consequences for employees of the introduction of new technologies within the workplace.
- 12.2 Tactical Security Options Ltd will utilise a network of health and safety meetings, joint consultative committees, Directorate risk management groups, briefing processes, staff newsletters and the intranet in order to consult all employees on health and safety matters.
- 12.3 Tactical Security Options Ltd Manager shall, on behalf of the MD facilitate and / or advice on all health and safety consultation within the organisation.

13.0 ACCESS TO HEALTH AND SAFETY ADVICE

- 13.1 It is a requirement of health and safety Legislation, which every employer shall appoint at least one person, to assist with the

undertaking of measures required to ensure compliance with statutory provisions.

- 13.2 It is essential that any person appointed is 'competent' to carry out the tasks that they are given. Competence being, 'the appropriate amount of training, experience and / or knowledge to properly assist in meeting an employer's health and safety obligations'.
- 13.3 Tactical Security Options Ltd is committed to ensuring the health, safety and welfare of all affected by its work, and will appoint as many competent people as are required to achieve this.
- 13.4 Tactical Security Options Ltd currently secures its health and safety advice through in-house provision, via Tactical Security Options Ltd Occupational Health and Safety Team.
- 13.5 It is the responsibility of the MD to ensure that there is always adequate access to competent health and safety advice.
- 13.6 Tactical Security Options Ltd, or a senior person nominated by the MD will undertake an annual review of its access to health and safety advice to ensure that the service remains appropriate and sufficient.
- 13.7 It is the responsibility of **Tactical Security Options Ltd** Manager to ensure that those providing occupational health and safety advice remain competent to do so.

14.0 CHAMPIONING HEALTH AND SAFETY

- 14.1 Tactical Security Options Ltd will meet the recommendations of the 'Revitalising Health and Safety' strategy by appointing a Lead Manager to drive forward health and safety systems, practices and initiatives within the organisation. Without these individuals it will be more difficult to engage managers and members in the health and safety process.
- 14.2 In order to ensure the necessary support and commitment for health and safety issues, a Senior Manager will be given the responsibility for driving health and safety at the highest level. It is also the role of this individual to raise any items through team meetings and for ensuring that health and safety issues are not overlooked during the development of Tactical Security Options Ltd policy and services. The Senior Manager will be designated this role.
- 14.3 In addition, a Lead member of staff, for Health and safety will also be identified.

- 14.4 The MD will appoint the Senior Manager as the person responsible for championing health and safety.
- 14.5 Tactical Security Options Ltd group will meet regularly with CP Security Management Ltd Senior Managers, in order to be kept informed of all issues arising and be in a position to carry out their role appropriately.
- 14.6 The Leader of Tactical Security Options Ltd will appoint an elected member with responsibility for championing health and safety within the democratic process.
- 14.7 The Lead member of staff for Health and Safety will meet with Tactical Security Options Ltd Manager on a regular basis, in order to be kept informed on all matters of a health and safety nature occurring within Tactical Security Options Ltd, and be in a position to perform their role appropriately.
- 14.8 Both positions will be reviewed on an annual basis by the MD of Tactical Security Options Ltd, respectively.
- 14.9 Tactical Security Options Ltd Manager will provide information as to training needs and requirements for the Lead Senior Member of staff, for Health and Safety.

15.0 ANNUAL REPORTING

- 15.1 The Revitalising Health and Safety Strategy requires Tactical Security Options Ltd to be “exemplars” of health and safety management practice.
- 15.2 In order to meet this requirement Tactical Security Options Ltd will demonstrate effectiveness of management by the annual reporting on health and safety performance. This will include:
- Overview of achievements and areas for improvement
 - Accident and ill health data
 - Measurement against the UK’s health and safety performance targets
 - Provision of health and safety training
 - Enforcement action
 - Health and safety claims summary
- 15.3 Tactical Security Options Ltd Manager will, for and on behalf of the MD be responsible for producing the organisations Annual report.
- 15.4 The Annual Report will be produced in June of each year and will contain information in relation to the previous financial year.

- 15.5 The Annual Report will be forwarded to the **tactical Security Options Ltd** Team, and the Management Committee, prior to being published.
- 15.6 The Annual Report will be communicated to all employees of **Tactical Security Options Ltd** via the internet, staff newsletters and the briefing process.
- 15.7 The Annual Report will be communicated to all external interested parties via the company website, were appropriate to do so.
- 15.8 The content of the Annual Report shall be reviewed annually by **Tactical Security Options Ltd** Manager, to ensure its ongoing relevance and accuracy.

This policy has been approved & authorised by:

Name: Dave Pattinson & Stacey Pattinson
Position: Managing Director & Compliance Director
Date: 9th August 2024

Signature:

Dave Pattinson



Signature:

*Stacey
Pattinson*

APPENDIX

