



WESTMINSTER
GROUP PLC

Health & Safety Policy

CREATED: AUG 2007

REVISION: MAR 2021

APPROVED BY THE BOARD: APR 2021

This policy relates to the Westminster Group Plc and its subsidiaries:

Westminster International Ltd

Westminster Aviation Security Services Ltd

Longmoor Security Ltd

Keyguard U.K Limited

Health & Safety Policy

POLICY SCOPE

All employees are required to familiarise themselves with this Health & Safety Policy, in accordance with their responsibilities under the Health and Safety at Work Act 1974 and the company's own Health & Safety Rules and Procedures contained herein.

This policy relates to our health and safety and covers all aspects of our work.

Our health and safety policy statement is set out below.

POLICY STATEMENT

Westminster Group recognises its responsibility to eliminate unnecessary risks and hazards through the course of running our business. We shall always promote a safe working environment.

We shall ensure that all staff, students and visitors to our premises, whether wholly owned, leased or hired, shall be as far as is practicable, safe from first arriving on site to leaving the site.

We shall aim to achieve compliance with all local, national, and European legislation through excellent occupational health and safety performance.

We will provide adequate resources to implement this policy and any supporting policies.

COMPANY RESPONSIBILITIES

The group takes health and safety very seriously and commits to ensuring safe working conditions for all its employees, visitors, contractors, suppliers, and customers.

The company policy on health and safety is to

- a) Take all reasonable steps to prevent accidents and cases of work-related ill health within the company's premises and other working sites
- b) Manage health and safety risks in all the Group's workplaces
- c) Maintain safe and healthy working conditions
- d) Provide clear instructions, information, and adequate training, to ensure employees and contractors are competent to do their work
- e) Provide all required personal protective equipment suitable for the work being undertaken
- f) Consult employees on matters affecting their health and safety
- g) Provide and maintain safe plant and equipment
- h) Implement emergency procedures, including evacuation in case of fire or another significant incident
- i) Review and revise our Health & Safety policy on a regular basis (not exceeding 2 years) ensuring that any legal requirements relating to the operations of the company are fully complied with, including (but not limited to):
 - Inspection of all fire-fighting equipment.

- Safe use of electrical switches and circuits.
- Maintenance of all appropriate registers.
- Necessary safety training for staff.
- Statutory inspections of plant and equipment.
- Provision of first aid equipment.
- Accident investigation.
- Arrangements for cleaning.

Any feedback relating to health & safety from staff, clients and visitors will be included in the review of our policies.

EMPLOYEES' RESPONSIBILITIES

All employees must:

- a) Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions
- b) Co-operate with supervisors and managers and the Company generally on matters relating to health and safety
- c) Comply with any health and safety instructions and rules, including instructions on the safe use of equipment
- d) Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their acts
- e) Keep the workplace tidy and hazard free
- f) Report all health and safety concerns to an appropriate person (detailed below) promptly
- g) Co-operate in the investigation of any incident or accident which either has or could have led to injury

RESPONSIBILITY

This Board of Directors have overall responsibility for the implementation of health and safety within the company.

Day-to-day responsibility for ensuring this policy is put into practice:

- Stuart Fowler COO
- Heidi Fowler HR Manager
- Hamish Russell General Manager
- Wendy Storer Health and Safety Officer

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

- Stuart Fowler General Company Implementation

- Heidi Fowler Staff Implementation
- John Drummond Overseas Projects

Any queries in relation to this policy should be directed to hs@wg-plc.com

ARRANGEMENTS FOR HEALTH AND SAFETY

Risk assessment

Westminster will establish and maintain a safe and healthy working environment and risk assessments shall be recorded and reviewed on a regular basis. The risk assessments shall cover:

- General risk assessments on premises, equipment, and workstations
- Activity based risk assessments, on all training activities
- Manual handling assessments on all lifting and handling associated tasks
- COSHH assessments on all chemicals used throughout the business
- Fire risk assessments
- Individual risk assessments for any staff member of student who needs adaptations making to enable them to carry out the course or their employment

These risk assessments will ensure that significant risks arising from our work activities under our control are eliminated or adequately controlled.

We will develop and implement appropriate occupational health and safety procedures, and safe working protocols.

We have included health and safety as a responsibility for all managers, trainers, and assessors.

The Group will regularly complete relevant risk assessments and act where required

The group will review risk assessments on an annual basis and act when required, if working habits change

Training

The Group will give employees and subcontractors health and safety inductions and provide appropriate training (including working at height, asbestos awareness, electrical safety, manual handling, where relevant).

The Group will provide all the required personal protective equipment.

The group will ensure suitable arrangements are in place for employees who work remotely.

Consultation

The group will routinely consult employees on health and safety matters as they arise and formally when a review of health and safety affects their working locations or practices

Evacuation

Health & Safety Policy

The group will ensure escape routes are always clearly marked and kept clear

Evacuation plans will be tested periodically (as per guidelines), and updated if / when necessary

SUPPORTING POLICIES

The following policies should also be referenced in support of this policy:

- 02b. Fire Safety Policy Incl. Fire Awareness Training
- 02c. First Aid Policy Incl. Health and Wellbeing Awareness Training
- 02d. Manual Handling Awareness Training
- 02e. Display Screen Equipment Awareness Training

Peter Fowler

Chief Executive Officer

Westminster Group Plc