



Aird Walker & Ralston Ltd

Registered Electrical Engineers Established 1919

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Information and Security Measures Policy

Policy Statement of Intent

Statement of Intent

Aird Walker & Ralston Limited recognises its responsibility to carry out its business activities in a safe and secure manner, whilst being vigilant of potential terrorist threats. We are not aware that we hold any sensitive information or are associated with any high-profile individuals that might be a terrorist targets, however we do carry out works for water authorities, which may be targeted. Centre for Protection of National Infrastructure, (CPNI) provides integrated security advice to protect national security, by helping to reduce the vulnerability of the national infrastructure to terrorism and other threats. We have considered the following issues in the Risk Assessment:

Government and Media

We ensure that we are aware of the latest news from newspaper reports, news bulletins and the Chamber of Commerce, regarding the current security climate and recent terrorist activities.

Electronic Information and Paper Data, Plans and Sensitive Materials

We have considered the best ways to protect our information and take proper IT security precautions, with password protection at appropriate levels. All information is backed up at a remote location and confidential information and documents, that are not required or waste, are shredded. We have produced disaster recovery / business continuity plans, to ensure that we can continue to function without access to our main premises and IT systems.

Publicly available Information about the company

We have a website and publish details of our services profile, business policies, certification and financial statements, but there is no information, which could be considered as sensitive, publicly available.

Buildings, Contents and Equipment

We are satisfied that our buildings do not pose a threat, or might attract terrorist attacks. We ensure good basic housekeeping throughout our premises and have the minimum of access points to our buildings. Parking security is uncontrolled as premises do not have private parking facilities associated. We have installed appropriate physical measures such as locks on all unused doors, one way (exit) break glass locks on all fire escapes, intruder alarms, which are linked to call centres and the police and glazing protection as required.

Installations and/or Services Vital to the Continuation of the Business.

This is not considered to be a threat to our business.

Neighbours

We are not aware of any high risk neighbours that could be attacked and cause us to suffer any collateral damage. Supply chain suppliers are approved prior to any orders being placed in accordance with procedures.

Mail, Deliveries & Suspicious Items

Instructions include the following: Do not touch suspicious items, move away to a safe distance, prevent others from approaching, Communicate safely to staff, visitors and the public. Use mobile phones away from the immediate vicinity of a suspect item and stay out of sight and behind hard cover. Notify the police, ensure whoever found the item or witnessed the incident remains on hand to brief the police.

Recruitment of Employees & Sub-contractors

When recruiting staff or contractors, we always check identities and credentials, to ensure any potential employee does not and will not pose a threat, or may be targeted by terrorists. We are satisfied that all of our employees do not and will not pose a threat, or may be targeted by terrorists and that we comply with the Immigration, Asylum and Nationality Act 2006, with the CPNI, the Centre for Protection of National Infrastructure and BS 7858:2006.

All applicants are required to supply a CV in advance of an interview and complete an application form.

Where an individuals are to be offered employment, they will be asked to assist in providing the following:

Confirmation of identity – Valid full passport, original birth certificate and marriage certificate (where relevant), or military service documents, driving licence, national insurance card, driving license, utility bill with their name and address, bank details, proof of right to work in the country, professional qualifications, confirmation and verification of references.



Managing Director: Mr.G.Christie.

Company Registration Number; SC020812, Registered Office: 1 Simonsburn Road, Loreny Industrial Estate, Kilmarnock, Ayrshire, Scotland, KA1 5LA

Aird Walker & Ralston Limited.

Declaration for the reviewing of impairment convictions - the applicant is required to declare details of all cautions and / or convictions for criminal offences, including motoring offences and pending action not covered by the Rehabilitation of Offenders Act 1974. Employment will not commence until screening has been carried out (by telephone if necessary).

Employees, Sub-contractors & Visitors

We ensure that employees understand and accept the need for security measures.

All visitors to report to reception, where they are accompanied by an employee until their departure.

Upon commencement of employment new personnel are given an induction providing clear instructions on our policy's.

Regular training is provided to promote our Policy's and improve our Health & Safety behavioural culture, as follows:

Health, Safety, Welfare & Environmental Awareness; Manual Handling; Working at Heights; Safe Working Procedures;

Accident, Incident and Near Miss reporting; Risk Assessments & Method Statements; COSHH Assessment; Water

Hygiene; Fire and Emergency Procedures; Electricity at Work Regulations;

Toolbox talks on offices, workshops & site safe practices and any other training identified by Risk Assessment.

All employees have received on-going training and carry CSCS Grade Cards & Water Hygiene cards.

Internal monitoring of the human resource labour is carried out on an informal ongoing basis using our IMS procedures.

Processes Critical Procedures - General

All processes are carried out in accordance with ISO9001:2015 Integrated Management System's Quality Assurance Procedures, which ensures traceability throughout all of our activities.

Processes Critical Procedures – On-Site

It is normal and accepted practice for site inductions to be provided to employees by either the main contractor or client.

Prior to commencing work, sites are inspected by the Management to ensure that welfare facilities are acceptable for undertakings and all aspects of site safety are covered, including the accuracy or Risk Assessments and Method Statements, adequate control measures are in place and the required PPE is provided etc.

The Managers / Supervisors are given the opportunity to raise any issues they have concerns on, request information, support and asked if they consider their level of competence is sufficient for them to conduct their operations safety.

For specific activities, the relevant and suitably experienced staff create safety RAMS to cover undertakings.

Managers / Supervisors carries out regular site inspections to ensure that all requirements are fully complied with.

Health & Safety Managers will make regular unannounced visits to site and carry out audits / site inspections.

Directors will visit the site on a regular basis, either independently or with accompaniment of the H&S Manager.

Any points raised at site visits and audits are communicated to the relevant Manager or Director for action.

Subsequent visits are used to ensure outstanding issues are closed out. Toolbox talks are delivered at site to personnel to cover issues raised during an inspection. These are carried out in accordance with the HSE and CITB guidelines.

Site management arrangements, daily co-ordination meetings and lines of communications are to be established, where work takes place in the vicinity of other contractor's activities, protective measures must be clearly identified in risk assessments and method statements and strictly adhered to.

AWR will always work closely with the client and other contractors on site to ensure that the project is carried out with the absolute minimum of risk to our own employees and those of other companies.

It is the ultimate responsibility of the directors for overseeing the implementation of this Policy, which is reviewed annually or sooner in the event of any change in legislation or procedure affecting the policy.

Signed

Gordon Christie

(Managing Director)

On behalf of Aird Walker & Ralston Limited

Date: 01-07-2021

Review Date: 01-07-2022



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