

POLICY

o6 Operational security

Main Author	Reviewer	Reviewer	Approver
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REV	Date	Status / Description of Changes
01	05/08/2019	Updating all laws/regulations dates to the current standard. Adjusting template, for a more clear layout.
02	14/08/2020	Updated Template Minor changes
03	07/12/2020	Minor adjustment to template
04	01/11/2021	Minor adjustment to template, laws/regulations checked

GRADEWELL

CONSTRUCTION AND PLANT HIRE

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Requirement

To minimise the risk of theft of vehicles, fuel, equipment and loads.

Policy

The Company is committed to protect the fleet operation against criminal and unauthorised activity minimising loss, damage and risk to help safeguard against security breaches, unauthorised vehicle access and theft of vehicles, loads, fuel and equipment. And that procedures are supported by risk assessments or method statements.

The Security & Counter Terrorism champion is Carl Hillier and Michael Carroll

The Company fleet security policy outlines the commitment to raising awareness, security and vigilance across the organisation and describe how:

- Vehicles, keys and operating centres are secured and controlled
- Eligibility to drive vehicles is determined and controlled
- Visitors are controlled
- Overnight parking facilities are identified
- The procedures for fleet security must be supported by risk assessments or method statements and include instructions to drivers on:
 - Safety and security of the vehicle and keys
 - Security measures when stopping for breaks and rest
 - Leaving a vehicle engine running for operational purposes
 - Preventing hijack attempts through unauthorised passengers and hoax enforcement officers
 - Reporting theft and suspicious activity

The policy, procedures and risk assessment relevant to fleet security must be:

- Documented and reviewed in accordance with requirement M1
- Retained in accordance with requirement M2
- Communicated in accordance with requirement M5
- Included in Professional
- Development Plans in accordance with requirement D4
- Consistent with requirement O7

Procedure

Vehicles

- Access gate must be closed at all times unless a vehicle needs to enter or leave the premises
- An appointed person will maintain the access points and will manage vehicle entry
- Vehicle keys will be stored away safely when not in use, and access to these keys will be effectively managed by the appointed person
- Should drivers be provided with access keys for the operating centre, a signing out process must be used
- When leaving vehicles drivers must ensure the cab is locked at all times and or a the vehicle should not be left unattended at any time
- Vehicles that require the engine to be running while stationary (e.g. during the operation of Hiab cranes) should be positioned to minimise the risk of unlawful access
- No unauthorised passengers to be allowed to travel in the vehicle
- All vehicle access points should be monitored to ensure not unauthorised entry has been made. In the event of unauthorised entry, this must be reported to the office immediately and relevant authorities made aware.

Visitors

- All visitors to report to reception
- Access to restricted areas to be tightly controlled
- Staff to challenge unknown or unescorted visitors

Thomas Barrett – Director

