

## SECURITY POLICY & PROCEDURE 2022

Central Industrial Services Limited is committed to ensuring that all loads carried and operations undertaken have been **risk assessed**, including the handling and carriage of highly dangerous materials

All operatives involved in the handling and carriage of materials are **fully, verifiably trained and experienced**. They ensure that the correct documentation is available throughout the whole process.

Senior management are responsible for maintaining **accurate records of all loads** handled.

Constant awareness training, which is given at regular intervals, reminds drivers of their security responsibilities: e.g.

### ❖ FACTS

- 3,000 LGV's stolen in UK every year
- Only 12% of these vehicles are recovered
- 50% of vehicles are stolen from own premises

### ❖ BEING SECURE

- Lock vehicle cab & take keys with you when leaving the vehicle and when loading and unloading
- Ensure load compartment is secure when leaving the vehicle and when driving
- Whilst you have the keys in your possession keep them safe, out of sight of strangers and not readily identifiable
- When you leave the keys at the depot keep them in a lockable place, out of sight of strangers.
- Never use a "hiding place" e.g. inside the front bumper

### ❖ PLANNING AHEAD & PARKING SAFELY

- Plan where you will park overnight before starting your journey
- Park where your vehicle is in sight and is easy to return to when taking short breaks
- When returning, check all around for signs of interference
- Plan your route to avoid having to stop for directions
- Change your work pattern - stops for newspapers or meals etc.
- Recognisable patterns make it easier for thieves

### ❖ BE AWARE

- Avoid talking about loads or routes with others drivers or customers over the phone or radio
- Be cautious if you are forced to stop e.g. at the scene of an accident
- Keep all your load documents in a safe place
- If you are suspicious about the validity of an officer (police or VOSA), who is stopping you, remain in the cab until you have contacted the depot for further instruction
- If involved in a security alert, where you must leave the vehicle unattended, display a note of your contact details

❖ **OTHER CONSIDERATIONS**

- Never give lifts – it is illegal when you are carrying dangerous goods
- Make sure you know and fully understand the vehicles security equipment and ensure it is in good working order
- Make sure you keep all your own personal possessions in the cab, out of sight

❖ **DOCUMENTS**

- Ensure the details on the Waste Transfer Note / Consignment Note are clear & correct
- Ensure the details are relevant for load description, collection and disposal or delivery
- Ensure they are the same as the quantities/weights of the load
- If delivery instructions are changed get written confirmation from senior staff at the delivery or your own employer
- Ensure there is a clear signature & printed name on the document showing proof of delivery

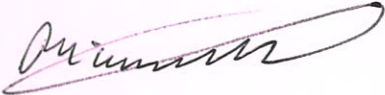
SUSPICIOUS???? / CRIME VICTIM???????????????

PHONE

POLICE – 999

CRIMESTOPPERS – 0800 555 111

ANTI TERRORIST HOTLINE – 0800 789 321

Signed 

**JG McGillivray – Technical Director**  
Date 06/01/2022

