

SECURITY POLICY & PROCEDURE 2025

This policy does not form part of any employee's contract of employment and we may amend it at any time. Breaches of the policy may result in action being taken under our disciplinary procedure.

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 other 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 06/01/2025