

SECURITY POLICY & PROCEDURE 2026

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 05/01/2026