

Managing Risks and Risk Assessment Policy

Company Name: Sinha Security Services Limited

Effective Date: 1 September 2026

Review Date: 1 September 2027

1. Policy Statement

Sinha Security Services Limited is committed to identifying, assessing, and controlling health and safety risks arising from our security deployment, office administration, and on-site activities. Because our security operatives work across diverse and unpredictable client environments, we enforce a strict risk assessment framework to ensure proactive hazard control and employee safety.

2. Types of Risk Assessments We Conduct

To protect our guards, supervisors, and patrol officers, the company uses three tiers of assessment:

- **Strategic (Generic) Risk Assessments:** Core assessments covering standard security hazards like lone working, night-shift fatigue, and slip/trip hazards.
- **Site-Specific Risk Assessments:** Completed at a client's premises *before* deploying staff. These evaluate specific entry points, environmental hazards, communication dead-zones, and local crime levels.
- **Dynamic Risk Assessments (DRA):** Continuous, mental assessments performed by security operatives on the ground. DRAs allow operatives to evaluate rapidly changing, volatile situations (e.g., a developing physical confrontation) and choose the safest immediate action.

3. The 5 Steps to Risk Assessment

Sinha Security Services Limited follows the standardized five-step approach to managing workplace risk:

Step 1: Identify the Hazards



SINHA
SECURITY SERVICES LIMITED

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PHONE: +44 7759 826816

EMAIL: info@sinhasecurityservices.co.uk

Managers and supervisors will actively scout client sites and office locations to find potential source of harm. Security hazards include:

- Confrontational, intoxicated, or aggressive members of the public.
- Extreme weather during outdoor patrols.
- Low visibility, broken stairs, or structural damage on derelict sites.
- Remote locations with poor mobile signal or radio reception.

Step 2: Decide Who Might Be Harmed and How

We identify specific individuals at risk during a deployment, including:

- Security Guards and Door Supervisors (vulnerable to physical assault, lone working accidents, and fatigue).
- Client employees, visitors, and members of the public (vulnerable to crowd surges or crossfire during an incident).

Step 3: Evaluate the Risks and Decide on Control Measures

We analyse the likelihood and severity of harm. If a risk cannot be eliminated completely, we apply the Hierarchy of Controls to minimize it:

- **Substitution/Engineering:** Installing CCTV, physical barriers, or enhanced access control systems.
- **Administrative:** Implementing strict hourly check-in logs, pairing guards on high-risk shifts, and rotating shifts to prevent fatigue.
- **PPE:** Supplying stab-resistant vests, high-visibility clothing, safety boots, and body-worn cameras.

Step 4: Record Significant Findings

All site-specific risk assessments will be documented in writing, kept in the operational registry, and shared with the deployed security team during their pre-shift briefing.

Step 5: Review the Assessment Regularly

Assessments will be formally reviewed at least annually, or immediately if:

- A near-miss, accident, or physical assault occurs.

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- The layout or operations of a client site change.
- New security equipment or technology is introduced.

4. Responsibilities

Operations & Contract Managers

- Ensure a formal, written site-specific risk assessment is completed before a contract begins.
- Communicate control measures clearly to guards during inductions.
- Review risk assessments following any reported incident.

Security Operatives on Duty

- Familiarise themselves with the site-specific risk assessment for their deployment.
- Utilize the **Dynamic Risk Assessment** methodology when facing unexpected threats.
- Report any new or changing hazards immediately to the control room or site supervisor.

Signed: _____



Date: _____

12/09/2026

Director, Sinha Security Services Limited

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