

# BS Code of Practice

BS 7499 is a British Standard that is a Code of Practice for Site Guarding and Mobile Patrols and is one of the guidelines used in drawing up our Integrated Management System. The equivalent for Door Supervisors is BS 7960.

Picking out what it means to our staff on sites the standard tells us we need to provide a control room to support our staff with any problems they may have. That is the reason why the control room has a copy of your assignment instructions if you need advice. We also need to make sure all of our staff have the correct uniform and carry a company ID card. In addition, we have to review assignment instructions at least annually and make sure that they include what duties you have to perform and provide a code of conduct for you to adhere to. It even tells us about conducting a site survey in order to produce those assignments instructions.

Additionally, it gives guidance on all levels of training that need to be delivered and recorded from induction through site training to refresher and supervisor levels. It also advises that we need to keep comprehensive details of daily occurrences on site and report and deal with any incidents.

Finally, we need to make sure all of our officers receive a visit from a line manager or supervisor at least monthly.

All of the British Standards that are relevant to our business are included in The SIA Approved Contractor Scheme Inspection and that is why it is doubly important that all staff help The Company to retain our status by following the rules.