



Oxford Security Services



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THE OXFORD SECURITY SERVICES LTD NEWS LETTER

ISSUE DATE: 24th December 2020

Welcome to Oxford Security Services newsletter, to keep everyone up to date with new and upcoming rules, regulations, news and future business developments.

Welcome

Firstly, OSS would like to welcome our new employees Ryan and Harry that have come over from Securitas. As for all of our other employees we would like to thank you for your continuous hard work.

Thank you all for all your hard work during the last 6th Months

CONGRATULATIONS

..to us all!

Stage 1 Communication to staff and customers

Oxford Security Services would like to wish all their customers a safe and healthy Christmas and New Year. Over the years our company has given a token present as a gesture of our thanks and appreciation to our loyal customers and staff at Christmas time. This year in what has been an unprecedented year we have decided that the best way to show our support is to donate £500 to three local Charities chosen by our customers and two chosen by the staff.

To make this happen we asked all our valued customers and staff to nominate a local charity of their choice who have risen to this challenging year and have been amazing. This could be a local food bank, children's centre, senior citizen club, homeless charity, local animal sanctuary, Citizen Advice Centre etc.... All nominations will be collated with three charities randomly chosen.

Stage 2 Outcome of Christmas appeal

We are delighted to inform you that the Oxford Security Service Christmas Charity Donation Appeal has been a huge success with customers and staff all taking part. A total of £2,500 has been donated to the following:-

A representative from Windmill School pulled out of the hat from the customer nominations the following charities, who will receive £500 each.

Helen and Douglas House

MacMillian Citizen Oxford Advice Centre

KEEN Oxford - Who provides facilities for disabled groups across Oxfordshire

Our security staff have chosen a further two charities to receive £500 each

Sobell House

Oxford Children's Hospital

We are delighted that Oxford Security Service are able to support the local communities after such a challenging year.



From the 2nd September 2019 all oxford security staff have been paid more than the Oxford living wage of £10.21 with an Annual increase in wages guaranteed

We have won the tender for the following customer in the past 4 months

1. G4s – Oxford area

We have increased our Mobile team to 9 Vans and 14 Drivers

PAPERLESS

We are going green and trying to reduce the waste of paper hence the following:

All Assignment Instructions produced electronically and the emailed

All Alarm activations produced electronically and the emailed

Training records and Appraisals have gone electronic

Welfare check and site visits produced electronically

Times sheets to be completed on the website and emailed directly to the office, they will not be printed but copied on to a spread sheet.

Incidents and alarm activation will also be emailed through the website and then emailed to customers.

All training handouts can be obtained from the website (please try not to print and just save an electronic copy)

COVID 19

DO NOT attend work if you feel unwell or are showing symptoms of COVID-19; Regarding the administering of first aid – read the separate documentation circulated with the government guidelines for this.

If speaking with the public – maintain a distance of 2 meters wherever possible; if you have to go

hands on for first aid or personal safety reasons, wherever possible wear nitrile gloves – or wash your hands as soon as possible post incident (not touching your face in the meantime).

- If you need to touch door handles, keys or letterboxes during our patrols ensure that PPE is worn (or wash your hands ASAP remembering not to touch your face). Desk screens – wherever appropriate
- Social distancing
- Rota (team rotations and staggered shifts)
- Cleanliness of surfaces
- Cleaning of surfaces in vans before and after shift
- Signage
- Change gloves on each site attended once get back to van
- Use of Mask provided by OSS Management
- Use of Gloves provided by OSS Management
- Use of Hand sanitiser provided by OSS Management

All staff are to adhere to the 2m guidance wherever possible and are to follow the individual site rules in relation to direction of travel; entry and exit; toilet use; meal breaks. All consideration must be given for the ‘personal space’ of others. The Client shall be informed of problematic areas where there is a build-up of personnel to enable a joined-up solution.

Any person on site with a high fever, persistent dry cough and shortness of breath should be advised to leave the premises. Consider calling for a relative to transport them home if they are too ill to leave on their own, and wherever possible isolate them in the meantime. In extreme cases call for an ambulance.

WEBSITE

www.oxfordsecurityservices.co.uk

www.oxfordsecurityservices.com

You can contact us on the following Emails

matthew@oxfordsecurityservices.co.uk

peter@oxfordsecurityservices.co.uk

info@oxfordsecurityservices.co.uk

admin@oxfordsecurityservices.co.uk

You can obtain the following information from our website reducing the environmental impact from printing:

- Complete weekly time sheet
- Write reports for call outs
- Write incident reports
- Obtain OSS Handbook, Health and Safety,
- Employee Handbook
- Counter Terrorism Hand Outs
- Health and safety
- GDPR Hand outs
- Training Tests

All the documents are located on our website for all to access and in turn reduce the need to print all the documents out. A memory stick with all information is also available on request

FORTHCOMING EVENTS

All Events have been cancelled until May 2021 due to Covid 19

Notice needed for cancellation of shift

Texting is not an acceptable way to cancel your shift; YOU must contact the control room – 01865 751605

All time sheets **MUST** be in by 13.00 hours every Monday by Email from the web site admin@oxfordsecurityservices.co.uk

JOB VACANCIES – Mobile Patrols / Static

TELL A FRIEND OR MOVE DEPARTMENTS

You will require:

SIA Licence for static or Doors

- You must hold a full , clean UK driving license for over 3 years
- Smart appearance with a clear speaking voice
- Good Communication skills, pleasant manner, approachable and can remain calm under pressure.
- Have a flexible attitude to working hours
- Prior experience in the security industry would be an advantage but not essential.

General Duties

- Driving company transport.

- Responding to alarm activations
- Adhering to Health and Safety procedures
- Complying with company paperwork
- Interaction with customers
- Dealing with incidents as and when required

BOOKING OFF HOLIDAY

Our holiday year runs from 1st January to 31st December, during which time you make take accrued holiday consistent with company staffing requirements and the rules set out below, except from **15th December to the 5th January**, that being the time of year during which the company needs all its employees at work. The manager has the discretion to grant special permission for holiday during this period but will only do so in exceptional circumstances.

You are not allowed to carry over any part of your annual holiday entitlement into the next year. Therefore, all or any part of your annual holiday entitlement not taken in the year accrued will be lost.

EMPLOYEE OF THE MONTH

It has been very difficult to decide so this month it will be Harry Cox for working very hard, and making great improvement 100% attendance and outstanding contribution to Oxford Security Services ltd. He will receive a £50.00 bonus.

RENEWING YOUR LICENCE

GOOD NEWS!!

FOR YOUR COMMITMENT TO OXFORD SECURITY SERVICES YOUR SIA LICENCE RENEWAL WILL BE PAID FOR BY THE COMPANY

All security staff will need to re-apply for a new licence before your current one expires. The SIA will accept licence renewals up to four months in advance of when your current licence expires. You Must Apply 3 months in advance if you would like to take advantage of this benefit and then request for the payment from the accounts team (accouts@oxfordsecurityservices.co.uk)

You should follow the process below to renew an existing licence.

1. If you haven't already done so, create a personal online account on our self-service website. **Login credentials from our old site will not work.** You will need to set up a new account, with a new username and password.

2. Log in to your online account to submit your renewal application*. You will be asked for certain personal information - for example, where you have lived within the last 5 years. When you submit your application, you will be told what to do next.
3. Complete and pay for your application online. You will not need to go to a post office** to complete your application unless we need an updated photograph of you – if that is the case you will be told when you submit your application. **Not all post offices offer this service – please check the post office website for details on which ones do.**
4. Contact Matthew for payments to be transferred to your account.

REMINDERS FOR ALL STAFF

Statutory Sick Pay (SSP)

During periods of absence due to sickness you will be paid Statutory Sick Pay (SSP) in accordance with current legislation provided that you comply with the procedures set out below.

YOU MUST INFORM THE SIA OF ANY CHANGE IN CIRCUMSTANCES. THEY SHOULD BE INFORMED IMMEDIATELY, CHANGE OF ADDRESS OR CRIMINAL CONVICTIONS

As a valued employee, if you have any constructive comments or suggestions to aid the team or the newsletter please forward your ideas and opinions via email admin@oxfordsecurityservices.co.uk. Thank you all for taking this information on board

NEWS FROM THE SIA



29 May 2020

A former security boss has been ordered to pay more than five thousand pounds from the proceeds of his crimes, or face a prison sentence.

Nicholas Seabrook, of Cwmbran, was handed a [Proceeds of Crime 2002 \(POCA\)](#) confiscation order of £5,560.59 at Cardiff Crown Court last Friday, 29 May 2020.

Seabrook's sentence follows his [guilty plea last December](#) for working as an unlicensed security director, and for failing to provide information to the Security Industry Authority (SIA) at Cwmbran Magistrates' Court. Seabrook must pay the full amount by 31 August 2020 or face a three month jail sentence. He was also fined £500, which must be paid before 30 June 2020. He is also required to pay court costs of £250 and a victim surcharge of £38. Seabrook worked illegally as an unlicensed director of NPS Security Ltd between 06 August 2018 (when he started the company) and 13 July 2019. During that time he supplied security services to a number of pubs in South Wales.

The prosecution against Mr Seabrook was brought by the [Security Industry Authority \(SIA\)](#) after information was provided by Gwent Police. The SIA sought information from Mr Seabrook which he failed to provide, however when he was interviewed he admitted that he had been operating his business without a licence.

In sentencing Mr Seabrook, His Honour Judge Jeremy Jenkins, said:

"What you have been found guilty of doing is running a company....that should have been licensed. You formed your company in August 2018. I do accept that you entered the industry with naivety but by January 2019 you knew you needed a licence. You should have applied before. You applied later on, but because of what had happened between that time and your application your licence was disallowed. It was imperative that you, as a director were licensed and you were not - that is a serious matter."



15 July 2020

Repeat offender, Robert Dass, a former Luton security boss has paid a significant confiscation order after being found guilty of operating illegally for the second time.

On 15 July 2020 Robert Dass, was fined £1800 for two counts of contravention of the Private Security Industry Act 2001 and ordered to pay prosecution costs of £7,029.50 at Harrow Crown Court. The court also heard that Dass has already satisfied a confiscation order related to these offences totalling £8,654.70. This resulted from our pursuit of Dass' criminal benefit for unlicensed business dealings in accordance with the Proceeds of Crime Act 2002 (POCA).

Wednesday's result follows Dass's guilty plea at [Luton Crown Court in June 2019](#). We prosecuted him for working as a security director without a licence.

Dass admitted at the earlier hearing to being the director of Roberts Nationwide Support Services Ltd. His guilty plea came ahead of a scheduled trial at Luton and South Bedfordshire Magistrates' Court.

Her Honour Judge Herbert said at the hearing on Wednesday:

"You are no longer involved with this industry in any way, which I am frankly glad to hear.

You don't seem to have learned much from what happened before. This is a responsible business, it is important that the regulations are complied with.

I will allow you six months to make [fine and cost] payment and 28 days' imprisonment in default of payment. A victim surcharge will be applied in the correct amount."

Nathan Salmon, one of our Criminal Investigations Managers, said:

"To protect the vast majority of reputable businesses operating within our industry we will prosecute anyone who continues to ignore SIA laws. Using POCA powers extends our ability to punish such breaches having far reaching consequences. Regulation of the industry exists in order to protect those who use contracted security services and the general public."

SUSPICIOUS BEHAVIOR

If you come across suspicious behavior, you must NOT ignore it.

What you do will depend on many factors, but you must TELL someone.

► **Options include:**

- Alert Security so they can intervene and /or direct any CCTV to capture any suspect activity.
- If safe to do so, you can approach a person that has been seen acting in a suspicious manner and ask them to account for their actions - begin with a friendly 'can I help you?'.
▪ Remember: You cannot stop or detain that person or prevent him from leaving if they decline to answer.

► **Always consider dialing 999 if you need an immediate police response**

- If you do, be prepared to tell the Police operator:
 - What you have seen and what time you saw it
 - Why you consider it to be suspicious
 - Your location
 - Description and direction of travel of any suspects

Counter Terrorism Policing is asking you to support our campaign to help keep crowded places safe over the festive period.

Officers are calling on the public and those who work in our busy towns and cities to remain vigilant and report any concerns to staff, security or - in confidence - to the police at gov.uk/ACT. This annual campaign asks everyone to be the extra eyes and ears of the police, so we can work together to tackle terrorism. As you start preparing for the influx of shoppers and party goes into our busy towns and cities, we are sending you a list of steps you can take now to help increase security and keep your staff, customers and visitors safe.

Senior National Coordinator for Protective Security, Deputy Assistant Commissioner Lucy D'Orsi, says: "We are asking everyone out and about enjoying the season to put security at the top of their festive list. "The chances of any one person being caught up in a terrorist incident are low. But sadly, as we saw in 2017 and more recently, attacks can be carried out anywhere and anytime. "The national threat level remains Severe, meaning an attack is highly likely, so we need to remain vigilant.

"Our message is not to worry that you might be wasting our time. If you see something that doesn't look right – ACT. Report it either to local security or staff - or to police at: gov.uk/ACT – and let us check it out. "A few minutes of your time could be a precious gift that helps saves lives. Please be a good CT citizen this festive period."

If you've seen or heard something that could potentially be related to terrorism, trust your instincts and report it at: <https://act.campaign.gov.uk/>

Launch of ACT Early

The increase in time spent online due to Covid19, and a rise in hateful extremism, is creating an environment in which young and vulnerable people are at a greater risk of being targeted and groomed by people who wish to do harm. It is family and friends – including close co-workers – who are often the first to spot the worrying changes in behaviour that might be signs that someone they know may be at risk from being radicalised by terrorists or extremist content online. However, recent studies have found that the public are unsure of the signs to look out for and who to turn to when they have concerns. Most people know little about the Prevent programme or the support it provides to help vulnerable people. That is why Counter Terrorism Policing (CTP) has today launched a new website - actearly.uk - to encourage friends and family to act early, share concerns and seek help if they are worried that someone they care about is being radicalised. The ACT Early website includes case studies, signs to spot, FAQs and details of where to get help, including a new, confidential advice line staffed by specialists at CTP. This year has underlined the crucial role employers and businesses play as a trusted source signposting staff and customers to information and support.

Counter Terrorism Policing is asking for your help to encourage families and friends across the UK who may be worried their loved ones are at risk of radicalisation to 'act early' and share their concerns in confidence with us, or others who can help. How does Prevent work in practice? • Police forces across the country have specially trained Prevent officers who work with professionals in health, education, local authorities and charities, as well as faith and community groups to help vulnerable people move away from extremism. • Receiving support is voluntary. We'll need the person's permission to help them. • If you call our advice line, we won't tell the person you're worried about you called us, unless you say we can. How can I help? We have created a communications toolkit to make it easy to use ACT Early materials in your organisation. Please visit [here](#) to access it. (Please do not share the link to this toolkit outside of your organisation). These materials can be used to alert your staff and customers to the support available if they are worried about someone they care about. Information and a link to the new ACT Early website can be included in other resources you provide your staff about safeguarding and welfare. Steps you can take to support ACT Early: 1. Signpost and promote the new ACT Early website on your social media channels and internally with your staff 2. Adapt our ACT Early templates so they are appropriate for your internal and external communications 3. Display the ACT Early posters and banners in your organisation's building, display screens and public areas 4. Print the ACT Early leaflets and business cards to share with the public when that is possible If you have any questions, or you would like to discuss how to use ACT Early in your organisation, please get in touch with us at nctphq.comms@met.police.uk.

Matthew Collaire

Managing Director