



**Oxford
Security Services**



**Oxford Fire &
Security
Services**



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THE OXFORD SECURITY SERVICES LTD

AND

**OXFORD FIRE AND SECURITY SERVICES
NEWSLETTER**

ISSUE DATE: 1st MAY 2022

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

Welcome

Firstly, OSS would like to welcome our new employees Natalie Kerry that has moves from Securitas and has joined our Mobile Team.

We have wone the Oxford County Council keyholding contract. As for all our other employees we would like to thank you all for your continuous hard work.

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

CONGRATULATIONS

...to us all!

New Contract Won

Oxford security services have won the tender for providing security services for Oxford County Council and Cherwell District council for a 5 year period.

We have successfully taken over the keyholding contracts of Thames security with over 100 sites covering Oxford and Banbury

Oxford Fire and security have won the tender for providing fire Communication to staff and customers

Oxford Security Services for the second year will be showing our appreciation to our staff and customers by donating £500 each to three local charities chosen by our customers and two chosen by the staff.

To make this happen we asked all our current customers and staff to nominate a local charity of their choice who have risen during 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.

Outcome of Christmas appeal 2021

We are delighted to inform you that the Oxford Security Service Christmas Charity Donation Appeal 2021 has been a huge success with customers and staff all taking part. A total of £2,500 has been donated to the following: -

The following charities, who will receive £500 each.

- **Helen and Douglas House**
- Yellow Submarine | learning disability
- **Sobell House**
- **Oxford Children's Hospital**
- Oxford Gate House

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

We'd like to take this opportunity to thank you again for your participation and ongoing support.

Congratulations to Tetsworth Cricket Team who Oxford Security Services proudly sponsor, they've had a fantastic year and both the first and second team won their leagues.

Sponsorship of £2000 to Tetsworth Cricket club for 2022



The Oxford Security services brand is expanding to Oxford Fire and security services providing Fire extinguishers.





From the 1ST September 2021 all Oxford Security Services and Oxford Fire and security Services staff have been paid more than the Oxford living wage of £10.31 with an Annual increase in wages guaranteed.

Oxford security have won the following contracts in the past 4 months.

1. Oxfordshire County council
2. 365 Campers
3. Smooth
4. Green Square Accord

We have also increased our Mobile team to 11 Vans and 14 Drivers

FORTHCOMING EVENTS

Please see below events that are available as over time please book your availability.

Thame Music Festival 9th July 2022

Magdalen college Arts Festival

Thame Fair 2022

Abingdon fair 2022

Oxford security have won the following contracts in the past 4 months.

1. Fitzharrys School
2. Lincoln College
3. Barr Group
4. Mansfield College
5. Abingdon Town Council

FORTHCOMING FIRE EXTINGUISHER WORK FOR OXFORD FIRE AND SECURITY LTD

Cheney school July 2022

St Edwards school 2022

Cherwell school August 2022

PAPERLESS

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

All Assignment Instructions produced electronically and emailed to customers.

All Alarm activations produced electronically and the emailed.

Training records and appraisals have gone electronic

Welfare checks 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 activations 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)

WEBSITE

www.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

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

PAT Tester

Due to continued growth, we are looking for an experienced PAT Tester to join our clients existing team on a permanent basis to work through a strong order book with commercial/ Retail clients in and around the Oxfordshire and South East area. The ideal candidate will be City & Guilds 2377 PAT Testing qualified with demonstrable experience on the job. This role offers excellent earning potential with realistic earnings of up to £30k which is being achieved across the team. This role will require you to work within Schools/ Hospital/ Sensitive environments so interested candidates must be able to pass a CRB Check. A Company Vehicle, PDA and PPE and all required training is provided with this position.

Role Description

-The test and inspection of Portable appliance across commercial sites -Thorough completion of testing reports and certificates to NICEIC standards

- No remedial actions to be carried out, only testing and reporting on current condition
- Mobile role working from home with van and all equipment supplied
- Acting as a representative on behalf of the client in a customer facing position
- Working knowledge and experience of PAT Testing
- Fully funded company vehicle provided
- Test equipment also provided

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 Babak Fard and Amjad Bashir for working very hard and adapting to the change from Securipol to Oxford Security Services and making great improvement, 100% attendance and outstanding contributions to Oxford Security Services Ltd. They will receive a £50.00 bonus.

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

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 (accounts@oxfordsecurityservices.co.uk)

NEW QUALIFICATIONS ARE REQUIRED FOR RENEWING YOUR LICENCE

You must have a first aid qualification before you can take the training required for a door supervisor or security guard licence

You must have one of the new qualifications or take top-up training before you can apply for a door supervisor and security guard licence – this includes renewals

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



Mohammed Bashir was found guilty of fraud at Bolton Magistrates' Court on 22 February 2022 following his misuse of a Security Industry Authority (SIA) licence. The court handed Bashir a 26-week jail sentence, which was suspended for two years. It also ordered him to do 200 hours of unpaid community service and pay £1,000 court costs, plus a victim surcharge of £128. Bashir originally pleaded not guilty to the charges at Bolton Magistrates' Court in September 2021. The SIA brought the prosecution.

Bashir's criminality came to light when he applied for an SIA licence of his own in July 2020. The SIA rejected his application due to a string of convictions that disqualified him from being a fit and proper person to bear a licence. Bashir made an unsuccessful approach to the SIA to appeal the decision. He supplied a reference from a long-time friend and colleague, which suggested that Bashir had been working in the security industry, with a licence, for the last three years. The SIA opened an investigation immediately.

SIA investigators soon discovered that Bashir had falsely claimed to be properly licensed when seeking work from SIA approved contractor Lingwood Security Management Ltd in December 2018. In fact he used his father's non-front line licence to work for Lingwood at various NHS hospitals in Northwest England up to the end of February 2019. In May 2019 he also purported to be licensed and presented his father's Door Supervisor's licence to Radius Security Ltd.

Mark Chapman, one of the SIA's criminal investigation managers, said:

Mr Bashir has been found guilty and given a suspended prison sentence for three counts of fraud. We deemed him unfit to hold an SIA licence due to his prior criminality, yet he worked illegally in hospitals at a time when the NHS was severely under pressure and dealing with vulnerable people. The SIA's licensing regime is there to protect the public and keep people safe and he sought to undermine the licensing regime by his dishonest behaviour. This successful prosecution has stopped him in his tracks, and he now has a substantial costs' order to pay.

Thank you for your dedication and professionalism in protecting the public.

Matthew Collaire

Managing Director