

Safeguarding and Site Security Policy

Introduction

H W Martin (Traffic Management) Ltd is committed to providing a safe and secure working environment for all staff, contractors and visitors whilst on site. It aims to develop, promote, communicate, and encourage a positive culture which recognises the importance and relevance of risk management and security strategies.

Safeguarding

Whilst there are specific legal requirements relating to the welfare and protection of children and vulnerable adults, H W Martin (Traffic Management) Ltd is committed to safeguarding all staff and visitors against harm, abuse and bullying/harassment beyond legal compliance.

In order to ensure that we fulfil our safeguarding and well-being responsibilities, we will ensure:

- ▶ Practice safe recruitment: selection and vetting procedures that include checks into the eligibility and suitability of appropriate staff (STEM Ambassadors & any person who may attend a careers event with children or vulnerable adults)
- ▶ All recruitment will be undertaken in line with the Recruitment Policy
- ▶ Ensure the protection of individuals or groups from radicalisation from terrorist or extremist groups.
- ▶ Ensure that all operating centres have been risk assessed for safety and suitability.
- ▶ Work collaboratively with employees and delivery partners in promoting a safe work environment.
- ▶ No persons under the age of 18 are permitted to be on the premises of the operating centre unsupervised. Work Experience / Placements are permitted but must be risk assessed.
- ▶ No vulnerable adults are permitted to be on the premises of the operating centre unsupervised. Work Experience / Placements are permitted but must be risk assessed.
- ▶ No pets / animals are permitted to be on the premises of the operating centre.

We will seek to safeguard all employees by:

- ▶ Valuing them, listening to them and respecting and taking appropriate action where required.
- ▶ Providing safeguarding guidelines through procedures and in accordance with our Integrated Management System.
- ▶ Recruiting staff safely to incorporate best practice guidance for safeguarding to be included in the recruitment and selection process.
- ▶ Sharing information about safeguarding concerns with designated agencies

Site Security

The security of our sites has direct and potentially very serious implications for all stakeholders and the employees in our care. This primarily falls under the responsibility delegated by the Directors to our Operations Managers, but it is essential that all employees and visitors understand the routines and requirements involved.

- ▶ Access points should be closed and secured with all equipment stored away from any perimeter fencing to reduce risk of Trespass and Aggravated Trespass.
- ▶ A safe, secure and clearly identified parking area will be maintained for visitors.

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- ▶ All visitors must sign in, receive a safety briefing and be supervised at all times (this includes vehicle engineers, building contractors and any employee of the Martin Group of Companies not regularly working at the operating centre)
- ▶ All vehicles to be locked when not in use
- ▶ All vehicle keys to be kept in a locked key safe when vehicle not in use
- ▶ Access gates to be closed and locked outside of office working hours



Director

13th June 2026

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