



Terrorism

Please be aware that the threat from far right wing group 'National Action' is expected to escalate in the coming months. This, combined with the arrest of 58 females in 2017 in terrorism charges, just highlights the fact that stereotyping terrorists does not sit well ethically.

Those that have taken part in the 'Behavioural Detection Awareness' training, please refresh yourself with the 'Baseline' and indicators of possible terrorist or criminal behaviour. Remember, the optimum time to stop an attack is during the planning stage.

**STAY AT HOME IF YOU HAVE
CORONAVIRUS SYMPTOMS**

Stay at home if you have either:

- a high temperature – you feel hot to touch on your chest or back
- a new, continuous cough – this means you've started coughing repeatedly

Do not go to a GP surgery, pharmacy or hospital.

You do not need to contact 111 to tell them you're staying at home.

Testing for coronavirus is not needed if you're staying at home

Drugs and Alcohol

1. Alcohol is a depressant drug that affects parts of your brain. You need all your brain functions when working on site.
2. If you are found to be intoxicated you will not be allowed on site and may lose your job.
3. Alcohol takes time to work out of your system. (1 pint takes 2 hours). Heavy drinking the night before may mean you are still under the effects.
4. 50% of all drivers killed are over the limit.
5. If you know someone who is drunk or on drugs, tell your Supervisor.
6. Drugs and Alcohol will affect your ability to work safely.
7. If you are offered drugs, say no.
8. Drugs, alcohol and work do not mix—do not let it become a problem.
9. Drugs cause slow reaction times, clumsiness and poor decision making.
10. You are more likely to have an accident whilst under the influence.

Visa's

Please do not leave it to the last minute to renew your visa, if we do not get proof that you have the right to work from the UK border agency then we will have no choice but to stop you working. A letter from the Home Office only confirms that they have received your application NOT that your application has been accepted and does not confirm you have the right to work.

Appearance

Just a reminder to all staff to ensure that you turn up to work in the correct uniform. Please ensure that it is clean, ironed and that you look smart at all times. No trainers.

ID Cards

Please make sure that you carry your ID card with you at all times. If you don't have one or you lose it, contact the hrteam@thesesgroup.co.uk.

Licence

Your licence should be displayed at all times whilst on duty. If you renew your licence you MUST INFORM SES MANAGEMENT ASAP. If your licence is revoked you must inform HR.

We are Recruiting!

If you know of anyone looking for a job in security and crowd management please encourage them to apply for a position with the SES Group through the 'SES Recruitment' page on the company

website: www.thesesgroup.co.uk

Pay Queries

If you think you have a pay query please wait until you have received your payslip and advice slip before contacting your Line Manager. When raising a pay query please provide your Manager with the following details:

Date, place you were working, start time, end time, position and who your Supervisor or Manager was.

You will reduce your chance of having a pay query if you make sure that you book in and out at all times.

SES Values 2019

- Professional in Approach
- Proactive and Innovative
- Proud of our Client Services
- Putting the Safety of the Public First
- Promoting and Growing our Team

Radio Etiquette

The international radio language is English, except in cases where you are licensed to speak in some other language. When using a two-way radio you cannot speak and listen at the same time, as you can with a phone. Don't interrupt if you hear other people talking. Wait until their conversation is finished unless it is an emergency.

If it is an emergency, inform the other parties that you have a urgent emergency message. Say 'over' at the end of your sentence and say 'out' at the end of your conversation so other radio users know you have finished. Never say 'over and out'. Do not respond if you aren't sure the call is for you. Wait until you hear your call sign to respond. Never transmit sensitive, or confidential information. Assume your conversations can be heard by others.

Perform radio checks to ensure your radio is in good working condition. Ensure the battery is charged and the power is on. Keep the volume high enough to be able to hear calls. Regularly make radio checks to make sure everything is working and that you are still in range to receive signals. Memorise call signs and locations of persons and radio stations you communicate with regularly.

In radio communication you are not called by your name. Everybody has their own unique call sign. Think before you speak. Decide what you are going say and to whom it is meant for. Make your conversations as concise, precise, and clear as possible.

Avoid long and complicated sentences. If your message is long, divide it into separate shorter messages. Do not use abbreviations unless they are well understood by your group.

4 Golden Rules of Radio Communication

1. **Clarity:** Your voice should be clear. Speak a little slower than normal. Speak in a normal tone, do not shout.
2. **Simplicity:** Keep your message simple enough for intended listeners to understand.
3. **Brevity:** Be precise and to the point.
4. **Security:** Do not transmit confidential information on a radio unless you know the proper security technology is in place. Remember, frequencies are shared, you do not have exclusive use of the frequency.

"SAFE SYSTEM OF WORK, ALWAYS"