

## **SECURITY & COUNTER TERRORISM POLICY**

Dual Seal Glass are aware that the UK's current threat level has been set as 'Substantial', which means that there is a strong possibility of an attack. We are aware that our fleet of vehicles and their loads could be used as a 'vehicle as a weapon attack' (VAW) and cause an extensive amount of impact or damage towards buildings as well as causing death or severe injuries to other road users and members of the public if they were used as a part of a terrorist attack.

Under our responsibilities within this policy Dual Seal Glass ensures full commitment in the implementation of this policy and to achieve this we will recognise any potential threats whether they are direct or indirect.

We as a business will ensure that risks are mitigated and evaluated on an ongoing basis. We will adopt a responsible approach to the security of our assets and employees. We are aware that the most common security and terrorism incidents include:

- Fuel theft through siphoning
- Theft while vehicles are parked or resting at unsecured parking locations
- Vehicles having their curtains slashed
- Use of vehicles as a mobile weapon (VAW)
- Hijacking
- Diversion and fraudulent theft
- Physical attacks on drivers

When recruiting new staff, we will ensure that we carry out appropriate checks to minimise the chance of employing someone who is not who they say they are, these will include:

- Employment history
- Ability and eligibility to work within the UK
- Qualifications and licensing
- Fitness to drive
- If the applicant has any prosecutions pending or is waiting for sentencing by a court

The Managing Director, who has overall responsibility for this policy, who may delegate their responsibilities where appropriate will ensure the provision of adequate resources for its implementation and will regularly assess the continuing improvement of our security measures.

This policy will be brought to the attention of all employees and subcontractors working on behalf of the Company and reviewed at least annually.

This policy will be freely available to the public via the Company Website.

This policy is a 'live' document and as such will be updated on an annual basis. Our designated Security and Counter Terrorism Champion – Andrew Northrop is the person responsible for the maintenance of this policy, its communication and implementation.

## **Responsibilities**

### **Senior Management**

Has the overarching responsibility to ensure that arrangements are in place so that staff are trained to recognise and respond to prevent concerns and that they are fully aware of their individual and corporate responsibilities for safeguarding company vulnerabilities.

They will ensure that the plans are communicated affectively throughout the business, particularly when staff carry delegated responsibilities.

### **Counter Terrorism Champion**

Counter terrorism champion is responsible for:

- The creation and implementation of our organisation's emergency response plan(s) (formed as part of the risk assessments, method statements and continuity plans)
- Ensuring the counter terrorism policy is reviewed, signed off and communicated, with any alterations and effectively communicated to all staff
- Ensuring staff feel confident in performing their duties set out in the policy
- Ensuring that your emergency and business continuity plan is followed through in the event of an emergency to allow for a quick response and a swift return to 'business as usual'
- Ensuring any relevant information or evidence is collected and reported to the emergency services and senior management, promptly, in accordance with your counter terrorism reporting procedure

### **Drivers**

The driver has the ultimate responsibility for:

- Ensuring the safety and security of their vehicle when attended and unattended
- Identifying and reporting suspicious behaviour or activity
- To report any actual or suspected criminal activity to management and any other relevant parties such as the police and counter terrorism hotlines
- Implementing measures to reduce putting themselves and the vehicle at risk

### **Processes for drivers**

Drivers can use the following guidance to identify suspicious behaviour or activity.

- **Broken CCTV camera(s):**  
someone may not want the street to be watched
- **Unfamiliar individual at site:**  
it is important to be cautious if the person welcoming you to a site does not look familiar, even if they are wearing the requisite HSE equipment (e.g. hardhat, hi- vis jacket)
- **Broken street lighting:**  
making it difficult to see what's happening clearly

- **Correct paperwork/identification:**  
it is vital to check if there is any doubt that the person holding it is a genuine security officer
- **Suspicious vehicles:**  
ensure there are no vehicles that are out of place for the environment around e.g. unmarked truck on side street ready to load with doors open
- **Suspicious people:**  
loitering near or wandering around a possible target

Drivers can consider/implement the following measures to reduce putting themselves and vehicle at risk:

### Daily Checks

- Conduct visual checks around your vehicle before departure and upon arrival
- When you leave your vehicle, always lock it and always take your keys with you. Never leave them in the cab

### Plan Ahead

- Plan your route, stopovers and overnight parking
- Avoid high-risk routes or routes where you need to drive slowly or make many stops
- Look out for suspicious behaviour and vehicles. Be the eyes and ears of the road
- Stick to pre-defined routes and ensure that you report any diversions
- Keep a mobile phone with you with enough charge to contact your transport manager or the police if you need to

### Loading and Unloading

- When loading or unloading, lock the cab and take the keys with you
- When driving, where appropriate, lock the load compartment
- Check that all security devices are working
- Be alert when leaving your loading point. Criminal surveillance often begins at, or within a mile of, your origin
- Never unload into another vehicle or at a different location than specified in your delivery instructions
- Check that your navigation system has the correct delivery address

### Parking safely

- Whenever possible decide where you are to park overnight before starting your journey and stop only at secure locations
- Park your vehicle within sight and where you can return to it quickly for short breaks

- When returning, check all round for signs of interference, including any load security seals
- Ensure that all personnel belongings are out of sight

## **Documents**

When you collect a load:

- Check the load matches the collection note
- Make sure you are clear on where you are delivering to and who will receive the goods

When you deliver:

- Make sure you are delivering to the right place (check collection and delivery against the notes)
- If the delivery instructions are changed, get written confirmation of the changes from senior staff at the delivery address or from your employer.
- Make sure that there is a clear signature and printed name on the POD note (proof of delivery)
- Check that quantities and weights match the collection and delivery notes
- Monitor unloading operations personally if possible

What our drivers can do if they are involved in a security or terrorism related incident;  
If you have any concerns over suspicious activity or potential crime you should contact the police or other authorities:

Emergency crime / terrorism	999
Non – Emergency Crime	101
HGV related Crime – NaVCIS Freight crime desk	02380 478311
Anti-terrorist Hotline	0800 789 321

### **Bomb Threat Checklist**

This checklist is designed to help staff deal with a telephoned bomb threat effectively and to record the necessary information.

#### **Actions to be taken on receipt of a bomb threat**

Record the EXACT wording of the threat.

If you can ask the following questions:

- Where is the bomb right now?
- When is it going to explode?
- What does it look like?
- What will cause it to explode?
- Did you place the bomb?
- Why?
- What is your name?
- What is your address?
- What is your telephone number?

#### **About the caller:**

Sex of caller?

Age?

Nationality?

#### **Also think about:**

Language, e.g....

Caller's voice e.g....

Background sounds, e.g....

Well spoken?

Calm/Angry?

Street noises?

Irrational?

Laughter?

PA systems?

Offensive?

Disguised?

Office noise?

Taped or read?

Accent?

Traffic?

#### **Anything else you noticed?**

Time of Call?

Number call received on:

Length of the Call:

**After the call finishes the Director and the counter terrorism champion is to be informed immediately.**

Signed:



Date: 01.05.2025

Name: Anthony Pollock

Position: Managing Director