



## Operational Security Policy

J Swingler Transport value their vehicles and premises, we respect and expect our employees and sub-contractors to act sensibly and responsibly, especially regarding the use of vehicles, plant and any other ancillary equipment for the benefit of their own personal safety and those of others.

Operating within the current economic and political climate, our Policy includes a commitment to raise awareness, security, and vigilance across the organisation in respect of Counter Terrorism.

The result of Terrorism and Theft is both costly and disruptive. It increases insurance premiums and may lead to loss of contracts if we are unable to fulfil our service obligations. If you witness suspicious terrorism or criminal behaviour, call the Police immediately by dialing 999 and follow through with a call to our Operations Manager or Proprietor.

To reduce the risk of theft or unauthorised access to your vehicle or any plant being transported we have implemented the following controls:

- I have appointed the Operations Manager as our Counter Terrorism Champion.
- Entrance to our Tollerton yard is only permitted through locked gates, a further set of locked gates between 2000 and 0500 hours, plus weekends, and our on-site security.
- CCTV on site, intrusion alerts from 2000 to 0500 hours are sent to our Security Personnel
- When driving alone, keep the doors locked to prevent access. Advance route planning and dialogue with Operations Manager provides preventive routes away from known dangers.
- The RHA provides an additional information stream which is circulated to all as appropriate.
- If you are stopped & threatened, do not attempt to fight back. Remain in the cab, dial 999.
- If you are stopped by Police or DVSA enforcement agents, contact the office to make them aware. A genuine officer will not have any issues if you question their credentials.
- Prior to parking your vehicle, look for somewhere secure and well lit. Do not give lifts to unknown persons.
- When you leave your vehicle, always lock it, and take your keys and valuables with you.
- Always make sure that your cab, and where appropriate, the load compartment is secure.
- If loading or unloading, always lock the cab whilst not in it.
- Be vigilant when talking about your load content and points of delivery.
- Always check security devices are working as part of pre-use checks.

When the vehicle is not in use ensure:

- The keys are kept out of sight.
- The keys are left somewhere secure. If parked in the yard, use the key facility provided.
- If parked on a customer's site, or overnight away from the yard, ensure keys are **secure**.

Additional controls may be implemented if the risk rating for Terrorist/Activist activity increases e.g., Extinction Rebellion, such controls will be shared by the Proprietor/Operations Manager.

This policy will be brought to the attention of all employees and subcontractors working on behalf of the Company and reviewed at least annually. The Policy is supported by appropriate risk assessment and controls.

Signed: \_\_\_\_\_  
**Anthony Thompson**  
**Proprietor**

BMS 021	Rev 2	2 January 2024
Reviewed Michelle Woodward		Renewal due Jan 2025