

Smartwatch Solutions provides Static Guard, Mobile Patrol, Alarm Response and Keyholding, Virtual Guard, CCTV and Access Systems & Services to a wide range of Organisations.

Part 1 - General

Due to the threat level of terrorism in the UK now being substantial all staff need to be aware of our surroundings in the work place regarding the threat of a terrorist attack.

Smartwatch Solutions carry out work on sites that could potentially be the target for terrorist activity.

Smartwatch Solutions work on various sites and have different departments that carry out different duties.

Responsibilities

All Smartwatch staff have a responsibility to be aware of the threat of terrorism and what effects this can cause on staff, clients, stakeholders and the general public.

Failure to comply with this policy may be considered gross misconduct and so may lead to disciplinary action being taken against you up to and including dismissal.

Operations Department

The operations department work frontline in conjunction with our security officers who have a major role to play in the prevention of terrorism. Through training and spot checking during site visits we can educate the staff to be aware of the issues that may arise.

Virtual Guard department

The virtual guard department works on sites that may be a target and need to be trained to be vigilant as they often work on new builds and important construction sites that may be a target.

Office Staff

Whilst not being frontline it is important that all office staff are aware of the threats that the company can be under from terrorism. This includes being vigilant when entering the offices and making sure external doors are closed. You must also be aware that we could be a target in the building so to make sure we are vigilant within the external car park areas.

Part 2- Awareness

Whilst working on sites we must:

- Always wear Hi-viz clothing
- Change patrol routes and times
- Report unusual activity in a timely manner
- Make sure you have a communication aid to contact SWs control or the emergency services
- Report any suspicious activity in a timely manner
- Remain vigilant at all times during your shift

The government in conjunction with the anti-terrorism department have a system called HOT for dealing with suspicious packages

The **HOT** system is

This policy aligns with the Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law. Smartwatch Solutions acknowledges its responsibilities under this legislation, particularly for sites with a public capacity exceeding 200 persons. Staff are expected to be familiar with the requirements of Martyn's Law and participate in relevant training and preparedness activities.

- **Hidden**
 - Has the item been deliberately concealed or is it obviously hidden from view
- **Obviously suspicious**
 - Does it have wires, circuit boards, batteries, tape, liquids or putty-like substance visible

- Do you think the item poses an immediate threat to life
Typical
- Is the item typical of what you would expect to find in this location
- Most lost property is found in locations where people congregate, ask if anyone has left the item

Part 3 – Business Continuity

SWS have in place a disaster recovery plan that includes evacuation from our Head office building in Leeds. Staff are trained to react to such a situation and roles and responsibilities are hi-lighted in the Disaster Recovery Plan, this also has business continuation if we cannot access our premises.

Smartwatch Solutions work on various sites and have different departments that carry out different duties.

All employees should be aware of the threat of terrorism in its various forms.

Signed:

Position: Managing Director



Name: Neil Jones

Date: 31/07/2025

Crisis Response Checklist

CRISIS RESPONSE CHECKLIST:

1. Remain calm and assess the situation.
2. Notify emergency services immediately (999).
3. Alert Smartwatch Control Room with location and nature of threat.
4. Evacuate staff and clients if instructed or if safe to do so.
5. Do not touch or move suspicious items.
6. Follow instructions from emergency responders.
7. Account for all personnel and report any missing individuals.
8. Document the incident and actions taken.
9. Cooperate fully with authorities during investigation.
10. Participate in post-incident debrief and review.