**Safe Working Procedure - Security & Counter Terrorism**

**Responsibilities:**

Crimes such as theft, vandalism and assault could occur at any time. You need to be aware that both you and your vehicle are a potential target for criminals who want to steal your cargo; stowaways who want to cross borders hiding in your truck; and possibly terrorists who may want to exploit your vehicle and/or load for acts of terror.

As an A1 Group driver, it is your responsibility to look after your load and ensure the safety and security of your vehicle. Any attempted, actual or suspected criminal activity must be reported to your manager and any other relevant parties such as the police and counter terrorism hotlines.

It is essential that you understand what procedure to follow if you are involved in a security or terrorist related incident.

**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.
* Stick to pre-defined routes and ensure that you report any diversions to your Transport Manager.
* Keep a mobile phone with you with sufficient charge to contact your transport manager or the police if needed.

**Loading & Unloading:**

* Lock the cab when loading or unloading.
* Lock the load compartment where appropriate when driving.
* Check all security devices are working.
* Be alert when leaving your loading point.
* Never load or unload at a different location than specified in your delivery instructions unless authorised by the A1 Group Transport Manager, Stuart Cawthorne at StuartC@a1groupuk.com or on 07795 532183

**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 signed of interference, including any load security seals

**Contacts:**

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 |
| A1 Group Transport Manager  | Stuart Cawthorne at StuartC@a1groupuk.com or on 07795 532183 |
| HGV Related Crime – NaVCIS Freight Crime Desk | 02380478311 |
| Anti-Terrorist Hotline | 0800789321 |

The Transport Manager, Stuart Cawthorne at StuartC@a1groupuk.com or on 07795 532183 who is the A1 Group, nominated Counter Terrorism Champion will monitor driver’s practical application of the requirements via spot checks to assure that drivers are aware of and adhering to the Counter Terrorism and Operational Security arrangements as stipulated.

As part of the induction process, the Transport manager will ensure that all drivers are briefed on the fact that they are required to immediately report any attempted, actual or suspected criminal activity to their line manager and any other relevant parties such as the police and counter terrorism hotlines.

**In addition, the A1 Group Transport Manager Stuart Cawthorne at StuartC@a1groupuk.com or on 07795 532183 or their manager instructs the drivers to keep vehicles locked at all times and that all vehicles are to be secured when unattended as outlined in the Drivers Handbook.**

**Review Date: 1st January 2022**