



**CHECKMATE FIRE SOLUTIONS LTD  
HEALTH AND SAFETY POLICY**



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**CHECKMATE FIRE SOLUTIONS LTD  
HEALTH AND SAFETY POLICY**

Part 1—Introduction and Statement of Intent

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**Amendment List**

Below is a complete list of all pages that should be in this manual together with the latest amendment date. Under no circumstances should a page be removed without inserting a

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new one.

## **Introduction and Use of the Manual**

The primary function of this manual is to facilitate the implementation of the Checkmate Fire Solutions Ltd Health and Safety Policy as outlined below. This manual defines and establishes the General Policy for Health and Safety as required by the Health and Safety at Work etc Act 1974 and associated legislation.

Also defined within this manual are the responsibilities of management and employees, legislative guidance, hazard notification forms and the provision to monitor the effectiveness of the Health and Safety Policy. This manual can be best used by following these suggestions:

Read the contents list at the beginning of each Part to find the main subjects.

Use the contents list at the beginning of Part 3 to find specific working practices.

Ensure that all parts of this manual are thoroughly read and understood.

## **Guidance on the Health and Safety Policy**

This Health and Safety Policy sets out the company general policy for protecting the health, safety and welfare of employees at work and others who may be affected by the undertaking. Under Section 2 (3) of the Health and Safety at Work etc Act 1974 the written statement must:

State the companies general policy on health and safety

Describe the organisation and arrangements for carrying out the policy

Be brought to the attention of all employees

Be monitored, reviewed and revised as often as necessary

This Health and Safety Policy consists of three main parts:

### **Part 1 – Introduction and Statement of Intent**

This part describes the general aims and philosophy with regards to all employees' health, safety and welfare.

### **Part 2 - Organisation and Responsibilities**

This part involves allocating duties and responsibilities to key personnel to implement the policy effectively. Whilst the overall responsibility for health and safety rests with the Proprietor of Checkmate Fire Solutions Ltd, all individuals have responsibility for carrying out the policy.

### **Part 3 - Arrangements for Health and Safety**

This part includes the systems and procedures in place to ensure effective control of risks and covers the main work activities undertaken by Checkmate Fire Solutions Ltd.

Each subject within this part includes guidance for assistance and information on compliance with legislation that governs it and the safe working procedures to be observed by all employees. Where appropriate and necessary, notification facilities are included in the relevant section, for example, fire precautions, accident/first-aid arrangements, hazard notification records etc.

### **Health and Safety Policy Statement**

As the Directors/Managers of Checkmate Fire Solutions Ltd we are responsible for and committed to ensuring the health, safety and welfare of all employees, customers, and others that may be affected by our undertaking. We regard health and safety at work as ranking in importance with other vital activities such as customer service, quality management, security issues and contracts, and are committed to a process of continual improvement through effective leadership. At Checkmate Fire Solutions Ltd we seek to achieve the highest standards, not only because compliance with legislation is mandatory but also because it is in the company's best interests to do so.

It is our intention that all employees read and comply with all parts of this policy for health and safety, and the requirements of the Health and Safety at Work etc Act 1974 and other legislation as is applicable. It is our stated policy intention:

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure the safe handling and use of substances.
- To provide information, instruction and supervision for employees.
- To ensure all employees are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary and annually from the date below.

Signature:



Date: 29.01.2013

**Managing Director**

**For and on behalf of Checkmate Fire Solutions Ltd**

CHECKMATE FIRE SOLUTIONS LTD  
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**Environmental Policy Statement**

Checkmate Fire Solutions Ltd recognises that in our operations we inevitably impact on the environment and we therefore are committed to ensure a clean, healthy environment. We will provide our customers with a safe, reliable and responsive security service in an environmentally sensitive and responsible manner. We believe that a sound environmental policy contributes to our competitive strength and benefits our stakeholders, including customers and employees by contributing to the overall well-being and economic health of the communities we serve.

We will:

Comply fully with the letter and spirit of environmental laws and regulations and strive to secure fundamental reforms that will improve their environmental effectiveness and reduce the cost of compliance.

Consider environmental factors and the full acquisition, use and disposal costs when making planning, purchase and disposal decisions.

Work continuously to improve the effectiveness of our environmental management.

Provide appropriate environmental training and educate employees to be environmentally responsible.

Monitor our environmental performance regularly through rigorous evaluations.

Seek to prevent pollution before it is produced; reduce the amount of waste at our site and support pollution prevention by our customers and suppliers.

Use energy efficiently throughout our operations and support the efficient use of gas and electricity by our customers and suppliers.

Re-use and recycle wherever possible.

Use materials that minimise harm to the environment.

Work co-operatively with others to further common environmental objectives.

Communicate and reinforce this policy throughout the company.

Signature:



Date: 29.01.2013

**Managing Director**

**For and on behalf of Checkmate Fire Solutions Ltd**

CHECKMATE FIRE SOLUTIONS LTD  
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Part 2—Organisation and Responsibilities

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**General Responsibilities**

Whilst the responsibility for accident and ill-health prevention rests with the Managing Director of Checkmate Fire Solutions Ltd, all employees are required:

To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work.

To co-operate so far as is necessary to enable compliance with legislation.

Not to recklessly misuse or interfere with anything provided in the interests of health and safety.

To observe safety signs and use any appliance, protective clothing, convenience, plant and equipment or other means for securing their health, safety and welfare properly and in accordance with any training and instructions given.

To report any situation that the employee considers being a serious and imminent danger and any other perceived shortcoming in the health and safety arrangements.

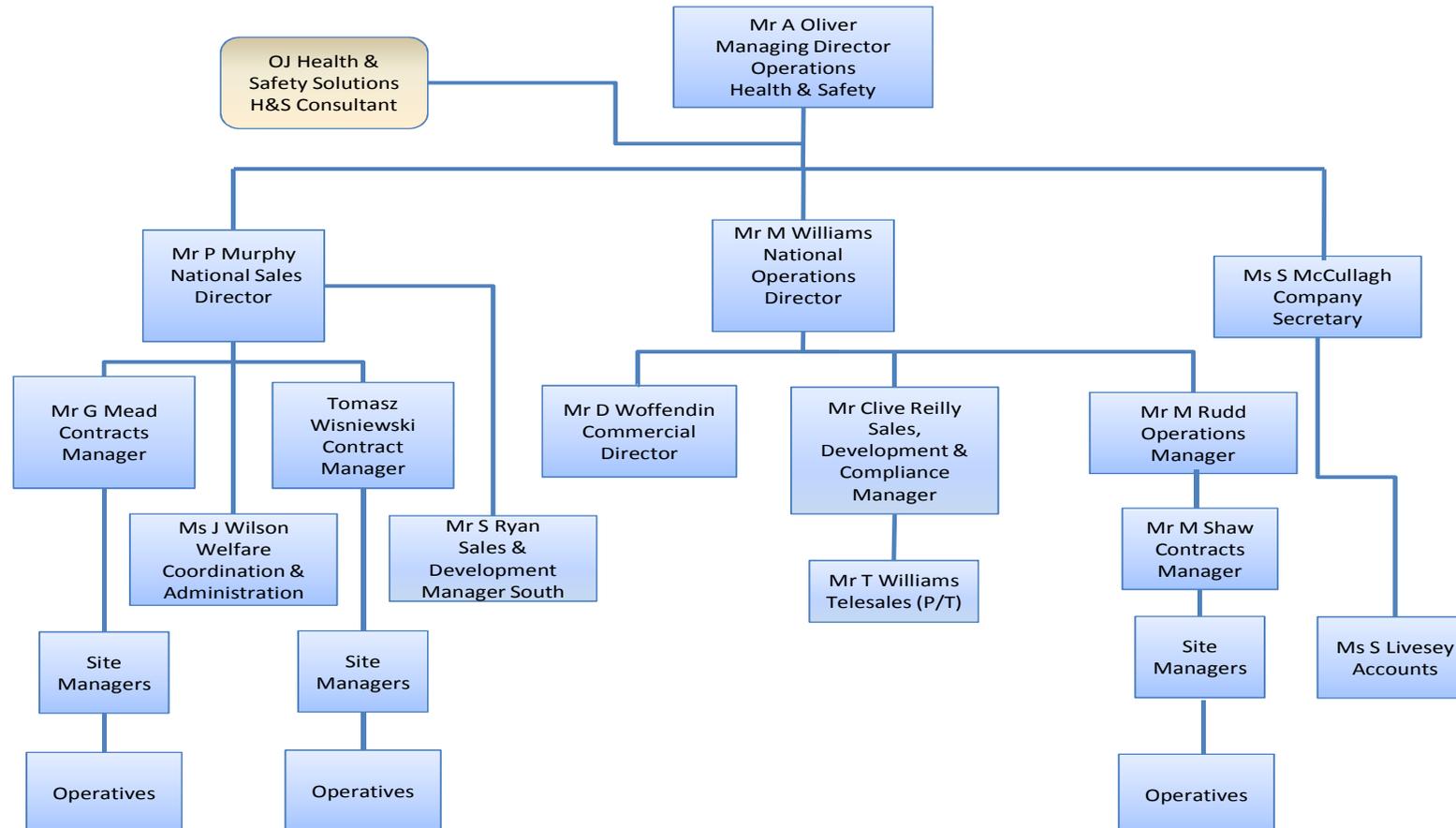
To assist with accident investigations.

To report all injuries, illnesses, dangerous occurrences and near misses.

# CHECKMATE FIRE SOLUTIONS LTD HEALTH AND SAFETY POLICY

**Health and Safety Communication** - Health and safety communications should follow the organisational chart identified below.

## Checkmate Fire Solutions Ltd Company Organisation Chart



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Employees who wish to raise matters of concern including hazards and/or shortcomings in the company arrangements for health and safety are to do so to their respective Line Manager using the hazard notification form at page 27. Hazard records are provided to achieve a dual purpose:

- To stimulate a greater involvement and interest of our employees towards health and safety within their working environment.

- To provide a method of communicating hazards and unsafe conditions, together with a suggested method for recording such details and any remedial action taken.

By maintenance of a written hazard record, evidence is provided to support the procedures that demonstrate the effectiveness of the communication channels. Hazard notification forms are available from the Managing Director.

### **Consultation with Employees**

In accordance with the Health and Safety (Consultation with Employees) Regulations 1996 the Managing Director will consult directly with all employees, who should ensure any matters for consultation are brought to his attention either directly or through their Line Manager. All employees are encouraged to raise points of concern or suggestions for improvement with regard to health and safety matters in Checkmate Fire Solutions Ltd. Typical matters for consultation include:

- Health and safety information and arrangements, including emergency procedures.

- Health and safety training, and the introduction of new technologies or machinery.

A meeting, to include health, safety and welfare matters will be held every 3 months or earlier if required, with a record kept of action points and/or comments raised. Health and safety agenda items for the meeting will normally include:

- Examination of accident and/or disease statistics and trends.

- Examination of safety audit reports and progress on the Safety Action Plan.

- Analysis of information and reports provided by enforcing authority inspectors.

- Development, introduction and monitoring of safety rules and safe systems of work.

- Appraisal of the effectiveness of health and safety training.

## CHECKMATE FIRE SOLUTIONS LTD HEALTH AND SAFETY POLICY

Provision of safety and health communication and publicity in the workplace.

### **Information and Instructions for Employees**

The poster entitled 'Health and Safety Law – What you should know' is to be prominently displayed in the main office. The Managing Director is to ensure that any young persons or trainees who are working at the company are provided with proper supervision according to their respective roles at all times. The Managing Director will ensure that Checkmate Fire Solutions Ltd employees who are working under the control of other employers at other sites are given relevant health and safety information and instructions as necessary.

### **Health and Safety Assistance**

In accordance with the Management of Health and Safety at Work Regulations 1999, Regulation 7, Neil Denning of OJ Health and Safety (OJ H&S) has been appointed to act as the 'Competent Person' for Checkmate Fire Solutions Ltd. Additional assistance and advice available from OJ includes:

- Conducting serious incident investigations.
- Conducting risk assessments.
- Provision and conduct of health and safety training.
- Attendance at meetings.
- Liaison with enforcing authorities.
- Providing telephone advice.

### **Risk Assessments and Safety Action Plan**

In accordance with the Management of Health and Safety at Work Regulations 1999, risk assessments are to be completed by OJ H&S and reviewed at least annually. Findings are to be reported to the Managing Director who will authorise actions to remove or control risks and ensure any actions that are required are implemented. The Managing Director is responsible for checking that actions taken have removed or reduced the risks and a register of assessments is to be maintained. In addition, the following regulations require specific risk assessments to be carried out where they apply:

### **Health and Safety**

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- The Health and Safety at Work etc Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Regulatory Reform (Fire Safety) Order 2005
- The Provision and Use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Control of Substances Hazardous to Health 2002
- The Working at Height Regulations 2005
- The Electricity at Work Regulations 1989
- The Chemicals (Hazard Information and Packaging for Supply) Regulations 2002
- The Construction (Design and Management) Regulations 2007
- The Control of Noise at Work Regulations 2005
- The Reporting of Injuries Disease and Dangerous Occurrences 1995
- The Manual Handling Operations Regulations 1992
- The Electrical Equipment (Safety) Regulations 1994
- ***The Workplace (Health, Safety and Welfare) Regulations 1992***
- The Control of Asbestos Regulations 2006
- The Confined Space Regulations 1997
- The Control of Vibration at Work Regulations 2005
- The Health and Safety (Consultation with Employees) Regulations 1996
- The Personal Protective Equipment Regulations 1992
- The Control of Lead at Work Regulations 1992

### **Environmental**

- Environmental Protection Act 1990 Part II
- Environmental Protection (Duty of Care) Regulations 1991
- The Waste Management Licensing Regulations 1994
- Hazardous Waste Regulations 2005

A Safety Action Plan is to be drawn up from the action points on the risk assessments to record and monitor health and safety progress. The Safety Action Plan is to be reviewed at least every three months. The following general risk assessment form is to be used to record risk assessments where these are required.

### **Competency for Tasks**

## CHECKMATE FIRE SOLUTIONS LTD HEALTH AND SAFETY POLICY

All personnel who are working in Checkmate Fire Solutions Ltd will be provided with training to ensure they are competent for their respective tasks, taking into account their qualifications and experience. The Managing Director is to ensure that induction training is carried out for new employees and that all other training needs are identified, arranged and monitored. The following are examples of specific training needs that may be required for personnel working at Checkmate Fire Solutions Ltd:

- First Aid
- Fire Safety
- Arrest and Restraint Techniques
- Manual Handling
- Control of Hazardous Substances
- Use of Display Screen Equipment
- Safety Supervision
- Risk Assessment
- Use of Specialised Work Equipment

### **Accidents and Ill-Health**

Health surveillance in the form of eye and eyesight tests for 'Users' of Display Screen Equipment will be provided for relevant employees at Checkmate Fire Solutions Ltd. The Managing Director is to ensure that where such health surveillance is required, it is arranged and that appropriate records are maintained.

First aid boxes are to be kept in the main office and company vehicles where Checkmate Fire Solutions Ltd personnel are employed. First aid personnel are nominated at Part 3 of this manual.

The Managing Director is to ensure all accidents and cases of work-related ill-health are recorded in the book provided in the main office, and those reportable injuries, diseases and dangerous occurrences are notified to the Enforcing Authority within the specified time scales (see Part 3 of this manual).

## CHECKMATE FIRE SOLUTIONS LTD HEALTH AND SAFETY POLICY

Serious accidents are to be investigated by OJ H&S and work-related causes of sickness absence are to be investigated by the Managing Director. Where appropriate, reports containing details of the findings of such investigations are to be produced for the attention of the Managing Director who will then act upon any recommendations made to prevent a recurrence.

### **Policy Review and Update**

The policy will be reviewed on an ongoing basis with amendments being produced as may be necessary in accordance with changes to the organisation and arrangements.

The Statement of Intent contains an annual review date, which is a fixed date upon which a full review up of the whole policy will be carried out. Once this is completed and whether changes are needed or not, a new Statement of Intent page displaying the next review date, which will normally be one year on from the last review date, will be prepared and will replace the expired page.

Updating of this policy will be carried out when:

- There are changes to the management structure or to the business name.
- Changes are made to any of the safety arrangements.
- The activities of the business change significantly.

No pages are to be removed from this policy without a replacement being inserted. This policy is to be controlled by the Managing Director and is to be held in the main office.

### **Emergency Procedures**

A risk assessment is to be carried out and regularly reviewed to identify the emergency procedures to be followed in the event of a fire or other emergency for each location where company personnel are employed. The Managing Director is to ensure emergency escape routes are checked daily for the main office and Managers are to ensure emergency escape routes are checked daily for all site operations. Fire extinguishers are to be provided and are to be checked monthly by Line Managers and maintained annually by service contract.

Managers are to ensure they and all personnel are aware of the method of raising the alarm for site operations. Emergency evacuation procedures are to be practised on a six monthly basis.

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**Responsible Persons and Monitoring**

To ensure health, safety and welfare standards are maintained and improved upon, and to promote a positive health and safety culture, the following people have key responsibilities at Checkmate Fire Solutions Ltd:

The person responsible for communicating the policy to employees is:	<b>Managers</b>
The person responsible for ensuring the monitoring and review of the policy is:	<b>Managing Director</b>
The person responsible for ensuring all risk assessments are undertaken is:	<b>Managing Director</b>
The person responsible for dealing with reportable accidents/incidents is:	<b>Managers</b>
The person responsible for fire safety is:	<b>Managers</b>
The person responsible for electrical matters is:	<b>Managers</b>
The person responsible for monitoring first aid supplies is:	<b>Managers</b>
The person responsible for health and safety training is:	<b>Managing Director</b>
The person responsible for hazardous substances is:	<b>Managers</b>
The person responsible for equipment and maintenance operations is:	<b>Managers</b>
The person responsible for the implementation of the Environmental Policy is:	<b>Managing Director</b>

## CHECKMATE FIRE SOLUTIONS LTD HEALTH AND SAFETY POLICY

Health and safety is no different from any other management function, in that it is necessary to monitor and measure performance against the standards and objectives originally stated. Effective monitoring helps to develop the safety culture and provides the opportunity for practical development of new policies.

Line Managers are required to monitor their areas of responsibility in the form of a daily walk through inspection, which is not to be recorded unless there is a serious breach of the Health and Safety rules. More detailed inspections are to be carried out at frequent intervals and recorded on the monitoring form provided below.

The Managing Director and Managers within the organisation have a personal responsibility for the Health and Safety Policy and its effective and successful implementation.

Visiting inspectors will want to know how you manage health and safety, and therefore your system and procedures will come under close scrutiny. WILL THEY STAND UP?



# CHECKMATE FIRE SOLUTIONS LTD HEALTH AND SAFETY POLICY

## **Key Responsibilities**

### **General Managing Director and Managers**

1. In providing this health and safety policy the Managing Director of Checkmate Fire Solutions Ltd accepts formally and publicly his collective role in providing health and safety leadership. The Managing Director recognises that he has a personal responsibility and liability under health and safety law.
2. The Managing Director and managers have an individual role in providing health and safety leadership at Checkmate Fire Solutions Ltd and will ensure that their actions and decisions at work always reinforce the messages in the health and safety policy.
3. The Managing Director and managers will ensure that all decisions reflect their health and safety intentions, as articulated in the health and safety policy statement. In particular, the health and safety ramifications of investment in new plant, premises, processes or services, or doing business with other organisations, will be taken into account as decisions are made. In addition, the Managing Director will ensure that clients of Checkmate Fire Solutions Ltd are alerted to any risks and necessary precautions associated with the services supplied.
4. The Managing Director and managers must recognise their role in engaging the active participation of all employees in improving health and safety. They will actively promote and support employee involvement and consultation to ensure a partnership where employees are involved in identifying and tackling potential or actual problems.
5. The Managing Director and Managers will ensure that they are kept informed of, and alert to, relevant health and safety risk management issues by the appointment of the 'Managing Director' to be the head of 'Health and Safety'.

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**Managing Director**

**MANAGING DIRECTOR**

1. Will develop and promote a safety culture and philosophy, which permeates into all activities undertaken and reaches all personnel involved in them.
2. Will make channels of communication available to employees so that health and safety matters can be discussed and resolved.
3. Will ensure that health and safety training matters are identified and programmed for action.
4. Will ensure that all activities are covered by safe systems of working, periodically reviewing each system for accuracy and content.
5. Will ensure that fire risk assessment is carried out and all control measures stipulated within the risk assessment are carried out and updated as and when necessary.
6. Will ensure that arrangements made for first aid provisions are appropriate to the hazards and risks involved and have been brought to the attention of all employees.
7. Will ensure that all assessment duties have been undertaken and the necessary follow up actions taken, with relevant information provided to employees.
8. Will ensure all injury accidents are recorded and reported as appropriate.
9. Will ensure that all items of plant, machinery and equipment including those facilities for heating, lighting and ventilation receive appropriate maintenance.
10. Will ensure systems are in place to control purchasing of goods and materials, which are fit for purpose, safe to use and ensure that any necessary health and safety information is obtained from suppliers and passed on to those who require it.
11. Will ensure all vehicles, plant, machinery and equipment is maintained in a serviceable condition through planned preventative maintenance systems.

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**Managers/Supervisors**

1. Will have a direct responsibility for implementing this policy within all activities that are under control.
2. Will have an input into developing the organisations safety action plan, setting priorities and targets in connection with risk assessments.
3. Will have a good understanding of the objectives of the organisations safety policy, ensuring that employees have sight of it, and its safety rules.
4. Will ensure effective supervision for all employees under control and those employees have received any necessary training and that records are being kept.
5. Will ensure that the channels of communication provided are understood and used, that stipulated safe systems of work are followed and will assist in the development of new safe systems.
6. Will ensure that all work areas under control are maintained in a safe condition, bringing to the attention of the Managing Director any faults that cannot be dealt with.
7. Will ensure that all work equipment is maintained in a safe condition, with particular attention being paid to vehicles, lifting equipment, storage media, tools and electrical equipment, bringing to the attention of the Managing Director any faults that cannot be dealt with.
8. Will ensure all chemicals and substances in use in areas under control are properly stored, handled, used and transported, bringing to the attention of the Managing Director any faults that cannot be dealt with.
9. Will ensure the welfare facilities provided for employees in areas under control are kept clean and are adequate for their needs.
10. Will ensure the upkeep of fire precautions in all areas under control ensuring all employees and visitors know the procedures if they discover a fire or hear the alarm.

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11. Will ensure all personnel under control are aware of the first aid arrangements and who to go to for treatment.

**Rules Covering Health and Safety at Work**

**A. Working Practices**

1. Employees must not operate any item of plant or equipment unless they have been trained and authorised to do so.
2. Employees must make full and proper use of all equipment guarding.
3. Employees must report to management immediately any fault, damage, defect or malfunction in any item of plant, equipment, implement or utensil.
4. Employees must not clean any moving item of plant or equipment.
5. Employees must not leave any item of plant or equipment in motion whilst unattended unless authorised to do so.
6. Employees under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
7. Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
8. Employees must use all substances, chemicals, liquids etc. in accordance with all written instructions.
9. Employees must return all substances, chemicals, liquids etc. to their designated safe storage area when not in use and at the end of the working period.
10. Employees must observe all pedestrian and vehicle controls in force on the premises.
11. Employees must comply with all signs and notices displayed on the premises.

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**B. Working Conditions/Environment**

1. Employees must make proper use of all equipment and facilities provided to control working conditions/environment.
2. Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition.
3. Employees must dispose of all rubbish, scrap and waste within the working area, using the facilities
4. Employees must use the correct methods when removing any articles of waste for disposal.
5. Employees must clear up spillages or liquids within the work area in the prescribed manner.
6. Employees must deposit all waste chemicals and other substances at the correct disposal points and in the prescribed manner.
7. Employees must not pollute watercourses, sewers or drains with chemicals, or substances.

**C. Protective Clothing and Equipment**

1. Employees must use all items of protective clothing/equipment provided as instructed.
2. Employees must store and maintain protective clothing/equipment in the approved manner.
3. Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their immediate manager.

**D. Fire Precautions**

1. Employees must comply with all laid down emergency procedures.
2. Employees must not obstruct any fire escape route, fire equipment or fire doors.
3. Employees must report any use of fire fighting equipment to their immediate manager.

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**E. Employer's Transport**

1. Employees must carry out daily checks of their vehicles prior to use and in conjunction with the laid down checking procedure.
2. Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
3. Employees must not carry unauthorised passengers or unauthorised loads.
4. Employees must not use vehicles for unauthorised purposes.
5. Employees must not overload vehicles above the stated capacity.
6. Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.

**F. Accidents and Ill Health**

1. Employees must seek medical treatment for any injury they may receive, no matter how slight it may seem to be. Upon returning from treatment they must report the incident to a manager.
2. Employees must report all accidents and dangerous occurrences to management as soon as it is practicable.
3. Employees must notify management of any incident in which damage is caused to property.

**G. Rules Covering Gross Misconduct**

An employee will be liable to summary dismissal if he/she is found to have acted in any of the following ways:

1. A serious or wilful breach of Safety Rules.
2. Unauthorised removal or interference with any guard or protective device.
3. Unauthorised operation of any item of plant or equipment.
4. Unauthorised removal of any item of first aid equipment.
5. Wilful damage to, misuse of or interference with any item provided in the interests of health, safety or welfare at work.

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6. Unauthorised removal or defacing of any label, sign or warning device.
7. Misuse of chemicals, inflammable or hazardous substances or toxic substances.
8. Smoking on Checkmate Fire Solutions Ltd premises.
9. Horseplay or practical jokes that could cause accidents.
10. Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
11. Misuse of any item of equipment, utensil, fitting/fixture, vehicle, or electrical equipment.

**Policy Acknowledgement**

This Policy is to be read by all employees, as a condition of employment, and a certificate is to be signed and dated by each employee to confirm this.

A form is provided (below) for all employees (at induction for new employees) to sign to acknowledge that they have had the Health and Safety Policy brought to their attention. Once completed, this form is to be retained on individual personnel files and held in the main office.

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**Policy Acknowledgement Form**

Please read the notes below and then sign this form.

We have now formulated the Health and Safety at Work Policy in accordance with the Health and Safety at Work etc Act 1974, and this letter is to inform you of that and also that the Policy is usually kept in the Main Office.

Clearly, we will do all in our power to ensure the Health and Safety and Welfare of our employees and we look to our employees to abide by the Health and Safety standards laid down.

You should now read the information contained in the Health and Safety Policy as this is part of your Contract of Employment. Please discuss any queries you may have with your Line Manager and sign this form.

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**Acknowledgement**

I (employee name) \_\_\_\_\_ have read the Health and Safety Policy and accept its contents as forming part of my Contract of Employment. I will keep myself informed of its contents.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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Please return this form to:

**Manager**



## Part 3 – Arrangements for Health and Safety

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**Working at Height - The Working at Height Regulations 2005**

***Work at Height, Scaffolds and Towers, Ladders and Steps, Roof work***

***'Work includes moving around at a place of work.'***

***'At height describes a place from which a person could be injured when falling from it, even if it is at or below ground level.'***

***We will avoid working at height, where it is reasonably practicable to do the work safely some other way.***

***When we are required to work at height we will ensure that:-***

- The Working at Height Regulations 2005 are conformed with
- All work at height is properly planned, organised and supervised
- Work is carried out in a manner that is safe
- falls will be prevented or, if not able to be prevented the consequences or distance of falling will be minimised
- Those working at height are competent to do so
- Risks are assessed and appropriate equipment selected and used
- Objects etc are prevented from falling
- Risks from fragile surfaces are avoided or properly controlled
- Equipment used at height will be inspected and properly maintained
- Planning for emergencies and rescue will be made

**Scaffolds and working platforms**

- Scaffolding will be erected to recognised standards only by trained, competent and authorised operatives
- A competent person will inspect scaffolding before use and after adaptation, alteration or the effects of adverse weather conditions etc and in any case every 7 days.
- Results of the inspection will be recorded in a register
- Scaffold Incomplete notices will be displayed as required.
- Ladders will be removed or secured to prevent unauthorised access after working hours.
- Special scaffolds will be subject of design or calculations.
- Design drawings and calculations for special scaffolds must be available on site for the information of the person carrying out inspections etc.
- Scaffolds will be secured against bad weather conditions and short boards secured down.
- Edge protection measures will not be removed unless authorised and will be replaced as soon as the need to remove it has expired.

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- Tower scaffolds will only be erected by trained, competent and authorised operatives as per manufacturer's instructions.
- No persons will be permitted to remain on tower scaffolds during the moving and repositioning of them.
- When moved they will be pushed via the narrowest side at the bottom of the tower.
- Brakes will be set when used
- The SWL of scaffolds and working platforms will be established, displayed and not exceeded.
- Materials will not be stored on working platforms so as to exceed the edge protection.
- All scaffold structures will be properly earthed where a risk of lightning strikes exists.

### **When ladders are used they will be:-**

- Used by competent operatives only
- Subject of an inspection regime with records of inspections maintained
- Visually inspected by operatives before use
- Marked with a means of identifying them
- Class 1 Industrial Heavy Duty or Class 2 Light Trade
- In good condition and free from defects.
- Secured against movement.
- Pitched out to a 75° angle (4-1) with the reinforcement under the rungs
- Rise at least 1 metre above a landing place.
- Free from obstruction at their base area
- Used by only one person at a time
- Overhead cables will be identified and made safe when working at height

### **Operatives will:-**

- Maintain **three points** of contact at all times
- Not use the top 3 rungs when used as a work platform,
- Not 'over reach'
- Not carry materials or tools when ascending or descending ladders.
- When step ladders are used they will be:-
- As with ladders - suitable for purpose
- Used on safe, level ground
- Used for short duration and light work
- Properly 'set up' and not inclined against walls etc
- Operative not to use top 2 steps
- Not to over reach

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## **Access Equipment**

### **Ladders and Step Ladders**

Ladders are so widely used that their dangers are often completely overlooked. They are frequently used in unsuitable locations where they form inappropriate working places. They are often incorrectly used and poorly maintained. The following precautions are to be taken when using ladders:

Ladders should be erected on a firm level base and be supported by the stiles only.

The top of the ladder should rest on a firm, solid surface. If the surface is unsuitable a ladder stay should be used.

The ladder slope should be about 75° to the horizontal (1:4).

Ladders should be secured at the top where possible, or secured near the base by means of guy ropes.

If it is not possible to secure the ladder to prevent slipping, someone must hold the ladder at the base while in use.

Only one person should be on a ladder at any given time.

Ladders should not be used where any electrical hazard exists (overhead electricity cables).

Timber ladders should be stored correctly to prevent warping and rungs loosening.

Timber ladders should be erected with wire tie rods beneath the rungs and should not be painted.

Step ladders should be in good condition and the top step should not be used.

Large pieces of materials and equipment should not be carried whilst climbing a ladder.

To afford adequate handholds, ladders are to extend at least 1m above any landing place or beyond the highest rung from which a person may work. If the ladder cannot provide a

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handhold an alternative must be found. From the stepping-off point, unobstructed and safe access to the working place must be provided.

All employees are to check ladders and other access equipment before use and report any defects. Checks are to be made on:

Mechanical damage to metal ladders.

Splits, cracks, warping, bruising to timber ladders.

Movement and wear and tear to rungs.

Missing rungs.

Tightness of wedges and tie rods.

Split or fraying feet.

Wear to ropes and pulleys on extension ladders.

Hinges, steps, and ties on step ladders.

### **Working Platforms**

These are defined as any platform used as a place of work, or as a means of access to, or egress from, such a place. Scaffolds, suspended scaffolds, cradles, mobile platforms, trestles, gangways, runs, gantries, stairways are all included in the definition. The following general precautions are to be observed when using a working platform:

Boards must not be painted.

Boards must be free from damage, splits and decay.

Platforms must be secure and not overloaded, and kept clear of debris, trip hazards etc.

Nails etc are never to be used to replace locking pins.

In addition, where access is required to a working platform, the working platform is to meet the following standards:

Platform minimum width – 600 mm

Minimum height of guard rail – 950 mm

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Maximum gap between rails – 470 mm

Toe board height – 150 mm

### **Mobile Elevating Work Platforms**

These provide access through hydraulic lifts, which are mounted on a vehicle. They are commonly known as cherry pickers or scissor lifts. All employees using these platforms are to observe the following safety precautions:

A daily inspection of all parts is to be carried out before use.

The outriggers and stabilisers are to be used.

Ensure the machine is level with no cellars or drains beneath the work area.

Ensure the ground conditions are satisfactory.

Ensure appropriate warning signs and barriers are used.

Ensure all materials and tools are secured.

Ensure the platform is kept clean and not obstructed.

Ensure the safe working load is not exceeded and work is carried out within the reach of the unit.

Ensure the working area is clear of overhead obstructions including electricity cables.

Ensure employees who operate platforms are trained and competent and are under effective supervision.

Ensure safety helmets and harnesses are used as required.

### **Mobile Scaffolds or Towers**

Mobile scaffolds are commonly used for painting and simple maintenance jobs on buildings. They have one working platform accessible by a ladder. They can be constructed using normal scaffold tubes but are more often fixed tubular structures. The structure is mounted on four wheels so the unit can be moved about with relative ease.

The height of mobile scaffold is generally limited to 12 m except for special purposes. For internal use the height should not exceed 3.5 times the shortest base dimensions. When

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used externally the factor is reduced to 3 times for example if the scaffold is 3 metres high the scaffold must be a minimum of 1metre wide or stabilisers must be used to widen base. When used above 9.8 m, some form of guy rope, ballast or anchoring device must be used to give added stability.

The working platform should conform to the standards laid for other scaffolds. When Mobile Platforms are in use the following precautions are to be observed:

The scaffold must be set up on firm level ground.

The wheels must be turned outwards to increase the effective area of the base and must be locked to prevent motion.

The scaffold must only be moved by pushing or pulling at the base.

The scaffold must not be moved while workers and materials are on the platform.

Before moving the scaffold, a check is to be made to ensure that there are no power lines or other overhead obstructions.

### **Accident Procedures**

All incidents involving injuries and those that could have led to injuries being sustained (near misses) are to be reported. An employee who has sustained an injury must report to a First Aider for attention.

A person who discovers an accident victim who has sustained serious injury is to summon the immediate help of a First Aider, and at the same time using his judgement in calling an ambulance. The First Aider is to ensure details of actions taken are recorded using the Internal Accident Report Form (see below), and in the Accident Book.

### **First Aid Provisions**

In accordance with the Health and Safety (First Aid) Regulations 1981 Checkmate Fire Solutions Ltd is to be covered at all times by a trained First Aider or an Appointed Person if on site with five or more employees at least one should have the emergency first aid qualification, or if there are ten or more a minimum of one fully qualified first aider must be

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present, and the names and locations of these personnel are to be prominently displayed.

First aid personnel are:

<b>Name</b>	<b>Location</b>	<b>Role</b>
	Office	First Aider
	Site	First Aider

<b>First aid boxes are provided in:</b>	All Company Vehicles
	Office
	Reception

In addition to administering first aid to employees and taking charge in an emergency, First Aiders or Appointed Persons are to ensure first aid boxes are stocked with the following minimum quantities of equipment:

A general guidance leaflet on first aid.

20 individually wrapped sterile adhesive dressings (assorted sizes) appropriate for the work environment.

2 sterile eye pads.

4 individually wrapped triangular bandages (preferably sterile).

6 safety pins.

6 medium-sized individually wrapped sterile un-medicated wound dressings (approx 12cm x 12cm).

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2 large sterile individually wrapped un-medicated wound dressings (approx 18cm x 18cm).

1 pair of disposable gloves.

Substances such as ointments, creams, headache tablets etc are not to be kept in the first aid box. The names and locations of First Aid personnel, and the location of Accident Books and First Aid Boxes are to be prominently displayed in all work areas.

### **Reporting to Enforcing Authorities**

A file of reportable injuries is to be maintained and the enforcing authorities are to be informed where necessary. The following procedures are necessary under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

**Over Seven Day Injury** - If there is an accident connected with work (including an act of physical violence) and an employee, or a self-employed person working on the premises, suffers an over-seven-day injury a completed accident report form (F2508) must be sent to the enforcing authority within ten days or [www.riddor.gov.uk](http://www.riddor.gov.uk). An over-seven-day injury is one that is not major but results in the injured person being away from work or unable to do their normal work for more than seven days (including non work days).

**Death or Reportable Major Injury** - If there is an accident connected with work and an employee, or a self-employed person working on the premises is killed or suffers a major injury (including as a result of physical violence) or a member of the public is killed or taken to hospital, the enforcing authority must be notified without delay (by telephone) or [www.riddor.gov.uk](http://www.riddor.gov.uk). The enforcing authority will ask for brief details about the business, the injured person and the accident; and within ten days this must be followed up with a completed accident report form (F2508). Reportable major injuries are:

Fracture other than to fingers, thumbs or toes.

Amputation.

Dislocation of the shoulder, hip, knee or spine.

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Loss of sight (temporary or permanent).

Chemical or hot metal burn to the eye or any penetrating injury to the eye.

Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.

Any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours.

Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent.

Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.

**Reportable Dangerous Occurrences** - If something happens that does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence that must be reported immediately (by telephone). Within ten days this must be followed up with a completed accident report form (F2508). A summary of reportable dangerous occurrences is given below:

Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.

Explosion, collapse or bursting of any closed vessel or associated pipe work.

Failure of any freight container in any of its load-bearing parts.

Plant or equipment coming into contact with overhead power lines.

Electrical short circuit or overload causing fire or explosion.

Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.

Accidental release of a biological agent likely to cause severe human illness.

Malfunction of breathing apparatus while in use or during testing immediately before use.

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Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall.

Unintended collision of a train with any vehicle.

**Reportable Work-Related Diseases** - If a doctor gives notification that an employee is suffering from a reportable work-related disease then a completed disease report form (F2508A) must be sent to the enforcing authority. There are 47 occupational diseases that are reportable. Of these, 14 are conditions due to physical agents and the physical demand of the work, 13 are infections due to biological agents, and 20 are conditions due to substances. Over 100 work activities are specified. A summary of reportable diseases is given below:

Certain poisonings.

Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.

Lung diseases including: occupational asthma, farmer's lung, pneumoconiosis, asbestosis, and mesothelioma.

Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus.

Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

Copies of all reports sent to the enforcing authority are to be held on file and also are to be copied to the company insurers.

### **Accident Investigation**

Following a serious injury accident at work and in addition to satisfying the reporting requirements under RIDDOR, it will be necessary for management to take both immediate and longer term actions to prevent a recurrence. These include:

Giving first aid.

Isolating the scene.

Identifying witnesses.

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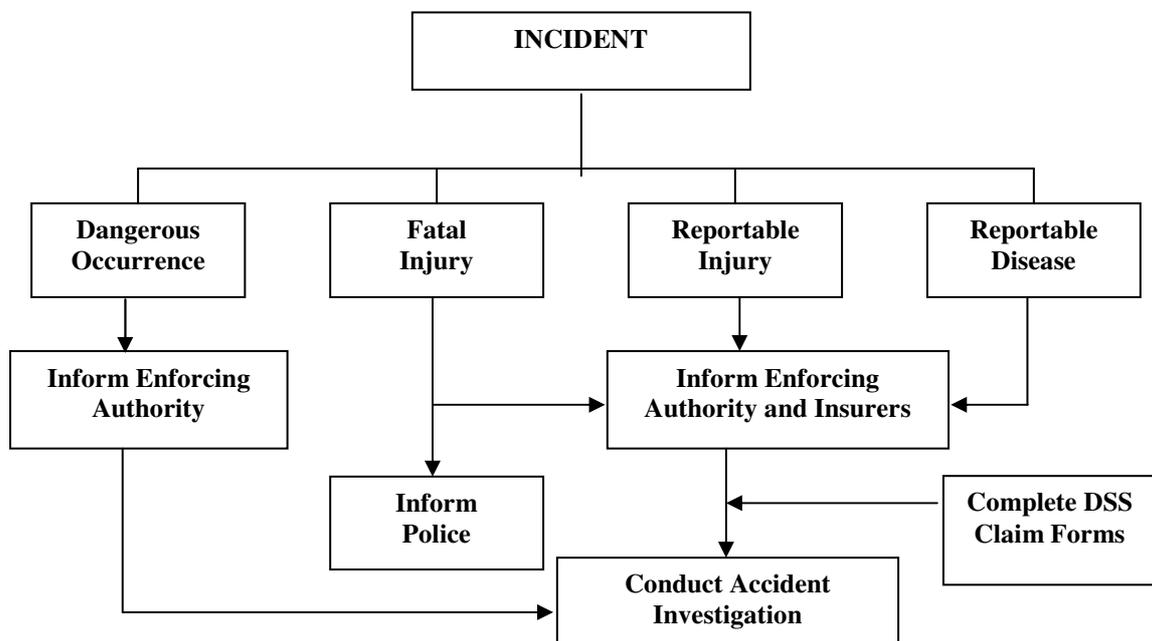
Setting up an investigation team.

Conducting an investigation.

Making recommendations.

Implementing corrective actions.

The flow chart below is produced to assist with actions to be taken following a serious incident:



All minor accident/incidents will be investigated by site management using the below Internal Accident Report Form. This form will then be sent our safety advisor to be assessed and to ensure all remedial action is relevant

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**Internal Accident Report Form**

**PART A - TO BE COMPLETED BY THE FIRST AIDER/PERSON ATTENDING**

**DETAILS OF INJURED PERSON**

Surname		Forename			Sex	Date of birth	
Address							
Employee (✓)		Self Employed (✓)		Trainee (✓)		Other (specify)	
Department							
Occupation at time of accident							

**DETAILS OF ACCIDENT**

Time		Day		Month		Year	
Type of injury or condition							
Place of accident							

**TREATMENT**

Was the injured person taken to hospital for treatment?			Yes/No
Did the injured person refuse hospital treatment?			Yes/No
Give brief details of treatment given on the premises			
Did the injured person continue to work on day of accident?	Yes / No	Time injured ceased work (am/pm)	

**DETAILS OF PERSON COMPLETING THIS SECTION**

Name (print)	Position	Date	Signature

**PART B - TO BE COMPLETED BY A MANAGER**

What task was the injured person doing?
---

Was the injured person trained or authorised to do this task?
---

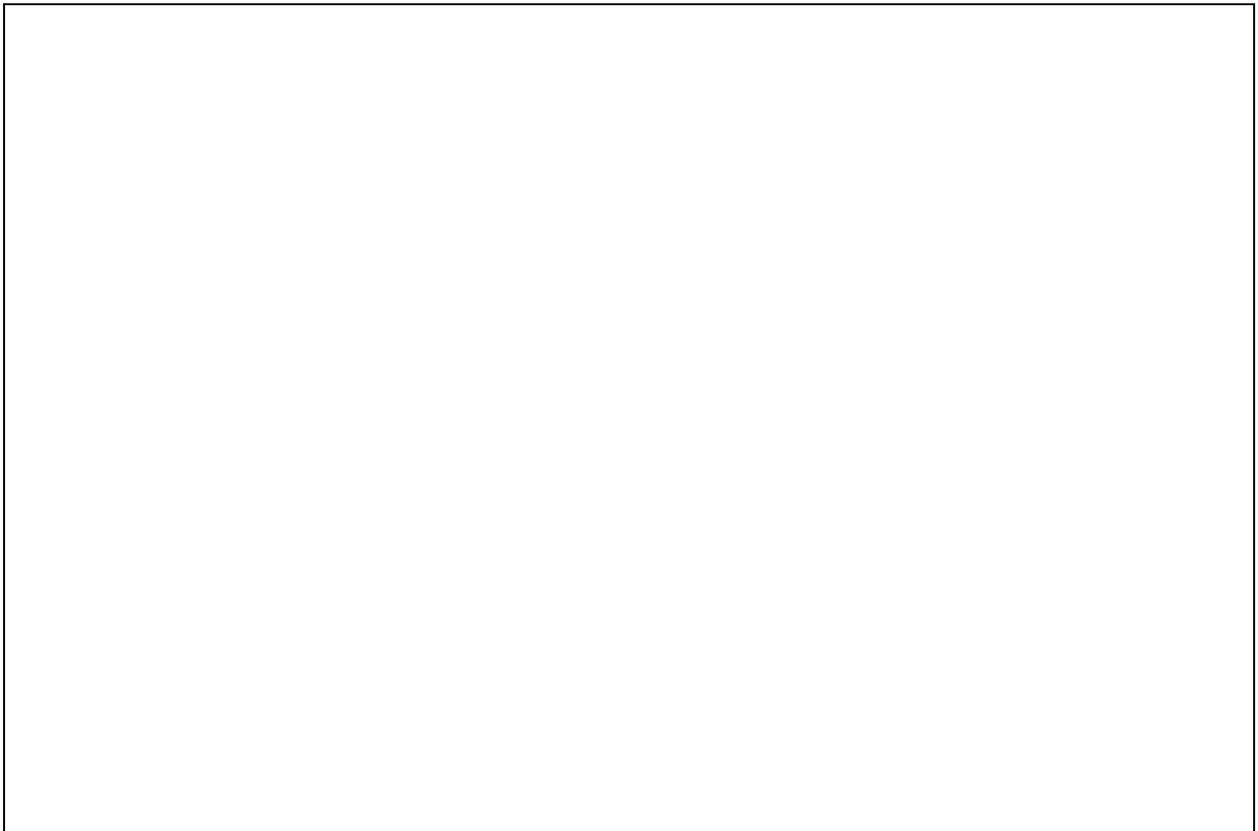
Add anything factual known about the accident (continue overleaf)
---

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Has this accident been reported to the enforcing authority? Yes/No

**PART C – REMEDIAL ACTION TO PREVENT A RECURRENCE**



**Name:**  
**Position:**  
**Date:**

# CHECKMATE FIRE SOLUTIONS LTD HEALTH AND SAFETY POLICY

## **Buildings and Facilities Maintenance Work**

### **General Precautions**

Work at heights such as cleaning roofs, guttering, replacing glass etc is not to be undertaken by maintenance personnel without proper signage, barriers erected to prohibit access by unauthorised persons, safe access provided including edge protection, roof ladders, and where necessary, fall arrest equipment. A risk assessment must be completed and senior management authorisation obtained before the work commences. The cleaning of facilities such as sanitary conveniences, floors, high shelving, etc is only to be done by competent persons who take appropriate steps to safeguard others from slipping or tripping etc during the cleaning operation.

Electrical maintenance work is not to be undertaken unless the current is switched off and the isolating switches have been locked in the OFF position. Warning signs are to be posted and electrical maintenance work may only be authorised by a manager.

### **Control of Contractors**

The company has a responsibility for the actions of contractors who are working within Checkmate Fire Solutions Ltd, and all contractors are to be made aware of and comply with the health and safety policy. No maintenance work is to be undertaken by outside contractors without the contractors first possessing:

A health and safety policy (if 5 or more employees).

Risk assessments and safe systems of work including method statements and permits to work as may be required.

Adequate health and safety resources including competent persons and safe plant and equipment.

## **Asbestos**

The Company recognises its responsibilities under the **Control of Asbestos Regulations 2012** and associated Approved Codes of Practice (ACOP's) and guidance notes.

The Company will:

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- Take reasonable steps to locate materials likely to contain asbestos
- Assume that any material contains asbestos unless there is evidence that it does not
- Keep an up-to date written record of the location of these materials
- Monitor the condition of these materials
- Assess the risk of exposure from asbestos and presumed asbestos materials
- Prepare and implement a management plan to control these

All employees undertaking work at customer premises will review the site's Asbestos Register to identify where asbestos may be located before work commences.

Where there is any doubt then the employee should stop work immediately and contact their Manager.

Employees working at a Checkmate Fire Solutions Ltd site should stop work immediately and contact their Manager in the first instance if they are in any doubt as to the possible presence of asbestos.

Collection and disposal of asbestos will be co-ordinated by company manager using a suitably registered contractor.

### **Risk Assessments**

The Company is aware that the undertaking of risk assessments is a legal obligation on all employers under the Management of Health and Safety at Work Regulations 1999. The assessments will be suitable and sufficient to ensure the safety of all employees and third parties as is reasonably practicable to do so.

### **What is Covered?**

The required risk assessments include those specific to the office premises and site work activities in addition to those procedures for the undertaking of those assessments required by virtue of certain statutory requirements.

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### **Objectives**

The objective of the whole risk assessment process is to clearly identify hazards and then to establish the potential of that hazard, in its existing environment, to result in harm to employees and third parties (this potential is the risk).

### **Risk Assessment Procedure**

The Company fully appreciates that for construction type companies the management regulation requirements for risk assessment results in a somewhat generic approach in the first instance. However, additional project specific assessment procedures will ensure that risk assessments as required by the CDM Regulations 2007 are produced.

The Company may be the principal contractor and will ensure such risk assessments are implemented at the design stage and throughout the construction project.

The Company, as contractors to the client or principal contractor, will submit generic assessments at the tender stage followed by site specific on being awarded the contract for a particular housing development project.

### **Residual Risk: Hazards**

These will be identified and assessed either by a Company assessment procedure or in certain instances by further developing the risk assessment information provided by designers. When the risks have been assessed, preventative action will be taken to avoid, combat or adequately control the risk. The adequate controls mentioned above will be established by the production of method statements detailing how the activity will be safely undertaken with the established controls for health and safety.

### **Communication of the Risk Controls to the Workforce**

Safe methods of work will be discussed with all office and site based operatives during induction training sessions. All toolbox talks will be taken from guidance with the CITB GE700.

### **The Hierarchy of Risk Control**

The following steps will be taken when attempting to assess and control risks which have been identified as being hazardous to sections of the work.

Firstly consider if the identified hazard can be avoided by a variation in design or procedures of planned work. AVOID THE RISK

(Hazard = A source of energy with the potential to cause harm!).

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If the hazard cannot be avoided then it must be combated at its source, ensuring that, essentially through design and planning, the risk is sufficiently reduced to a minimum.

### COMBAT AT SOURCE

Risk = Likelihood and severity of the potential to cause harm!).

If the hazard cannot be combated at source then the emphasis should be on the safe management and control of the risk. Safe systems of work will be adopted on site before work starts. CONTROL THE RISK (Method statement essential for safe system of work). Any hazard that cannot be removed through design or adequate management controls will be controlled by means of personal protection. (Consider the use of PPE the last resort only)

### The Use of Generic and Site Specific Risk Assessments

Generic site work risk assessments have been developed using information gained and experience of the same day to day work activities. The assessments cover the typical hazards and risks that one could reasonably expect to be found during all work activities undertaken on a daily basis. These assessments form a foundation for the Company to develop more office and project site specific assessments including actual task information and work place details.

The Company have established procedures to respond to unforeseen hazards, which may become apparent during construction or refurbishment work undertaken. The established procedures will be contained in Company site health and safety plans, the site health and safety file and head office records.

### Method Statements

The Company appreciates that the undertaking of adequate risk assessments is a prerequisite and primary step for the production of all method statements for any work activity. Any work activity which involves significant residual risk will require a specific written method statement to ensure that a safe system of work can be communicated and established by either employee induction sessions or toolbox talks or written confirmation and instruction.

### Permit to Work

#### Purpose

To provide a Safe System of Work for controlling non-routine or specific activities.

## CHECKMATE FIRE SOLUTIONS LTD HEALTH AND SAFETY POLICY

### **Scope**

All non-routine or specific work at company locations where management/supervision are authorised to use the Permit to Work system. A non exhaustive list follows:

- Hot work of any sort involving the use of welding, cutting or heating equipment or any equipment which generates sparks/heat and hence presents a risk of fire
- Entry into Confined Spaces (Including patient recovery requirements)
- The disconnection or opening of any pipeline or vessel which may have contained any substance which may cause a Safety or Environmental hazard
- Work on certain types of plant and equipment (site specific)
- Work on any isolated/discharged electrical equipment

### **Control of Substances Hazardous to Health**

#### **General Precautions**

A central register is to be maintained with details of all hazardous substances in use in Checkmate Fire Solutions Ltd. Safety data sheets are to be obtained from suppliers for all substances that are hazardous to health. In accordance with the Control of Substances Hazardous to Health Regulations 2002 (as amended 2004) an assessment is to be carried out and recorded on all chemicals being used by Checkmate Fire Solutions Ltd.

Substances are only to be stored in suitable, properly labelled containers, and kept secured in a marked metal locker. Decanting of liquids is to be carried out in well-ventilated areas, and only into suitable, marked containers. Containers that leak, or are suspected of leaking, are to be segregated, sealed, and returned to the suppliers for disposal.

Employees using hazardous substances are to be provided with information about the use, storage, fire precautions and first aid for all the substances in use.

When using hazardous substances, all employees are to ensure for each chemical or substance being used, they:

Find out what harm, if any, it may cause.

Find out how it can cause harm and, in particular, it's hazardous routes of entry.

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Find out what workplace precautions are necessary - and use them.

Find out what first aid measures are appropriate - and learn them.

Find out how to check for any symptoms of harm.

Make the checks for symptoms of harm, or have them done by a trained person.

Properly dispose of left over materials and substances.

Do not smoke, eat or drink whilst using the hazardous substances.

### **Occupational Dermatitis**

This condition may be caused by repeated contact with certain substances, or as a reaction to specific 'trigger' substances. Symptoms include redness, itchiness, scaling and blistering. All employees should follow the following preventative measures:

Maintain good personal hygiene standards including washing and drying hands properly.

Use a moisturising cream before and after work.

Wear gloves and other protective equipment as prescribed.

Read the labels on all substances being handled and follow instructions carefully.

Conduct regular self-inspections and report skin problems.

### **Assessments**

Checkmate Fire Solutions Ltd company management will ensure COSHH Assessment are carried out and reviewed on an annual basis. The COSHH Assessments will be distributed to all employees who come into contact with any substance during their employment with Checkmate Fire Solutions Ltd.

Sub-contractors will be expected to carryout their own COSHH Assessments for any substances they bring onto our sites or our offices. Our assessments will also be readily available for them to use.

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### **Diesel fumes**

Breathing in diesel fumes can have adverse health effects and exposure to the fumes can cause irritation of the eyes or respiratory tract, these effects are generally short term and should disappear when away from the source of exposure, however, prolonged exposure to diesel fumes, in particular to any blue or black smoke, could lead to coughing, chestiness and breathlessness.

In the long term, there is some evidence that repeated exposure to diesel fumes over a period of about 20 years may increase the risk of lung cancer. Exposure to petrol engine exhaust emissions does not have the same risk. Skin contact with cold diesel fuel may cause dermatitis.

Employees who think that their health is being affected by exposure to diesel fumes, should inform their manager and also consult their doctor, in addition, all employees who may be exposed to diesel fumes are to:

Avoid exposure where possible and make full use of any controls provided.

Report any faults in the control measures (such as poor extraction fans etc).

keep doors and windows open to remove any diesel fumes where possible.

turn off engines when not required.

Know how to correctly wear any respiratory protective equipment or personal protective equipment provided and keep it clean and serviced and stored in a clean area.

Not eat or smoke in areas where there is likely to be exposure.

Wash their hands and face before drinking, eating or leaving work.

Avoid skin contact with cold diesel fuel and hot fuel or oil.

### **Electrical Safety**

Many electric shocks occur because surfaces that should not be charged become charged.

Examples of how this can happen include:

## CHECKMATE FIRE SOLUTIONS LTD HEALTH AND SAFETY POLICY

Incorrect wiring.

Damage to cabling or to the equipment itself.

Misuse of electrical equipment.

Employees are not to misuse electrical equipment and are to report any damage to electrical equipment as soon as it is noticed. Only competent electricians are to work on electrical faults. If electrical failure is suspected, switch off at the mains and put a 'fault' sign on the switch, and report the problem.

A number of risk control measures are used to reduce the likelihood of surfaces staying live. These include the use of fuses and Residual Current Devices (RCDs). Where such risk control measures are fitted, or are a requirement of a safe system of work, they should always be used, and used in the manner specified. Employees are expressly forbidden to use nails or silver paper etc to replace fuses (see also Portable Electrical Appliances below), and all appliances are to be fitted with a fuse in accordance with the following ratings:

Up to 720 Watts – 3 Amp

720 Watts to 1200 Watts – 5 Amp

Over 1200 Watts – 13 Amp

### **Electric Shock**

The symptoms of electric shock include unconsciousness, stoppage of breathing, no pulse and possible contact burns. Treatment must not be given until the power supply has been switched off.

If the power supply cannot be switched off, do not touch the casualty. If the voltage is medium or low, stand on dry non-conducting material and use a dry stick, etc to remove the casualty from the supply. If high voltage is present, wait until the apparatus has been isolated from the supply.

Always immediately summon the assistance of a trained first aider and evacuate the casualty to hospital as soon as possible. A copy of the placard "Electric Shock Action" is to be prominently displayed.

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### **Portable Electrical Appliances**

In accordance with the Electricity at Work Regulations 1989 regular checking and correct maintenance of electrical equipment is to be carried out to minimise the risk of both electric shock and fire hazards. In addition, all employees are to carry out visual checks of electrical equipment before use and report damage when they find it. Examples of the sort of defects or damage commonly found include:

Cracked plugs and missing screws.

Worn or loose cables including exposed wires, taped joints.

Damaged casings.

Evidence of overheating.

Damaged equipment should be reported and not used until a competent person has repaired it. To prevent fires through overheating of electrical equipment:

Where possible, switch off electrical equipment when it is not in use.

Use only suitably fused multi-socket extension cables.

Do not cover electrical equipment that may get hot.

Do not use fuses higher than the recommended rating.

Do not use damaged electrical equipment.

Do not store flammable materials near to any electrical equipment that gets hot, or may get hot.

Wherever possible, risks associated with the use of electricity are to be eliminated. Cordless tools or tools which operate from a 110v supply system that is centre tapped to earth will eliminate or reduce the risk of injury, and are to be used. Trip devices such as RCDs are to be used to ensure the current is promptly cut off if contact is made with any live part. Tools and equipment are to be suitable for the working conditions – DIY tools or domestic plugs are not designed to stand up to every day heavy work. If work is to be carried out in flammable atmospheres, appropriate specially designed (spark proof) electrical equipment is to be used and specialist advice sought where necessary.

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Where mains leads to sockets may be damaged, they are to be positioned where they are least likely to be damaged, for example by running at ceiling height, or protected inside impact resistant conduit.

Regular testing and maintenance of all portable electrical equipment is to be carried out and all portable appliances are to receive formal visual inspections and earth bond/insulation testing at least annually. A register of all portable appliances is to be maintained, and appliances are to be identified with a sticker to confirm the last inspection date. Privately owned electrical equipment is not to be used unless it has been officially accepted for use and entered in the register.

### **Battery Charging and Use**

The charging of batteries, even those that are described as maintenance free, gives off flammable hydrogen gas. If this is allowed to collect and a source of ignition (naked flame or spark) is present then the gas and battery will explode. Sparking most often occurs when battery leads are being connected and disconnected. Employees working on vehicle batteries are to follow the procedures set out below:

Always wear goggles or a visor when working on batteries.

Use a properly designated, well-ventilated area for charging. Do not smoke, use mobile telephones or bring naked flames into the charging area.

Never keep old rags or sawdust near batteries as the acid can cause these materials to generate heat and spontaneously combust.

Do not keep carboys or make up acid near to the charger – keep them in a special store which is well ventilated and where the acid containers cannot be damaged.

Remove any metallic items from hands, wrists and neck (rings, chains etc) before working on a battery.

Turn off the ignition switch and all other switches or otherwise isolate the battery from the circuit.

Always disconnect the earthed terminal first and reconnect it last using insulated tools.

## CHECKMATE FIRE SOLUTIONS LTD HEALTH AND SAFETY POLICY

Do not rest tools or metallic objects on top of the battery.

For acid burns wash the affected area with copious amounts of water and seek first aid.

### **Fire Safety**

#### **Risk Assessment**

A fire safety risk assessment is to be completed for each operational site (when working on clients site their fire risk assessment must be available for inspection, in accordance with the Regulatory Reform (Fire Safety) Order 2005 or the Construction (Design and Management) Regulations 2007 (for building sites), taking into account the size and layout of the workplace, the work activities carried on, including any equipment and substances used, and the maximum number of persons (employees and non-employees) likely to be present at any one time.

Appropriate measures for detecting, warning of and fighting fire, taking into account the hazards associated with the work activities and premises, are to be provided to ensure the safety of employees in the event of a fire. A fire log is to be maintained and is to contain details of:

Fire fighting appliance and systems maintenance.

Fire evacuation practices.

Fire alarm maintenance and testing.

Emergency lighting maintenance and testing.

Escape route maintenance and checking.

Fire safety training.

#### **General Fire Precautions**

Never block fire escape routes or fire exits.

Never wedge or prop open fire doors.

## CHECKMATE FIRE SOLUTIONS LTD HEALTH AND SAFETY POLICY

Know what the fire alarm sounds like, the escape routes, and the assembly point.

Know the evacuation procedure for any part of the Checkmate Fire Solutions Ltd.

Know where the fire alarm buttons are, and the location of fire fighting equipment.

Minimise the risk of fire starting by:

Controlling sources of heat or ignition.

Not allowing build up of possible fuels such as waste paper, packing materials, flammable liquids etc.

Not allowing heat sources and fuels to come together.

Smoking only in designated areas.

Being alert to the threat of arson.

### **Action on Discovering a Fire**

If any fire breaks out, sound the alarm.

Do not try to extinguish fire using fire fighting equipment unless it is a small fire, and you have been trained to use the equipment required, and it is safe to tackle the fire.

Otherwise, leave the building or the location of the fire and report to the assembly area

# Company Health & Safety Policy

## Fire Action Procedures

The following fire action procedures are to be carried out by the **Senior Person** present:

Upon discovering, hearing the fire alarm or being notified of a fire, the senior person present will telephone the Emergency Services by dialling 999.

When the Exchange Operator answers, ask for the FIRE SERVICE and give the telephone number: **01484 721154**

When connected to the Fire Service, state slowly and distinctly:

**"THIS IS Checkmate Fire Solutions Ltd**

**Royds House, 11 Birds Royds Lane, Brighouse, HD6 1LQ.**

**WE HAVE A FIRE".**

Do not replace the receiver until this information has been correctly acknowledged.

Remove the Visitor's Book (where appropriate), and evacuate the building by the nearest available exit and proceed to the assembly point.

Initiate a roll call for employees and visitors.

Liaise with the Senior Fire Officer, giving information concerning:

Location of fire

Missing employees/visitors

Location of dangerous chemicals/substances

Location of services isolation points

Liaise with the Fire Officer before entering the building.

Ensure that all discharged fire extinguishers are replaced.



### **Hand Arm Vibration**

Hand-arm vibration comes from the use of hand-held power tools and is the cause of significant ill health (painful and disabling disorders of the blood vessels, nerves and joints).

Hand-arm vibration is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools, such as road breakers, and hand-guided equipment, such as powered lawnmowers, or by holding materials being processed by machines, such as pedestal grinders.

At Checkmate Fire Solutions Ltd the risk from vibration is low however we will still ensure that we implement

- Where possible remove the use of vibrating tools
- Identify risks arising from our work
- Implement control measures to reduce vibration; and
- Provide information and training

### **Lifting Operations and Lifting Equipment**

In accordance with the Lifting Operations and Lifting Equipment Regulations 1998 all lifting equipment used at Checkmate Fire Solutions Ltd is to be marked with its safe working load and any appropriate information for its safe use. All lifting equipment is to be thoroughly examined and tested at least every 12 months, with records maintained accordingly. Lifting accessories such as slings, cradles etc and equipment for lifting people is to be thoroughly examined at least every 6 months.

The following general precautions are to be observed when using any lifting equipment:

Ensure the equipment, including attachments such as pallets, lifting points etc, is sufficiently strong, stable and suitable for the proposed use.



Ensure the equipment is positioned or installed to prevent the risk of injury from the equipment or the load falling or striking people.

Ensure the equipment is checked and serviceable before use and ensure it is used as intended. Care must be taken to ensure loads and attachments are secure, and equipment is not misused in any way.

### **Scissor Lifts**

Scissor lifts can be either fixed or portable and are used to transfer goods or people from one level to another. In warehouses they are commonly used in loading areas to assist in the loading and unloading of lorries. Associated hazards include:

Trapping of hands and feet at the closing scissor mechanism during lowering.

Trapping between the undersides of the platform and the base frame or ground during lowering.

Trapping of people against walls or other fixed objects.

Trapping of people under the platform.

Trapping of introduced extraneous material during raising or lowering, causing hazards to people nearby.

Scissor lifts are to be provided with the following safeguards:

A clear notice fixed to it, specifying the safe working load and that people should not work under the platform unless it has been mechanically locked to prevent descent.

Aprons or other guards to enclose the trapping hazards, or a tripping device below the level of the platform which will immediately stop the platform descending should an object, for example a person's foot be met during descent.

Controls are to be of a hold-to-run type and an emergency stop button is to be provided at ground or floor level.



Manually operated scotches or other equally effective means are to be provided to enable the lift to mechanically lock in a raised position when maintenance or repair work is necessary.

Scissor lifts used as working platforms are to be provided with suitable fencing or gates to prevent people accidentally falling from the platform. Any gate fitted is to be at least 1m in height and be so arranged to return automatically to the closed position.

## **Manual Handling**

### **Definitions**

The Manual Handling Operations Regulations 1992, as amended in 2002 ('the Regulations') apply to a wide range of manual handling activities, including lifting, lowering, pushing, pulling or carrying. The load may be either inanimate - such as a box or a trolley, or animate - a person or an animal. This guidance gives useful practical advice for employers, managers, safety representatives and individual employees on how to reduce the risk of injury from manual handling

A load is defined as any item or object that is being transported or supported, including a person or animal.

Injury from manual handling operations does not include injury caused by the inherent properties of substances that may spill from or contaminate the surface of the load. Common injuries include sprains and strains, amputations, cuts and bruises, disc and muscle injuries.

General safe manual handling procedures include storing heavy objects low down in racks, keeping high racking for light objects, adopting the correct lifting procedure, wearing the correct clothing and PPE, and using mechanical assistance wherever possible. In addition to the information given below regarding good handling, all employees are reminded not to move heavy or awkward loads unless:



Mechanical handling aids can be used, or  
Assistance from another person is available, and  
The correct manual handling techniques are used.

A specific risk assessment is to be carried out and recorded for all manual handling tasks where there is a risk of injury.

The Regulations require employers to:

- **Avoid** the need for hazardous manual handling, so far as is reasonably practicable;
- **Assess** the risk of injury from any hazardous manual handling that can't be avoided; and
- **Reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

Our main aim at Checkmate Fire Solutions Ltd is to remove the need for Manual Handling altogether however in some circumstances this cannot be achieved. In this occurrence we will employ good handling techniques.

### **Good Handling Techniques**

Some important points for safe handling using a basic lifting operation as an example:

**Plan the lift.** Where is the load to be placed? Use appropriate handling aids if possible. Is help required with the load? Remove obstructions such as discarded wrapping materials. For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench in order to change grip.

**Position the feet.** Feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult). Leading leg as far forward as is comfortable.

**Adopt a good posture.** When lifting from a low level, bend the knees. Do not kneel or over flex the knees. Keep the back straight (tucking in the chin helps). Lean forward over the load if necessary to get a good grip. Keep the shoulders level and facing in the same direction as the hips.



**Get a firm grip.** Try to keep the arms within the boundary formed by the legs. The best position and type of grip depends on the circumstances and individual preference, but it must be secure. A hook grip is less tiring than keeping the fingers straight. If there is a need to vary the grip as the lift proceeds, it should be done as smoothly as possible.

**Keep close to the load.** Keep the load close to the trunk as long as possible. Keep the heaviest side of the load next to the trunk. If a close approach to the load is not possible, slide it closer to the body before trying to lift.

**Don't jerk.** Lift smoothly, keeping control of the load.

**Move the feet.** Don't twist the trunk when turning to the side.

**Put down, and then adjust.** If precise positioning of the load is necessary, put it down first, and then slide it into the desired position.

All employees are to report any manual handling tasks where it is not possible to meet the above requirements, and any physical condition that affects their ability to lift safely.

## Noise

### Introduction

Regulations for noise changed in April 2006, major change were the decibel action levels being reduced by 5 Db each, The new regulations 2006 are now in force, they have changed the action levels the first action level will be 80Db (the noise equivalent of a busy high street) and the second action level of 85Db, as the power tools and generators used on site will probably exceed 85Db, Therefore we must look at hiring quiet generators, ensure employees are wearing ear defence with power tools, a noise assessment may be required to measure the noise levels.

In conducting a risk assessment the employer shall assess the levels of noise to which workers are exposed by means of:



- Observation of specific working practices
- Reference to relevant information on the probable levels of noise corresponding to any equipment used in the working conditions
- If necessary, measurement of the level of noise to which his employees are likely to be exposed.

Exposure limit values and action values;

The lower exposure action values are:

- A daily or weekly personal noise exposure of 80dB (A) and

The upper exposure action values are:

- A daily or weekly personal noise exposure of 85dB (A) and

The exposure limit values are:

- A daily or weekly personal noise exposure of 87dB (A) and

An employer must take the following action:

- Provide your employees with hearing protectors if they ask for it and their noise exposure is between the lower and upper exposure action values
- Provide your employees with hearing protectors and make sure they use them properly when their noise exposure exceeds the upper exposure action values
- Identify hearing protection zones, i.e. areas where the use of hearing protection is compulsory, and mark them with signs if possible
- Provide your employees with training and information on how to use and care for the hearing protectors
- Ensure that the hearing protectors are properly used and maintained.



The company policy on noise safety is to take all reasonable steps to reduce the risk to all parties at work in accordance with the Control of Noise at Work Regulations 2005. When Checkmate Fire Solutions Ltd act as principal contractor Checkmate Fire Solutions Ltd would assess if noise is a potential problem and if an assessment is required. As a general guide an assessment will only be undertaken when noise is identified as a specific problem in the pre-tender health and safety plan.

We do appreciate that a competent person, who understands the Control of Noise at Work Regulations and HSE guidance on assessments, may only undertake an assessment. An initial, estimated assessment can be made either by using manufacturers' data or other reliable information, which may be available. At this stage the results could indicate that some workers may require personal protective equipment straight away.

## **Personal Protective Equipment (PPE)**

### **Introduction**

The requirements for protective clothing and equipment should be identified by risk assessments and in accordance with the Personal Protective Equipment at Work Regulations 2002. These will include the requirement to protect the hearing, hands, eyes, feet and body from a variety of hazards. Where employees are using PPE they are to:

Use the PPE as instructed.

Maintain it in an efficient state.

Store it correctly when not in use.

Report any defect or loss as soon as possible.

Appropriate PPE is to be readily available in accordance with the risk assessments. PPE is normally only to be used as a 'last resort' where risks cannot be controlled by other means.



## **Types of PPE**

The following PPE is to be provided where hazards exist:

**Hard hats** – risk of injury through falling objects, particularly when working near scaffolding, lifting plant and cranes.

**Footwear** – to prevent injury from falling objects or from over-run of lift trolleys, where special slip-resistance is required, in flammable atmospheres where the build-up of static electrical charges creates a risk of explosion, where there is a risk of sharp objects piercing the sole.

**Goggles and safety spectacles** – risk of injury through flying objects (such as using a nail gun or abrasive wheel), sparks (disc-cutting), or handling chemical substances such as acids, alkalis and other corrosive or irritant substances, during welding operations where intense light may otherwise cause damage to the eye.

**Outdoor clothing** – warm clothing when working outdoors in low temperatures or in cold-stores, protection against intense heat and/or flame retardant clothing when working with welding equipment, cut-resistant clothing when using a chain saw, or life-jackets when working near deep water.

**High visibility clothing** – banks men, signallers, personnel involved in lifting operations, when working in the vicinity of moving traffic, and visitors.

**Gloves** – handling chemical substances where there is a risk of dermatitis or of damage to skin tissue, during site maintenance and outdoor work, where there is a risk of cuts or abrasions, where articles may be hot, cold or slippery, where there is a risk of electrical shock, or when using vibratory tools.

Proper and adequate information, instruction, training and supervision are to be provided for all employees to ensure PPE is properly used, stored and maintained.



### **Fall Arrest Equipment**

When it is not possible to construct physical barriers when working at height, full safety harnesses and/or safety nets are to be used and a formal written permit to work system enforced. All harnesses are to be:

Appropriate for the user, in good condition, and free from damage to any part.

Securely attached to a secure anchorage point of sufficient strength.

Fitted with as short a lanyard as possible to allow the wearer to do the work.

Actually used.

Inspected for signs of damage, wear and tear before and after use.

All employees who use fall protection equipment are to receive training on the correct method of use, the limitations of use, and inspection techniques.

### **Respiratory Protective Equipment (RPE)**

RPE falls into two major classes:

Equipment, such as facemasks with filters and powered respirators, which take in contaminated air from the work area and clean or filter it before it is inhaled (respirators).

Equipment such as air-fed hoods and self-contained breathing apparatus, which deliver uncontaminated air from an independent source to the wearer.

A risk assessment is to be carried out to determine the type of RPE to be used taking into account the hazardous substance form, properties, and the work being done.

A thorough examination of all RPE (except disposable RPE) is to be carried out at least once a month. Records of examination are to be kept and be readily available on request for inspection by employees or their representatives, or by Inspectors appointed by the relevant enforcing authority or employment medical advisors. Records of thorough examinations are to be kept for at least five years.



All users of RPE are to receive theoretical and practical training sufficient to ensure proper and effective use of the RPE. This is to include how to inspect the equipment before use, and how to wear, clean and store the equipment. All users are to know the limitations of the RPE, the system for reporting defects and obtaining replacements.

## **Provision and Use of Work Equipment**

### **Introduction**

The Provision and Use of Work Equipment Regulations 1998 require extensive precautions to be taken to ensure the continued safety of employees whilst operating or maintaining work equipment of all types. Only competent persons who have been trained and are adequately supervised are permitted to use plant and machinery.

All plant and machinery operators are reminded that it is their responsibility to:

- Work and behave safely at all times.
- Obey all company health and safety rules.
- Ensure machinery is properly guarded when used.
- Ensure the working area is kept clean, clear and tidy.
- Know what to do in an emergency.
- Take action following an accident or near miss.

The following general precautions are to be observed by all employees operating plant and machinery:

- Report all defects or faults with machinery as soon as possible.
- Always wear the correct PPE and suitable clothing, remove jewellery, tie hair back and fasten clothing correctly.
- Always ensure the machine is switched off, isolated and immobilised before carrying out cleaning or maintenance operations.



Always use the correct tool for the job, ensure the tool is in good condition, and use it the right way.

### **Hired Equipment**

All plant and equipment hired for use for Checkmate Fire Solutions Ltd operations is to be thoroughly checked for serviceability before use. All employees are to ensure they are fully conversant with operating controls and procedures, and have received instruction before using hired equipment.

Employees who have responsibility for the collection or receipt of hired equipment are to ensure they are in possession of operating manuals, service and maintenance details, and records of thorough examination and testing where applicable, before accepting the equipment.

### **New Plant and Machinery**

Before being used for the first time, all plant and machinery at Checkmate Fire Solutions Ltd is to be:

- Properly installed and commissioned with certification obtained from the supplier or installer where appropriate.

- Subject to a risk assessment to identify hazards and appropriate control measures.

Prior to first use, adequate information, instructions and training is to be given to plant and machinery operators, with regard to their experience and/or qualifications.

### **Hand Tools**

The following general precautions are to be observed by all employees who use hand tools:

- Hammers** – do not use with split, broken or loose shafts, and worn or chipped heads.

- Files** - these should have a proper handle and never be used as levers.

- Chisels** - the cutting edge should be sharpened to the correct angle, the head of cold chisels must not be allowed to spread to a mushroom shape - grind off the sides regularly.



**Screwdrivers** - never use them as chisels, and never use hammers on them - split handles are dangerous.

**Spanners** - avoid splayed jaws and scrap any that show signs of slipping, do not improvise by using pipes, etc, as extension handles.

### **Cutting Tools**

In accordance with the Provision and Use of Work Equipment Regulations 1998 all operations involving the use of equipment for the extraction of persons from places or objects they have fixed themselves to are to be subject to a risk assessment and subsequent permit to work system. Equipment is to be used only for operations and under conditions for which it is suitable. Suitable in this case means suitable in any respect, which it is reasonably foreseeable, will affect the health or safety of any person.

Examples of this type of work involve the cold cutting of metals or stone using equipment such as hydraulic shears or pneumatic chisels.

The following general precautions are to be observed prior to each operation starting to ensure the health and safety of the person carrying out the task and any person being extracted:

Can the job be carried out in a different way not involving the use of cutting equipment.

Ensure proper authorisation is obtained for each task.

Ensure all employees involved are trained and experienced and adequate numbers are provided for each task.

Ensure appropriate selection of tools with regard to the power source, level of penetration required, danger from flying particles and heat generated, contact with parts of the body, and consideration of manufacturer's specifications for the tools and equipment.

Ensure the risk of physical violence is controlled.

Ensure the risk of fire and explosion is controlled.



Ensure the risk of falling from height or into water or other hazardous place is controlled.

Ensure the risks from exposure to hazardous substances are controlled.

Ensure the appropriate selection and correct use of personal protective equipment for employees and the person being released.

Ensure adequate first aid personnel and equipment are provided, including a means of emergency evacuation.

### **Training for Health and Safety**

#### **New Employees**

All new employees are to undergo induction and orientation training. Training is to include awareness and understanding of the health and safety policy and organisation, and in particular:

Familiarisation of premises and key personnel.

First aid provisions and accident reporting.

Security, fire and emergency procedures.

Welfare and amenity provisions.

Consultation arrangements.

Relevant safe systems of work and safety rules.

#### **Temporary Employees**

Temporary workers and their employers (or employment agencies) are to be informed of any special skills, qualifications or requirements that are needed to enable them to function safely and without risk to health, prior to their starting work. Any requirement for health surveillance is to be similarly notified.

Induction training (as above) is to be carried out for all temporary employees.



## Transport Safety

### General Precautions

All employees must provide a copy of their UK driving license before using any company vehicles. Employees must immediately notify their manager of any changes to their driving license i.e. penalty points.

During site operations all traffic is to follow marked circuits and parking is only to take place in authorised areas. In particular, emergency egress points are to be kept clear. Where applicable, parking bays and walkways are to be clearly marked with barriers erected to separate people and vehicles.

All employees are to observe the following precautions for safety with moving vehicles:

- Do not walk or stand in areas or roadways designated for vehicle use.

- Use pedestrian routes when these are available.

- Treat vehicles using on-site roadways as vehicles on the public highway.

- Do not ride in or on a vehicle unless it is fitted with passenger accommodation.

There are particular problems with reversing vehicles, especially if the driver has a restricted view of the back of the vehicle:

- Minimise the need for vehicles to reverse.

- Have someone watch the vehicle back.

- Never stand behind a vehicle when it is reversing.

The following precautions are to be observed whilst refuelling or recharging vehicles:

- Ensure refuelling and recharging takes place in well-ventilated areas.

- Keep sources of heat away from refuelling or recharging points.

- No smoking.

A register of all vehicles operated by Checkmate Fire Solutions Ltd is to be maintained to ensure they are regularly serviced and in a roadworthy condition.



### **Road Safety**

All employees engaged on driving operations are to hold a current full licence for the class of vehicle being driven, and are to have received vehicle familiarisation training as may be required. Appropriate records are to be maintained to ensure this.

All drivers are reminded that they are to conform to the requirements of the Highway Code and Road Traffic Legislation, and to drive in a professional and defensive manner so as to avoid road traffic accidents. Particular emphasis is to be placed on ensuring the safety of all passengers carried and that loads are properly secured.

### **Company Vehicles**

At a very minimum it is suggested that if vehicles are regularly parked on the public highway that the driver should purchase and maintain some form of anti-theft device and also remove his radio, radio/telephone etc., from the vehicle. Similar care should also be exercised when parking the vehicle on daily duties if it is to be left for a long period unattended.

Vehicles fitted with alarm systems and immobilisers should be active at all times.

## **Workplace Health Safety and Welfare**

### **Housekeeping**

Poor housekeeping creates many hazards at work. All employees are reminded not to create hazards for other people by working in ways that result in a workplace being untidy, overcrowded or obstructed. The following general precautions are to be taken:

Properly dispose of rubbish and scrap in the correct receptacles.

Keep gangways and aisles clear.

Clean up spilt liquids promptly.

Keep benches and work tops uncluttered.

Ensure access to fire equipment is not obstructed.

Keep exits, entrances and stairways free from obstructions.



Stack storage items carefully so that they cannot fall, and place heavier items at lower levels.

Report damage or defects in walkways, doors, lighting etc.

Keep warning notices clear.

Operate a “clean-as-you-go” system of work.

In addition, all employees are reminded not to create hazards for other people by working in ways that result in an unhygienic or dirty workplace. This is particularly important where there is a risk of infection, or chemicals are being used which are hazardous to health.

### **Lone Working**

Lone workers are those who work by themselves without close or direct supervision. They are found in a wide range of situations including where people work outside of normal hours such as in warehouse operations or security.

In the event of a situation arising where Checkmate Fire Solutions Ltd employees are required to work alone, the following general hazards are to be addressed in conducting risk assessments prior to work starting:

Does the workplace present a special risk to the person?

Can one person safely handle all the equipment involved in the work?

Is there a risk of violence?

Are women especially at risk if they work alone?

Are young workers especially at risk if they work alone?

Is the person medically fit and suitable to work alone?

What training is required to ensure competency in safety matters?

How will the person be supervised?



Procedures are to be put in place to monitor lone workers to ensure they remain safe.

These may include:

Supervisor's periodically visiting and observing people working alone.

Regular contact between the lone worker and supervisor using either a telephone or radio.

Automatic warning devices that operate if specific signals are not received periodically from the lone worker.

Other devices designed to raise the alarm in the event of an emergency and which are operated manually or automatically by the absence of activity.

Checks that a lone worker has returned to their base or home on completion of a task.

Actions to deal with persons who becomes ill, has an accident, or other emergency

### **Slip and Trip Hazards**

All employees are to adopt the following precautions for avoiding slips, trips and falls whilst working on the level:

Walk on designated walking routes; do not take short cuts.

Wear appropriate footwear at work, high heels and shoes with smooth soles can be dangerous.

Avoid walking on uneven surfaces, even if this means going a longer way round.

Avoid areas where there are spills of oil and water.

Avoid poorly lit areas.

If working at height, all employees are to ensure appropriate access equipment is used. Swivel chairs and tables are never appropriate access equipment. What is appropriate will depend on the task but could be anything from a hop-up to a large ladder or scaffold.



### **Welfare Facilities**

In accordance with the Workplace (Health, Safety and Welfare) Regulations 1992 the local manager is responsible for ensuring the provision and administration of welfare facilities, including:

Sanitary conveniences and washing facilities.

Drinking water.

Accommodation for clothing and facilities for changing.

Facilities for rest and to eat meals.

Employees who find problems with the welfare facilities provided are to report them as soon as possible.

### **Office Health and Safety**

All offices are to be maintained in a tidy condition, in particular:

Do not allow trailing leads to create tripping hazards.

Clear up spills immediately.

Replace or repair worn floor coverings.

Do not block passageways.

Close filing cabinet drawers after use and load heavier files in lower drawers.

Empty waste paper bins daily.

### **Display Screen Equipment**

Checkmate Fire Solutions Ltd are committed to comply with all relevant duties and responsibilities as laid down within the Health and Safety (Display Screen Equipment) Regulation 1992. (D.S.E).



Operators of D.S.E. will be given every opportunity to discuss difficulties experienced whilst they are using the equipment.

It is Company Policy to offer employees who use D.S.E. as a major part of their working day, the opportunity to undergo an eyesight inspection. The Company, at an optician of company choice, will pay for the inspection. If the examiner concludes that spectacles are required specifically for use to view the D.S.E. screen the Company will offer to pay the cost of a basic pair of spectacles or, if the user so wishes, a contribution to the cost of a non basic pair of spectacles.

It must be stressed that eye defects which may be identified during the course of the examination which are not D.S.E. related will not be eligible for company assisted funding.

Where workstation deficiencies are identified during the course of the D.S.E. risk assessment plans will be put in place to remedy the situation as appropriate.

In line with Regulation 4 of the D.S.E. Regulations, where practical, work routines will be structured to ensure regular breaks for non-D.S.E. work are included within the work schedules.

With regard to Regulation 4 and the and the requirements for workstations, every effort will be made by Checkmate Fire Solutions Ltd to ensure that workstations meet the guidelines detailed within the schedule, with particular reference to lighting, absence of glare, temperature, ventilation and seating.

The following general precautions are to be taken by all employees using computers in Checkmate Fire Solutions Ltd:



Type while in the correct posture, for example, without having wrists at an acute angle and with the elbows roughly level with the keyboard.

Take frequent short breaks during extended periods of keyboard use, 10 minutes every hour to complete other tasks such as filing etc.

Look out for early symptoms of Upper Limb Disorders, including “tingling” in the fingers after keyboard use, aches and pains in the wrists and arms. Report any symptoms.

Use an adjustable chair set up properly to provide back support, and at the correct height.

Position the screen properly to ensure there is no glare or reflection, it is at “eye height” and it is not too far away or too near.

If spectacles are needed in order to see the screen clearly, wear them all the time the screen is used.

Eyes should be tested regularly and in accordance with the Health and Safety (Display Screen Equipment) Regulations 2002, eye and eyesight tests, spectacles for use with DSE will be provided free of charge to all “users” of such equipment.

### **Violence**

Verbal abuse, threats or assaults can cause stress and anxiety as well as physical injury. All employees should report any incident of this nature, or any suspicious activity, and are reminded to adopt a non-confrontational attitude when dealing with clients or other individuals.

### **Smoking Policy**

Checkmate Fire Solutions Ltd operates a no smoking policy in the workplace. Employees who wish to smoke may do so only in designated smoking areas, and are to ensure smoking materials are properly extinguished.



## **Training and Capability**

All Safety, Health & Environment training required as an element of competency and / or to satisfy a legal requirement will be provided.

### **Allocation of tasks**

Managers will take account of an employees' capability and their competence when tasks are allocated to them.

### **Provision of Induction Training**

All new employees will receive Safety, Health & Environment induction training that explains:

- The Safety, Health & Environment responsibilities associated with their position and role within the Company
- Any specific hazards and controls required in relation to their role
- Specific Safety, Health & Environment information and arrangements relevant to their position
- Emergency information such as the location of fire exits, first aid kits etc.

The new starter SHE Induction shall be signed by the relevant Manager and / new starter to ensure that the above is satisfied.

The completed checklist shall be held within the company training file and relevant contact details in the personnel file

### **Provision of Specific SHE Training**

As part of the induction and annual appraisal arrangements, the requirements for Safety, Health & Environment related training of all new and existing employees must be assessed by their Manager.

Where an individual is exposed to new or increased risks then their Manager will be responsible for ensuring that they receive appropriate Safety, Health & Environment training, including when they are:-

- Being transferred or promoted in to a new position.
- On the introduction of new work equipment or a change of use of existing work equipment.



- On the introduction of new technology.
- On the introduction of a new system of work or a change in an existing system or work.
- On changes in personal circumstances – illness or disability.

SHE will also identify training needs as a result of changes in legislation and these needs will be communicated to appropriate Managers.