

Part 1—Introduction and Statement of Intent

**C O N T E N T S**

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Amendment List.....	2
Introduction and Use of the Manual .....	3
Guidance on the Health and Safety Policy.....	3
Health and Safety Policy Statement .....	5
Environmental Policy Statement .....	6

Part 2—Organisation and Responsibilities

See Page 7

Part 3—Arrangements for Health and Safety

See Page 24

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

**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 new one.

Page No	Date	Page No	Date	Page No	Date
1	May 2010	32	May 2010	63	May 2010
2	May 2010	33	May 2010	64	May 2010
3	May 2010	34	May 2010	65	May 2010
4	May 2010	35	May 2010	66	May 2010
5	May 2010	36	May 2010	67	May 2010
6	May 2010	37	May 2010	68	May 2010
7	May 2010	38	May 2010	69	May 2010
8	May 2010	39	May 2010	70	May 2010
9	May 2010	40	May 2010	71	May 2010
10	May 2010	41	May 2010	72	May 2010
11	May 2010	42	May 2010		
12	May 2010	43	May 2010		
13	May 2010	44	May 2010		
14	May 2010	45	May 2010		
15	May 2010	46	May 2010		
16	May 2010	47	May 2010		
17	May 2010	48	May 2010		
18	May 2010	49	May 2010		
19	May 2010	50	May 2010		
20	May 2010	51	May 2010		
21	May 2010	52	May 2010		
22	May 2010	53	May 2010		
23	May 2010	54	May 2010		
24	May 2010	55	May 2010		
25	May 2010	56	May 2010		
26	May 2010	57	May 2010		
27	May 2010	58	May 2010		
28	May 2010	59	May 2010		
29	May 2010	60	May 2010		
30	May 2010	61	May 2010		
31	May 2010	62	May 2010		

## **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: 26<sup>th</sup> July 2010

**Managing Director**

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

### **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: 26<sup>th</sup> July 2010

**Managing Director**

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