



HEALTH AND SAFETY POLICY

ATE Fire Protection Ltd

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Health and Safety Policy Amendment Sheet

Record of Amendments

Version No:	Date:	Index Ref:	Brief Description of Amendment:
One	21.02.2012		First Issue
Two	11.02.2013	Part 2 Guidance Notes	Updated all Flow Charts Section B – Updated Work Related Stress Section N – Updated Accident Investigation Reporting Updated A002 Health and Safety Advice/Support, H201 Asbestos General, H203 Asbestos Information, Instruction & Training and N005 RIDDOR Reporting
Three	12.02.2014	Part 2 Guidance Notes	Updated Section B: Risk Assessments, Section H: COSHH Assessments and DSEAR, and Section N RIDDOR Reporting and First Aid. Updated A002, N002 and N005 with new RIDDOR and First Aid procedures and P008 PPE Head Protection.
Four	09.03.2015	Part 1 Part 2	Updated Health & Safety Policy Statement; Changes to Management Structure and Responsibilities Section L – new Manual Handling form
Five	04.03.2016	Part 1 Part 2	Updated Introductory Note, SmokeFree Statement and Responsibilities Replaced Section B Section C updated in line with CDM2015 Section H updated COSHH Assessment template and DSEAR Section R updated Drugs and Alcohol
Six	25.02.2017	Part 1 Part 2 Part 3	Amend policy statement Amend H&S Consultancy details Amend safety programme Amend smoke-free policy statement Amend management structure Amend Health & Safety consultants responsibilities Section A statement amended Section B statement amended CDM notification amended Section I amended Section N amended Section T amended Guidance note A002 amended

INTRODUCTORY NOTE

This health and safety management system (the policy) is divided into three sections - policy, arrangements and guidance notes.

The '**policy**' section contains the company's policy statement together with the health and safety organisation and the responsibilities allocated to individuals.

The arrangements for putting the goals of the policy statement into practice are contained in more specific form in the '**arrangements**' section, which includes procedural flow diagrams and high level guidance.

The '**guidance note**' section contains guidance to be observed and adhered to in the course of company operations. Such guidance would be applied in conjunction with task and site specific health and safety instructions and documentation pertinent to individual work activities and environments.

Terminology - throughout this documented health and safety management system we have allocated key responsibilities/duties to employees of ATE Fire Protection Ltd. We use the terminology "ensure" this shall be "so far as is reasonably practicable" as stipulated within the Health Safety at Work etc. Act 1974.

Where relevant health and safety regulations require mandatory compliance the terminology "ensure" shall be absolute.

Where we have used terms such as recommend, or preferred within the document, these are the recognised standards or methods to be met to comply with the regulations and duty's imposed by the Health and Safety at Work etc. Act.

COMPLIANCE REVIEW

ATE Fire Protection Ltd's health and safety policy shall be formally reviewed annually by our Health & Safety Consultants. This review shall cover all sections of the policy and shall ensure that:

- a) The responsibilities reflect the current staffing of the company.
- b) The arrangements remain unchanged.
- c) The guidance is still applicable.

Additionally, the policy shall be reviewed as applicable to reflect any changes in legislation, appointments or working methods and materials used.

SAFETY PROGRAMME

Our Health & Safety Consultants shall undertake an annual review of the company's safety programme to ensure that the organisation is in compliance with the policy. This review shall confirm that:

1. All the responsibilities allocated in the policy are understood and are being performed.
2. The arrangements set up in the policy are being complied with and remain effective.
3. Records, as required in the policy, are being adequately compiled and retained.
4. All the necessary reports are being prepared and forwarded to the relevant persons within the company and the relevant enforcing authorities.
5. Any additional training needs are identified at all levels as appropriate.
6. Accident and incidents records are being monitored in order to identify trends.

The review shall, if appropriate include for recommendations of actions to be taken in order to rectify any non-compliance and improve overall health and safety performance.

ATE Fire Protection Ltd Health and Safety Policy Statement

In accordance with its duty under Section 2(3) of the Health and Safety at Work etc. Act 1974 and in fulfilling its obligations to both employees and the public who may be affected by its activities; the Directors of ATE Fire Protection Ltd have produced the following statement of policy in respect of health and safety. It is our aim to achieve a working environment which is free of work-related accidents, incidents and ill-health and to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- Complying with applicable legal requirements, and with other requirements to which the company subscribes that relate to its OH&S hazards.
- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures.
- Providing and maintaining safe work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility.
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of health and safety and of good practice through the effective communications of relevant information, ensuring all persons within the organisation are made aware of their individual OH&S responsibilities.
- Identifying opportunities and needs for continual improvement of OH&S performance and the prevention of injury and ill health.
- Furnishing sufficient funds needed to meet these objectives.
- Ensuring that health and safety will not be compromised for other objectives.

All employees on their part are encouraged to contribute actively towards achieving a work environment that is free of accidents, incidents and ill health.

Our health and safety policy will be reviewed periodically to monitor its effectiveness and to ensure that it remains relevant and appropriate to the organisation.

This statement is to be read in conjunction with the responsibilities, arrangements, procedures and guidance that together form the health and safety policy for ATE Fire Protection Ltd.

Signed: *Andrew Ellis*.....

Date: *30/03/2018*.....

Director...on behalf of ATE Fire Protection Ltd

ATE Fire Protection Ltd
SmokeFree Policy Statement

PURPOSE

This policy has been developed to protect all employees, customers and visitors from exposure to second-hand smoke and to assist in compliance with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

POLICY

It is the policy of ATE Fire Protection Ltd that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking and the use of e-cigarettes and similar devices are prohibited in all enclosed and substantially enclosed premises in the workplace and all work vehicles. This policy applies to all employees, customers, consultants, contractors and visitors.

IMPLEMENTATION

Overall responsibility for policy implementation and review rests with the Directors. However, all employees are obliged to adhere to and support the implementation of the policy. They shall inform all existing employees of the policy and their role in the implementation and monitoring of the policy. They will also ensure that new employees are given a copy of the policy at recruitment/induction. Appropriate 'No-Smoking' signs will be clearly displayed at the entrances to and within the organisation's premises and in all smoke-free vehicles.

NON-COMPLIANCE

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

HELP TO STOP SMOKING

The NHS offers a range of free services to help smokers give up. Visit www.nhs.uk/smokefree or call the NHS Smoking Helpline on 0300 123 1044 for details.

Signed: *Andrew Ellis*..... Date : *30/03/2018*.....
Director ...on behalf of ATE Fire Protection Ltd

ATE Fire Protection Ltd

Environmental Policy Statement

The organisation is committed to ensuring that all its activities are carried out in conformance with the relevant environmental legislation (and the Code of Practice issued by the trade Association)

The organisation seeks to minimise waste arising, promote recycling, reduce energy consumption, reduce harmful emissions and, where possible, to work with suppliers who themselves have sound environmental policies.

An essential feature of the environmental management system is a commitment to continual improvement of environmental performance. This is achieved by setting annual environmental improvement objectives and targets which are regularly monitored and reviewed. The objectives and targets are publicised throughout the organisation and all staff are committed to their achievement.

In order to ensure the achievement of the above commitments, the organisation has implemented an environmental management system.

Directors, Management and Supervisory staff have responsibilities for the implementation of this policy and must ensure that environmental issues are given adequate consideration in the planning and day to day supervision of all work. This Policy and the obligations and responsibilities required by the environmental management system will be communicated to all employees and contractors working on behalf of the organisation.

Signed:*Andrew Ellis*.....

Date : *30/03/2018*.....

Director...on behalf of ATE Fire Protection Ltd

ATE Fire Protection Ltd

Anti-slavery & Human Trafficking Policy statement

The Company has a zero-tolerance approach to modern slavery and is committed to acting ethically and with integrity and transparency in its business dealings and relationships, implementing and enforcing effective systems and controls to ensure that modern slavery and human trafficking are not taking place anywhere within either its own business or in any of its supply chains, consistent with its obligations under the Modern Slavery Act 2015.

The Company also expects the same high standards from its suppliers, contractors and other business partners and, as part of its contracting processes, it includes specific prohibitions against the use of modern slavery, and expects that its suppliers will in turn hold their own suppliers to the same standards.

The Company accepts that it has a responsibility through practical and reasonable due diligence processes to ensure that workers are not being exploited, that they are safe and that relevant employment, health and safety and human rights laws and standards are being adhered to, including freedom of movement and communications.

This policy applies to all individuals working for the Company or on the Company's behalf in any capacity, including employees, directors, officers, agency workers, volunteers, agents, contractors, consultants and business partners.

Directors, Management and Supervisory staff all have responsibilities for the implementation of this policy, ensuring compliancy with the Company's legal and ethical obligations. Line managers are responsible for ensuring that those reporting to them understand and comply with this policy.

If it is believed or suspected that a breach of or conflict with this policy has occurred or may occur, it will be investigated in accordance with the Company's procedures. Staff are encouraged to raise concerns about any issue or suspicion of modern slavery in any part of the Company's business or supply chains as soon as possible. Any employee who breaches this policy will face disciplinary action, up to and including summary dismissal for gross misconduct.

The Company may terminate its commercial relationship with suppliers, contractors and other business partners if they breach this policy and/or are found to have been involved in modern slavery.

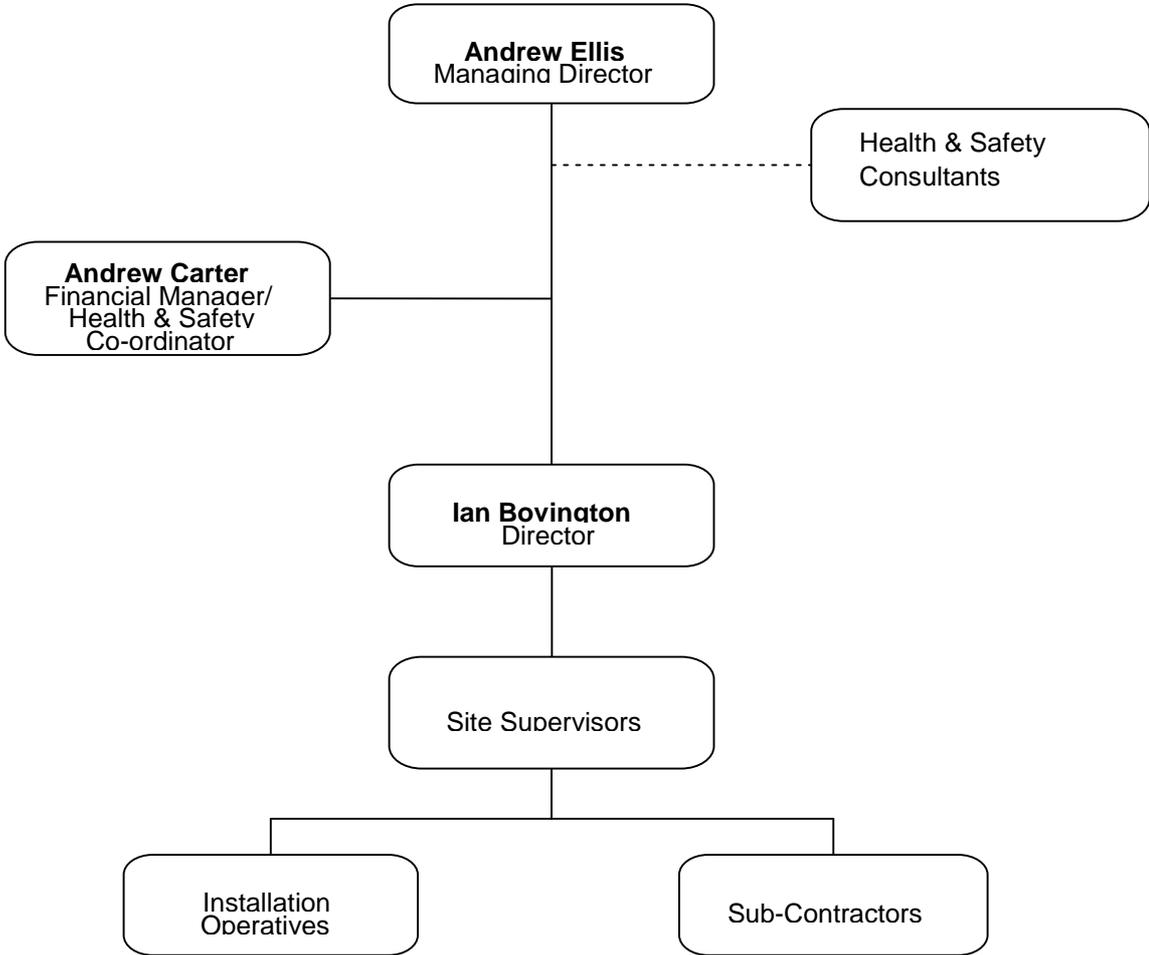
Signed:*Andrew Ellis*.....

Date : 30/03/2018.....

Director...on behalf of ATE Fire Protection Ltd

ATE Fire Protection Ltd

Management Structure for Health and Safety



Andrew Ellis - Managing Director

The **Managing Director's** health and safety responsibilities are to ensure that:

1. The policy is effectively implemented, monitored, developed and communicated to all staff and that necessary alterations are made to the policy to reflect changes in legislation or company development.
2. Suitable and sufficient funds, people and equipment are made available to meet the health and safety requirements of the policy.
3. The appropriate insurance cover is provided and maintained.
4. Procedures are put in place to ensure that all equipment is in good condition, adequately maintained, is suitable for the purpose for which it is used, and has any required certificates of inspection or examination.
5. All levels of management and employees understand their responsibilities for health and safety placed upon them by this policy.
6. An effective training programme is established to ensure that all levels of employees are trained and competent to carry out their duties.
7. Senior management recognises its role in providing health and safety leadership in the organisation and to engage the active participation of workers in improving health and safety through continuous improvement.
8. Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards.
9. Procedures are put in place to ensure that adequate welfare facilities are provided for employees.
10. Health and safety objectives are set and their achievement is measured and reported as part of the management review.
11. Policies, procedures and programmes are reviewed and approved
12. Where necessary, health and safety rules are developed to meet legislative and organisational requirements.
13. All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority.
14. All accidents, incidents, ill health, dangerous occurrences and other issues concerning safety raised by anyone at work are recorded and investigated such that effective controls can be implemented to help prevent recurrence.

Ian Bovington - Director

The **Director's** health and safety responsibilities are to ensure that:

1. They understand the organisation's health and safety policy and understand their responsibilities.
2. They actively lead the implementation of the health and safety policy, accepting formally and publicly their collective and individual role in providing health and safety leadership in the organisation.
3. All management decisions reflect the organisation's health and safety intentions as detailed in the health and safety policy statement.
4. Managers recognise their role in engaging the active participation of workers in improving health and safety.
5. Management health and safety responsibilities are properly discharged.
6. They are responsible and accountable for the organisation's Health and Safety performance at their level
7. Adequate welfare facilities are provided and maintained in a satisfactory condition.
8. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns.
9. Written instructions are provided through risk management and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
10. All health and safety rules are followed by all.
11. All equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination.
12. Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision for vulnerable groups.
13. Safety training requirements are identified for all members of staff under their control to ensure that those members of staff are competent to undertake their work in a safe manner.
14. They set a good personal example by following established health and safety rules/guidelines.
15. Their line manager is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

Site Supervisors

The **Site Supervisors'** health and safety responsibilities are to ensure that:

1. They understand the organisation's health and safety policy and understand their responsibilities.
2. They actively lead the implementation of the health and safety policy.
3. Adequate welfare facilities are provided and maintained in a satisfactory condition.
4. Written instructions are provided through risk management and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
5. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns.
6. They address unsafe acts and conditions and direct daily health and safety activities, correcting root causes.
7. They act on all employees' health and safety complaints, concerns and suggestions;
8. All accidents, incidents, ill health, dangerous occurrences and other issues concerning safety raised by anyone at work are recorded and investigated such that effective controls can be implemented to help prevent recurrence.
9. Persons under their control are competent to carry out their work and operate any equipment in a safe manner.
10. They instruct employees in health and safety rules and regulations; enforce all health and safety rules and regulations;
11. They are responsible and held accountable for their group's health and safety performance.
12. All health and safety site rules are followed by all.
13. Hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
14. All equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination.
15. They undertake daily inspections of work areas and take appropriate corrective action to correct any failings or breaches;
16. Management is informed of any safety issues that cannot be resolved.
17. Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
18. They set a good personal example by following established health and safety rules/guidelines.

19. They inform their line manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

Andrew Carter - Financial Manager/Health and Safety Co-ordinator

The **Financial Manager/Health and Safety Co-ordinator's** health and safety responsibilities are to ensure that:

1. The policy is effectively administered and monitored, and that necessary alterations are made to the policy to reflect changes in legislation or company development.
2. Management are advised of relevant changes in health and safety legislation, codes of practice and recognised industry standards.
3. All accidents, incidents, ill health, dangerous occurrences and other issues concerning safety raised by anyone at work are recorded and investigated such that effective controls can be implemented to help prevent recurrence.
4. Contact is co-ordinated with external organisations, such as the enforcement authority and emergency services.
5. Regular meetings are held at which issues of health and safety can be discussed, objectives and plans reviewed and actions for continual improvement developed.
6. Health and safety assessment requirements are identified and advised to management.
7. Hazard identification is undertaken and written instructions provided to establish safe working methods for the organisation's tasks and activities, regular reviews are carried out and any changes brought to the attention of staff affected.
8. Regular health and safety site inspections/audits are carried out to ensure that all staff and working conditions are in compliance with all mandatory legislation and site rules.

Installation Operatives

The **Installation Operatives'** health and safety responsibilities are to ensure that they:

1. Understand the organisation's health and safety policy, understand their responsibilities and comply with the requirements.
2. Avoid improvisation and only use the correct equipment for the task.
3. Use the correct personal protective equipment as provided.
4. Report all defective equipment and materials, or any obvious safety or health hazards.
5. Take reasonable care not to endanger themselves or other persons through their actions or omissions at work.
6. Warn new employees of known hazards.
7. Refrain from horseplay and follow all health and safety rules.
8. Do not misuse or abuse anything provided under a statutory requirement in the interests of health and safety.
9. Co-operate with the organisation on all aspects of health, safety and welfare.
10. Do not operate any equipment unless they have been fully trained and instructed in its operation.
11. Report all accidents and incidents so that action can be taken to prevent a recurrence.
12. Inform their line manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

Sub-Contractors

The **Sub-Contractors'** health and safety responsibilities are to ensure that they:

1. Provide copies of their health and safety policy and any other relevant documentation appertaining to health and safety that may be requested by the organisation.
2. Comply with all the requirements of this organisation's health and safety policy.
3. Undertake work in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
4. Ensure that all equipment used is safe and in good working condition, and is accompanied by any necessary certification.
5. Ensure that any injury suffered or damage caused by their employees is reported immediately to this organisation's representative.
6. Follow this organisation's safety rules and comply with any safety instructions given by our representative.
7. Ensure that any materials which have health, safety or fire risks are used and stored in accordance with regulations and current recommendations and such information is provided to any other person who may be affected. Assessment of risk associated with any substance or process hazardous to health that will be used must be presented to this organisation's representative before work commences.
8. Ensure that workplaces are kept tidy and all debris, waste materials, etc are cleared as work proceeds.
9. Provide written instructions through risk assessment and safe systems of work to establish safe working methods, to explain the sequence of operations, outline the potential hazards and the implementation of suitable risk controls.
10. Attend safety meetings as requested; these meetings shall be the principal point for the transfer of information.

Health & Safety Consultants

Our Health & safety Consultants shall:

1. Ensure that the Health and Safety Policy and documentation, as prepared by them, is reviewed and updated as required;
2. Provide a telephone advisory service relating to all aspects of health and safety at work;
3. Carry out site safety inspections, as requested by the organisation;
4. Provide detailed reports and assessments for the organisation subsequent to the inspections;
5. By arrangement, provide an accident investigation service and liaise with the enforcing authority;
6. If requested, assess all method statements prepared by the organisation;
7. If requested, attend meetings regarding health and safety, on behalf of the organisation;
8. If requested, assist with suitable health and safety training to both management and staff;
9. Ensure that our Health & Safety Consultants act to reduce imminent danger wherever that may be seen in any area of the organisation's responsibilities.