



GLOBAL FIRE SYSTEMS LIMITED

HEALTH AND SAFETY POLICY

FEBRUARY 2014
TO BE REVIEWED NEXT
FEBRUARY 2015

FOREWORD

Global Fire Systems Limited is committed to high standards of Health and Safety throughout the organisation and it is the Policy to create a working environment that is, so far as is reasonably practicable, free from risks which could effect any persons.

To be effective this Policy requires the commitment and active involvement of all Directors, Managers, Supervisors and Personnel in the generation of safety awareness, competence and positive attitudes in undertaking our work activities with continuously improving safety performance.

Our key objectives are, so far as is reasonably practicable, to prevent all accidents and injuries, conserve the environment and avoid damage to property.

*Our company motto is “**Putting Safety First!**”*



Managing Director

Date 10/02/2014

HEALTH AND SAFETY POLICY STATEMENT

GENERAL POLICY

This statement of the Health and Safety Policy recognises Global Fire Systems Limited. Obligations under the Health and Safety at Work Act 1974, Section 2(3). Global Fire Systems Limited will conduct their activities to ensure that they:-

- Protect the health and safety of their employees and others who may be affected by their activities.
- Limit the adverse effects on and adjacent to the physical area where those activities are carried out.
- Meet their duties as an Employer to do all that is reasonably practicable to prevent accidents, injuries or damage to health.

Global Fire Systems Limited will also so far as is reasonably practicable:-

- Develop a Company Policy on Health and Safety matters related to their work activities and the requirements of this statement, and review this policy as often as necessary and particularly if the workplace or activities change, legislation changes or annually to ensure it is up to date.
- Set standards that comply with all relevant statutory requirements relating to health and safety with regard to the effect on their employees, customers, contractors, visitors and members of the public.
- Provide and maintain safe working environments that are without significant risk to health and welfare.
- Safe guard employees and others from foreseeable hazards in existing processes and working systems.
- Ensure that when new substances, plant, machinery, processes or premises are introduced that adequate information, instruction and supervision are provided for safe methods of work to be developed.
- Ensure that all work and testing activities are assessed for their risks to health and safety and that the identified control measures are implemented and maintained throughout the activities.
- Train all employees to be aware of their own responsibilities in respect of the relevant health and safety matters affecting their work function. Also, ensure that they participate in the prevention of accidents and co-operate with the measures taken to prevent industrial disease.

- Ensure that contractors carrying out works are informed of known workplace hazards; relevant standards; are bound by the Operating Company procedures as necessary; and that systems are established for monitoring compliance without detracting from the contractor's legal obligations to ensure that the Company's requirements are met.
- Promote good health and be concerned with the prevention of occupational and non-occupational disorders and diseases.
- Co-operate with the appropriate Enforcing Authorities and Technical Organisations to ensure that policies and procedures are updated in line with new statutory and 'best practice' standards.
- Establish arrangements for employee consultation on health and safety to maintain effective consideration of the company standards and their implementation.
- Appoint a competent person to assist the in company to meet the requirements and prohibitions of the relevant statutory provisions relating to health, safety and welfare.
- Ensure that these objectives are being fulfilled through the company through internal auditing activities.

APPLICATION

This Policy, supported by approved Company organisational and procedural arrangements, applies to, and must be enforced by, **ALL** Directors, Managers and Supervisors and be observed by all employees of Global Fire Systems Limited. The Company's Safety Management Control Documentation is structured as indicated.



NOTE

This statement of General Policy on Health and Safety at work and organisation, plus arrangements for implementing the policy, is made under section 2(3) of the Health and Safety at Work Act 1974 and is to be brought to the notice of all employees of Global Fire Systems Limited

References**Health & Safety at Work etc. Act 1974**

Employers' Liability (Compulsory Insurance) Act 1969 supplemented by the Employers' Liability (Compulsory Insurance) Regulations 1998
Employers' Liability Acts 1957 and 1984

Management of the Workplace

Management of Health and Safety at Work Regulations 1999
Workplace (Health, Safety & Welfare) Regulations 1992

General

Health & Safety (First Aid) Regulations 1981
Health & Safety (Consultation with Employees) Regulations 1996
Manual Handling Operations Regulations 1992
Health & Safety (Safety Signs & Signals) Regulations 1996
Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995
Working Time Regulations 1998

Construction

Construction (Design and Management) Regulations 2007
Construction (Head Protection) Regulations 1989

Equipment

Health & Safety (Display Screen Equipment) Regulations 1992
Provision and Use of Work Equipment Regulations 1998
Personal Protective Equipment at Work Regulations 1992
Lifting Operations & Lifting Equipment Regulations 1998
Work at Height Regulations 2005

Electricity

Electricity at Work Regulations 1989

Fire Precautions

Regulatory Reform (Fire Safety) Order 2005

Noise and Vibration

Control of Noise at Work Regulations 2005
Control of Vibration at Work Regulations 2005

Hazardous Substances

Control of Substances Hazardous to Health Regulations 2002

The Control of Asbestos Regulations 2006 / Control of Asbestos Regulations 2012

The Control of Lead at Work Regulations 2002

Confined Spaces

Confined Spaces Regulations 1997

Dangerous Substances and Explosive Atmospheres

The Dangerous Substances and Explosive Atmospheres Regulations 2002

COMPANY RESPONSIBILITIES

RESPONSIBILITIES

The responsibility for determining Global Fire Systems Limited Policies on health and safety matters including the revisions of the Policy lies with the Directors of Global Fire Systems Limited.

MANAGING DIRECTOR

The Managing Director will as part of his duties establish and monitor the arrangements detailed below:-

1. Oversee the development and effectively communicate the Company's Policy for health and safety in line with the Policy detailing the arrangements for all employees, contractors and visitors involved in the Companies working activities.
2. Oversee the development and provide training resources for all personnel with the Safety Management system including the procedures, instructions and guidance developed to ensure health and safety standards are implemented for all work activities.
3. Ensure that all work activities are adequately planned, organised and controlled.
4. Ensure that funds are available and that the structure is in place for the provision and maintenance of suitable plant, equipment, materials and personal protective equipment for all staff necessary to carry out their work activities.
5. Ensure that all systems are in place to ensure that work/testing activities are assessed for risk and that the identified control measures are effectively implemented and supervised during the course of work activities.
6. Ensure that systems are in place to ensure that all personnel are competent to undertake the work activities allocated to them by ensuring adequate training is provided.
7. Set company standards for health and safety in relation to existing and new statutory provisions relating to company activities.
8. Promote through procedural arrangements the effective participation of all employees and produce objectives for health, safety and welfare.
9. Approve where appropriate all procedures, instructions and guidance relating to health, safety and welfare.
- 10 Appoint the Director responsible for Health and Safety matters and monitor the implementation of Company Policy through effective internal/external auditing.

DIRECTOR RESPONSIBLE FOR HEALTH AND SAFETY

The Director responsible for Health and Safety with assistance from the appointed Health Safety Manager is responsible for formulating health and safety advice and guidance for the Company, and to advise the main board on all health and safety issues and development. The preparation of the health and safety information and guidance will ensure that the Directors and Managers of the Company have a full understanding of the issues involved in respect of all health, safety, welfare, fire protection and occupational hygiene matters. In addition, the Director responsible for Health and Safety will ensure that the Company are periodically audited for compliance with this policy and will monitor health and safety performance of each Company.

The Director responsible for Health and Safety will as part of his duties for the Company:-

1. Ensure that a 'Competent Person' is appointed to advise the Company on health and safety issues.
2. Appoint an external 'Competent Person' as Health and Safety Consultants to advise the Company on health and safety issues.
3. Act as the Director responsible for Health and Safety matters and monitor the implementation of Company Policy through effective internal/external auditing.
4. Formulate health and safety information and guidance for the Company to ensure that the Directors and Managers are aware of and fully understand the health and safety issues relevant to Company activities.
5. Establish and monitor arrangements where necessary to carry out inspections, audits and reviews of its Company's Policy and Safety Management systems.
6. Establish and monitor appropriate arrangements for identifying and recording health and safety performance to indicate compliance with the Companies procedures and instructions which includes accident investigations and ill health reporting.
7. Establish and monitor the arrangement for employee consultation and review matters affecting their health, safety and welfare.
8. Establish, monitor and, where appropriate, provide arrangements to train and develop Company personnel in health and safety matters to ensure competence standards are maintained and enhanced.
9. Ensure the provision of appropriate welfare, fire protection, first aid and emergency arrangements for all work activities, both office and site based.
10. Establish and monitor arrangements for the appointment of competent and adequately resourced contractors to undertake work for the Company.
11. Establish and monitor arrangements for effective participation of all employees in health and safety issues through consultation and promotion of a pro-active health and safety culture.
12. Appoint a 'Competent Person' for each Operating Department to provide advice and guidance on health and safety issues relevant their activities.

13. Develop and establish the budget provisions to ensure that the Company meet their own standards for health, safety and welfare.
14. Establish and monitor the budget provisions for the Companies Health and Safety Services to ensure effective utilisation of resources for achieving Company objectives in health, safety and welfare.
15. Establish and maintain liaison arrangements with the appropriate Enforcing Authorities and Technical Organisations to ensure good relations. This will ensure a pro-active approach in achieving the objectives for health, safety and welfare
16. Provide periodic reports on all above matters to the Board for review and act upon the instructions of the Board
17. Arrange for medical examinations to be carried out for employees during normal working hours where necessary.

OPERATIONS DIRECTOR

The Operational Director will, as part of his duties, establish and monitor the arrangements detailed below:

1. Assist with development and communicate the Company's policy for Health and Safety in line with the Group Policy detailing the arrangements for all employees, contractors and visitors involved in Company work activities.
2. Assist with development and provide training to all personnel in the Company safety management system, including the procedures, instructions and guidance developed to ensure health and safety standards are implemented for all work activities.
3. With the Group Health and Safety Director develop and establish the budget provisions to ensure that the Company meets its own and Group standards for health, safety and welfare.
4. Ensure that all work activities are adequately planned, organised and controlled.
5. Ensure that all suitable plant, equipment, materials and personal protective equipment is provided and correctly maintained.
6. Ensure that all work/testing activities are assessed for risk and that the identified control measures are effectively implemented and supervised during the course of work activities.
7. Ensure that all personnel are competent to undertake the work activities allocated to them by ensuring adequate training is provided.
8. Ensure systems are in place to identify and set Company standards for health and safety in relation to existing and new Statutory Provisions relating to Company activities.
9. Promote through Company procedural arrangements the effective participation of all employees in the Company's objectives for health, safety and welfare.

DIRECTOR (OPERATING BOARD)

The Director has the responsibility for the implementation in line management, office administration and site organisation of the Policy within Global Fire Systems. The Director will create a healthy and safe environment for work by complying with the following requirements:

1. The development and issue of Company procedures, supporting guidance and instructions which set out the detail of how the policy is to be applied to all managers, supervisors, employees, contractors and visitors who are involved in work activities.
2. Allocation of sufficient resources to operate and maintain safe and healthy places of work and ensure that work activities are undertaken without risk to health and safety.
3. Ensure that all work activities are adequately planned, organised and controlled.
4. Provision of suitable plant, equipment, materials and personal protective equipment ensuring its proper use and maintenance.
5. Provision of adequate information on the hazards and risks involved in undertaking work activities. Also ensure that the necessary assessments of risk are undertaken and the implementation of control measures is effectively managed and supervised.
6. Provision of appropriate welfare, fire protection, first aid and emergency arrangements for each work activity.
7. Promotion of effective participation by all employees in joint consultation on health, safety and welfare matters.
8. Provision of effective training and development to ensure that all Managers, Supervisors and employees are competent to undertake the allocated work activities.
9. Provision of effective arrangements for the appointment of competent and adequately resourced contractors to undertake work for the Company.
10. Provision of effective arrangements to undertake the management of health and safety throughout the Company's premises and work locations to comply with statutory requirements and Company standards. Such arrangements will include the provision to take advice and guidance from the Safety Adviser and undertake regular inspections and audits of the Company's activities maintaining the appropriate records for statutory requirements.
11. To ensure that instructions given by the Main Board, Health and Safety Director and Health and Safety Consultants are carried out effectively.

Health & Safety Manager

The appointed Company Health & Safety Manager will assist with the Company Health and Safety Policy in its implementation and monitoring by:

1. Advising Directors, Managers, Supervisors and employees on statutory requirements and Company standards.
2. Supporting and advising Supervisors and employees on health and safety related to their work activities, in particular the assessment of risks, development of method statements and health and safety plans.
3. Ensuring that all records, reporting and documentation relating to health, safety and welfare and competency training, are established and maintained up to date.
4. Circulating copies of procedures, instructions, guidance and this policy in accordance with management requirements and maintaining the currency of such documents by overseeing their review and revision.
5. Undertaking regular inspections and audits of the workplace to ensure that supervisors, employees and contractors are complying with the appropriate Statutory and Company standards.
6. Providing support to Directors and Managers in complying with their health, safety and welfare duties.
7. Monitor arrangements for identifying and recording health and safety performance, including accident investigations and ill health reporting.
8. Monitor the Company arrangement for employee consultation and assist to review matters affecting their health, safety and welfare.
9. Where appropriate provide arrangements to train and develop Company personnel in health and safety matters to ensure competence standards are maintained and enhanced.
10. Advising on the provision of appropriate welfare, fire protection, first aid and emergency arrangements for all work activities, both office and site based.
11. Establish and monitor arrangements for the appointment of competent and adequately resourced contractors to undertake work for the Company.
12. Monitor arrangements for effective participation of all employees in health and safety issues through consultation and promotion of a pro-active health and safety culture.
13. Monitor arrangements to comply with Company procedures and instructions relating to the recording and reporting of health and safety performance criteria.
14. Provide periodic reports to the main board and Health and Safety Director on all relevant matters, utilising a standard format.

UK OPERATIONS/FIELD LINE SERVICE MANAGERS

All Managers have a responsibility for ensuring that all work activities under their managerial control are executed in line with the requirements, and standards set by Global Fire Systems. In undertaking the duties, the following requirements will be met:

1. The requirements of the Company's Policy, Procedures, Instructions and Guidance will be understood and applied to work activities and the plant.
2. All work activities will be planned, assessed for risks, controlled and monitored, to ensure compliance with Company procedures and standards.
3. Adequate provision and resources available so that work activities can be executed in compliance with statutory requirements, and Company standards.
4. Ensure that Company employees are trained and competent to undertake the work activities allocated to them.
5. Ensure that all necessary records and reports relating to health, safety and welfare are maintained to the appropriate standards.
6. Ensure that Company arrangements for employee consultation are effectively implemented.
7. Apply a working knowledge, and understanding of the Company's Policy, Procedures, Instructions and Guidance relating to health, safety, and welfare to the work activities of the Company.
8. Ensure all work activities are planned, controlled and monitored to Company procedures and standards.
9. Plan, assess for risks, control and monitor all work in accordance with Company standards.
10. Undertake the assessment of contractors appointed to execute work for the Company, to ensure competency and adequate resource provision, to comply with Company standards.
11. Ensure that contractors are provided with the necessary information and documentation to meet Company requirements for safe and healthy working.
12. Ensure that Service Supervisors are implementing and monitoring Company standards, and statutory requirements for health, safety, and welfare for the work under their control.
13. Ensure all appropriate documentation, records, reports and audits for each contract are established/ maintained.
14. Ensure that Company standards are adequate to meet all work activities by highlighting deficiencies, errors etc. through the management line.
15. Ensure instructions given by the Main Board Health and Safety Director, and Health and Safety Manager is carried out effectively.

OFFICE MANAGER

The Office Manager has the responsibility for the office premises, and line management control of the support functions to the operation of Global Fire Systems. The Office Manager will ensure that a health and safe environment for work is established by:

1. The development and issue of Company procedures, supporting guidance, and instructions; which set out the detail of how the policy is to be applied; to all Managers, Supervisors, employees, contractors and visitors, who are involved in work activities in the office premises.
2. Ensure that all work activities are adequately planned, organised and controlled.
3. Provision of suitable equipment, materials, and personal protective equipment; ensuring its proper use and maintenance.
4. Provision of adequate information on the hazards, and risks involved in undertaking work activities. Also ensure that the necessary assessments of risks are undertaken, and the implementation of control measures are effectively managed and supervised.
5. Provision of appropriate welfare, fire protection, first aid, and emergency arrangements for each work activity.
6. Promotion of effective participation by all employees in joint consultation on health, safety and welfare matters.
7. Provision of effective training and development to ensure that all Managers, Supervisors and employees are competent to undertake the allocated work activities.
8. Provision of effective arrangements for the appointment of competent and adequately resourced contractors to undertake work.
9. Provision of effective arrangements to undertake the management of health and safety throughout the Company's premises, to comply with statutory requirements and Company standards. Such arrangements will include the provision to take advice and guidance from the Safety Adviser, and undertake regular inspections, and audits of activities, maintaining the appropriate records for statutory requirements and Company needs.
10. To ensure that instructions given by the Main Board, Health and Safety Director, Health and Safety Consultants are carried out effectively.

CONTRACTS/ PROJECTS MANAGER

The Contracts Manager has the responsibility for ensuring that the work activities under his/her managerial control are executed in line with the requirements and standards set by Global Fire Systems for health, safety and welfare. In undertaking the duties of the Contracts Manager the following requirements will be met:

1. Apply a working knowledge and understanding of the Company's Policy, Procedures, Instructions and Guidance relating to health, safety and welfare to the work activities of the Company.
2. Ensure all work activities are planned, controlled and monitored to Company procedures and standards.
3. Ensure adequate provision and resources are available so that work can be executed in accordance with statutory requirements and Company standards.
4. Ensure contract organisations undertaking work for the Company are assessed as to their competence and resources to comply with Company standards for health, safety and welfare.
5. Ensure that Company employees directed to undertake work activities are competent and adequately trained.
6. Ensure that all necessary records and reports relating to health, safety and welfare are maintained to the appropriate standards.
7. Ensure that Company arrangements for employee consultation are effectively implemented.
8. Understand the Company Policy, Procedures, Instructions and Guidance, and ensure that the necessary documentation is available for each contract.
9. Plan, assess for risks, control and monitor all work in accordance with Company standards.
10. Ensure that adequate provision is made within the contract for the health, safety and welfare resources necessary to comply with Company standards and statutory requirements.
11. Ensure that when working as a sub-contractor the Company receives the necessary information and documentation to ensure the establishment and maintenance of a safe and healthy working environment for Company employees and others affected by work activities.
12. Undertake the assessment of contractors appointed to execute work for the Company to ensure competency and adequate resource provision, to comply with Company standards.
13. Ensure that contractors are provided with the necessary information and documentation to meet Company requirements for safe and health working.
14. Ensure that Site Supervisors are implementing and monitoring Company standards and statutory requirements for health, safety and welfare for the work under their control.

15. Ensure all appropriate documentation, records, reports and audits for each contract are established/ maintained.
16. Ensure that Company standards are adequate to meet all work activities by highlighting deficiencies, errors etc. through the management line.
17. Ensure instructions given by the Main Board Health and Safety Director and Health and Safety Consultants are carried out effectively.

SITE/PROJECTS SUPERVISORS

Site Supervisors, in the course of their duties, will:

1. Ensure that they understand the Company's Procedures, Guidance and Instructions related to their work.
2. Ensure that they implement the requirements of the Company to establish and maintain a safe and health environment, free from risks, for their workforce.
3. Ensure that before work commences the necessary planning, assessment of risks and control measures are implemented.
4. Ensure that the workforces are monitored for compliance with statutory requirements and Company standards, and records are maintained.
5. Ensure that employees and contractors are competent to undertake the work allocated to them.
6. Ensure that any necessary training is provided to establish/enhance competency.
7. Maintain the necessary records and reports in accordance with Company procedures.
8. Seek advice from line management on risk assessment or method statement development for high risk activities or other appropriate circumstances.

EMPLOYEES/ENGINEERS

Employees, in the course of their duties, will:

1. Understand, as far as it affects their job role, the requirements of the Company's Procedures, Guidance and Instructions and apply them to their work activities.
2. Comply with all statutory requirements and Company standards when undertaking work, as indicated by their Supervisor.
3. Ensure that they are competent to undertake the work allocated to them and not to take any action that may be a danger to themselves or others.
4. Undertake any training or development necessary to refresh or enhance their job competence.
5. Ensure that plant and equipment is maintained in good working order and that defective equipment is notified to their supervisor.
6. Ensure that protective equipment is worn where necessary and that the equipment is maintained in good order.
7. Report all accidents and incidents to their supervisor so the necessary records can be retained.
8. Undertake work in a safe manner that does not affect the safety of members of the public, colleagues or yourself.
9. Do not indulge in alcohol or drugs when at work that could affect the safety of yourself or others.
10. Follow your supervisor's requirements and prohibit from undertaking activity that has not been approved by the company.
11. Undertake medical examinations as requested by management.