



CP 02 – HEALTH AND SAFETY POLICY

Purpose

This document sets out the principles and initiates action for the management of health and safety and wellbeing throughout Fone-Alarm Installations Ltd (FAI).

Policy Statement

Fone-Alarm Installations Ltd will fulfil its responsibilities under the Health and Safety at Work etc. Act 1974 and other relevant safety legislation with regards to its employees and others when undertaking its communications sector services. It is the policy of the company to provide and maintain safe and healthy working conditions, equipment and systems of work for all employees. We also accept our responsibility for the health and safety of other people who may be affected by our activities and will act where possible, to prevent injury, ill health, damage and loss to both property and the environment arising from our services.

FAI operates a Work safe Policy (or Right to Refuse to Work Policy) to protect our employees and ensure others not in our employment are not placed at risk.

Every member of the FAI and every member of any Sub-contractor's team working on any FAI managed project(s), has the absolute right to decline to carry out work if they feel it is not safe to do so.

Where the operation of a machine, a site condition or a method of working constitutes a danger to the employee or another person the employee may refuse to work.

Any situation arising which leads to an individual refusing to work for Health and Safety reasons must be reported to the senior person on site as soon as possible, and no employee should continue to work until the working environment is made safe. The Compliance Manager should be informed. Escalation for resolving a Refusal to Work is through the Managing Director and their decision will be final.

Managers and staff are also encouraged to report any unsafe acts or conditions, which they have witnessed through the Near Miss Reporting procedure.

FAI will not discipline, discharge, suspend, lay off or demote an employee or impose any financial or other penalty on an employee who invokes the Refusal to Work Procedure on Grounds of Health & Safety.

Therefore, the company accepts the responsibility: -

- 1) To provide and maintain safe and healthy working conditions for the prevention of work-related injury on their premises, taking account of relevant statutory requirements and ensure that all employees are aware of their responsibilities with regards to environmental matters.
- 2) To foster an interest in Health & Safety throughout the company's activities and consolidate this into a constant awareness and responsibility for these matters at work and for management to set an example in safe behaviour.
- 3) To provide such training as may be relevant to their particular operations to assist employees at all levels to perform their work safely and efficiently.
- 4) To make available such safety devices and protective equipment as may be appropriate and to secure the supervision of their use.
- 5) To eliminate hazards and reduce OH&S risks and actively carry out risk assessments of all aspects of the business.
- 6) See that all new Company or legal instruction in respect of Health & Safety is communicated to all employees, keeping them abreast of standards, codes of practice and relevant statutory provisions.

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- 7) To establish and regularly review objectives and legal obligations to continually improve.

Employees of the company have a duty to co-operate in this objective: -

- 1) By working in a safe and efficient manner with regard to not only their own safety but also that of others who may be affected by their acts or omissions.
- 2) By properly using safety devices and protective equipment provided and by meeting statutory obligations.
- 3) By reporting any incident that has or could have caused injury or damage and follow the correct accident reporting procedure.
- 4) By co-operating in the investigation of accidents with the object of introducing measures to minimise the possibility of recurrence.
- 5) By adhering to company procedures and observing instructions designed to contribute to the protection of health and safety.
- 6) Discussion about Health & Safety, accident prevention and environmental issues will be encouraged at all levels of employee. To this end safety meetings will be held on a regular basis.

This statement of health & safety policy meets the requirements of ISO 45001:2018 and is communicated to all employees of Fone-Alarm Installations Ltd and interested parties. The Managing Director has full responsibility and authority relating to Health and Safety obligations.

This Policy is freely available to any person or party via the Company's website www.fonealarm.co.uk. Persons without access to the internet may request copies in writing to the under-signed.

Signed Michael Creasey

Michael Creasey
Managing Director
Fone-Alarm Installations Ltd

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