



Health and Safety Policy

1. Statement

The management of Unicorn *fire & safety solutions Ltd* (UFSS) recognise and accept their responsibilities and duties under the Health and Safety at Work Act (1974) and other relevant statutory provisions. UFSS is committed to the provision of safe and healthy working conditions for all staff and to the safeguarding of persons utilising our services. UFSS regards health and safety as a core management function and will work to ensure the commitment of all members of staff¹ to the full implementation of UFSS health and safety policy.

The attention of all staff and associates is drawn to their legal responsibility under Section 7 of the above Act to take reasonable care of themselves and all others who may be affected by their acts and/or omissions and to co-operate with their employer with regard to health & safety matters. All persons on UFSS premises (including temporary accommodation used for the purpose of conducting business operations) have a duty under Section 8 of the above Act not to interfere with or to misuse anything provided in the interests of health and safety. Regulation 14 of the Management of Health and Safety Regulations (1999) requires all employees to report without delay, to their employer or a colleague with health and safety responsibilities such as the organisations Health and Safety Officer, any work situation that could give rise to serious and imminent danger to health and safety and also any noted shortcomings in the employer's protection arrangements for health and safety.

2. Policy

It is UFSS policy to comply with all relevant statutory and regulatory provisions and to take such additional measures as it considers necessary. To achieve this UFSS will, as a minimum, operate to legal requirements and established standards of good practice and will as far as is reasonably practicable:

1. Manage its activities in such a way as to ensure that the health, safety and welfare of all employees, clients, and any other persons it has professional association with are not put at risk.
2. Provide and maintain plant and systems of work that are safe and without risk to health.
3. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
4. Provide the necessary information, instruction, training and supervision to ensure the health and safety of all employees, clients and any other persons on UFSS premises or with whom it has professional association with.
5. As regards any place of work under UFSS's control, maintain it in a condition that is safe and without risk to health and provide and maintain means of safe access and egress.
6. Provide and maintain a working environment that is safe, without risks to health and is adequate with regard to facilities and arrangements for the welfare at work of all employees.

¹ 'Staff' includes all employees including sub-contractors engaged by Unicorn fire & safety solutions Ltd.



7. Promote through consultation and other means, the active involvement of all staff and clients in the development, promotion, implementation and monitoring of measures provided for health, safety and welfare.
8. Ensure that risk assessments are carried out as required by the Management of Health and Safety at Work Regulations (1999), the Regulatory Reform (Fire Safety) Order 2005 and other regulations.
9. Appoint competent persons to provide advice in accordance with the Management of Health and Safety at Work Regulations (1999).
10. Seek specialist advice on health and safety matters as and when necessary.
11. Investigate thoroughly all accidents and unusual occurrences affecting health and safety.
12. Provide a set of standards and guidance to assist those responsible for the implementation of this policy.
13. Monitor compliance with safety measures by regular inspection, monitoring and auditing.
14. Provide adequate resources and facilities to enable the requirements of this policy to be achieved.
15. Ensure suitable method statements are developed for all work activities which take into account the health and safety issues relevant to operatives and other relevant persons.
16. Review UFSS's Statement of Safety Policy annually, or more frequently if justified.

3. Organisation

3.1 Management

The Managing Director of UFSS has overall responsibility for ensuring the implementation of this policy and for all health and safety matters associated with UFSS activities.

3.2 Safety training

1. UFSS's staff induction procedure requires all new members of staff to become fully aware of the organisations health and safety policy. This is supported by including a copy of the policy with the new employer's induction pack. Having read the policy, the member of staff should return the acknowledgement slip within the pack.
2. Other such safety training as is necessary to ensure the health and safety of staff and clients will be provided as and when necessary. Staff may be required to attend training events organised by UFSS or by outside bodies.

3.3 Safety Audits.

A health and safety audit is intended to provide an objective and qualitative assessment of all the elements of a health and safety management system. To that end the Managing Director will conduct an annual audit of health and safety management.

4. EMERGENCY PROCEDURES

4.1 Safety when Remote Working

UFSS will comply with the guidance provided by the HSE for Lone Working. Representatives should ensure they are familiar with the guidance offered.



4.2 Health & safety when deployed

Representatives of UFSS (such as Training staff, Fire Risk Assessors, Engineers etc.) have responsibility for safety within their own area of work. This includes ensuring compliance with statutory requirements whilst operating in the field.

1. This in no way absolves the parent organisation for whom the UFSS is working from their own duty of care and obligations under Health & Safety law.
2. Representatives will comply and cooperate with the health, safety and welfare policies of their hosts.
3. Representatives should ensure that when working in another organisations premises they are fully aware of the emergency procedures to be followed and of any special risks or hazards.

4.2 Specific procedures

a) Training

1. Prior to any training event commencing, the Instructor will ensure that delegates are aware of the procedures to be followed in an emergency, this to include; *what to do on discovering a fire and what to do on hearing the alarm*. These should comply with the host's emergency plan.
2. A record of delegates attending will be maintained for the purpose of accounting for personnel in the event of an evacuation. This will be taken by the Instructor/Lead Officer.
3. In 4.1 (3) it is required that Representatives understand and comply with the emergency procedures of the organisation they are deployed to, however, where for any reason instruction has not been conveyed, the following generic procedure should be followed;

*On hearing the fire alarm, **if you are in charge of students, delegates, clients or visitors**, direct them to the nearest exit, accompany them to the outside of the building and take them well clear of the fire exits. Ensure you take the nominal role with you so that it is possible to account for those students/delegates you have responsibility for.*

4. On hearing the fire alarm, **if you are not in charge of students, delegates, clients or visitors**, leave your area, close doors, check on colleagues where possible and encourage others to leave promptly. As you leave a building, inform the person responsible for the evacuation and roll call or the Fire Brigade if you know of an area that is clear of people or where disabled persons require assistance or where people are trapped.

b) Maintenance of Fire Fighting Equipment

1. Prior to commencing work, the (senior) Engineer will liaise with the host organisation representative to ensure it is known that his/her team are working on site.
2. In 4.1 (3) it is required that UFSS staff understand and comply with the host organisations emergency procedures.
3. If for any reason instruction has not been conveyed, the following generic procedure should be followed;



On hearing the fire alarm, leave your area, close doors and where possible check colleagues are also evacuating. Upon exiting the building, report to the person responsible for the roll call or the Fire Brigade.

- c) UFSS staff should not re-enter the building until advised it is safe to do so.

4.2 Procedures when on UFSS Premises

1. Any visitors or guests will be logged in and out of the premise.
2. Should a fire or other emergency occur when on UFSS premises, you should alert anyone resorting on the premises at the time and leave by the nearest exit closing doors behind you. You should encourage others to leave and assist those who require some aid (including the disabled).
3. You should ensure that the appropriate emergency service has been called, if in doubt call them yourself but do not put yourself in danger by doing so.
4. Do not stop to collect belongings and do not re-enter or allow others to until told it is safe to do so by the senior person in attendance.
5. You should inform the senior person or fire officer of anyone you know still to be in the premise including those who are disabled.

4.3 First Aid and Accident Procedures

1. When working remotely or at hosts premises, the UFSS representative should identify where first aid is available should an accident occur.
2. In the case of a serious accident or illness, an ambulance should be summoned immediately and a responsible person from the host organisation informed.
3. All unsafe incidents whether they result in an injury or a near miss must be reported to the Managing Director.
4. The accident must be recorded (Accident Report) and details supplied to the host organisation and to UFSS. The report will be subject to the requirements of Data Protection Act
5. The employer has a duty under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995** to report certain serious injuries, diseases, and dangerous occurrences directly to the Health and Safety Executive. Any injury sustained by a company representative whilst engaged by UFSS which results in unfit for work for more than three days is also reportable. The MD is responsible for completing and submitting such reports and must therefore be informed promptly of any incident that might be relevant.

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