



**C. S. TODD**  
**& ASSOCIATES LTD**

*Fire Safety Consultants*

## **Health and Safety at Work Policy**

C.S. Todd & Associates Ltd (“the Company”) are committed to ensuring the health, safety (including fire safety) and welfare of all employees and all other persons who may come into contact with the Company. This policy statement outlines the policy of the Company in relation to the health, safety (including fire safety) and welfare of its employees and all other persons who may be affected by the activities of employees. To that end, ultimate responsibility for all health and safety matters resides with the Managing Director.

### **1. Scope**

This policy statement covers at least the following aspects of health and safety, and fire safety matters:

- Reporting, recording and investigation of accidents.
- Establishment and maintenance of fire precautions.
- First aid.
- Safety inspections.
- Safety training (including fire safety) and safety briefings.
- Reviews of health and safety, and fire safety policy.
- Maintenance of safety equipment.
- Assessment of hazardous areas.

### **2. Management Responsibilities**

The Managing Director is responsible for establishing and maintaining the health and safety, and fire safety policy, and for ensuring that all employees comply with its provisions and work in a corresponding manner.

The responsibilities of the Managing Director include:

- The implementation of the health and safety, and fire safety policy.
- Reviewing the health and safety, and fire safety policy on a regular basis.
- Providing the resources to enable all employees to comply with the health and safety policy.
- Assessment of the performance of each employee in meeting their responsibilities under the health and safety policy.

#### **C.S. Todd & Associates Ltd**

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Certificate Number 860  
ISO 9001

- Application of appropriate sanctions against employees who disregard their individual responsibilities under the health and safety, and fire safety policy.
- The provision of a first aid box in a notified location and the appointment of a first aider. The first aider will, if necessary, be given appropriate training.

### **3. Objectives**

The specific objectives to be achieved by the implementation of the health and safety, and fire safety, policy include:

- The prompt recording of accidents. When an accident occurs on a client site, it is to be recorded in the client's accident book.
- Suitable ear protection is worn in noisy areas or when noise may be present.
- Liaison is established with the client's representatives to obtain a knowledge of the health and safety (including fire safety) hazards on the client's site.
- Other persons are protected against any potential dangers arising from the activities of employees and those performing activities on behalf of employees.
- To acquire a knowledge of emergency escape routes and the emergency procedures for the client's sites.
- To ensure that the work undertaken by others, on behalf of employees, is carried out in a safe manner.

### **4. Employee Information**

In order to implement the above objectives and the health and safety, and fire safety, policy in general, it is essential to obtain the co-operation and active involvement of every employee. To that end, the Managing Director will establish procedures to ensure that all employees are provided with sufficient information to execute their duties under:

- The Health and Safety at Work Act 1974 and other relevant legislation.
- Regulatory Reform (Fire Safety) Order 2005 (as amended).
- The Company's health and safety policy.
- The client's health and safety requirements.
- The safe use of equipment, whether provided by the client or by the Company.
- The need to make any hazardous equipment or process safe before entering associated areas.

In general, this will be achieved by suitable training of employees, and by health and safety (including fire safety) briefings when work commences for new clients. No work should be carried out for any client unless a health and safety briefing has been carried out.

### **5. Employee Responsibilities**

Each employee will be responsible for the provisions of his or her own health and safety, and for any persons who may be affected by his or her action or inaction. Specifically, the duties of each individual include:

- Complying with the client's emergency procedures whilst on the client's site.
- Ensuring that the applicable health and safety standards and regulations are complied with. Where more than one such standard or regulation applies, the most stringent is to be followed.
- Maintain a healthy and safe working environment.
- Identify and report hazardous situations, locations and practices.
- Attend health and safety/fire training and client health and safety briefings.
- Actively support and implement this health and safety policy.
- Follow the safety procedures laid down by the Company and by the client whilst on the client's sites.
- Correctly use all health and safety equipment.
- Keep the wellbeing of others in mind.
- Co-ordinate with others to implement this health and safety policy.
- Use appropriate safety equipment where necessary.
- Refuse to use equipment that is in any way defective.
- Report all accidents, injuries and dangerous occurrences to the immediate superior or, when on a client's site, to the client's representative.
- Report other employees who disregard their health and safety duties, misuse safety equipment or endanger the wellbeing of others.
- Be familiar with the health and safety/fire procedures of the Company and, when on a client's sites, the client's health and safety procedures, emergency procedures and fire alert and evacuation arrangements.
- Avoid risk to themselves or placing anyone else at risk.
- Ensure all equipment used is safe.
- Do not attempt to remedy defective equipment.

Date: 18<sup>th</sup> June 2024

Signature: 

Name: Colin Todd

Position: Managing Director.