

Howard Fire Inspections Ltd Health & Safety Policy

Part 1 – Statement of Intent

Howard Fire Inspections Ltd is committed to protecting the health, safety and welfare of its employees, contractors, clients and any other persons who may be affected by our activities.

As a company providing Fire Risk Assessments and fire door inspection services, we recognise the importance of maintaining high standards of health and safety in our own workplace and when working on client premises.

Our policy is to:

- Prevent accidents, injuries and cases of work-related ill health so far as reasonably practicable.
- Identify hazards and assess and control the risks arising from our work activities.
- Comply with applicable health and safety legislation, regulations, codes of practice and relevant industry guidance.
- Ensure that employees and persons working on behalf of **Howard Fire Inspections Ltd** are competent to undertake the work assigned to them.
- Provide appropriate information, instruction, training and supervision.
- Provide suitable personal protective equipment (PPE) where risks cannot be adequately controlled by other means.
- Maintain suitable arrangements for employees who work remotely, travel between sites or work alone.
- Ensure that equipment used is suitable, maintained and used safely.
- Consider the health and safety implications of working at client premises and comply with reasonable site-specific requirements.
- Obtain and consider relevant information regarding asbestos, fire safety, access arrangements and other significant hazards before undertaking work at client premises where appropriate.
- Provide suitable arrangements for reporting accidents, near misses, hazards and health and safety concerns.
- Provide appropriate emergency arrangements, including action to be taken in the event of fire, serious injury or other foreseeable emergencies.
- Consult with employees on matters affecting their health, safety and welfare.
- Continually review our health and safety performance and improve our arrangements where necessary.



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recognises that health and safety is the responsibility of everyone within the organisation. The Director has overall responsibility for implementing this policy, while every employee and person working on behalf of us has a responsibility to work safely and cooperate with the company's health and safety arrangements.

This policy will be reviewed at least annually and sooner where there are significant changes to legislation, guidance, working practices, personnel, equipment, premises or other circumstances that may affect health and safety.

Part 2 – Responsibilities for Health and Safety

2.1 Overall Responsibility

Overall and final responsibility for health and safety within **Howard Fire Inspections Ltd** rests with:

Darren Howard – Director

The Director will ensure that adequate arrangements and resources are provided to implement this policy and that health and safety performance is monitored and reviewed.

2.2 Day-to-Day Responsibility

Day-to-day responsibility for ensuring that this policy is implemented rests with:

Darren Howard – Director

Where additional employees, contractors or competent persons are appointed, responsibilities will be allocated according to their role, competence and level of authority.

The allocation of responsibility does not remove the overall responsibility of the Director for ensuring that suitable health and safety arrangements are in place.

2.3 Health and Safety Management

The Director is responsible for:

- Maintaining the company's health and safety policy.
- Ensuring appropriate risk assessments are completed and reviewed.
- Ensuring suitable control measures are implemented.
- Ensuring employees receive appropriate information, instruction, training and supervision.
- Ensuring employees are competent to undertake their duties.
- Providing appropriate PPE.
- Monitoring compliance with health and safety procedures.



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- Investigating accidents, incidents and near misses.
- Ensuring appropriate emergency arrangements are established.
- Ensuring appropriate records are maintained.
- Consulting employees on health and safety matters.
- Reviewing the effectiveness of health and safety arrangements.
- Taking appropriate corrective action where deficiencies are identified.

2.4 Competence and Professional Activities

Howard Fire Inspections Ltd will ensure that individuals undertaking Fire Risk Assessments and fire door inspections, have appropriate knowledge, skills, training and experience for the work undertaken.

Where qualifications, professional memberships, certification or specific training are considered necessary for particular activities, We will maintain appropriate arrangements to ensure these requirements are met.

Employees will not be required to undertake work for which they do not have the appropriate competence or resources.

Where specialist advice or expertise is required, we will obtain appropriate assistance from a suitably competent person or organisation.

2.5 Employees

All employees are required to:

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Cooperate with **Howard Fire Inspections Ltd.**'s health and safety arrangements.
- Follow company procedures and risk assessments.
- Use equipment and PPE correctly.
- Attend required training and follow reasonable instructions.
- Report hazards, defects, accidents, near misses and concerns promptly.
- Inform the Director if they believe they are not competent or adequately trained to undertake a task safely.
- Not intentionally misuse or interfere with anything provided for health and safety.
- Follow relevant health and safety requirements when attending client premises.

2.6 Contractors and Subcontractors

Where contractors or subcontractors are used, we will take reasonable steps to ensure that they are suitably competent and appropriately qualified for the work they undertake.

Contractors will be expected to comply with relevant our requirements and client/site requirements where applicable.



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Part 3 – Arrangements for Health and Safety

3.1 Risk Assessment

Howard Fire Inspections Ltd will identify hazards associated with its activities and assess the risks to employees and other persons who may be affected.

Risk assessments will be proportionate to the level of risk and will be completed for significant activities where appropriate.

Risk assessments may include, but are not limited to:

- Office and home working.
- Fire Risk Assessment activities.
- Fire door inspection activities.
- Lone working.
- Working at height, where applicable.
- Use of ladders and steps, where applicable.
- Manual handling.
- Driving for work.
- Client-site activities.
- Use of electrical and other equipment.
- Asbestos-related risks.
- Slips, trips and falls.
- Workplace emergencies.
- Any other significant hazards identified during work.

Risk assessments will be reviewed:

- At least annually where appropriate.
- Following an accident, incident or near miss.
- Following significant changes to working practices.
- Following the introduction of new equipment or activities.
- Where there is reason to believe the assessment is no longer valid.
- Following significant changes to legislation or guidance where relevant.



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3.2 Working at Client Premises

Before attending client premises, **Howard Fire Inspections Ltd** will consider foreseeable health and safety risks associated with the work.

Where appropriate, we will obtain information from the client regarding:

- Site-specific risks.
- Relevant risk assessments.
- Fire emergency arrangements.
- Asbestos information and the asbestos register.
- Access and egress arrangements.
- PPE requirements.
- Restrictions on access.
- Permit-to-work arrangements.
- Working at height requirements.
- Known hazards.
- Emergency contact arrangements.

Employees will comply with reasonable client/site health and safety requirements provided these do not conflict with our own safe systems of work.

Where conditions at a client site are considered unsafe, employees are expected to raise the concern with the client and, where necessary, stop or postpone the work until suitable controls are established.

3.3 Fire Risk Assessment Activities

When undertaking Fire Risk Assessments, **Howard Fire Inspections Ltd** will ensure that assessments are carried out by suitably competent persons and that appropriate information is obtained to enable the assessment to be undertaken effectively.

Inspectors will take reasonable precautions to avoid exposing themselves or others to unnecessary risks while carrying out inspections.

Where significant hazards are identified during an assessment, these will be recorded and communicated through the appropriate reporting process.

Howard Fire Inspections Ltd own premises will be subject to appropriate fire safety arrangements and a suitable fire risk assessment where required.



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3.4 Fire Door Inspection Activities

Fire door inspections will be undertaken using appropriate inspection procedures and by persons with suitable knowledge, training and experience for the work.

Inspectors will consider their own safety while undertaking inspections and will not undertake activities outside their competence, authority or agreed scope of work.

Where access to a fire door requires working at height, entry into restricted areas or other potentially hazardous activities, the relevant risk assessment and safe working arrangements will apply.

Howard Fire Inspections Ltd will not undertake destructive or intrusive work unless this has been specifically agreed, appropriately assessed and controlled.

3.5 Asbestos

Howard Fire Inspections Ltd recognises the potential health risks associated with exposure to asbestos.

Employees undertaking work at client premises will not knowingly disturb, damage, drill, cut, remove or otherwise interfere with asbestos-containing materials.

Where relevant to the work, **Howard Fire Inspections Ltd** will request or review available asbestos information, including the client's asbestos register or management information.

Employees will receive appropriate asbestos register information/training where their work could reasonably expose them to asbestos-related risks.

If suspected asbestos-containing material is encountered, work will stop in the affected area, and the matter will be reported to the client and the Director as appropriate.

Howard Fire Inspections Ltd employees will not undertake asbestos removal or other licensed/non-licensed asbestos work unless specifically authorised, appropriately trained and competent to do so under suitable arrangements.

3.6 Lone Working

Where employees are required to work alone, **Howard Fire Inspections Ltd** will consider the risks associated with lone working before the activity takes place and follow our Lone Worker Policy.

Controls may include:

- Lone-working risk assessments.
- Telephone or other communication arrangements.
- Informing a nominated person of the employee's location.
- Site-specific information.
- Emergency contact arrangements.
- Regular check-in procedures where appropriate.
- Avoidance of unnecessarily hazardous activities while alone.



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Employees must report concerns regarding lone working to the Director and must not undertake work where the risks cannot be adequately controlled.

3.7 Working at Height

Where work requires access to height, **Howard Fire Inspections Ltd** will avoid working at height where reasonably practicable.

Where working at height cannot be avoided, suitable arrangements will be made to prevent falls and reduce the consequences of a fall.

Where applicable:

- Suitable access equipment will be selected.
- Equipment will be inspected before use.
- Employees will be competent to use the equipment.
- Employees will follow relevant safe working procedures.
- Defective equipment will not be used.
- Work at height will be stopped where conditions are unsafe.

Howard Fire Inspections Ltd will not improvise access arrangements or use unsuitable objects as access equipment.

3.8 Equipment

All equipment provided or used by **Howard Fire Inspections Ltd** will be suitable for its intended purpose and maintained in a safe condition.

Employees will carry out appropriate pre-use checks and report defects.

Where inspection, examination, testing or maintenance is required, this will be undertaken at appropriate intervals.

Defective equipment will be removed from use until it has been suitably repaired, replaced or otherwise confirmed as safe.

Employees will only use equipment for which they have received appropriate instruction or training.

3.9 Personal Protective Equipment

Howard Fire Inspections Ltd will seek to control risks through appropriate engineering, organisational and procedural measures before relying on PPE.

Where PPE is required, suitable PPE will be identified through risk assessment and provided as appropriate.

Depending on the nature of the work and client/site requirements, PPE may include:

- Safety footwear.
- High-visibility clothing.
- Protective gloves.



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- Safety glasses.
- Hard hats.
- Hearing protection.
- Respiratory protective equipment where specifically required and appropriately assessed.

Employees must use PPE correctly, maintain it in good condition and report loss or damage. Client-specific PPE requirements will be identified before attending site where reasonably practicable.

3.10 Manual Handling

Howard Fire Inspections Ltd will avoid hazardous manual handling where reasonably practicable.

Where manual handling cannot be avoided, the task will be assessed and suitable measures implemented to reduce the risk of injury.

Employees will be provided with appropriate information and instruction and must use safe lifting techniques.

3.11 Driving for Work

Employees who drive for work purposes must:

- Hold an appropriate and valid driving licence.
- Ensure that vehicles used for work are roadworthy and appropriately maintained.
- Comply with applicable road traffic laws.
- Not drive while impaired by alcohol, drugs, medication, fatigue or any other condition that could affect safe driving.
- Not use a mobile telephone while driving in circumstances where this would be unlawful or unsafe.
- Plan journeys appropriately and take reasonable steps to manage fatigue.

Employees must report any driving-related health or safety concerns to the Director.

3.12 Office, Home and Remote Working

Where employees work from home or remotely, suitable arrangements will be maintained to protect their health, safety and welfare.

Employees are expected to maintain a suitable working environment and report any significant health and safety concerns.

Appropriate consideration will be given to:

- Display screen equipment.
- Workstation setup.
- Lighting.



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- Ventilation.
- Electrical safety.
- Slips, trips and falls.
- Lone working.
- Work-related stress.
- Working hours and breaks.

3.13 Display Screen Equipment

Where employees regularly use computers, laptops, tablets or other display screen equipment as part of their work, appropriate workstation assessments will be undertaken where necessary.

Employees will be encouraged to take appropriate breaks and vary their activities.

Any concerns regarding discomfort, eyesight, posture or workstation arrangements should be reported to the Director.

3.14 Hazardous Substances and COSHH

Howard Fire Inspections Ltd will identify substances that may present a risk to health and will assess and control those risks where applicable.

Where substances fall within the scope of the Control of Substances Hazardous to Health Regulations, appropriate COSHH assessments will be completed.

Employees will follow relevant instructions and use PPE where required.

3.15 Consultation

Howard Fire Inspections Ltd will consult employees on health and safety matters that affect them.

Consultation may take place through:

- Direct discussions.
- Team meetings.
- Safety briefings.
- Review of risk assessments.
- Training sessions.
- Email or other appropriate communication.

Employees will be encouraged to raise concerns and suggest improvements to health and safety arrangements.



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3.16 Training and Competence

Howard Fire Inspections Ltd will provide appropriate health and safety training based on the duties and risks associated with each employee's role.

Training may include, where relevant:

- Health and safety induction.
- Fire safety.
- Asbestos awareness.
- Manual handling.
- Working at height.
- Lone working.
- PPE.
- Equipment use.
- First aid.
- Emergency procedures.
- Fire risk assessment competency.
- Fire door inspection competency.
- Other role-specific training.

Training needs will be reviewed periodically and following significant changes to duties or working practices.

Appropriate records of training and competency will be maintained.

3.17 Emergency Procedures

Howard Fire Inspections Ltd will maintain appropriate arrangements for foreseeable emergencies.

Employees working at client premises must familiarise themselves with relevant site emergency arrangements, including:

- Fire alarm arrangements.
- Emergency exits.
- Assembly points.
- First aid arrangements.
- Emergency contact arrangements.

Employees must follow the client's emergency procedures while on their premises unless doing so would place them or others at additional risk.

Emergency arrangements will be reviewed where necessary.



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3.18 First Aid

Darren Howard to complete a fire aid certificate every 3 years, to be able to support if needed, any issues whilst travelling to or whilst on site.

When attending client premises, employees will familiarise themselves with the client's first-aid arrangements where appropriate.

Employees should report accidents and injuries promptly, even where the injury initially appears minor.

3.19 Accidents, Incidents and Near Misses

All accidents, incidents, near misses and significant hazards must be reported to the Director as soon as reasonably practicable.

Howard Fire Inspections Ltd will investigate incidents where appropriate to:

- Establish what happened.
- Identify underlying causes.
- Determine whether existing controls were adequate.
- Identify corrective actions.
- Prevent recurrence.

Where an incident is reportable under applicable legislation, HFI will ensure that the appropriate reporting requirements are followed.

3.20 Health and Work-Related Ill Health

Howard Fire Inspections Ltd will take reasonable steps to identify and control risks that could cause work-related ill health.

Where appropriate, this may include consideration of:

- Musculoskeletal disorders.
- Stress and mental wellbeing.
- Exposure to hazardous substances.
- Noise.
- Dust.
- Asbestos.
- Display screen use.
- Fatigue.

Employees should report any work-related health concerns to the Director.

Where health surveillance is identified as necessary, suitable arrangements will be considered and implemented.



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3.21 Workplace Housekeeping

Howard Fire Inspections Ltd will maintain suitable standards of housekeeping within its workplace and will take reasonable steps to prevent:

- Slips and trips.
- Blocked access routes.
- Unsafe storage.
- Electrical hazards.
- Accumulation of waste.
- Other foreseeable workplace hazards.

Employees are responsible for maintaining good housekeeping within areas under their control.

3.22 Monitoring and Review

The Director will monitor the effectiveness of **Howard Fire Inspections Ltd.**'s health and safety arrangements.

Monitoring may include:

- Review of risk assessments.
- Review of accidents and near misses.
- Review of training records.
- Review of equipment inspections.
- Workplace/client-site observations.
- Employee feedback.
- Review of legislative and guidance changes.
- Review of client requirements.
- Review of professional and industry standards.

Where deficiencies are identified, appropriate corrective action will be taken.

3.23 Records

Howard Fire Inspections Ltd will maintain appropriate health and safety records, which may include:

- This Health & Safety Policy.
- Risk assessments.
- Method statements/safe systems of work where applicable.
- Training records.
- PPE records where appropriate.
- Accident and incident records.
- Near-miss records.
- Health surveillance records where applicable.
- Relevant insurance documentation.



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- Emergency arrangements.
- Other records necessary to demonstrate effective health and safety management.

Records will be retained in accordance with applicable legal, contractual and business requirements.

Part 4 – Review of Policy

This policy will be reviewed at least annually and whenever there is a significant change that may affect the health, safety or welfare of employees or others affected by **Howard Fire Inspections Ltd** activities.

The review will consider:

- Changes in legislation.
- Changes in HSE or relevant Government guidance.
- Changes in **Howard Fire Inspections Ltd** activities.
- Changes in personnel.
- Changes in equipment.
- Changes to premises.
- Accidents and near misses.
- Findings from inspections or audits.
- Employee feedback.
- Client requirements.
- Professional and industry developments.

The Director is responsible for ensuring that the policy remains current and is communicated to relevant persons.

I confirm that this Health & Safety Policy has been reviewed and approved and that Howard Fire Inspections Ltd is committed to implementing and maintaining the arrangements described within it.

Signed: 
Name: Darren Howard

Date: 18th August 2026
Review Date: 18th August 2027



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