Health & Safety Policy

and Site Safety Induction

Working safely on client sites, for the protection of life, assets and property.

Organisation	Fire Pro (UK) Ltd
Document	Health & Safety Policy and Site Safety Induction
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Document owner	Tony Hanley, Managing Director
Approved by	Tony Hanley, Managing Director

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PART 1

Health & Safety General Policy Statement

Statement of intent

Fire Pro (UK) Ltd ("FirePro UK", "we") recognises that it has responsibilities for the health, safety and welfare of our employees and workers (including agency, temporary and casual workers) when at work, and for the health and safety of clients, visitors, contractors, subcontractors, suppliers, members of the public and anyone else who may be affected by our work, wherever we work, including on client sites and at any venue we use.

We will assess the hazards and risks people face, including risks to mental as well as physical health. We will remove hazards where we can, and control the remaining risks so far as is reasonably practicable.

Our managers and supervisors are made aware of their responsibilities and are required to take all reasonable precautions to ensure the safety, health and welfare of employees, customers and anyone else likely to be affected by the operation of our business.

We will meet our legal obligations under the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the other legislation listed in Appendix A, by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by:

- Providing leadership and control of identifiable health and safety risks across all our work, including on client sites, when travelling and when working alone or from home.
- Carrying out suitable and sufficient risk assessments, recording them in writing, and preparing task-specific risk assessments and method statements (RAMS) before work begins.
- Consulting with our employees, directly or through their representatives, on matters affecting their health and safety.
- Providing and maintaining safe plant and equipment, with work equipment, access equipment and lifting equipment inspected and maintained, and making sure there is safe access to every place we work.
- Ensuring the safe handling, storage, use and disposal of substances, including hazardous substances and spent or damaged fire suppression units.
- Managing risks from the use of display screen equipment, including for anyone working from home or on a hybrid basis.
- Managing work-related stress and other risks to mental health, using the HSE Management Standards, and supporting the wellbeing of our people.
- Taking all reasonable steps to prevent sexual harassment of our employees, and to prevent harassment of our people by third parties such as clients, site staff and members of the public. We do not tolerate bullying, harassment or discrimination.

- Providing information, instruction, training and supervision where necessary for our workforce, taking account of any who do not have English as a first language.
- Ensuring that all employees are competent and suitably trained as necessary, and that the personal protective equipment (PPE) they need is provided free of charge to every employee and worker.
- Ensuring that any contractors and subcontractors working for us are competent, and co-operating with clients and principal contractors, including under the Construction (Design and Management) Regulations 2015 where they apply.
- Assessing and protecting people who may be at particular risk, including young persons, new and expectant mothers, lone workers, and people with a disability, medical condition or medical implant.
- Making sure everyone follows the fire safety and emergency arrangements of every site and venue where we work, and that our work never compromises a client's fire safety.
- Preventing accidents and cases of work-related ill health, and providing health surveillance where it is required, for example for noise or vibration exposure.
- Providing adequate first aid arrangements, and reporting and investigating accidents, incidents and near misses, including reporting to HSE under RIDDOR 2013 where required.
- Actively managing and supervising health and safety at work.
- Having access to competent health and safety advice.
- Aiming for continuous improvement in health and safety performance and management by regular review and revision of this policy.
- Providing the resources, financial and other, required to make this policy and our health and safety arrangements effective.

We also recognise our duty to co-operate and co-ordinate with, or manage, contractors working for us, and with clients and other employers when we work at their sites, to ensure the health and safety of everyone present.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation, we will also remind them of their duty to take reasonable care for themselves and for others, to co-operate with us on health and safety, and not to interfere with or misuse anything provided for their safety. These duties are explained on first employment, at induction. Their duties and our specific health and safety rules are set out in this policy and in the Site Safety Induction in Part 2 of this document, which is given to each employee and which everyone working on site for us must complete before their first site visit.

All employees, workers and subcontractors must read this Health & Safety Policy, complete the Site Safety Induction and sign the induction declaration before starting any work for FirePro UK. No one starts work until this is done.

Everyone has the right to stop work they believe is unsafe. No one will be penalised for raising a genuine health and safety concern or for stopping unsafe work.

This policy applies to our work in Great Britain. When we work in Northern Ireland or the Republic of Ireland, we will also meet the equivalent local requirements, including the Health and Safety at Work (Northern Ireland) Order 1978 and the Safety, Health and Welfare at Work Act 2005 (Ireland).

This policy, our procedures and our arrangements will be reviewed at least annually, and sooner if there is a significant change in our work, our organisation or the law, or after a serious incident.

Signature		**Date**	1 November 2026
Name	Tony Hanley	**Position**	Managing Director

Who is responsible for what

Overall responsibility for health and safety rests with the directors. Day-to-day responsibilities are set out below.

Role	Responsibilities
Directors	Set and sign this policy; provide the resources to deliver it; review health and safety performance at least annually.
General Manager & Business Administration Manager	Keep this policy and the risk assessments current; arrange competent advice; monitor accidents, incidents and near misses; make RIDDOR reports; keep the legal register (Appendix A) up to date.
Managers and supervisors	Make sure RAMS are in place and briefed before work starts; check competence, training and PPE; supervise work on site; investigate incidents; act on concerns raised.
Employees and workers	Follow this policy, the Site Safety Induction, RAMS and site rules; use PPE and equipment correctly; report hazards, incidents and near misses straight away; stop work that is unsafe.
Subcontractors	Meet the subcontractor requirements in Part 2, section 5; ensure every operative reads this policy and completes our induction before starting work; provide evidence of competence, insurance and RAMS; brief and supervise their own teams.

Health & safety arrangements

This section sets out how we put the statement of intent into practice across the business. Arrangements for work on client sites are set out in the Site Safety Induction in Part 2.

Arrangement	How we do it
First aid	Engineers carry a first aid kit in their vehicle, which is checked and restocked regularly. On client sites, engineers use the site's first aid arrangements and identify the site first aiders at the site induction.
Accidents and incidents	All accidents, incidents and near misses are recorded in our accident book, which is kept electronically and securely in line with data protection requirements, and are reported as set out in Part 2, section 13. The General Manager & Business Administration Manager reviews every report, arranges any investigation and makes RIDDOR reports to HSE where required.
Fire and evacuation	On every site, engineers follow the site's fire and evacuation procedures, confirming the alarm signals, escape routes and assembly point at the site induction (Part 2, section 6). At any venue used for meetings or training, everyone follows that venue's fire procedures.
Consultation	We consult employees directly through team meetings, held in person or online, and toolbox talks held at least quarterly, and at any time through supervisors or the Managing Director. Health and safety is a standing item at these meetings.
Training and induction records	Every new starter completes induction, and everyone working on site completes the Site Safety Induction and signs the declaration before their first site visit, with a refresher every year. Signed declarations, training certificates and competence cards are held on each person's training record, kept by the General Manager & Business Administration Manager, who tracks expiry dates and arranges refresher training.
Display screen equipment	DSE users complete a workstation assessment when they start, when their workstation changes and when they work from home or on a hybrid basis. The General Manager & Business Administration Manager reviews each assessment and acts on any issues. Eye tests are provided on request.
Risk assessments and RAMS	General risk assessments are held by the General Manager & Business Administration Manager and reviewed at least annually, and sooner after an incident or a significant change. Task-specific RAMS are prepared for each job, reviewed before issue and briefed to the team before work starts. Subcontractor RAMS are approved before work begins.

Arrangement	How we do it
Driving for work	We check driving licences of everyone who drives for work at least annually, and check that any vehicle used for work is taxed, insured for business use and has a valid MOT. Engineers carry out a walk-round vehicle check before each journey.
Statutory notices	Our Employers' Liability insurance certificate and the HSE "Health and safety law" leaflet are issued to every employee electronically when they join, reissued whenever the certificate is renewed, and available on request at any time.
Monitoring and review	The General Manager & Business Administration Manager monitors accidents, incidents, near misses and site inspection findings and reports to the directors. The directors review health and safety performance, and this policy, at least annually.

PART 2

Site Safety Induction

Site safety induction for FirePro UK engineers, installers and visitors. Read it before your first site visit and refresh it every year.

1. Welcome to FirePro UK

We detect, warn and suppress fire for the protection of life, assets and property.

Since 2012	Exclusive UK & Ireland master distributor for FirePro condensed aerosol fire suppression.
c. 40 installers	A specialist network of certificated installers, holding BAFE or LPCB third-party certification.
Consultancy	Fire engineering and application support for insurers, end users and consultants.

Who this induction is for

Employees	Engineers, installers and anyone working on site for FirePro UK.
Subcontractors	Every operative working on a FirePro UK project, including your own team members.
Visitors	Anyone accompanying our teams on site, under supervision at all times.

2. Why safety comes first

Our engineers work in live, critical environments. Getting the job done never matters more than getting it done safely.

01	**Our people**	Everyone goes home safe, every day. Every engineer, installer and visitor has the right to a safe working day, and a duty to look after the people around them.

02	**Our clients' sites**	Plant rooms, switchrooms and energy storage sites stay running only when we work with care and respect their site rules.
03	**Our reputation**	Safe, competent work is the foundation of the certified standards we hold and the trust insurers and clients place in us.

3. How we work: four habits for every job

01	**Plan it**	Read the RAMS and understand the task, the site and its hazards before you pick up a tool.
02	**Check it**	Inspect your work area, tools and access equipment. If anything has changed, reassess before you carry on.
03	**Stop it**	If something isn't safe, stop. Everyone has the right to stop a job they believe is unsafe.
04	**Share it**	Report hazards, near misses and good ideas, so the whole team learns from them.

4. Our ten Safety Rules

These rules are never compromised.

01	**Isolate & prove dead**	Isolate, lock off and test before opening any panel or enclosure.
02	**Permit & RAMS first**	Where a permit is required, start only when it is issued. Never start until the RAMS are briefed to the team.
03	**Protect fire systems**	Never isolate or impair a fire system, or cover a detector, without the client's written authorisation. Tell the monitoring centre (ARC) and, where relevant, the insurer. Record it, then reinstate and confirm before you leave.
04	**Work at height**	Use the right access kit and fall protection. Never overreach.
05	**Confined spaces**	Enter only with a permit, a trained team and a rescue plan.
06	**Lifting operations**	Keep clear and never stand under a suspended load.
07	**No ignition sources**	No smoking, naked flames or hot work without a hot work permit.

08	**Respect barriers**	Never cross a barrier or enter a restricted area without authorisation.
09	**Fit for work**	No alcohol, drugs or medication that impairs your judgement.
10	**Drive & walk safely**	Follow site speed limits and use marked walkways.

5. Your responsibilities

Everyone

- Follow this induction, our Safety Rules and each client's site rules
- Work only to the RAMS for your task, and any permit it requires
- Only carry out work you are trained and competent to do
- Use and look after the PPE and equipment provided
- Report hazards, incidents and near misses straight away

Subcontractors, in addition

- Provide evidence of competence before you start: relevant cards (e.g. CSCS / ECS) and training certificates
- Hold a valid FirePro training certificate for any FirePro installation, commissioning or reinstatement work
- Provide current insurance and submit your RAMS for approval before work begins
- Brief and supervise your own team, and make sure each of them has completed this induction
- Never sub-let any work without FirePro UK's written approval

6. Arriving on a client site

1	**Sign in**	Report to reception or security and carry your ID at all times.
2	**Site induction**	Complete the client's or principal contractor's site induction and read the site rules.
3	**Know the alarm**	Learn the alarm signals, emergency number, escape routes and assembly point.

4	**Check the permit**	Check the RAMS are briefed to the whole team and, where a permit is required, that it has been issued.
5	**Walk the area**	Confirm isolations, access and barriers are in place before you begin.

IF THE ALARM SOUNDS
Stop work and make equipment safe only if you can do so without risk. Leave by the nearest safe route (never use lifts), go to the assembly point and wait for instructions from the site emergency team.

7. Minimum PPE on every client site

Item	Standard
Hi-vis workwear	EN ISO 20471; long sleeves and long legs. FirePro UK branded for employees
Safety boots	EN ISO 20345 S3: toe and midsole protection, ankle support
Eye protection	EN 166 safety glasses with side shields as a minimum
Hard hat	EN 397; worn wherever site signage requires it
Gloves	Suited to the task: EN 388 (cut) or EN ISO 374 (chemical). Insulating gloves only where the RAMS specify
Hearing protection	EN 352; carried at all times, worn in signed areas

NEED MORE?
Your RAMS or the client's site rules may require additional PPE. FirePro UK provides PPE to its workers free of charge; subcontractors must confirm who is supplying theirs before work starts.

8. Restricted and hazardous areas

If an area is signed, it's restricted. Never enter without authorisation from the site contact.

Strong magnetic fields	Some plant produces strong electromagnetic fields. If you have a medical implant or are pregnant, tell your supervisor and the site contact before your visit.
Flammable atmospheres	Zones where flammable gas or vapour may be present are marked as hazardous areas. Use only approved equipment and never introduce an ignition source.
Switchrooms & HV areas	Electrical rooms are restricted. Enter only when authorised, and follow the site's electrical safety rules at all times.
Confined spaces	Voids, ducts and enclosed plant can trap gas or limit escape. Entry needs a specific permit, monitoring and a rescue plan.

9. Working with FirePro generators

FirePro condensed aerosol generators are our own product. Treat every generator as live until it has been disconnected, and follow the disconnection and testing procedures in the FirePro DIOM-3001 manual on every job.

Accidental actuation	Generators can be actuated by stray current, by testing release circuits with generators connected, or by mishandling actuators. Disconnect generators from their release circuits before any circuit testing, panel work or maintenance, and reconnect only as the final step of commissioning or reinstatement.
Handling and storage	Keep generators in their original packaging until installation. Do not drop, modify, drill or heat them, and never install a damaged unit: quarantine it and report it.
Hot discharge	Generators discharge hot aerosol. Keep the clearance distances to people and combustible materials set out in the DIOM-3001 manual, and check them at every installation and service visit.
If a generator fires	Leave the room immediately, closing the door behind you, and raise the alarm. Do not re-enter until the area has been ventilated and declared safe. Report it as an unplanned discharge (section 13).

10. Lithium-ion battery and BESS sites

Battery energy storage systems (BESS) and other lithium-ion installations carry hazards that remain after a fire has been put out. Follow the site's emergency response plan at all times.

Thermal runaway	A damaged or faulty cell can overheat and spread to neighbouring cells. Fires can reignite hours or days later.
Toxic and flammable gases	Cells in thermal runaway give off toxic and flammable gases, which can build up in an enclosure and explode when a door is opened.
Stranded energy	Damaged batteries can still hold a dangerous electrical charge. Never touch damaged modules or cabling.
After an event	Never open or enter a container, cabinet or room after an alarm, fire or suppression event until the fire service or site owner has declared it safe.

11. Health hazards on site

Hazardous substances

- Read the safety data sheet and follow the COSHH assessment for any product you use
- After a suppression discharge, don't re-enter until the area has been ventilated and declared safe
- Wear the gloves and RPE specified, and wash before eating, drinking or smoking

Manual handling

- Check the weight, size and route before you lift
- Use trolleys, lifting aids or a second person for heavy or awkward items such as generators and ladders
- Get a stable base, keep the load close, bend your back, hips and knees slightly, and avoid twisting
- Report any strain straight away

Noise & vibration

- Wear hearing protection where signs require it, or if you have to shout to be heard 2 m away
- Limit time on drills and other vibrating tools, and keep them maintained

- Report tingling, numbness or ringing in the ears

Asbestos

- Check the asbestos register or survey before drilling or fixing into any building built before 2000; if there isn't one, don't start
- Never drill, cut or disturb materials marked as, or suspected to be, asbestos
- If you find suspect material, stop work, keep others away and report it to your supervisor and the site contact

12. Driving and carrying generators

Driving for work

- Hold a valid licence for the vehicle and tell us straight away about any endorsement, disqualification or medical condition that affects your driving
- Do a walk-round check (tyres, lights, fluids, damage) before you set off, and report defects
- Plan journeys with a break at least every two hours; never drive when tired, and stop if you feel drowsy
- Secure all tools, equipment and stock so nothing can move; never overload the vehicle
- Phones off or in a fixed hands-free cradle; never handle a phone while driving

Carrying FirePro generators

- Generators are dangerous goods (UN 3559, Class 9). We carry them under the ADR 1.1.3.6 small load exemption, and you must be trained in our dangerous goods procedure before you carry them
- Keep within the quantity limit set in our dangerous goods procedure for each vehicle
- Carry generators only in their original, labelled packaging, secured so they cannot move, and kept away from the cab where possible
- Carry a 2 kg dry powder fire extinguisher in the vehicle whenever generators are on board
- Report any damaged packaging or units, or any incident on the road, straight away

13. Accidents, incidents and near misses

01	**Make safe**	Stop work and make the area safe, if you can do so without risk.

02	**Get help**	Call the site first aider or emergency team. For serious injury, call 999.
03	**Report it**	Tell your FirePro UK supervisor and the client's site contact straight away.
04	**Record it**	Complete a FirePro UK incident report and record any injury in the accident book. We report to HSE under RIDDOR where required.

ALWAYS REPORT

- Injuries, however minor, and near misses
- Damage to client property or equipment
- Any unplanned discharge of a fire suppression system: we notify the client and, where relevant, the insurer

First aid: at every site induction, find out where the first aid point is and who the first aiders are.

14. Conduct, housekeeping and environment

On client sites

- Be courteous and professional: you represent FirePro UK
- Keep client information confidential; no photos without the client's permission
- Phones away while working, and never while driving or on access equipment
- Smoke or vape only in designated areas
- Zero tolerance of bullying, harassment and discrimination, including from client staff or members of the public: report it to your supervisor straight away

Housekeeping & environment

- Keep work areas tidy and walkways clear
- Remove your waste at the end of every shift
- Never put spent or damaged suppression units in site waste: return them for compliant disposal

- Report spills and environmental incidents immediately
- Leave every site as you found it, or better

15. Your safety, your say

Our Health & Safety Policy	Our written policy (Part 1 of this document) sets out who is responsible for what. Read it before your first site visit.
Raising concerns	Raise any safety concern with your supervisor or our General Manager & Business Administration Manager. No one will be penalised for raising a genuine concern or stopping unsafe work.
Lone working	If you work alone, your supervisor must know where you are and when you expect to finish. Agree check-in times, and never carry out high-risk tasks such as confined space entry alone.
Individual risks	Tell us, in confidence, if you are pregnant or a new mother, have a medical condition or implant, or are under 18, so we can review your risk assessment.

16. Induction declaration

I confirm that I have read the Health & Safety Policy (Part 1) and received and understood this induction. I will follow FirePro UK's Safety Rules, my RAMS and the site rules of every client site I work on, and I know how to report an incident and who to contact if I am unsure.

Full name	
Company	
Role / trade	
Signature	
Date	
Inducted by (FirePro UK)	

STOP. THINK. ASK.

If you're unsure whether something is safe, stop and speak to your FirePro UK supervisor before you continue.

General Manager, Ollie Harvey, direct line : +44 7512 218442

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APPENDIX A

Key health & safety legislation

The main legislation that applies to our work in Great Britain, checked as at 30 October 2026. References are to the legislation as amended.

Legislation	What it means for us
Health and Safety at Work etc. Act 1974	General duties to employees and others affected by our work; employees' duties to take reasonable care and co-operate.
Employers' Liability (Compulsory Insurance) Act 1969	Holding Employers' Liability insurance and displaying the certificate.
Health and Safety Information for Employees Regulations 1989	Displaying the HSE law poster or giving employees the equivalent leaflet.
Management of Health and Safety at Work Regulations 1999	Risk assessment (including stress and mental health), competent advice, young persons, new and expectant mothers, co-operation on shared sites.
Health and Safety (Consultation with Employees) Regulations 1996; Safety Representatives and Safety Committees Regulations 1977	Consulting employees, directly or through representatives.
Workplace (Health, Safety and Welfare) Regulations 1992	Welfare, lighting and temperature at any workplace we control; checking welfare arrangements are in place on client sites.
Health and Safety (Display Screen Equipment) Regulations 1992	Workstation assessments, including home and hybrid working; eye tests.
Personal Protective Equipment at Work Regulations 1992, as amended in 2022	Suitable PPE, free of charge, for employees and limb (b) workers.
Construction (Design and Management) Regulations 2015	Duties as a contractor on construction projects; co-operating with principal contractors.
Work at Height Regulations 2005	Planning work at height, selecting access equipment and fall protection.
Confined Spaces Regulations 1997	Avoiding entry where possible; safe systems, permits and rescue arrangements.

Legislation	What it means for us
Electricity at Work Regulations 1989	Isolation, proving dead and safe working on or near electrical systems.
Control of Electromagnetic Fields at Work Regulations 2016	Assessing exposure to strong electromagnetic fields on site, including for people with medical implants or who are pregnant.
Provision and Use of Work Equipment Regulations 1998 (PUWER); Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)	Safe, maintained and inspected tools, access and lifting equipment; planned lifting operations.
Control of Substances Hazardous to Health Regulations 2002 (COSHH)	Assessing and controlling hazardous substances, including post-discharge residues; current workplace exposure limits (EH40).
Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)	Working in or near hazardous (zoned) areas; control of ignition sources.
Control of Asbestos Regulations 2012	Checking asbestos information before drilling or fixing into older buildings.
Manual Handling Operations Regulations 1992	Avoiding, assessing and reducing manual handling risks.
Control of Noise at Work Regulations 2005; Control of Vibration at Work Regulations 2005	Exposure assessment, hearing protection, limiting tool use, health surveillance.
Health and Safety (First-Aid) Regulations 1981	Adequate first aid provision for our teams, including vehicle first aid kits.
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	Reporting specified injuries, diseases and dangerous occurrences to HSE.
Health and Safety (Safety Signs and Signals) Regulations 1996	Respecting safety signs on client sites, and signing any work area we control.
Regulatory Reform (Fire Safety) Order 2005, as amended by the Fire Safety Act 2021	Co-operating and co-ordinating with the responsible person on client sites; following site fire procedures and making sure our work does not compromise the building's fire safety.
Fire (Scotland) Act 2005; Fire Safety (Scotland) Regulations 2006	Fire safety duties for premises in Scotland.

Legislation	What it means for us
Equality Act 2010, as amended by the Worker Protection (Amendment of Equality Act 2010) Act 2023 and the Employment Rights Act 2025	From 30 October 2026: all reasonable steps to prevent sexual harassment of employees, and liability for harassment by third parties.
Employment Rights Act 1996 (sections 44 and 100) and whistleblowing protections	Protection for anyone who raises a health and safety concern or leaves or refuses to return to a place of serious and imminent danger.
Road Traffic Act 1988; Road Vehicles (Construction and Use) Regulations 1986	Driving for work, including the ban on hand-held phone use while driving.
Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (CDG); ADR	Carrying FirePro generators (UN 3559, Class 9) by road, including the small load exemption, packaging, training and fire extinguisher requirements.
Working Time Regulations 1998	Limits on working hours and rest breaks; managing fatigue, including for driving.
Environmental Protection Act 1990 (duty of care); Hazardous Waste (England and Wales) Regulations 2005 (England); Hazardous Waste (Wales) Regulations 2005; Special Waste Regulations 1996 (Scotland)	Compliant disposal of waste, including spent or damaged suppression units.

Northern Ireland and the Republic of Ireland have their own equivalent legislation, which applies when we work there.