

COMPCO FIRE SYSTEMS



Occupational Health & Safety Policy



Rev-I
February 2026

CLEEVE HOUSE, MALVERN ROAD, WORCESTER, WR2 4YX

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COMPCO FIRE SYSTEMS

OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM

POLICY, ORGANISATION & ARRANGEMENTS FOR IMPLEMENTATION

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1. INTRODUCTION

1.0.1 Introductory Statement

This document sets out the policy, organisation and arrangements for health and safety, throughout Compco Fire Systems (CFS), as required by applicable Health and Safety legislation. In the United Kingdom, the key legislation would be Section 2(3) of the Health and Safety at Work Act 1974 and primary environmental legislation including the Environmental Protection Act 1990.

It describes the framework of the Occupational Health and Safety Management System (OH&SMS) used throughout CFS.

The system has evolved over many years and takes account of statutory obligations, the lessons of experience and the need for continuous improvement. The format is based on the United Kingdom Health and Safety Executive guidance document HSG65 “Successful Health and Safety Management” and also conforms to ISO 45001 “Occupational Health and Safety Management Systems”.

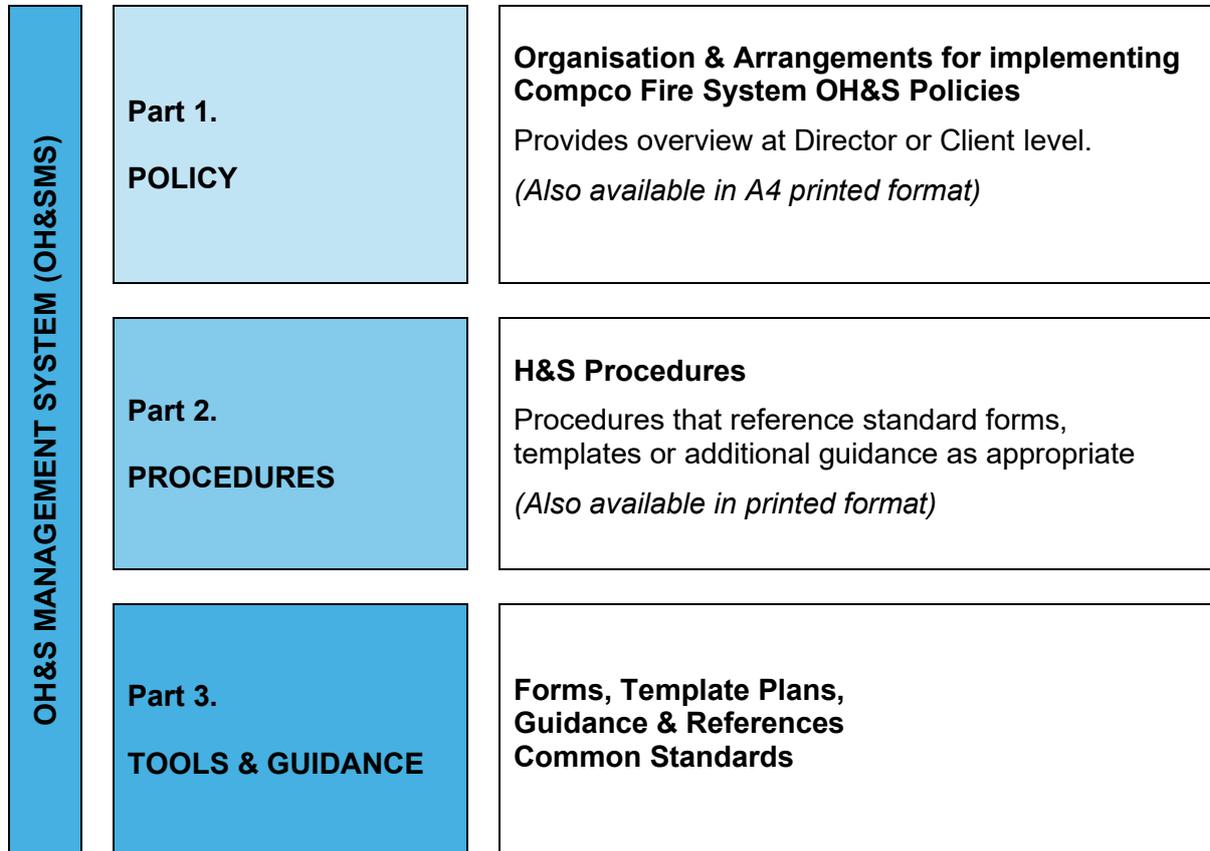
Secondary documents, the CFS Health and Safety Management systems and subsequent manuals referenced therein, contain the detailed procedures, practices and standard forms used to implement the Occupational Health & Safety Management System, (OH&SMS).

The overall aim is to ensure the control of risks to health and safety arising from work undertaken by CFS.

The CEO, Board of Directors, and Regional Directors, fully accept their collective and individual roles in providing Health and Safety leadership for the organization.

Health and Safety is a shared responsibility. Everyone has a duty to take reasonable care of themselves and those around them. We must therefore all work together to prevent accidents, ill health, and environmental damage, and the hardships that follow.

1.0.2 Structure of the Occupational Health and Safety Management System



1.0.3 Document Status

- The Master documents are kept electronically on the CFS P: Drive and can be accessed from each workplace.
- This master document is deemed to be the controlled copy of the Occupational Health and Safety Management System (OH&SMS) and can only be altered by the controller of the document.
- The management system is formally reviewed at least annually and kept updated by authorised personnel, with outdated documents removed or archived.
- All printed copies are deemed 'uncontrolled issue' documents.

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1.1 POLICY STATEMENTS

1.1.1 OCCUPATIONAL HEALTH AND SAFETY STATEMENT



Compco Fire Systems Ltd
 Cleeve House,
 Malvern Road,
 Lower Wick,
 Worcester, WR2 4YX

Occupational Health and Safety Policy Statement

Statement of Intent

We state that:

At Compco Fire Systems, health and safety are core business values, to ensure the health, safety and welfare of all employees, contractors, visitors and the communities in which we operate. We recognise that managing risks effectively and fostering a positive health & safety culture are fundamental to our long-term success, our reputation and the well-being of everyone affected by our activities.

Our commitments

- **Legal Requirements** : Comply fully with all relevant health, safety and environmental legislation (Health & Safety at Work Act 1974, Health & Safety at Work Regulation 2006, Management of Health & Safety at Work Regulation 1999), industry standards and approved codes of practice.
- **Leadership and Commitment:** Leadership, passion, and commitment are evident at all levels.
- **Training and Communication:** We maintain a well-trained and competent staff. We provide appropriate induction, job-specific and refresher training to ensure competence in their roles. Communicate clear information and instructions.
- **Consultation:** We engage employees in health and safety matters by encouraging them to report hazards and incidents, raise concerns, and contribute suggestions to improve workplace safety.
- **Plant & Equipment** : Provide and maintain safe plant, equipment and work environments.
- **Quality and Productivity:** Working safely enhances quality, improves productivity, and generates value. We integrate health and safety considerations into every aspect of our planning, decision-making and day-to-day operations.
- **Empowerment:** Everyone is enabled to make safe choices for themselves and their colleagues, and to challenge unsafe conditions.
- **Recognition:** Good safety practices are admired, respected, and recognized across the organization.
- **Well-being and Occupational Health:** We will promote the physical and mental well-being of our workforce through risk-based occupational health surveillance and supportive welfare facilities.
- **Incident Management** All incidents, accidents and near misses will be reported, investigated and recorded promptly.
- **Continuous Improvement:** Measurable health and safety targets and performance will be reviewed through regular audits, inspections and management reviews.

We take pride in ensuring that everyone returns home safely every day.

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Occupational Health and Safety Policy Statement

The Company recognizes the importance of meeting its statutory obligations and duties. Our minimum health and safety commitments are those required by relevant legislation and authoritative guidance. Compc Fire Systems will take appropriate steps to meet, and in many cases exceed, these requirements.

The CEO and Directors of Compc Fire Systems Ltd fully endorse this Policy. They will ensure that a documented Health & Safety Management System is maintained, detailing the arrangements and organizational structure necessary to achieve these requirements. This Policy will be periodically reviewed to ensure it remains legally compliant, achievable, relevant, and credible.

Everyone working for Compc Fire Systems is required to support and promote this Policy and comply with the requirements and duties set forth in our Health and Safety Management System.

Signed  _____

Matt Baker (Responsible Person)

Dated CEO 2/2/26 _____

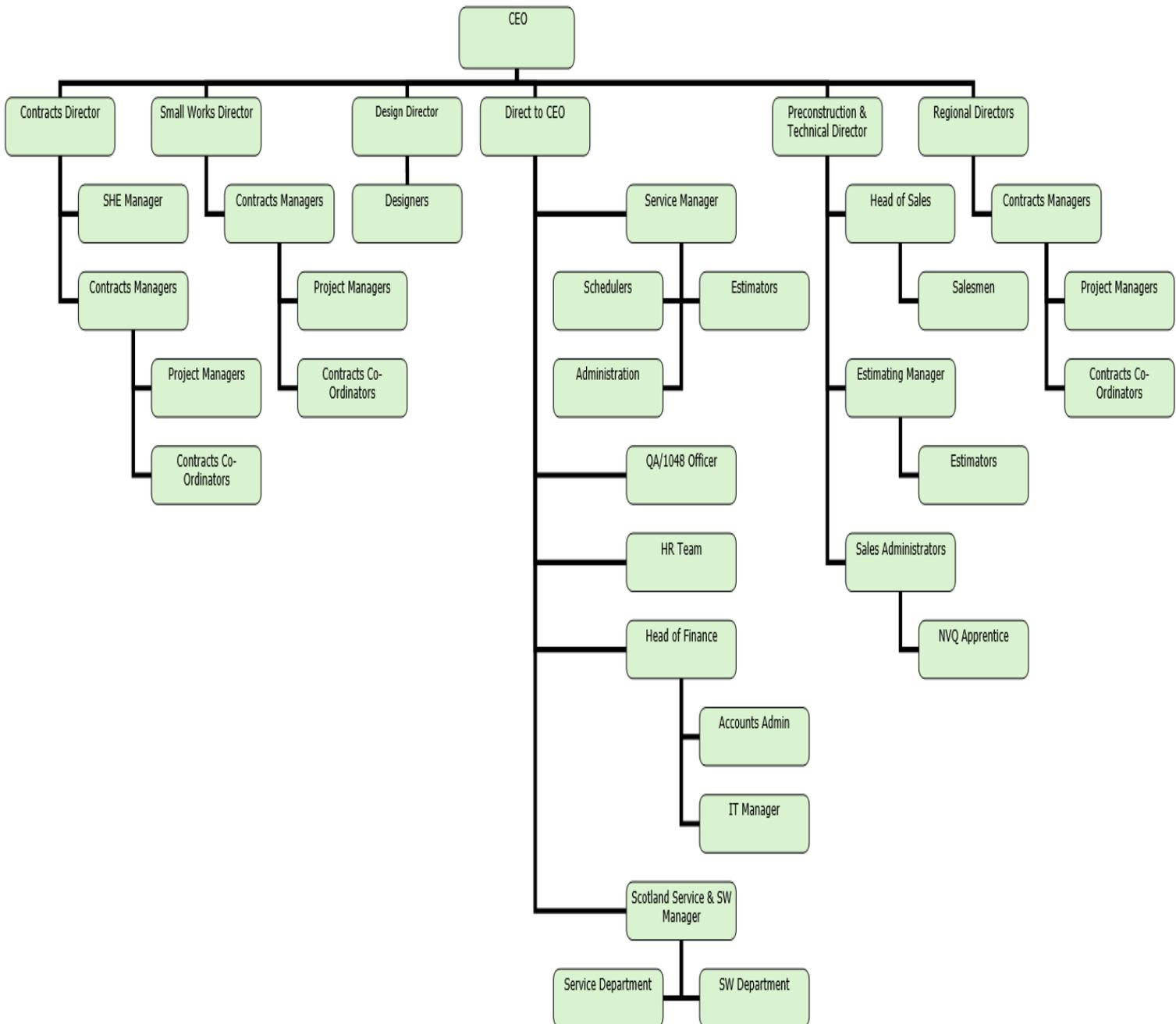
Next Scheduled Update 02/2027

Target audience All Staff

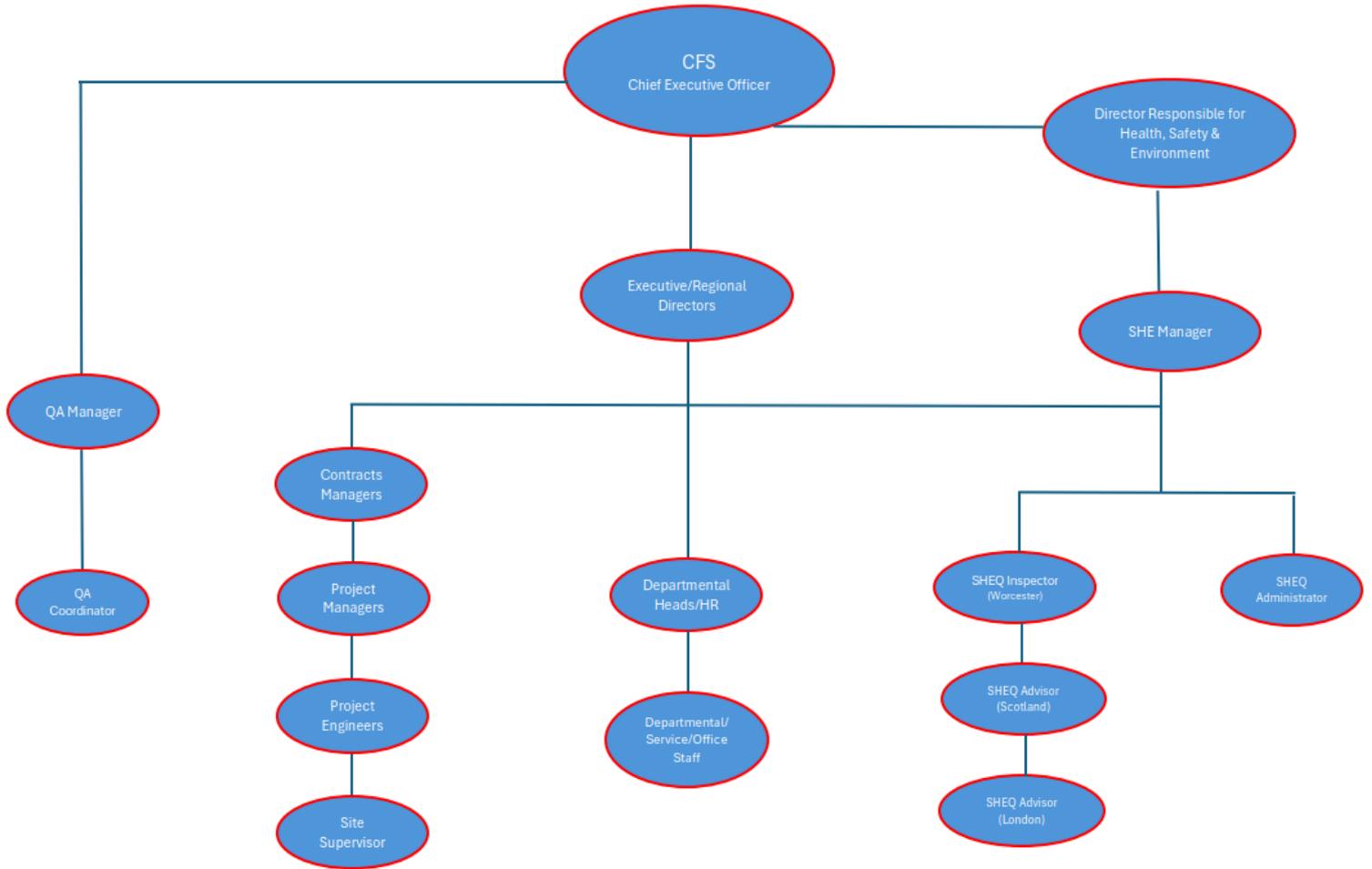
1.2 LEADERSHIP, STRUCTURE AND RESPONSIBILITY

1.2.1 Organisational Chart – Compc Family Tree organization structure summary

The Expanded Compc Organization structure is linked in *section 1.16*.



1.2.2 Organisational Chart – Health and Safety Chain of command



Further details of the breakdown.

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1.2.3 Responsibilities

The CEO, Board Directors and Regional Directors of CFS, fully endorse the company's Health and Safety policy and will endeavour to provide the strategic leadership and all necessary financial, technical and human resources to secure compliance with that policy. In particular:

- The CEO/Boards accept their collective role in providing Health and Safety leadership for the organisation.
- Each Director accepts their individual role in providing Health and Safety leadership for the organisation.
- The Directors will ensure that all Board decisions reflect their Health and Safety intentions, as articulated in the health and safety policy statement.
- The Directors recognise their role in engaging the active participation of all workers in improving Health and Safety.
- The Directors will ensure that they are kept informed of, and alert to, relevant Health and Safety risk management issues.

In order to provide a focus for, and champion of, health and safety issues at board level, one of the directors is appointed as the Director responsible for the Management of SHE. However, this appointment in no way absolves the Board or any of its Directors from their collective or individual responsibilities.

In addition to the overall responsibilities outlined above, each one of the Directors of the Business units is responsible for the Management of Health and Safety within those parts of the business under their control.

However, the management of Health and Safety is a shared responsibility of all line and service department managers throughout the business. Therefore, managers at all levels are responsible for the health and safety at work of persons under their control and for ensuring that Health and Safety issues are properly considered.

SHE departmental staff are responsible for providing advice, assistance and support to managers at all levels of the organisation and to all employees.

CFS expects that all employees will make a contribution to the total effort to reduce accidents, ill health or environmental damage and that this effort is an integral part of the business process.

Further details of departmental and individual responsibilities for Health and Safety, including Directors, are contained within the Health & Safety Management System.

[**CFS/HS/PR002 H&S Roles and Responsibilities**](#)

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ARRANGEMENTS FOR IMPLEMENTATION

1.3 PLANNING

1.3.1 Hazard Identification, Risk Assessment and Control

The Health and Safety at Work Act 1974 requires employers to assess the risks to health and safety of employees and others who might be affected by their undertaking. The assessment of risk is a process that identifies hazards and details the control measures to be adopted. Managers at all levels will identify hazards and record their findings prior to development of specific risk assessment.

In all parts of the business, this process starts at the earliest possible stage and continues throughout the work process, focusing on successively smaller elements of work and work interfaces:

- Design stage assessments are carried out to eliminate or reduce risks in fabrication, installation and maintenance by influencing design decisions.
- Tender stage assessments identify the major risks in order that appropriate provisions are made in the tender.
- Where relevant, pre-construction stage assessments are used in developing the Construction Phase Plan, Health & Safety Plan, Environmental Management Plan and associated site rules.
- Task specific assessments are project based where all the hazards are identified, and the detailed control measures required are specified.
- Three monthly review of project-based assessments is carried as part of a proactive measure. They may focus on reviewing existing work activities or forthcoming major elements of work to identify where further, more detailed assessments need to be made of specific operations.

The detailed output at each of these stages will vary according to the precise nature of the findings, who needs to be informed and whether the issues are already addressed in other documentation. Standard forms to assist in the risk assessment process are included within the Health & Safety Management System.

Method statements are the most commonly used way of describing how specific operations are to be carried out. CFS therefore requires that method statements be produced for all high-risk operations and for any other operations where the control measures are not immediately obvious from standard procedures or Health and Safety Plans or Environmental Management Plans.

The precise content or hierarchy of method statements and briefings will vary according to the scale and complexity of the job and the level of risk involved. However, a list of the issues to be considered in producing or approving a method statement is provided within the Health & Safety Management systems.

1.4 LEGAL AND OTHER REQUIREMENTS

1.4.1 Procedure for Identifying, Assessing and Updating Regulations and Authoritative Guidance

CFS maintains access to an updated list of regulations, good practice guides, codes of practice and other information relevant to Health and Safety derived from –

- Membership of Health and Safety groups
- Newsletters
- Guidance from the HSE or other relevant authoritative National enforcement bodies
- Purchasing documents to reflect activities in progress
- Access to UK standards, legislation and guidance
- Croner’s publications: e.g. Construction Case Law etc
- Periodicals
- National lists of current health and safety legislation
- The Construction Law Handbook
- Construction Design Management (CDM) Manual
- Building Safety Act 2022
- The Construction Industrial Publication- Construction Manual (available online)
- UK HSE legislation lists.
- Environmental agencies legislation lists.
- Environmental Agency (including SEPA and the EPA) guidance.

The SHE Department maintains a limited number of documents in hard copy. Documents that have a wider interest to personnel outside the department are reviewed for impact. This may be new legislation, comment on proposed legislation or new guidance. Where documents are revised an update may be produced. For simple documents, mention may be made in the Safety Bulletin or a Safety Alert if urgent.

The legal register will be actively monitored, and revisions are obtained by reference to the above noted organisations. CFS formally responds to consultation on new legislation where this is required, and new legislation is reflected in revisions to the Health & Safety management system.

Compliance audits are undertaken to ensure that the requirements are being adhered on a programmed basis.

1.5 OBJECTIVES AND TARGETS

1.5.1 Setting of Objectives and Targets

Compco Fire Systems must state their objectives and targets for Health and Safety matters for the period under review as a driver for continuous improvement.

These objectives and targets must include details of the resources to be allocated to SHE, training and auditing programmes, new initiatives proposed and specific SHE targets against which performance can be measured.

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Performance will be reviewed annually, so that results will be available for publication in the annual report with new objectives and targets set by directors and be based on:

- The results of audits and reviews of the system in the previous year
- A review of the risks (to people and the environment) of the operations.
- Any feedback from the Directors on policy changes for the year.
- A detailed review of Site Health & Safety management for major contracts, small works and service & remedial for each regional office and the fabrication workshop.

Objectives and targets will be monitored on a Bi-monthly basis and deviations noted in the directors SHE meeting.

The objectives and targets will then be published and made available to all responsible for their implementation.

1.5.2 Planning for Achieving Objectives

The targets are identified, discussed with those concerned or in control, agreed and noted on the objectives programme. These targets and programme are issued to relevant personnel and monitored by the SHE manager. The programme is reviewed at regular intervals by the directors and updated, amended, changed or extended as required. Any outstanding issues are discussed with the relevant persons and, if necessary, the target dates are amended or the initiative removed.

The target programme may be distilled into an action list or sub programmes for each division or regional office to improve their performance.

Bi-Monthly directors SHE meeting and interim reviews detail relevant and essential information to the Board and Directors with special responsibilities.

1.6 TRAINING AND AWARENESS

CFS aims to provide employees of the appropriate level of competence throughout its organisation. This is achieved through a combination of appropriate experience, education, training, selection and development of individuals, backed by appropriate support.

The specific training needs of individuals are identified and delivered through the following mechanisms:

- Maintenance of an internal Training department as part of the People and Culture function.
- Personal Training Development Plans.
- Providing challenges and career opportunities.
- Annual performance reviews for all staff.
- Awareness training and guidance on the application of the OH&SMS.
- Delivery of specialist competence and H&S training.
- Induction to raise awareness of specific issues relating to the workplace.
- Health and safety monitoring.
- Recommendations arising from re-active monitoring.

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Managers at all levels are responsible for assessing and meeting the training needs of their staff. People and Culture departments and SHE Departments advise and assist managers in carrying out these tasks and in compiling formal SHE training programmes.

The Head of People and Culture will ensure that a central database of all training provided to employees is maintained. Managers are able to consult this database as part of the competence assessments they undertake. They are then able to nominate candidates for the publicised programme of standard in-house courses or procure external training resource.

Project Managers /Labour Coordinators ensure that only those subcontractors or individuals, who have been assessed as having the appropriate competencies, including Health and Safety, are engaged to carry out work on behalf of the Compco Fire System. This applies to contractors, designers, consultants, suppliers and any other specialists. Appropriate detailed procurement procedures to achieve this objective are maintained by Procurement and published on public drive.

[QA36 Assessment Sub-Contract Suppliers/ Services](#)

1.7 CONSULTATION AND PARTICIPATION

1.7.1 Health and Safety Consultation

CFS considers co-operation and consultation between individuals, safety representatives, employers, unions and all other parties as integral to combating risks to health, safety and the environment. It therefore promotes co-operation in order to generate the added benefits that arise from the involvement of all and the pooling of knowledge and experience.

At every regional and satellite offices, defined methods for consultation are set out in the form of SHE information champion. The primary objective is to ensure everyone's voice is heard by having a **Single Point of Contact (SPOC)** for reporting any SHE-related issues or suggestions in each regional office.

Items raised will be addressed by the SHEQ Team or escalated to the SHE Directors Meeting for consideration at the Director/Key Leaders level (particularly if capital expenditure or a policy change is required).

1.7.2 Communication

The company creates and sustains an awareness of the importance of Health and Safety issues by the use of written, verbal and visual communication. This includes the visible behaviour of all managers in support of Health and Safety.

Various mechanisms exist within the company for the dissemination of Health and Safety information. These include: -

- Employment handbooks
- Occupational Health and Safety Management System (OH&SMS)
- Health and Safety Plans
- Induction processes
- Posters, newsletters and announcements on the Tv screen

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- Formal safety courses
- H&S arrangements via public driver
- CFS intranet
- Safety alerts
- Safety bulletin
- Briefings, Method Statements, Toolbox Talks and ‘SSOW’
- Safety campaign

Discussion of Health and Safety issues is encouraged at all levels of the business. Health and Safety is an agenda item on CFS Board meetings.

Specific SHE meetings, catch up meetings including workshop, are carried out within each regional office to act as the focus for debate on policy implementation.

CFS requires all its managers and supervisors to “lead by example” and to emphasise the importance of Health and Safety through their visible behaviour.

1.8 DOCUMENTATION

1.8.1 Combined System Documents

The combined CFS OH&SMS comprises the following documents:

PART 1 The policy organisation & arrangements for implementation document

PART 2 Health & safety management system procedures

PART 3 Templates, guidance, standard & tools reference documents

1.8.2 Control of Documents

CFS Master documents are kept electronically on W: Drive, which can be accessed from remotely by signing into FortiClient. These master documents can only be altered by the controller of the document.

The system is reviewed at least annually and kept updated by authorised personnel, with outdated documents removed or archived.

1.8.3 Printed Documentation

All printed copies are deemed to be ‘uncontrolled issue’ documents.

It is the responsibility of the holder of any hard copy to ensure that they are working from the latest version of the document and to destroy any old documents.

Other reference documents may be held by the businesses for distribution for immediate use or reference.

1.8.4 Retention of Documents

The SHE Department will keep a master copy of superseded Health & Safety Management System documents. The period of retention is defined in the Health & Safety Management System.

1.9 OPERATIONAL CONTROL

1.9.1 Operational Control of the Occupational Health & Safety Management System

The content of the Occupational Health & Safety Management System will be reviewed and controlled by the SHE Manager.

1.9.2 Operational Control of the Business

Operational control of the business activities will be maintained by effective implementation of the procedures of the CFS Health & Safety Management System and their out workings through the appropriate Occupational Health and Safety Management Plans.

The effectiveness of this operational control will be assessed by inspection and audit as described in section 1.14 of this document.

Consideration of Health and Safety starts with the Company's first involvement in a project and includes identifying potential risks and developing strategies that remove, minimise or enable best control of those risks at tender stage, pre-start, procurement of suppliers, contractors and designers, design stage and installation or fabrication.

Documented procedures in the table below are defined and maintained in the subsequent volumes of this OH&SMS and the specific site Health and Safety process relating to the work activity. These procedures include operating criteria and the means by which the contents will be communicated to suppliers and contractors.

PROCEDURE REF	PROCEDURE
CFS/HS/PR001	Scope and Boundary
CFS/HS/PR002	H&S Responsibilities
CFS/HS/PR003	H&S Consultation and Participation
CFS/HS/PR004	Hazard Identification
CFS/HS/PR005	Risk Assessment & Opportunity
CFS/HS/PR006	H&S Legal Requirements and Other Requirements
CFS/HS/PR007	H&S Objectives and Planning Framework
CFS/HS/PR008	H&S Training Competence and Awareness
CFS/HS/PR009	H&S Communication
CFS/HS/PR0010	H&S Document and Data Control
CFS/HS/PR0011	H&S Operational Planning Control
CFS/HS/PR0012	Management of Change
CFS/HS/PR0013	Procurement
CFS/HS/PR0014	Control of Subcontractor
CFS/HS/PR0015	H&S Emergency Preparedness and Response
CFS/HS/PR0016	H&S Performance Evaluation
CFS/HS/PR0017	H&S Internal Audit
CFS/HS/PR0018	Management Review
CFS/HS/PR0019	H&S Accident Incident Investigation
CFS/HS/PR0020	Nonconformity and corrective action
CFS/HS/PR0021	Continual Improvement

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1.11.3 Proactive Performance Measurement

Proactive performance measurements are defined in the Health & Safety Management System, and include routine inspections of specific items, specific inspections and compliance with systems through various mechanisms such as:

- Statutory Inspections
- Workshop Routine Inspections
- SHE Inspections/Audit
- SHE Performance Reporting

1.11.4 Reactive Performance Measurement

Reactive measurement of performance is defined in the Health & Safety Management System and will include:

- Accident Investigation
- Corrective and Preventive Action Analysis
- Health Surveillance
- Monitoring of Incidents (Including near misses)

The calibration of monitoring equipment will be managed in accordance with the relevant procedures.

1.12 ACCIDENTS, INCIDENTS, NON-CONFORMANCE, CORRECTIVE & PREVENTATIVE ACTIONS

1.12.1 Accidents and Incidents

The investigation and reporting of incidents resulting in injury or ill health, dangerous occurrences and near misses is carried out in accordance with company procedures as defined in the Health & Safety Management System.

The prime objective of investigating and reporting is to provide open, honest and comprehensive information on the immediate and underlying causation of incidents such that recurrences can be prevented.

1.12.2 Non-Conformances and Observations

The term non-conformance is considered to be any deviation from standard work practices, procedures, regulations, management system performance etc that could directly or indirectly lead to injury, illness, property damage or damage to the environment.

It is recognised that the majority of non-conformances will be raised as observations as part of an inspection report. Many minor non-conformances noted on site will be resolved immediately. For more serious non-conformances, a time scale shall be set for appropriate remedial action to be taken.

The facility for issuing formal non-conformance sheets is contained within the Formal Audit process.

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Deviations from the OH&SMS can be identified by:

- Directors' safety tours
- By Auditors as part of their audit
- Supervisors on their weekly check sheets or identified as part of their duties.
- SHE Advisers as part of their routine inspections/audits.
- By any operative or member of staff to their supervisor

1.12.3 Corrective Actions

Procedural corrective actions will be identified, taken and, if necessary documented procedures modified, all under the advice of the SHE Department.

Observational corrective actions will be closed out at the time or within a defined time period as agreed.

For continued failure to action items noted on a report, or very serious incidents that would be regarded as Prohibition Notices by the HSE, the Director responsible is advised by phone and the incident noted in the relevant monthly performance report.

1.13 RECORDS

CompcO Fire Systems will identify, retain and archive copies of relevant SHE information and records for the appropriate periods, as defined in the Health and Safety Management System.

These will be legible, identifiable and traceable to the activities involved and maintained so that they are easily retrievable and protected against damage.

1.14 AUDIT OF THE SYSTEM

1.14.1 Internal Inspection and Audits

Internal inspection and audits will be conducted to assist Management in the control of all aspects of Health and safety. These Audits will be used to verify compliance with the Health and Safety Management System and to determine its effectiveness.

External inspections and audits will be conducted by our accreditation body in conjunction with the SHE department, on a scheduled and documented process.

All Departments with functions having a bearing on the company's health and safety performance shall be inspected periodically in line with the perceived risk.

Audits shall include an evaluation of: -

- Follow up actions from earlier inspections and audits.
- Activities, processes, work areas, products and services being produced.
- Safety practices, systems, procedures and instructions.
- Certification documents and records.
- Any changes in legislation, work practices or organisation structure.

Appropriately trained, experienced personnel shall carry out formal inspections and any additional audits following an agreed timetable.

Results of any audit will be presented in a written report. Management responsible for the area audited shall review, agree and correct deficiencies revealed by audit. The Directors or the Safety Manager may call for additional audits.

1.14.2 External Audits

External audits may be carried out -

- To meet statutory requirements - e.g. by Fire Brigades or Local Authority
 - By Certification Bodies to maintain certification
 - By external consultants called upon to provide specific advice.
 - By clients seeking to confirm CDM competencies, Building Safety Act
- In all cases, facilities will be made available for the auditor and a host provided for the auditor during their visit.

1.15 MANAGEMENT REVIEW

1.15.1 Revision and Updating

The SHE Department will change, review and update the OH&SMS with minor alterations being incorporated without prior approval.

The Directors will approve significant revisions with Major policy changes being approved at main Board level. The CEO will decide the appropriate approval level.

1.15.2 Review

The CFS Health and Safety Policies and Health and Safety Management System, are formally reviewed at least annually against legislation and standards and updated, as necessary.

These reviews and necessary updates and actions are initiated by the SHE Manager and shall be documented, actioned and closed out to an agreed programme.

By implementation of this policy, combined with continual review to incorporate industry best practice, CFS will reaffirm its commitment to continual improvement.

1.16 ASSOCIATED DOCUMENTS AND RECORDS

All documents and records associated with this procedure are defined in the table below.

All records shall be maintained locally in electronic or hard copy format as appropriate.

SER.	DOCUMENT TITLE	DOCUMENT REF
1	Compco organogram	Compco Organogram
2	Subcontractor Prequalification	QA36 Assessment Sub-Contract Suppliers/Services
3	Roles and Responsibilities	CFS-HS-PR002 H&S Roles and Responsibilities



CompcO Fire Systems Ltd
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