adt workplace

POLICY

Health and safety policy

2026/2027

VERSION 9.0 · NOVEMBER 2026

ADT WORKPLACE LTD

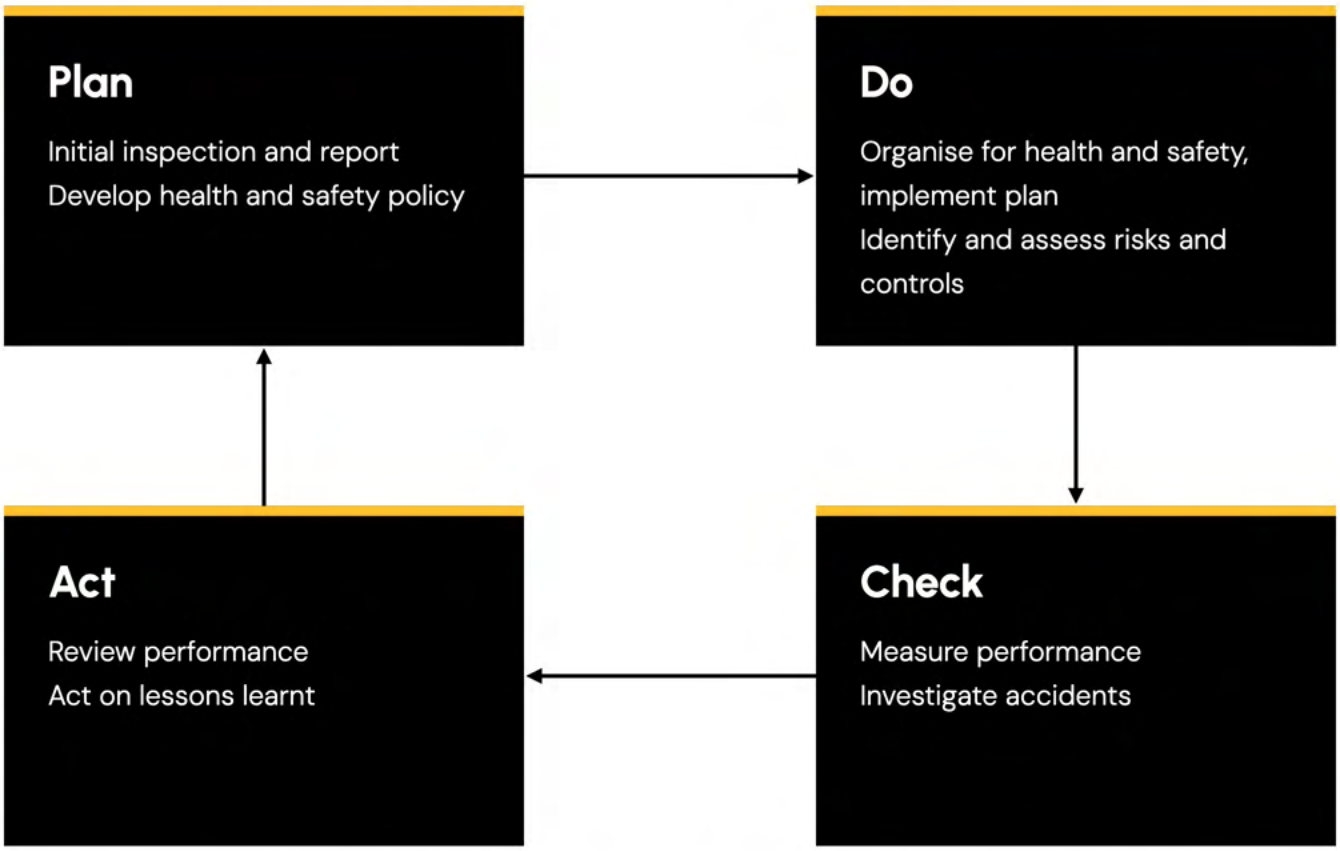
Health and safety management system

The Management of Health and Safety at Work Regulations 1999 (Regulation 5) require the employer to have arrangements in place to cover health and safety. These arrangements should, where possible, be integrated within the management system that is already in place for the company. The arrangements when implemented however, will depend on the size and nature of the business and will require the following factors to be considered when integrating them into any management system:

- **Plan**
- **Do**
- **Check**
- **Act**

This health and safety policy includes a management structure and arrangements developed for the company to ensure compliance with the law. Its format enables it to be integrated with any existing management systems.

Guidance is provided to show how this policy can be used as part of an effective Health and Safety Management System to ensure compliance and control in a logical manner.



The flow diagram above provides a pictorial representation of good management practices in line with the HSE's normative standards. Each step is explained further overleaf.

Plan, do, check, act

1 Plan

Initial inspection and report, develop a health and safety policy.

Initial inspection and report: identify the current practical, physical and procedural weaknesses in complying with regulations.

2 Do

Organise for health and safety and implement the plan.

The organisational structure will be established along with individual responsibilities with regard to health and safety management within the company. Management leading by example is essential to fostering a positive health and safety culture.

ADT Workplace Ltd commit to adhering to the policy arrangements including identifying hazards and completing risk assessments. Implementing actions from the health and safety inspection report will assist in compliance with regulations.

Implementation of the plan should include:

- Establish and prioritise preventative and protective measures to eliminate or reduce risks, and implement.
- Allocation of sufficient resources (manpower, time, funds and competent advice).
- Provision and maintenance of the correct tools and equipment to do the job.
- Consult, train and instruct, to ensure everyone is competent to carry out their work.
- Supervise to make sure that arrangements are followed.

3 Check

Measure performance.

Monitoring will establish where problems may exist within the management system and will help understand what causes them and what remedial actions are required. Monitoring can include:

- Health surveillance to prevent harm to health.
- Conducting accident investigations and reviewing statistics.
- Monitoring cases of ill health and sickness absence.
- Compliance with regulations.

4 Act

Review performance, act on lessons learned.

ADT Workplace Ltd will carry out an internal review of health and safety systems to establish if they require updating or improving.

Introduction

In compliance with the requirement of Section 2 of the Health and Safety at Work etc. Act 1974, ADT Workplace Ltd are effectively discharging their statutory duties by preparing a written Health and Safety Policy. A copy of the policy and associated employee handbook, which outline our health and safety arrangements and organisational structure, are held at ADT Workplace Ltd's main place of business.

ADT Workplace Ltd are aware that in order to ensure the health and safety policy is maintained effectively, it is essential that all references and information are up-to-date and accurate. Should any changes occur within the business e.g. introduction of new processes or systems etc. or, if changes occur that impact on the organisation of health and safety responsibilities, then the policy will be reviewed.

The health and safety policy and management system requires constant monitoring by ADT Workplace Ltd's management and reviewed particularly following changes to the business and following accidents or incidents to ensure continual legal compliance.

In order for ADT Workplace Ltd to discharge its statutory duties, employees are required by law, to co-operate with management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work. ADT Workplace Ltd encourages all employees to inform management of any areas of the health and safety policy that they feel are inadequate or misrepresented to ensure that the policy is maintained as a true working document.

Health and safety policy statement

The following is a statement of the organisation's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of ADT Workplace Ltd to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the company and other persons who may be affected by our undertakings.

ADT Workplace Ltd acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

The Health and Safety Manager will implement the company's health and safety policy and recommend any changes to meet new circumstances. ADT Workplace Ltd recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

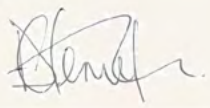
The management of ADT Workplace Ltd looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the organisation aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the organisation in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. ADT Workplace Ltd will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The organisation will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment.

We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

SIGNED	NAME	DATED
	David Clemetson	02/11/26

Environmental statement

We are committed to preventing pollution and to complying with all relevant environmental legislation, regulations and other environmental requirements.

We will regularly evaluate the environmental impact of our activities, products and services and we will take action to continually improve our environmental performance.

It is our policy to:

- Minimise the use of energy, water and natural resources.
- Minimise waste through prevention, re-use and recycling where possible.
- Dispose of waste safely and legally.
- Avoid the use of hazardous materials, where practical.
- Work with environmentally responsible suppliers.
- Prevent environmental damage and minimise nuisance factors such as noise and air pollution.

We will define environmental objectives, targets and improvement actions that are related to this policy and to our significant environmental aspects. We will regularly evaluate progress.

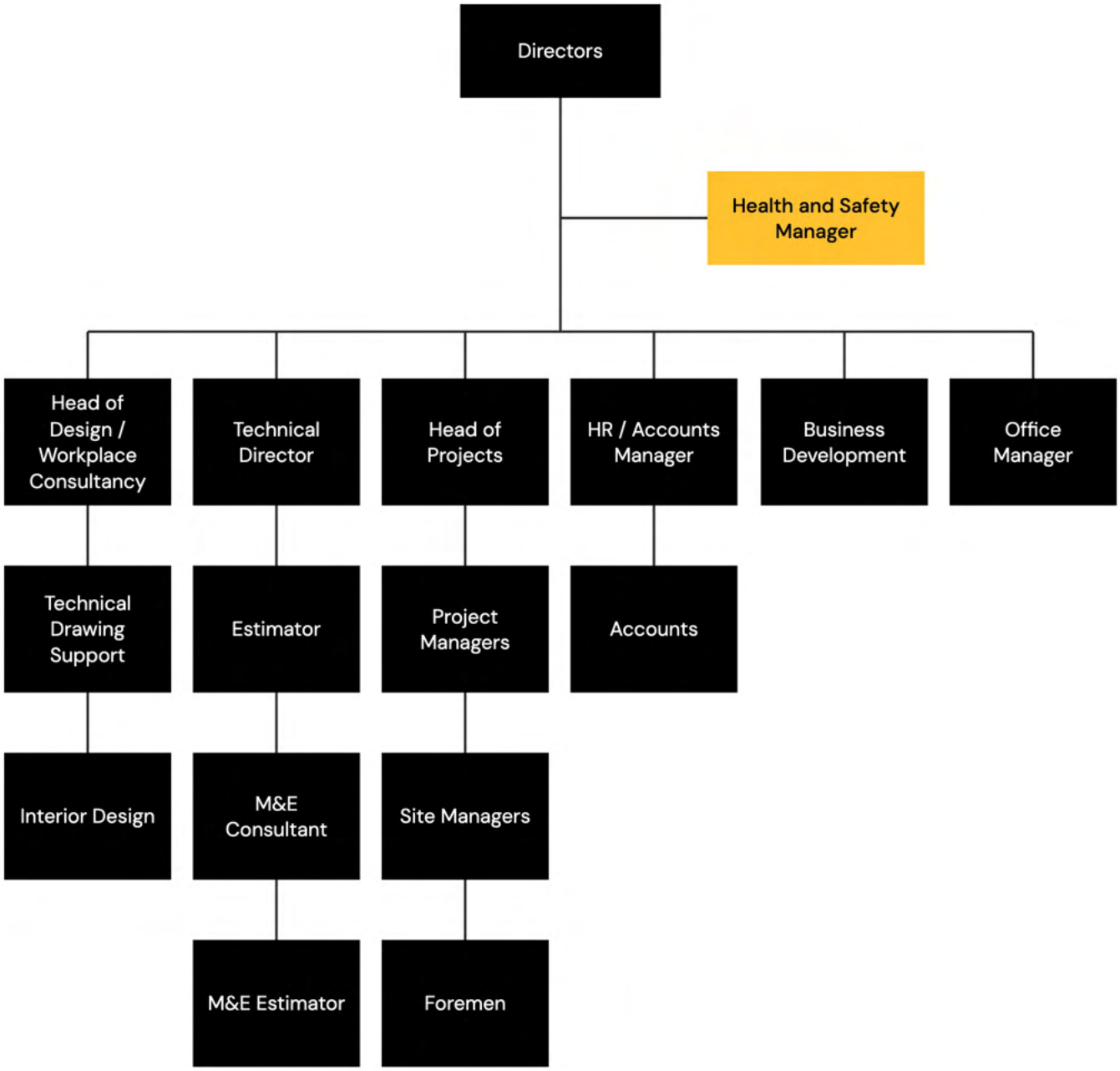
We are committed to providing relevant environmental training and promoting environmental awareness to employees and, where appropriate, to suppliers and to communicating our environmental performance.

We will implement processes to prevent environmental nonconformities and to ensure that we are prepared to deal with potential environmental emergencies.

This policy will be regularly reviewed and updated to take account of organisational priorities and changes, environmental legislation and best practice.

SIGNED	NAME	DATED
	David Clemetson	02/11/26

Health and safety organisation chart



Individual responsibilities: construction

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written health and safety policy that includes details of responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with legislation.

The Directors will ensure that:

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- The main requirements of the Construction (Design and Management) Regulations 2015 are understood and applied according to the work undertaken.
- All levels of management within the organisation fully understand the arrangements for the implementation of the health and safety policy.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- The organisational structure is appropriate in order to manage health and safety.
- The same management standards are applied to health and safety as to other management functions.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the assessments.
- Joint consultations or regular health and safety meetings between management and employees take place as described in the policy.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Health and safety is a key topic on the agenda of each board meeting.
- The location of any asbestos containing materials is identified and appropriately managed.

The Health and Safety Manager will ensure that:

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- The main requirements of the Construction (Design and Management) Regulations 2015 are understood and applied according to the work undertaken.
- The policy is reviewed for compliance with the objectives for health and safety.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- The organisational structure is appropriate in order to manage health and safety.
- The same management standards are applied to health and safety as to other management functions.

- Health and safety is integrated into the organisation's management systems.
- Regular health and safety audits and inspections are carried out in accordance with the organisation's health and safety monitoring procedures.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks.
- Qualified first aid personnel and facilities are provided to address potential hazards within the organisation.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents and incidents in the accident book.
- All accidents and near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the assessments.
- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- Joint consultations or regular health and safety meetings between management and employees take place as described in the policy.
- All health and safety issues raised by employees are recorded and investigated.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Regular safety checks are undertaken and records made available of the testing, maintenance and statutory inspections of work equipment and services used by the organisation.
- A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely on behalf of the organisation.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Safe access and egress are provided and maintained in all areas within the organisation.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- Manual handling training is undertaken and reviewed regularly or if process change requires re-assessment.
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- Risk assessments are compiled within the workplace.
- All accidents and incidents are reported to the enforcing authority in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

- The location of any asbestos containing materials is identified and appropriately managed.
- First aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.

The Line Managers will ensure that:

- The main requirements of the Construction (Design and Management) Regulations 2015 are understood and applied according to the work undertaken.
- The policy is reviewed for compliance with the objectives for health and safety.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- The same management standards are applied to health and safety as to other management functions.
- Health and safety is integrated into the organisation's management systems.
- Regular health and safety audits and inspections are carried out in accordance with the organisation's health and safety monitoring procedures.
- Qualified first aid personnel and facilities are provided to address potential hazards within the organisation.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents and incidents in the accident book.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- Joint consultations or regular health and safety meetings between management and employees take place as described in the policy.
- Regular safety checks are undertaken and records made available of the testing, maintenance and statutory inspections of work equipment and services used by the organisation.
- A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely on behalf of the organisation.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Safe access and egress are provided and maintained in all areas within the organisation.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- Manual handling training is undertaken and reviewed regularly or if process change requires re-assessment.
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- The training needs of all employees are identified.
- Suitable training is provided and full written records are maintained.
- Risk assessments are compiled within the workplace.

- All accidents and incidents are reported to the enforcing authority in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- The location of any asbestos containing materials is identified and appropriately managed.

07 · RESPONSIBILITIES

Employer's responsibilities

As employers we have a duty to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or use work equipment provided by us. Consideration will also be given to our neighbours and the general public.

Management will ensure they:

- Assess all risks to workers' health and safety and bring the significant findings to the attention of employees.
- Provide safe plant and equipment that is suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Provide adequate training and information to all employees.
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary.
- Appoint competent persons to help comply with health and safety law.
- Provide employees and other workers who have little or no understanding of English, or who cannot read English, with adequate supervision, translation, interpreters or replace written notices with clearly understood symbols or diagrams.

Employee's responsibilities

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are:

Every employee has a duty of care under the Health and Safety at Work etc. Act 1974, section 7, to take reasonable care of himself/herself and any other person who may be affected by their acts or omissions at work.

In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, lifesaving equipment, signs or fire fighting equipment.

Employees also have a duty to assist and co-operate with ADT Workplace Ltd and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to:

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Only perform work that they are qualified to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and personal protective equipment for the task being undertaken.
- Inform the First Aider or Appointed Person of all accidents that occur.

The Management of Health and Safety at Work Regulations 1999 require all employees to:

- Utilise all items that are provided for safety.
- Comply with all safety instructions.
- Report to management anything that they may consider to be of any danger.
- Advise management of any areas where protection arrangements require reviewing.

Sub-contractor and self-employed personnel responsibilities

Sub-contractors and self-employed personnel will be made aware of the organisation's health and safety policy and safety rules. They will:

- Be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- Comply with all instructions given by management.
- Co-operate with our organisation to ensure a high standard of health and safety on all contracts with which they are involved.
- Carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties.
- Comply with signing in and out procedures.

08 · INFORMATION AND CONSULTATION

Employee information

Information regarding health and safety law is provided in a number of ways:

- Employees are provided with a copy of the 'Employee handbook'.

- The approved poster 'Health and Safety Law: What You Need to Know' is displayed on the premises. This poster is completed with the address of the local enforcing authority, the Employment Medical Advisory Service (EMAS) etc. and names of responsible persons.
- Management and employees have access to our Health and Safety Management System that contains all relevant information with regard to recording and monitoring procedures.

Joint consultation

The Health and Safety (Consultation with Employees) Regulations 1996 require all employers to consult with their employees who are not represented by safety representatives, as detailed in the Safety Representatives and Safety Committees Regulations 1977.

We recognise the importance and benefits to be gained by consultation and will maintain clear avenues of communication to ensure effective consultation between management and employees. It is the responsibility of management to ensure that consultation takes place in good time on matters relating to employees' health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the business, then the organisation will recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purpose of such consultation.

Health and safety will be on the agenda of all management meetings. Items that may be included in the meeting are:

- Review of accident statistics, near misses and trends.
- New legislation.
- Compliance with the objectives of the health and safety plan.
- Occupational health issues.
- Introduction of new technology.
- Results of health and safety audits.
- Review of significant findings identified.
- Completion of corrective actions.
- Review of training needs.

Senior management will monitor any relevant changes to health and safety and disseminate this information to all relevant employees.

If any visitors or customers raise any concerns with regard to health and safety, senior management will investigate the issue and if required, take appropriate action to deal with the matter.

The Working Time Regulations 1998

The Working Time Regulations 1998 set minimum standards for working hours, rests and holidays. Except for young workers, defined as those over school leaving age but below age 18, the Regulations do not apply to workers in certain occupations and the Regulations have limited application to certain workers in the transport sector, and to other groups of workers that are partially exempt.

There are special rules for night workers and for 'other special cases', which include the following:

- Those whose place of work is distant from their home or whose places of work are distant from one another.
- Those who work in security or surveillance activities requiring a permanent presence in order to protect property and persons.
- Those whose work activities require continuity of service or production, including hospitals, residential institutions, docks, airports, media and continuous processes.
- Those whose work is seasonal, including tourism.
- Those whose activities are affected by 'force majeure', which includes unusual or unforeseen circumstances or exceptional events beyond the control of their employer or where there is an accident or the imminent risk of an accident.

Appendices

Below is a list of areas where ADT Workplace Ltd is compliant with Health and Safety legislation, and the appropriate guidance.

- Fire responsibilities
- Employers' responsibilities: Working Time Regulations
- Abrasive wheels
- Access and egress
- Accident reporting
- Alcohol and drugs misuse
- Asbestos
- Blood borne viruses (BBV)
- Body jewellery
- Bomb threats
- Cartridge operated fixing tools
- Chainsaws
- Cleaning and disinfection
- Compressed air
- Compressed gas cylinders
- Contaminated land
- Controlling exposure to asbestos
- Construction design and management
- Confined spaces
- Contractors
- Control of substances hazardous to health
- Dermatitis
- Demolition, dismantling and structural alteration work
- Diabetes
- Disciplinary rules
- Display screen equipment
- Doors
- Driving at work
- Electricity
- Emergency plan
- Engineering workshop
- Epilepsy
- Excavations
- False work
- Fire
- Fire action
- First aid in the workplace
- Forklift trucks
- Gas safety
- Glazing
- Hand protection: latex gloves
- Hazard reporting
- Health surveillance
- Hot work
- Housekeeping
- Information, instruction and training
- Ladders and stepladders
- Lead
- Legionella
- Leptospirosis
- Lifting equipment
- Lighting
- Lone working
- Maintenance
- Manual handling
- Method statements
- Mobile plant and equipment
- Mobile telephones
- Monitoring, inspection and review
- Needle stick injuries
- New and expectant mothers
- Noise
- Occupational asthma
- Personal protective equipment
- Permit to work
- Personal safety: staying safe in your car
- Portable electrical appliances
- Risk assessment
- Safety at roadworks
- Safety signs
- Scaffolding
- Smoking in the workplace
- Stacking and storage
- Stress
- Traffic management
- Underground services
- Vibrating tools
- Visit by an enforcement officer
- Violence and aggression
- Waste disposal
- Welfare
- Whole body vibration (WBV)
- Woodworking equipment
- Workplace transport
- Work at height
- Work equipment
- Young persons

Authorisation and document control

SIGNED	NAME	DATED
	David Clemetson	02/11/26

Document control

DATE	VERSION	DESCRIPTION / CHANGE	AUTHOR	REVIEWER
Jan 17	1.0	Conversion of existing policy into current template and track future revisions from this point forward	TC/KK	TC/KK
Jan 18	2.0	Update to ensure policy is still fit for purpose following business growth and inclusion of new logo	TC/KK	TC/KK
Jan 19	3.0	Reviewed no update	TC/KK	TC/KK
Jan 20	4.0	Reviewed no update	TC/KK	TC/KK
Jan 21	5.0	Reviewed no update	TC/KK	TC/KK
Jan 22	6.0	Reviewed no update	JC/KK	JC/KK
Jan 23	7.0	Reviewed no update	DC/KK	DC/KK
Jan 24	8.0	Reviewed no update, review again 2025	DC/KK	DC/KK
Nov 26	9.0	Reviewed and updated for 2026/2027. Restyled into the ADT design system. Statutory references corrected. Review again November 2027	DC/KK	DC/KK