Health and safety policy

Input IT Limited, trading as Lockdown Alert. Issued 19 October 2026. Reviewed annually; next review October 2027. Applies to everyone who works for the company and to any site the company visits.

1. Statement of intent

Input IT Limited has fewer than five employees, so the Health and Safety at Work etc. Act 1974 does not oblige it to write its policy down. It does so because its customers ask, and because the people who work for it deserve a safe working life. The director is responsible for health and safety in the company.

2. How we work

- Staff work remotely from home offices. Each works through a display screen equipment self-assessment and the company pays for a suitable chair, screen and lighting where needed.
- Working hours are reasonable; no one is expected to be on call around the clock.
- Accidents and near misses, however small, are reported to the director, recorded and reviewed.
- First aid and fire precautions at a home office are the householder's own; staff are given guidance on both.

3. On a customer's site

- Visits are rare and are arranged in advance. Our visitor signs in, follows the host's induction, fire and lockdown procedures, wears any protective equipment the host asks for and stays with the host's staff.
- Our staff do not install cabling, work at height or open electrical enclosures. The optional panic buttons are battery powered and stick to a desk or wall; no electrical work is involved.
- Any hazard noticed on a site is reported to the host at once.

4. The product and your own procedures

Lockdown Alert is an alerting aid. It helps a school or business tell everyone on site that a lockdown, a drill or an all clear is in progress. It does not replace the organisation's own lockdown procedure, risk assessment, staff training or decision to call the emergency services, and it should be tested by drill as part of that procedure. Where the Terrorism (Protection of Premises) Act 2025, known as Martyn's Law, applies to a customer, the service can form part of the customer's plan for telling people on the premises what to do; the customer remains responsible for its own procedures and for meeting the Act's requirements. Correct at 19 October 2026.

5. Review

This policy is reviewed every year, after any accident and whenever the way the company works changes.

Approval

The board of Input IT Limited adopted this policy and it is signed on the board's behalf by Chris Jakubowski, Director. Issued 19 October 2026. Reviewed annually; next review October 2027.

Questions about this policy: support@lockdownalert.co.uk.