

## Health and safety product

- Work Categories:** Locker & Changing Room Contractor, Locker & Changing Room Contractor, Locker Installation  
**Supplier & Service Provider,** Office Equipment Parts & Consumables Supplies
- Industry Roles:** Non-Construction Contractor, Supplier  
Ladders / Step Ladders, Working at Height, Working with Chemicals and Hazardous substances

### Questions

## Section: Health and safety

### Sub Section: Health and safety management

- Q. Please confirm the number of direct employees employed by the company.  
A. 64
- Q. Please confirm how many labour only employees the company has used within the last 12 months.  
A. 0
- Q. Please provide your full health and safety policy. This should be signed and dated within the last 12 months.  
A. HS Policy 2022.pdf  
HS Policy Manual.odt  
Safety Manual Jan 2022.pdf
- Q. Please provide Name & Role of the person responsible for H&S within the company.  
A. Name: Laura Daniel. Position: HR/H&S Manager
- Q. Do you use the services of a health and safety consultancy to support your organisation with your H&S  
A. Yes
- Q. Please provide the name of the H&S consultancy  
A. Key Safety Solutions Ltd
- Q. Please select the expiry date of your contract with the H&S consultancy  
A. 31/12/2022
- Q. Please provide evidence of their health and safety qualifications or relevant experience.  
A. 3.0 DHH City & Guilds NVQ 4 Occupational Health and Safety.pdf  
3.5 DHH IOSH Chartered Member.pdf  
Deb Hadley-Hayes.pdf  
DHH\_OSHCR\_Consultant\_Certificate.pdf  
Invoice 2022.pdf  
Key Group Services Profiles 2022.pdf
- Q. Please provide a brief explanation of the advice given to you by this person or organisation within the last 12  
A. Reviewing the COSHH Risk Assessments Reviewing the Work Equipment Risk Assessments General questions and site surveys
- Q. Please provide evidence that you have discussed health and safety with your employees within the last 12 months.  
A. Health and Safety Meeting\_minutes\_03.03.2022.docx

## Section: Health and safety

### Sub Section: Health and safety management

- Q. Please provide evidence of site inspections/audits dated within the last 12 months.
- A. Health and Safety 1st Audit 14.02.docx  
Audit October 2022.pdf
- Q. Please provide your work equipment maintenance records for the last 12 months.
- A. amada service report HFE 80-25 13.7.22.pdf  
S25C-922092706230.pdf  
Ladder checksheet.pdf
- Q. Please provide an explanation of how you discuss health and safety issues with clients, contractors or other trades before starting work.
- A. Meetings Site Visits
- Q. Please provide copies of site specific risk assessments and method statements (RAMS) dated within the last 12 months for each of the following work categories: Locker & Changing Room Contractor, Supplier & Service Provider
- A. Garran Lockers - RAM's PG Trowbridge.docx  
3.0 dust.docx
- Q. Do you have a drug and alcohol policy?
- A. Yes
- Q. Please provide a copy of your Drug and Alcohol Policy
- A. Drug and alcohol policy.pdf
- Q. Do you have a policy or procedure in place to manage occupational health issues including mental health and
- A. No
- Q. Do you have a policy or programme in place that covers behavioural safety?
- A. No

### Sub Section: Enforcement action and accidents

- Q. Has your company name changed within the last 5 years?
- A. No
- Q. Please confirm if you have received any form of enforcement action from the Health and Safety Executive (HSE) in the last 5 years.
- A. No
- Q. How many of the following accidents and incidents of work-related ill-health have occurred in the past 3 years?
- A.
- | Year | Minor injuries | Reportable | Fatalities | Work Related Ill Health |
|------|----------------|------------|------------|-------------------------|
| 2022 | 12             | 0          | 0          | 0                       |
| 2021 | 13             | 0          | 0          | 0                       |
| 2020 | 4              | 0          | 0          | 0                       |
- Q. Please provide brief details of your last two work related accidents and any fatal accidents that have occurred. This must include their outcomes and any preventative measures implemented.
- A. Accident 1 - IP cut his arm on a metal edge from a spare part protruding from racking whilst he was walking past. The employee received stitches to his wound. Immediately the shelves were rearranged so there were no further sharp edges and employees were informed about the correct layout going forward. Accident 2 - IP pulled his lower back when completing a 2 person lift. He was lifting a bench from the floor. He stretched to initially reach the bench instead of walking around to a better position. Manual handling training has been scheduled to reinforce the correct

### **Sub Section: Qualifications and training**

- Q. Please provide examples of the trade specific or academic qualifications held by your employees for the work categories selected: Locker & Changing Room Contractor, Supplier & Service Provider
- A. CSCS Cards.pdf
- Q. Please provide a copy of your current training matrix or a list of employees.
- A. Health Safety Training Matrix 10-2022.xlsx
- Q. Please provide examples of training/refresher training undertaken in the last 12 months.
- A. Safety Training certs.pdf

### **Sub Section: Industry specific health and safety requirements**

- Q. Precautions for the safe use of ladders / step ladders
- A. Health and Safety Policy - Jan 19.pdf  
Safety Manual Jan 2022.pdf
- Q. Please provide examples of completed COSHH Assessments for the chemicals or hazardous substances used by
- A. 3M Cleaner COSHH Assessment Form.pdf

### **Section: Insurances**

- Q. Do you hold Employers Liability Insurance?
- A. Yes
- Q. Employers Liability Insurance Expiry Date
- A. 30/04/2023
- Q. Employers Liability Insurance Cover Amount
- A. £10000000
- Q. Do you hold Public Liability Insurance?
- A. Yes
- Q. Public Liability Insurance Expiry Date
- A. 30/04/2023
- Q. Public Liability Insurance Cover Amount
- A. £5000000
- Q. Do you hold Product Liability Insurance?
- A. Yes
- Q. Product Liability Insurance Expiry Date
- A. 30/04/2023
- Q. Product Liability Insurance Cover Amount
- A. £5000000
- Q. Do you work at Airports?
- A. No
- Q. Please upload your current insurance schedule / summary of cover
- A. TWIMC Letter 2022-2023.pdf

- Q. Do you hold Employers Liability Insurance?  
A. Yes
- Q. Employers Liability Insurance Expiry Date  
A. 30/04/2023
- Q. Employers Liability Insurance Cover Amount  
A. £10000000
- Q. Do you hold Public Liability Insurance?  
A. Yes
- Q. Public Liability Insurance Expiry Date  
A. 30/04/2023
- Q. Public Liability Insurance Cover Amount  
A. £5000000
- Q. Do you hold Product Liability Insurance?  
A. Yes
- Q. Product Liability Insurance Expiry Date  
A. 30/04/2023
- Q. Product Liability Insurance Cover Amount  
A. £5000000
- Q. Do you work at Airports?  
A. No
- Q. Please upload your current insurance schedule / summary of cover  
A. TWIMC Letter 2022-2023.pdf

Accredited