

## Health and safety product

<b>Work Categories:</b>	<b>Supplier &amp; Service Provider</b> , Glass & Glazing Supplies <b>Windows and Doors Contractors</b> , Glazing, Windows and Doors Contractors
<b>Industry Roles:</b>	Construction Contractor, Supplier
<b>Category Related</b>	Tower Scaffolds, Working at Height

### Questions

## Section: Health and safety

### Sub Section: Health and safety management

- Q. Please confirm the number of direct employees employed by the company.
- A. 55
- 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 (or safety statement if you are based in the Republic of Ireland). This should be signed and dated within the last 12 months.
- A. Appendix A CDM Responsibilities.doc  
Health and Safety Policy 2024.pdf  
<https://hrguard.sharepoint-azure.info-exchange.com/EssentialsDocuments/Asbestos - Sections 1-2.pdf>  
Glass Design Ltd Gray and McDonnell Ltd Policy.pdf  
Statement.pdf
- Q. Please provide Name & Role of the person responsible for H&S within the company.
- A. Name: Gerry McDonnell. Position: Works Director
- Q. Do you use the services of a health and safety consultancy to support your organisation with your H&S requirements?
- A. Yes
- Q. Please provide the name of the H&S consultancy
- A. ALCUMUS
- Q. Please select the expiry date of your contract with the H&S consultancy
- A. 07/02/2025
- Q. Please provide evidence that you have used the services of your named consultant within the last 12 months
- A. Alcumus Invoice 2024.pdf
- Q. Please provide evidence of their health and safety qualifications or relevant experience.
- A. CV Consultant SS.pdf
- Q. Please provide a brief explanation of the advice given to you by this person or organisation within the last 12 months.
- A. Alcumus visit on a quarterly basis and provide a written audit and advice on all aspects of Health and safety within the organisation.
- Q. Please provide evidence that you have discussed health and safety with your employees within the last 12 months.
- A. Hand Tools - TBT.pdf  
Manual Handling - TBT.pdf
- Q. Please provide evidence of site inspections/audits dated within the last 12 months.
- A. SITE AUDIT 2024.pdf

## Section: Health and safety

### Sub Section: Health and safety management

- Q. Please provide your work equipment maintenance records for the last 12 months.
- A. Maintenance Sheet 1.pdf  
Maintenance Sheet 2.pdf
- Q. Please provide an explanation of how you discuss health and safety issues with clients, contractors or other trades before starting work.
- A. Pre-contract meetings with the clients and work shop meetings with various site contractors and trades.
- 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: Supplier & Service Provider, Windows and Doors Contractors
- A. Great Portland Street RAMS - Shower Screens Rev 01.doc  
RAMS - Sliding Glass Door and Screens .doc
- 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 2024.doc
- Q. Do you have a policy or procedure in place to manage occupational health issues including mental health and fatigue?
- A. No
- Q. Do you have a policy or programme in place that covers behavioural safety?
- A. Yes
- Q. Please provide a copy of your policy or programme in place that covers behavioural safety
- A. Health and Safety Policy 2024.pdf
- Q. Does your organisation hold membership of any fleet operations operations / management scheme e.g. FORS
- 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) or the Health and Safety Authority 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
2024	2	0	0	0
2023	4	0	0	0
2022	0	1	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. 18/5/2022 - Employee was working in a shower enclosure when he stepped back and caught his foot in the shower gully. This twisted his ankle and all his weight went into his left knee. This left his knee swollen and he could not walk without assistance. His knee was X-rayed at Watford hospital and he was told to rest for a week.

4th October 2018 A glass cutter caught his knuckle and cut his finger while handing glass. The cut was plastered up. A review was made to check the operative was wearing the correct PPE as issued

by the company. The procedure was reviewed and all operatives were given refresher training in the handling of glass.

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

- Q. Please provide a copy of your current training matrix or a list of employees.
- A. Company Training Matrix 2024 - updated.doc
- Q. Please provide evidence of Asbestos Awareness training that has been completed within the previous 24 months.
- A. asbestos sign off sheet 2023.pdf  
asbestos-awareness-guidance 2023.pdf
- Q. Please provide examples of the trade specific or academic qualifications held by your employees for the work categories selected: Supplier & Service Provider, Windows and Doors Contractors
- A. Wayne S Front Of Card.jpg  
T1 Nvq Front & back.pdf
- Q. Please provide examples of training/refresher training undertaken in the last 12 months.
- A. Manual Handling - TBT.pdf  
Manual Handling Refresher Tool Box Talk.PDF
- Q. In the box below please outline the approximated number of your construction based workforce whom hold a CSCS or CSCS partnership Card - If no cards are held please provide a brief explanation why it has been deemed not applicable to your business.
- A. 100% of all site operatives hold a CSCS card 10

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

- Q. PASMA or equivalent certificates for erecting Tower Scaffolds
- A. Pasma - Rob Devaney.pdf  
Company Training Matrix 2024 - updated.doc  
Single-Width-Mobile-Towers-Procedure.pdf
- Q. Precautions for the safe erection and use of tower scaffolds
- A. RAMS - working off a scaffolding tower.doc  
Scaffolding Tower - Refresher Awareness.pdf  
Single-Width-Mobile-Towers-Procedure.pdf
- Q. Please provide a completed copy of a Construction Phase Plan or Health and Safety Plan (if ROI has been selected) for a project undertaken within the last 12 months
- A. RAMS - Hallsville Quarter Mirrors.doc  
Construction Health and Safety Plan.doc
- Q. Please upload a copy of your NICEIC or equivalent certificate
- A. No Answer