

Health and safety product

Work Categories: **Signs Installation**, Industrial Signs Installation, Signs Installation
Supplier & Service Provider, Graphic Design
Window Film Supply & Fit, Window Film Supply & Fit

Industry Roles: Construction Contractor, Non-Construction Contractor, Supplier
Ladders / Step Ladders, Selection & Control of Subcontractors,
Tower Scaffolds, 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. 41
- 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. H&S Policy 2021 issue 19 Signed.pdf
- Q. Please provide the contact details of the individual or organisation that deals with your health and safety.
A. Name: Scottish Engineering - Mr David Brown . Position: Health, Safety & Systems Manager
- Q. Please provide evidence of their health and safety qualifications or relevant experience.
A. DB CMIOSH.pdf
David Brown CV.pdf
Scottish Engineering HS Service Letter.pdf
Membership.docx
- Q. Please provide a brief explanation of the advice given to you by this person or organisation within the last 12 months.
A. Scottish Engineering undertakes 2 site audits in a year, both internally at the factory and externally on a site visit. They have guided us through the creation of an Activity Planner which is the framework for all HSW, monitoring, testing and validation. This is communicated to all staff along with the HSW minutes.
- Q. Please provide evidence that you have discussed health and safety with your employees within the last 12 months.
A. Q1 2021.pdf
2021 Activity Planner V1.pdf
Alan Marshall shared _COSHH (Control Of Substances Hazardous to Health)_ with you..pdf
FW_ COVID-19 Update_ Latest News and Advice to Help You through the Pandemic.pdf
RE_ Pavement damage.pdf
HSW Committee Meeting Minutes.msg
Health & Safety Committee meeting.pdf
2021 Activity Planner V1.pdf
- Q. Please provide evidence of site inspections/audits dated within the last 12 months.
A. Scottish Engineering HS Audit Report 18-11-20.pdf

Section: Health and safety

Sub Section: Health and safety management

Confirmation of SE next audit May 21.pdf

2021 Activity Planner V1.pdf

- Q. Please provide your work equipment maintenance records for the last 12 months.
- A. Maintenance.pdf
- Q. Please provide an explanation of how you discuss health and safety issues with clients, contractors or other trades before starting work.
- A. As a subcontractor we have a structure that allows for survey, cad planning, design, project management, manufacture & installation. We attend pre-start meetings where the MC informs us in advance of site policy, scope of works and thereafter we use this to plan the RAMS, use the survey to detail the layout, or the graphic design installation. Visuals, cad plans, RAMS etc are sent in advance to the client. Site protocols, accident reporting etc and conducted as per site agreements or feed into client portals as instructed.
- 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: Signs Installation, Supplier & Service Provider, Window Film
- A. Novograf Iceland Rams - Havant, Leigh Park.pdf
Site RAMS includes working at height.pdf
- Q. Please provide evidence of your procedures in place for managing COVID-19 or evidence of a recently completed risk assessment that identifies and suitably controls the risk of COVID-19 exposure.
- A. Blank.docx
Novograf - Covid Risk Assessment.pdf
Covid Feb 2021.pdf

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
2021	0	0	0	0
2020	3	1	0	0
2019	1	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. 2 Riddors submitted :- 2017 ; Slip and Trip on the factory shop floor, staff member suffered a hand ligament injury when he landed after tripping. The trip was caused by a stationary banding from A4 sheets, which has been dropped on the floor. Investigation carried out, Housekeeping standards improved using 5S, all staff updated of the risk. 2018 > Installation injury caused by a sharp blade during a surface preparation task, using a glass scrape. The task was completed but during a handover between the technician and team leader his hand hit the open blade and damaged the knuckle and tendon, this required minor surgery. New PPE was selected with additional protection, a new procedure was issued specifically for this task. No Riddors submitted 2019. accident occurrences and reduced

Sub Section: Qualifications and training

- Q. Please provide evidence of Asbestos Awareness training that has been completed within the previous 24 months.
- A. UKATA asbestos cert exp 15 02 21.pdf
- Q. Please provide examples of the trade specific or academic qualifications held by your employees for the work categories selected: Signs Installation, Supplier & Service Provider, Window Film Supply & Fit
- A. N/A. Reason: No defined trade at this present time - this will change on 2020 when the trade will be recognized through Glazing which captures "application of films onto surfaces". The CSCS card system will capture this
- Q. Please provide a copy of your current training matrix or a list of employees.
- A. Training record 2020.pdf
- Q. Please provide examples of training/refresher training undertaken in the last 12 months.
- A. Alan Marshall - IOSH Safety for Executives and Directors - Assessment Completed.pdf
Training record 2021.pdf
Paul.Rogers UKATA Certification.pdf
Paul.Hawkins UKATA Certification.pdf
Martin Sharkey UKATA Certification.pdf
Kevin Bagnal UKATA Certification.pdf
Ross Irvine UKATA Certification.pdf
Nigel Millward UKATA Certification.pdf

Sub Section: Selection and control of contractors

- Q. Please confirm the number of other companies you use as subcontractors.
- A. 11
- Q. Please provide a completed example of a subcontractor health and safety assessment that has been carried out in the last 12 months.
- A. SubContractor RAMS.pdf
Supplier Questionnaire form.pdf
New supplier form.pdf
RE_ Health and Safety Assessment Feedback.msg
- Q. Please provide evidence of how subcontractors are monitored whilst on site. This evidence should be dated within the last 12 months.
- A. Statement 2020.pdf
subcontractor review.pdf
- Q. If your subcontractors are allowed to use other contractors to complete work on your projects, please explain how you monitor and manage these arrangements.
- A. No they are not - Novograp operate with our own teams and allocate works to our approved subcontract base, these are typically small independents (2-4 men). No work can ever be subcontracted via this group.

Sub Section: Industry specific health and safety requirements

- Q. PASMA or equivalent certificates for erecting Tower Scaffolds
- A. PASMA cert exp 08 02 23.pdf
- Q. Precautions for the safe use of ladders / step ladders
- A. Novograp - RBS Gogarburn_RAMs - COVID-19 - 03-11-20.pdf

Sub Section: Industry specific health and safety requirements

- Q. Precautions for the safe erection and use of tower scaffolds
A. Morrisons Edgbaston RAMS.docx
- Q. Please provide a completed copy of a Construction Phase Health and Safety Plan for a project undertaken within the last 12 months.
A. CDM statement signed 2021 .pdf
- Q. Please provide examples of completed COSHH Assessments for the chemicals or hazardous substances used by
A. Coshh Assessment NG181 .pdf

Section: Insurances

- Q. Do you hold Employers Liability Insurance?
A. Yes
- Q. Employers Liability Insurance Expiry Date
A. 31/01/2022
- Q. Employers Liability Insurance Cover Amount
A. £10000000
- Q. Do you hold Public Liability Insurance?
A. Yes
- Q. Public Liability Insurance Expiry Date
A. 31/01/2022
- Q. Public Liability Insurance Cover Amount
A. £10000000
- Q. Do you hold Product Liability Insurance?
A. Yes
- Q. Product Liability Insurance Expiry Date
A. 31/01/2022
- Q. Product Liability Insurance Cover Amount
A. £10000000
- Q. Do you hold Professional Indemnity Liability Insurance?
A. No Answer
- Q. Do you work at Airports?
A. Yes
- Q. Do you hold Aviation Insurance?
A. No
- Q. Do you hold Aviation Motor Insurance?
A. No
- Q. Do you hold AVN52E/G Insurance?
A. No

- Q. Please upload your current insurance schedule / summary of cover
- A. Exemption confirmation.pdf
Novograf Detailed Insurance exp 31st January 2022.pdf

Accredited