



ZERO HARM

SIG HEALTH, SAFETY & ENVIRONMENT

The Following is to be used to answer questions found on most Supplier Vendor Questionnaires:

Insurance:

Q1: Please provide your insurance Details

	Insurer	Policy No:	Limit of Indemnity	Expiry Date
Employers Liability	AIG Europe Ltd	20620417	£25,000,000	29/02/2020
Public/ Products Liability	AIG Europe Ltd	20620414	£15,000,000	29/02/2020
Professional Indemnity Liability	AIG Europe Ltd Endurance Worldwide	0034643027 LPI105938902	£10,000,000 any one claim defence costs included	30/06/2019
All Risks Property Insurance	Chubb European Group Ltd	96UK146531MP.18	Buildings/ Machinery: Day one reinstatement (115% limit) Professional Fees: £2,500,000 (first loss basis) Stock: Indemnity Debris Removal Costs: £1,500,000 (first loss basis)	29/02/2020
Contract Works	Allianz Insurance Plc	53/NT/25851168/3	£250,000 any one accident/ contract site	28/09/2020
Hired In Plant	Allianz	53/NJ/12753173/3	£2,500,000	29/02/2020
Motor Liability	AIG Europe Ltd	20620357	£20,000,000 cars £10,000,000 other vehicles	29/02/2020
Marine Cargo	Royal & Sun Alliance Insurance Plc	C086566V	£1,000,000 any one Conveyance £2,000,000 any one Loss in the ordinary course of transit	29/02/2020

Services offered: Procurement supply and distribution of products to the building trade and construction industry.

How often do you review your Health and Safety Arrangements – every 3 years or after a significant change.

Company VAT Registration No	487 017333
Company Reg Number	1451007
Company UTR	2450031431

Health & Safety:

Q2. Does your company participate in CHAS or any other SSIP Scheme?
No, we currently don't have SSIP certification.
Q3. If you employ more than 5 employees does your company have a written Health & Safety Policy (if yes, please provide a copy)
Yes
Q4. Is your Company OHSAS:18001 Accredited (if yes provide a copy)
Yes
Q5. Who is it accredited by?
Intertek
Q6. When was your first accredited?
2006
Q7. When does your certificate Expire
April 2021
Q8. When was your Health & Safety Policy last reviewed?
May 2018
Q9. Who has overall responsibility for Health & Safety Matters?
Kevin Moore – Group Health, Safety & Environmental Manager
Q10. What are their qualifications?
NEBOSH General Certificate
Q11. Who has Day to Day responsibility?
Branch Managers are responsible for the day to day health and safety within their sites.
Q12. Do you have a Drugs and Alcohol Policy?
Yes

Accident Reporting:

Q13. Describe your procedures for recording and investigating accidents & incidents?
We have an externally hosted system where branch managers can log the accidents & incidents; these are flagged up to the HS&E team via email alert. Minor incidents are investigated at branch level; with serious either in nature of the injury or potential investigated by one of our Regional Health, Safety & Environmental Managers.



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Q14. Please provide details of the number of HSE Reportable Accidents your company has had in the past 3 years

	Fatality	Major	>3 Day	>7 Day
2018	0	8	12	23
2017	0	8	11	20
2016	0	13	16	22
2015	0	10	19	37
2014	0	14	16	38
2013	0	19	16	42

Q15. Please provide the Rates for:

	Average Number of Employees	Accident Incident Rate RIDDOR Per 1000 Employees	Accident Frequency Rate RIDDOR Per 100,000 Hours Worked	Accident Frequency Rate All Lost Time Per 100,000 Hours Worked
2018	4049	7.66	0.43	1.28
2017	5093	5.50	0.31	1.13
2016	5367	6.52	0.35	1.07
2015	4967	9.46	0.52	1.39
2014	4852	10.71	0.58	1.49
2013	4930	12.37	0.69	1.52

Audits –

We have internal audits carried out by the H&S regional management team along with external audits carried out by Intertek. The Branch Manager has day to day responsibility for H&S.

Health & Safety Training:

Q16. Do you have an ongoing training program for employees (if yes please describe)

Yes: All new staff undergo a Health & Safety Induction. Senior management attend external IOSH Managing Safely training programmes. SIG’s directly employed Health & Safety Trainer delivers a Bespoke RoSPA accredited Modular Health & Safety Training programme for Managers and Supervisor along with a range of workshops including: ‘Working Safely’, ‘Supervising Safely’, ‘Manual Handling’, ‘Working at Height’, ‘Regional Operations Manager Workshop’ and ‘Health and Safety for Drivers’.

Workforce Involvement:

Q17. Do you have a formal process for consulting with your workforce on Health & Safety Matters? (if yes provide details)

Yes, we have quarterly health and safety meetings in each branch which are recorded on our Internal SHE27 form. We also carry out ‘Toolbox Talks’.

Environmental Management:

Q18. Does your company have a written Environmental policy?

Yes, SIG has an integrated Health, Safety and Environmental Policy

Q19. Is your company BS EN ISO 14001:2015 Accredited?

Yes

Q20. Who is accredited by?

Intertek

Q21. When was your first accredited?

2006

Q22. When does your certificate Expire

April 2021

Q23. When was your Environmental System Last Reviewed?

July 2018

Q24. Who has overall responsibility for Environmental matters?

Kevin Moore – Group Health Safety & Environmental Manager

Q25. What are their qualifications?

Associate Certificate in Environmental Management

Q26. Who has day to day responsibility for Environmental matters?

The Branch Managers have day to day responsibility.

Q27. Do you monitor the environmental impact of your operations?

Our Low Carbon Policy supports our HSE Policy and SIG’s carbon footprint accounting process is annually verified to ISO 14064-3 to a limited level of assurance.



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Enforcement Actions:

Q27. Please provide details of the number of Health & Safety Notices/Prosecutions your company has had in the past 3 years

	Prosecution	Prohibition	Improvement
2019	1	0	0
2018	0	0	0
2017	0	0	0
2016	0	0	3
2015	0	0	0
2014	0	0	0

Level	Number	Date	Remedy Date	Division	Subject
Prosecution	LC06/080116/01	21 Feb 2018	Feb 2019	Building Solutions	Breach of Section 2 (1) of the Health and Safety at Work Act 1974.
An investigation by the Health and Safety Executive (HSE) found Operatives were exposed to the risk of crush injuries during the operation from the RAS folding press.					
Improvement Notice	IN/06/MT/051016/01	5-Oct-16	07-Feb-17	Building Solutions	You have failed to demonstrate that the relief valves fitted to the pentane storage vessel
The storage tank was replaced with a new blast relief valve. Details of calculations provided to HSE. This was closed out.					
Improvement Notice	IN/06/MT/020316/01	3-May-16	2016	Building Solutions	Breach of Control of Noise at Work Regulations 2005, Regulation 6(2)
Noise survey was conducted in 2016. Targeted noise reduction improvements completed in 2017. This was closed out.					
Improvement Notice	IN/06/MT/020316/02	3-May-16	2016	Building Solutions	Failure to make a suitable and sufficient RA in relation to FLT Movement.
Traffic management plan reviewed and revised. One way system implemented, including traffic lights and barriers with new signage. A programme to replace old FLT implemented and now complete. This was closed out.					



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Q29. Please provide details of the number of Environmental Notices/Prosecutions your company has had in the past 3 years

	Prosecution	Prohibition	Improvement
2019	0	0	0
2018	0	0	0
2017	0	0	0
2016	0	0	0
2015	0	0	0