

HEALTH AND SAFETY POLICIES (2015-2016)

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- COSHH
- Environmental Policy



Darryl Johnston
Managing Director
Window Films 2000 Ltd



COMPANY DETAILS

Directors	Monique Dears (Off Site & Accounts) Darryl Johnston (On site & Installation)	0151 448 0600 0781 392 0990
Operative	David Middlehurst (On site & Installation)	0781 851 7914
Full Company Name:	Window Films 2000 Ltd	
Full Company Reg:	07572766	
Full payment address:	163 Triumph Way Triumph Business Park Liverpool L24 9GQ	
Tel Main:	0844 870 7571	
Fax Main:	0844 870 7572	
Admin/Accounts Contact Name:	Monique Dears	
Admin/Accounts Contact Number:	0151 448 0600	
Admin/Accounts Contact E-mail:	admin@windowfilms2000.co.uk	
Payment Terms:	30 days	
Vat Registration Number:	109191033	
UTR	6647725682	
Bank Name:	RBS	
Bank A/C Number:	10144069	
Bank Sort Code:	162826	



To whom it may concern

8th May 2015

Window Films 2000 Ltd – 163 Triumph Way, Triumph Business Park, Liverpool, L24 9GQ

This letter is to confirm the following insurances have been incepted for 12 months with effect from 5th April 2015 in respect of the above client.

Public Liability Insurance

Insurers: Everest Underwriting Agency Ltd

Policy: P-NA/CC-201304126

Indemnity Limit: £2,000,000 any one claim

Worldwide cover

Period of Insurance 5th April 2015 to 4th April 2016 inclusive

Employers Liability Insurance

Insurers: Everest Underwriting Agency Ltd

Policy: As above

Indemnity Limit: £10,000,000 any one claim

Worldwide Cover

Period of Insurance As above

We trust that matters are in order, however should you have any questions regarding our client's covers please do not hesitate to contact me.

Yours sincerely

Chris Lawson

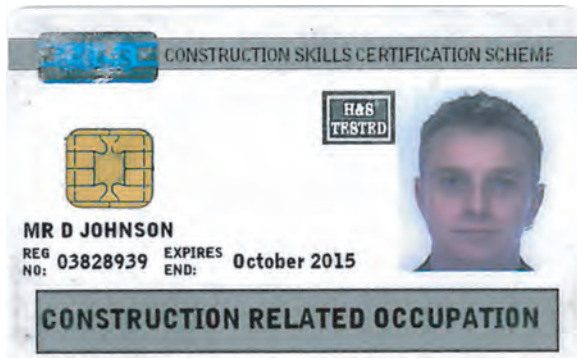


Director

Email chris@bradshaw-group.co.uk

Mobile 07880 499466

ACCREDITATION/CARDS



CRB- Disclosure Number- 001319609284

CRB- Disclosure Number- 001384685237





Constructionline

Part of Capita plc

Certificate of membership

Window Films 2000

Registration No: **148016**

Expiry Date: **June 2016**

This certifies that the firm named above has met pre-qualification requirements appropriate to public and private sector procurement. Approved work categories with corresponding notation values, specialisms or categories as applicable are listed on aschedule attached to this certificate.

Gareth Kings
Managing Director



CONTRACTORS HEALTH & SAFETY ASSESSMENT SCHEME

Certification Mark

www.chas.co.uk

Assessment Scheme

Certificate of Accreditation

Sole trader or supplier with fewer than five employees

This is to certify that

Window Films 2000

is accredited within the Contractors
Health and Safety Assessment Scheme
(CHAS) having demonstrated compliance
with and sound management of current
basic health and safety legislation.

Suzie Walker
Client Support Manager



Valid until:
08 December 2015

020 8545 3838 – ☎ to verify
www.chas.co.uk

Certificate of Health & Safety Accreditation

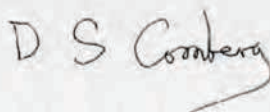
This is to certify that

Window Films 2000

has achieved the standards in health & safety competence required by
Stage 1 of Appendix 4 of the Approved Code of Practice to the Construction
(Design & Management) Regulations 2007 as a

Contractor Less than 5 employees

signed



David Cornberg
Director of Assessment Services

Constructionline registration no. **148016**

Capita P&I assessment no. **21172**

Start date **06/03/2015**

End date **05/03/2016**

*This certificate remains the property of Acclaim Accreditation and must be surrendered on demand.
For verification please contact Acclaim Accreditation on 01256 383609.*

www.constructionline.co.uk/acclaim
acclaim@capita.co.uk

GENERAL STATEMENT OF HEALTH & SAFETY POLICY

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work and to provide such information, training and supervision as needed for this purpose. We also accept our responsibility for health and safety of other people who may be affected by our activities.

Office and site safety are fundamental to the efficient and profitable organisation of our work.

We ensure the highest standards of health, safety and welfare are maintained in all areas in which our work is carried out and to:-

- A-** Take reasonable care for the health and safety of ourselves and of other persons who may be affected by our acts or omissions at work
- B-** Co-operate with persons and/or other companies so that we can fulfil our legal obligation.
- C-** Not intentionally or recklessly interfere with or misuse welfare in pursuance of any legal requirements.

We have the responsibility to co-operate with others to achieve a healthy and safe work place and to take care of others and ourselves.



PROJECT:		PRINCIPAL CONTRACTOR:																									
SUBCONTRACTOR: Window Films 2000		METHOD STATEMENT NO:																									
TITLE: Installation of Window Films & Manifestations to glass screens																											
LOCATION OF WORK Work activities will take place on site at within the building Work will take place during the hours of 08.00 and 17.00 hrs																											
START DATE:		DURATION: 1 WEEK																									
SEQUENCE OF WORK: (Include programme if reference made to it)																											
1- As per agreed programme																											
NAME OF SUPERVISOR IN CHARGE:		NUMBER OF PERSONS:																									
PLANT & EQUIPMENT TO BE USED: N/A		MATERIALS TO BE USED: Frosted Vinyl Manifestations																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">PERMITS REQUIRED</th> <th colspan="2" style="text-align: left;">ASSESSMENTS REQUIRED</th> </tr> <tr> <th></th> <th style="text-align: center;">YES</th> <th style="text-align: center;">NO</th> <th></th> </tr> </thead> <tbody> <tr> <td>Water (Airside)</td> <td></td> <td style="text-align: center;">X</td> <td>COSHH</td> </tr> <tr> <td>Ladder/Hop-up</td> <td></td> <td style="text-align: center;">X</td> <td>Manual Handling</td> </tr> <tr> <td>Mobile Aluminium Tower</td> <td></td> <td style="text-align: center;">X</td> <td></td> </tr> <tr> <td>MEWPS</td> <td></td> <td style="text-align: center;">X</td> <td></td> </tr> </tbody> </table>				PERMITS REQUIRED		ASSESSMENTS REQUIRED			YES	NO		Water (Airside)		X	COSHH	Ladder/Hop-up		X	Manual Handling	Mobile Aluminium Tower		X		MEWPS		X	
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Water (Airside)		X	COSHH																								
Ladder/Hop-up		X	Manual Handling																								
Mobile Aluminium Tower		X																									
MEWPS		X																									
DESCRIPTION OF WORK General 1. Window Films 2000 personnel have completed the site induction and carry CSCS cards A- Take tools to 1. Window Films 2000 will identify the window references from the floor plans 2. A safe route will be identified and agreed with the site manager through which the materials and tools may be carried to a suitable area. Upon safely and securely placing the materials and tools in the area, the company vehicle will be moved to an appropriate parking location. B- Fitting the film/vinyl 1. Gloves will be removed. The window will be checked for size and the appropriate film/vinyl will be cut. Remove liner from film and spray adhesive side with soapy water. Apply adhesive side of film to prepared glass. Squeegee out water and air leaving film flat to the glass. Trim off excess material, squeegee once more and leave to dry. Leave area clean and tidy. Put gloves back on once away from the work area.																											

PROJECT:				PRINCIPAL CONTRACTOR:			
SUBCONTRACTOR: Window Films 2000				RISK ASSESSMENT NO:			
TITLE: Installation of Window Films & Manifestations to glass screens							
HAZARD IDENTIFICATION							
	YES	NO		YES	NO		
Slips & Trips	✗		Electrical		✗		
Manual Handling	✗		COSHH		✗		
Hand Tools	✗		Noise		✗		
Excavations		✗	Working @ Height		✗		
Fall of Material	✗		3rd Party Contractor		✗		
WHO MIGHT BE HARMED?							
	YES	NO		YES	NO		
Own Personnel	✗		Office Staff or Visitors		✗		
Other Contractors		✗	Members of the Public		✗		
Potential severity of injury or illness	First Aid	Reportable	Major	Disablement	Fatal		
Tick Box	✗						
Number of workers exposed to hazard	1	2-5	6-20	21-100	100+		
Tick Box		✗					
Probability of injury or illness	Happens Rarely	Happens Each Year	Happens on most jobs	Happens Regularly	Certain to Happen		
Tick Box	✗						
OVERALL ASSESSMENT OF RISK PRIOR TO THE IMPLEMENTATION OF CONTROL MEASURES (Tick One)							
LOW	MODERATE		SUBSTANTIAL		HIGH		
✗							
PROPOSED CONTROL MEASURES TO REDUCE THE RISKS							
Transporting of Materials: Operatives are competent in the safe handling of films and so in accordance with the glass and glazing handbook. All access routes are to remain free from obstruction and the room/area closed off whilst the film is being installed.							
EQUIPMENT TO BE USED							
	YES	NO		YES	NO		
Knives	✗		Ladders		✗		
Soap/Water Solution	✗		Hop-up		✗		
Spray Bottles	✗		Mobile Scaffolds		✗		
Cutting Machine		✗	MEWPS		✗		

RISK ASSESSMENT No:

PERSONAL PROTECTIVE EQUIPMENT NEEDED					
	YES	NO		YES	NO
Safety Helmet	✗		Gloves	✗	
Protective Footware	✗		High Visibility Jacket	✗	
Safety Glasses	✗		Body Harness	✗	
Sun Glasses		✗	Sun Cream		✗
FURTHER CONTROL MEASURES					
CERTIFICATES REQUIRED					
	YES	NO		YES	NO
CRB	✗		Mobile Access Tower (Pasma)		✗
CSCS	✗		MEWPS (Ipaf)		✗
OVERALL ASSESSMENT OF RISK AFTER THE IMPLEMENTATION OF CONTROL MEASURES (Tick One)					
LOW	MODERATE		SUBSTANTIAL		HIGH
✗					
ANY RESUCE/SECURITY MEASURES REQUIRED					
Access to the site is restricted to ensure only authored persons are allowed on site. All personnel carrying work out on site must undertake an induction by the main contractor.					
ANY FIRST AID MEASURES REQUIRED					
In the event of an accident, the supervisor in charge is to assess whether ambulance is required. If considered necessary immediately contact the main site office giving nature of accident and location. If injuries appear critical and to avoid delay, contact ambulance first but inform site office/security immediately afterwards who can assist in ensuring clear Access/Egress is available.					
REVIEW/MONITORING REQUIRED					
All supervisors will have sufficient knowledge and experience of the work. The supervisor responsible for the works will ensure that the work area has been inspected and is free from risk of injury or that suitable and sufficient measures have been taken to comply with current health and safety legislation prior to any work undertaken.					
Prepared by: Darryl Johnston			DATE: 2013		
Signed:					
Please sign and date below that you have read, understood and will adhere to the attached method statement and risk assessment.					
PRINT NAME	DATE		SIGNED		

WINDOW FILM CARE (CLEANING & MAINTENANCE)

After Installation Do Not Clean For 30 Days

During this period small bubbles and/or a milky haze may appear on the film - this is only a temporary condition and is part of the curing process.

The film does not have the hard properties of glass and care must be taken when selecting cleaning materials.

Do Not Use Bristle Brushes

A soapy solution is recommended together with a clean sponge. The treated glass can be dried with a squeegee or alternatively with a soft towel. Use separate cleaning materials when washing external and internal glazing.

Application of pressure sensitive, water-activated adhesive tape or logo's to the film is not recommended. (Blu Tack may be used).

The margin between the window frame and the edge of the film is guarantee requirement and also assists in the curing procedure.



COSHH DATA SHEET (Window Film Application)

Window Films 2000 supply protective window films to fixed and patent glazing systems. The process involves the water activation of a PVA adhesive, which is initially protected by a cellophane backing sheet.

The water is mixed with a small amount of liquid detergent (5ml/litre of water) to aid positioning of the film on the glass. The adhesive is water soluble and is dried by ambient temperature.

The following information is given to aid the protection of the workforce and any persons in close proximity to the application.

ASF:	
Chemical Type:	PVA (Polyvinylacrylic) Water soluble stable adhesive found in dry form at room temperature. Inert with a Flashpoint of 85 Degrees C
Manufacturer:	Hanita Coatings, Kibbutz Hanita, Israel
Supplier:	Bonwyke Ltd, Unit 3, Salterns La. Ind. Est., Salterns Lane, Fareham, PO16 1SF
Emergency No.:	01329 289621
Recommendations:	Do not ingest. This product is not harmful when in contact with skin or eyes. In its supplied form it is not possible to inhale.



ENVIRONMENTAL POLICY STATEMENT

Window Films 2000 Limited is a small family run business that supplies and installs a range of solar control, safety and decorative films for glass. We operate mainly in the North West however do cover the whole of the UK. Our main clients include architects, glass/construction companies and facility managers. We provide solutions to glare, privacy and safety in offices, schools, hospitals and retail environments.

Our main impacts come from our fuel consumption from travel to sites and from the waste that we produce.

Window Films 2000 Ltd. recognise it's impact on the environmental and as a business we are committed to minimising our contribution to climate change. To meet this goal we have implemented a carbon reduction programme and to subsequently improve our efforts in reducing our carbon footprint by 5% in the first year of our carbon reduction programme.

To achieve our environmental objectives we will:

- 1- Reduce waste to landfill by recycling our cardboard and paper
- 2- Research alternative recycling opportunities for film & vinyl waste
- 3- Reduce our fuel consumption by monitoring our usage encouraging our drivers to drive more efficiently
- 4- We will maintain our company vehicles to a high standard
- 5- Weekly plan of jobs to minimise mileage during workdays
- 6- Work closely with our landlord to help reduce their carbon footprint and thus work towards our target
- 7- Comply with duty of care legislation to all our waste products.

An action plan will be brought into operation to raise awareness with staff, suppliers and clients of our carbon reduction targets. Office signage, tender documents and our website will show our policy including commitments, initial action plan and the subsequent results.

An internal pairing of Darryl Johnston and Monique Dears will be responsible for the action plan implementation and subsequent reduction of our carbon footprint.

Darryl Johnston
Managing Director
1st May 2015

