

Company health & safety competence information

P B National Products Limited recognises that our clients must satisfy themselves of the competence of all their contractors before they are engaged, and on an ongoing basis.

Revised on a quarterly basis, we have compiled the typical information required by most of our clients and potential clients.

Information last updated on 1 October 2006

Next update required by 1 October 2007

Name:

P B National Products Limited

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Number of employees:

15

Type of work undertaken:

Design, supply and erection of uPVC conservatories (including foundation works) for new housing. (Work does not include any electrical or mechanical installations).

Design, supply and install of uPVC windows for new housing.

Manufacture and supply of uPVC cavity closures

Subcontractors to be used:

Paul Hudson Builders Limited. (Groundwork's and cavity tray installations)

Examples of work carried out previously:

Conservatories built on the following Persimmon Homes sites:

- Augustus Gardens, Brompton on Swale
- Willow Edge, Whitewood, Castleford
- Wandsford Road, Driffield
- Briarwood, Morton, Gainsborough
- Upton Rocks, Widnes
- Swallowfields, Kelsall
- Highgrove, Lancaster
- Bramley Orchard, Southwell
- Yew Tree Gardens, Walsall
- Abbey View, Hereford
- The Folly, Clapham, Bedford
- Canons Way, Ely
- Reading Road, Wokingham
- Bufton Fields, North Warnborough
- The Limes, Witney
- Regents Gate, Sidmouth
- Admirals Keep, Lee on Solent
- Englefields, Calvert
- Madley Park, Witney
- Linden Leigh, Down Ampney
- Castle Eden, Peterlee

Safety Management System:

The latest revision of our Safety Management System – [‘FRAMEWORK DOCUMENT’](#) is attached.

Health & Safety Policy:

The latest revision of our [‘Health & Safety Policy Statement’](#) is attached.

Example of risk assessment:

We attach risk assessments for:

 [Erection of a uPVC conservatory](#)

Examples of method statements:

Refer to standard method statement

Person responsible for company health and safety management:

Mr Steve Brown (Director)

Details of training provided for the Operations Director:

Mr Brown has 7 years of experience in the design, provision and installation of conservatories. In the past few years P B National Products Limited has expanded and increased its numbers of employees. Mr Brown has reviewed the risks associated with the business and engaged consultants to advise him on many aspects of business, including health and safety management.

Mr Brown attended the 'Company Health & Safety Induction' in August 2003 at which point he was issued with a 'Company Health & Safety Induction Card'.

To date, Mr. Brown has not undergone formal health and safety training however, the new Safety Management System, 'MANAGEMENT DOCUMENTS & GUIDANCE' includes a specifically developed competence matrix to identify training and experience requirements for all positions in the P B National Products Limited business.

Persons responsible for site H&S:

Paul Hudson (subcontractor for groundworks and cavity tray works)

Fitter Team Leaders (fitting of conservatories)

Details of training provided for Paul Hudson and the Fitter Team Leaders:

Paul Hudson has many years of experience in the construction industry and has great expertise in the requirements excavation, concrete works and brick/block/masonry works. Some of these works are subcontracted by Paul Hudson to ensure that programmes of work can be met.

Paul Hudson has attended many site health and safety inductions but he has had no other formal health and safety training. Paul, his employees and his subcontractors attended the P B National Products Limited 'Company Health & Safety Induction' in August 2003. All those attending this induction received a 'Company Health & Safety Induction Card' from P B National Products Limited.

Paul Hudson Builders will also be required to carry out formal health and safety training in accordance with the P B National Products Limited competence matrix.

The Fitter Team Leaders are responsible for all aspects of supervision on site. These leaders have been selected because of their experience on construction sites and their ability to manage the fitting team to ensure a quality end product that is constructed in a safe manner.

All the Fitter Team Leaders have attended site health and safety inductions and are aware of the specific control measures for their works. The Fitter Team Leaders attended the company health & safety induction in August 2003. After this induction they received a 'Company Health & Safety Induction Card'.

Insurance:







Copies of our [Employer's Liability and Public Liability](#) insurance are attached

Details of formal notices and legal proceedings by the HSE in the last three years:





We have had no formal notice or legal proceedings by the HSE since the start of business in 1995

Details of any accidents/incidents/diseases reported in the last three years:

25 January 2002. One reportable accident involving a person working for our groundwork subcontractor.

-  The accident took place at Wheatpieces, Calne, Wiltshire
-  This person sustained major injuries from falling down a manhole that was incomplete and not covered
-  The injured person required hospital treatment
-  The injured person is currently back working with our groundworks subcontractor
-  The accident was notified to the HSE by PB National Products Limited on behalf of our groundworks subcontractor
-  The accident was not caused by any hazards resulting from PB National Products Limited works (including subcontracted works) however; we are now putting greater emphasis on awareness of the hazards and risks generated by others within our company health and safety induction training.

13 March 2002. One reportable accident involving a person working inside the company warehouse/factory.

-  The accident took place at PB National Products Ltd Head Office, inside the warehouse
-  The person sustained a minor injury when a plastic profile slipped and bounced up and cut his eyebrow
-  This was an unavoidable accident but the person was back to work straight away after minor treatment
-  The accident was not caused by any hazards resulting from PB National Products Limited works (including subcontracted works) however; we are now taking greater precautions when working with plastic profiles.

5 July 2002. One reportable accident involving a person working on site fitting a conservatory.

- The accident took place at Towcester in Northampton
- The person sustained a head injury when a ladder fell onto his head when unloading a van
- The person required hospital treatment the following day and was informed by doctors he had concussion
- After several days rest the person was fit and able to return to work.
- The accident was not caused by any hazards resulting from PB National Products Limited works (including subcontracted works) however; we now take greater care to insure all ladders are securely fastened inside the vehicles at all times. As a result of this we are now putting greater emphasis on awareness of the hazards and risks generated by others within our company health and safety induction training.

8 July 2002. One reportable accident involving a person working inside the company warehouse/factory.

- The accident took place at PB National Products Ltd Head Office, inside the warehouse
- The person sustained a minor injury when their finger got caught on a window frame – a cut to the hand. This was an unavoidable accident but the person was back to work straight away after minor treatment to their hand
- The accident was not caused by any hazards resulting from PB National Products Limited works (including subcontracted works) however; we are now taking greater precautions when working with window frames and to maintain all areas are free of sharp edges.

23 October 2002. One reportable accident involving a person working on site fitting a conservatory.

- The accident took place at Calne, Wiltshire
- This person sustained injuries to both his shins from falling down a manhole that was covered but still broke
- The person involved required slight treatment and was back at work almost immediately.
- The accident was not caused by any hazards resulting from PB National Products Limited works (including subcontracted works) however; we are now putting greater emphasis on awareness of the hazards and risks generated by others within our company health and safety induction training.

12 February 2003. One reportable accident involving a person working on site fitting a conservatory.

- The accident took place at Ellsmere, Shropshire
- The person strained their groin when lifting a generator in a vehicle.
- Following medical advice the person involved took time off to rest but was back at work upon recovery
- The accident was not caused by any hazards resulting from PB National Products Limited works (including subcontracted works) however; we are now informing employees to take greater care when lifting and carrying objects and to also put a greater emphasis on awareness of the hazards and risks generated by others within our company health and safety induction training.

20 November 2003. One reportable accident involving a person working on site fitting a conservatory.

- The accident took place at a site in Sidmouth, Devon.
- The person involved slipped when trimming plastic and cut their leg with the knife
- The person was back to work straight away following minor treatment to the their leg

- The accident was not caused by any hazards resulting from PB National Products Limited works (including subcontracted works) however; we are now informing employees to take greater precautions when working with knives, especially when cutting objects.

27 September 2004. One reportable accident involving a person working inside the company warehouse/factory.

- The accident took place within the companies Head office inside the warehouse
- The person sustained an injury when cutting plastic upwards and a cut to their left wrist occurred
- Following medical attention the persons left wrist was strapped up and were advised to take time off work where they returned upon recovery
- The accident was not caused by any hazards resulting from PB National Products Limited works (including subcontracted works) however; we are now informing employees to take greater precautions when working with knives, especially when cutting objects.

27 March 2006. One reportable accident involving a person working on site fitting a conservatory.

- The accident occurred on site at The Grange Burridge.
- The installer involved was lifting roof glass and felt a sharp pain in shoulder and upper arm.
- The person was taken to A&E and suffered a torn muscle.
- The incident was reported to the Health & Safety Executive (HSE).
- This employee made a full recovery and was back at work within 3 months.
- We always inform employees to take greater care when lifting and carrying objects and to also put a greater emphasis on awareness of the hazards and risks generated by others within our company health and safety induction training.

Accident Frequency Rates - 2006:











Month	Man Hours	Reportable Accidents	AFR
January	1460	0	0.0
February	1460	0	0.0
March	1600	1	1.16
April	1600	0	0.0
May	1600	0	0.0
June	1600	0	0.0

Resources:

P B National Products Limited is committed to providing resources to enable the business to function efficiently and effectively.

A health & safety consultant is engaged to advise the business on its legal obligations and practical advice to put specific requirements into practice. Resources have been put into developing a 'Safety Management System' for the business to provide a specific framework for organising and arranging health and safety.

Resources will be made available to enable the requirements of the P B National Products Limited 'Safety Management System' to be met. These resources will include:

-  ensuring experienced and trained personnel
-  provision of personal protective equipment
-  tools, plant and equipment suitable for specific tasks and maintained
-  the provision of suitable access equipment
-  vehicles that are safe, reliable and maintained
-  telecommunications for all persons in a supervisory role
-  the development of safe systems of work
-  health and safety inspections
-  first aid arrangements
-  etc.