



CONTRACTOR INFORMATION PACK



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Email: info@pjaelectrics.co.uk – www.pjaelectrics.co.uk



Dear Sir/ Madam

May I kindly take this opportunity to introduce our Company to you. PJA Electrics Ltd is a family business and has been trading as Electrical Contractors for over 30 years. We cover a wide range of work ranging from Commercial work including 'New Builds' and Extensions, Domestic Maintenance as well as electrical enhancement and rewires, Fire Alarm Installations and Door Entry Systems. In addition we have engineers dedicated to Portable Appliance Testing and Electrical Installation Testing.

We are members of the NICEIC, ECA and Constructionline as approved contractors.

We are based in Redditch and have a team of excellent staff to assist us in the operations of the Company. Our fleet of company vans each carry a well-equipped stock of materials and if not accessible can be obtained promptly from local wholesalers.

Our business has been built over 30 years on our solid maintenance contracts and providing electrical support for many local authorities. Over the past years, we have worked for a number of Housing Associations including Bromford Housing Group, Rooftop Housing Association Ltd, Wyre Forest Community Housing and more. Other Clients include local Councils such as Worcestershire County Council working within their schools and Colleges and Redditch Borough Council carrying out general electrical maintenance and enhancement work on their housing stock.

My primary role within the Company is to assist the Managing Director in tendering for works and to ensure that contracts are run smoothly and keep all staff well informed of current regulations and up to date with regard to Health & Safety requirements.

Continued . . .



(2)

We have three core business teams; Electrical Installation, Testing and Inspection, and Electrical Maintenance. PJA Electrics also provide a very capable testing and inspection team, which covers void properties and mutual exchanges for many local authorities as well as a number of local estate agents.

We also carry out the PAT Testing (*Portable Appliance Testing*) for a number of local businesses and primarily a high number of schools and colleges in the area. Our Installation team works on a number of re-wires and new builds in addition to all sizes of electrical installations. Our Company also have engineers with a high degree of experience in computer room installations and maintenance. Finally, we offer a 24/7 emergency call out facility when required.

We would like to arrange a meeting with you to discuss contracts available for tender. Alternatively, if you would like to forward any projects to us, we would be more than happy to quote for the electrical works. You can also contact me via the office or email address which is info@pjaelectrics.co.uk

Thank you for your time in reading this letter and enclosed portfolio. If you require any further advice or information, please do not hesitate to contact me.

Yours sincerely
PJA ELECTRICS LTD

Michael Allcock
Managing Director
Enc.



QUALITY CONTROL PROCEDURES

QUALITY CONTROL

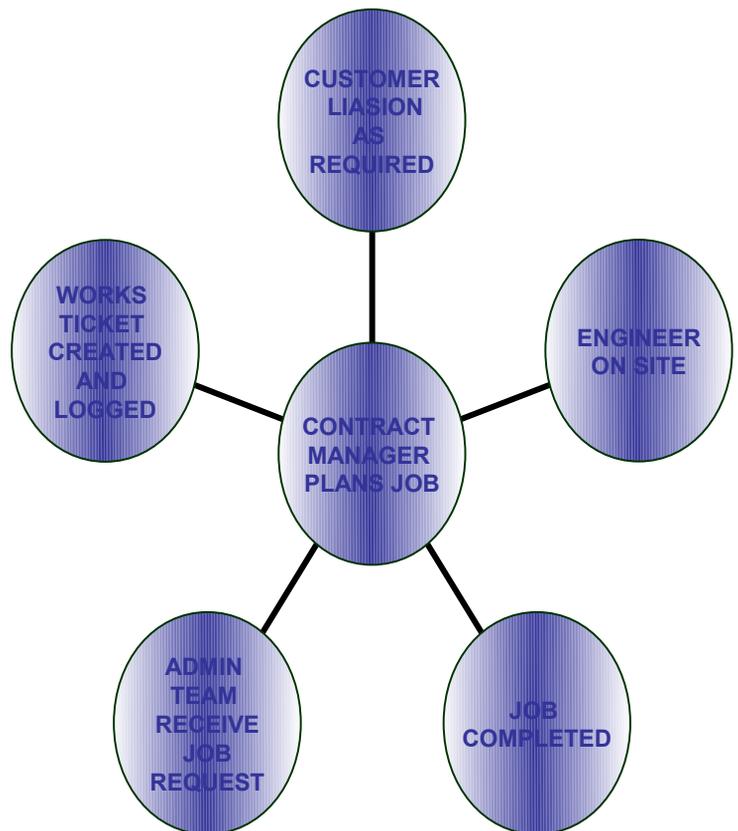
- PJA Electrics Ltd Contract manager to monitor engineer performance levels and service delivery.
- PJA Admin support team to monitor performance of all job request via a weekly job log report.
- PJA Admin support team to liaise with tenants/ customers on % completed works to ensure tenant satisfaction.

CONTROL/ INSPECTIONS

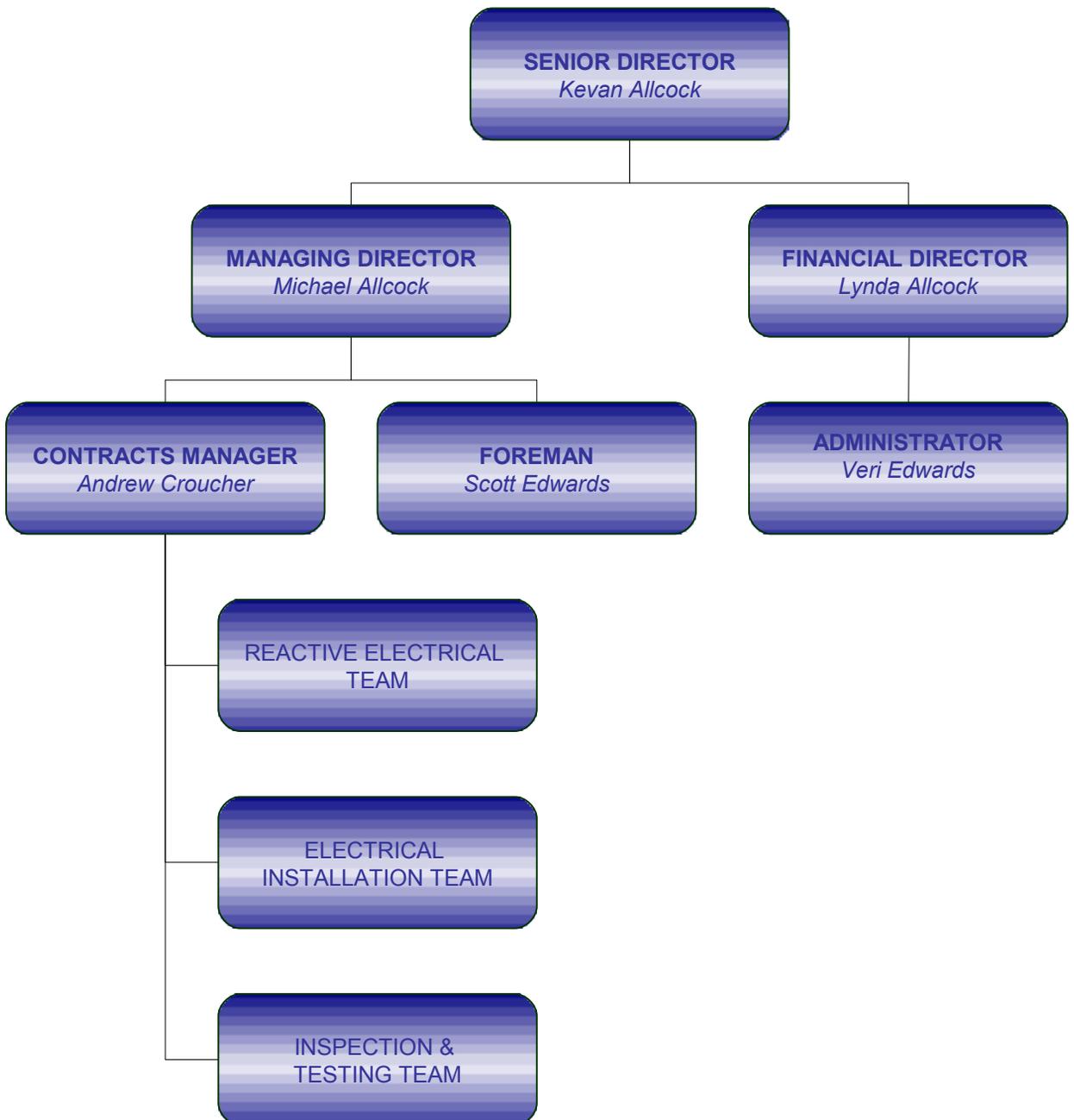
- PJA Electrics Ltd Contract manager to inspect % of completed works.
- Training days used to constantly improve PJA contract skill base & ensure constant Development
- Regular staff evaluation/ assessments to drive motivation.
- Engineers inspected on site.

ORGANISATION OF WORK FORCE.

- Job request received and logged by PJA Electrics admin support team.
- Job request becomes 'Live' via works in progress job log.
- Job request passed to contract manager for planned response.
- Contract manager plans and prioritise job request.
- Engineer skill selected and planned.
- Customer contacted as required to confirm access/ update.
- Engineer on Site.
- Job Completed
- PJA Admin team update all and close log.



MANAGEMENT STRUCTURE



PJA electrics Ltd

- Electrical Maintenance
- Electrical Installation
- Electrical Fixed Wire Testing
- Portable Appliance Testing
- Design & Build
- Rewires
- Lighting Upgrade
- Security Systems
- 24 Hour Call Out
- CCTV
- Fire Alarms Installations
- Door Entry System
- Hearing Loops
- Electrical Installtion Testing





**HEALTH
&
SAFETY PLAN**



HEALTH & SAFETY

General Health and Safety Policy

It is the policy of PJA Electrics Ltd to provide and maintain safe and healthy working conditions, equipment and safe systems of work for all their employees, and provide such information, training and supervision as they need for this purpose.

The allocation of duties for health, safety and welfare related matters and the particular arrangements which PJA will make to implement these duties are set out in this policy.

The company also accepts its responsibilities for the health and safety of others who may be affected by our undertakings.

This policy will be kept up to date as the business changes in its nature and size. To ensure this, the policy and the way in which it operates will be reviewed annually or sooner if the situation demands it.

All employees are required to comply with their duties within the policy and to co-operate with management on all health and safety matters.

Michael Allcock
Managing Director



HEALTH & SAFETY POLICY

The Company is committed to ensuring the health, safety and welfare of its employees and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety. It is the responsibility of each employee to familiarise themselves and comply with the Company's procedures and systems on health and safety.

While the Company will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well being of themselves or of any other person. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee's duty to report this as soon as possible to their line manager, their health and safety representative or the safety officer. Alternatively, an employee may, if they prefer, invoke the Company's formal grievance procedure or they may make a complaint under the Company's provisions on Disclosures in the Public Interest.

Disciplinary action under the Company's disciplinary procedure may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to potential gross misconduct rendering the employee liable to summary dismissal.

The Company will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses. The Company will pay particular attention to:

- maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work
- providing a safe means of access to and egress from the workplace
- the provision and maintenance of equipment and systems of work that are safe
- arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances

- the provision of such information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons.

The Company also recognises its duty to protect the health and safety of all visitors to the Company, including contractors and temporary workers, as well as any members of the public who might be affected by the Company's work operations.

Organisation

The Board of the Company (PJA Electrics Ltd) has overall responsibility for health and safety in the Company Michael Allcock (*Operations Director*) is the safety officer and has responsibility for overseeing, implementing and monitoring health and safety procedures in the Company and for reporting back to the Board on health and safety matters. The safety officer also conducts regular inspections of the workplace, maintains safety records and investigates and reports on accidents at work.

In addition, a number of employees have been delegated as health and safety representatives. Further details can be obtained from Scott Edwards (*Foreman*).

Training

Safety training is an integral part of an effective health and safety programme. It is essential that every employee is trained to perform their job safely. All employees will be trained in safe working practices and procedures. Training will include instruction on the safe use of any equipment provided.

Employees at special risk

The Company recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. The Company therefore requires that all employees advise their line manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

First aid and reporting accidents at work

First aid boxes are located at strategic points around the workplace. All employees will be shown the location of the nearest first aid box and will be given the names of the designated first aid personnel. This information is also displayed on works notice boards.

All injuries, however small, sustained by a person at work must be reported to their line manager or the safety officer and recorded in the accident book. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. The safety officer will inspect the accident book on a regular basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem.

Fire

Fire is a significant risk within the workplace. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire and they are under a duty to report immediately any fire, smoke or potential fire hazards, such as faulty electric cable or loose connections. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves. The safety officer is responsible for the maintenance and testing of fire alarms and fire fighting, prevention and detection equipment.

Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds or fire is discovered, it is the responsibility of any employee present to activate the alarm and evacuate the building. Fire extinguishers are also located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should activate the fire alarm and evacuate the building immediately.

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked or wedged open. Fire exits are also located at strategic points throughout the workplace. Fire exit doors and corridors must never be locked, blocked or used as storage space. All employees must ensure they are familiar with their evacuation route and designated assembly point in case of fire. Practice fire drills will be conducted on a regular basis to ensure employee familiarity with emergency evacuation procedures.

Emergency lighting has been installed in exit corridors and above emergency exit doors in case of power failure. Lifts also have emergency lighting installed although they should not be used in the case of an emergency evacuation.

Company safety rules

General

- all employees should be aware of and adhere to the Company's rules and procedures on health and safety
- all employees must immediately report any unsafe working practices or conditions to their line manager, their health and safety representative or to the safety officer. Horseplay, practical joking, running in the workplace, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden
- any person whose levels of alertness are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of any person
- employees must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties
- all waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other workers
- no employee should undertake a job which appears to be unsafe
- no employee should undertake a job until they have received adequate safety instruction and they are authorised to carry out the task
- all injuries must be reported to the employee's line manager or to the safety officer
- all materials must be properly and safely used and when not in use properly and safely secured
- work should be well-planned to avoid injuries in the handling of heavy materials and while using equipment
- employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and must immediately report any defects to their line manager or to the safety officer
- suitable clothing and footwear must be worn at all times. Personal protective equipment must be worn where appropriate
- work stations and work sites must be kept clean and tidy and any spillage must be cleaned up immediately
- employees should use handrails when going up and down stairs, should never read while walking, must close filing cabinet drawers when not in use and must keep all floor areas free of obstruction.

Access and egress

- walkways and passageways must be kept clear and free from obstructions at all times
- if a walkway or passageway becomes wet it should be clearly marked with warning signs and any liquid spilt on the floor should be wiped up immediately
- trailing cables should not be left in any passageway
- where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway
- where a passageway is being used by vehicles or other moving machinery, an alternative route should be used by pedestrians where possible. If no alternative route is available, the area must be clearly marked with warning signs.

Tools and equipment

- company machinery, tools and equipment are only to be used by qualified and authorised personnel
- it is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipments which are defective must be reported to a line manager or to the safety officer
- all tools must be properly and safely stored when not in use
- no tool should be used without the manufacturer's recommended shields, guards or attachments
- approved personal protective equipment must be properly used where appropriate
- persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their own or anyone else's safety
- employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Manual handling

- lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand

- the load to be lifted or moved must be inspected for sharp edges and wet patches
- when lifting or moving a load with sharp or splintered edges, gloves must be worn
- the route over which the load is to be lifted should be inspected to ensure it is free of obstructions
- employees should not attempt to lift or move a load which is too heavy to manage comfortably. Employees should ask for assistance if there is any danger of strain
- when lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back
- employees should not attempt to obtain items from shelves which are beyond their reach. A ladder or stepping stool should be used. Employees should not use chairs or any makeshift device for climbing and should never climb up the shelves themselves.

Michael Allcock
Managing Director



**METHOD STATEMENT
FOR
GENERAL WORKS**

1) Introduction

This method statement refers to the general electrical works.

2) General Safety

2.1) Main Hazards

- a) Slips, trips and falls
- b) Manual handling inclusive of pushing and pulling
- c) Electric shock/ burns
- d) Working at height

2.2) Precautions

- a) All plant and equipment to have valid certificates
- b) Only competent people to carry out works
- c) Adequate site supervision
- d) Ensure all mechanical/ electrical isolations

2.3) Safety Equipment

- a) Safety Harness
- b) Fall arrester
- c) Safety boots
- d) Overalls
- e) Gloves
- f) Barriers
- g) Goggles

2.4) Housekeeping

The person in charge of the work will be responsible for the housekeeping.
Duties will include:

- a) All materials and plant are in good condition
- b) All materials are stored in a tidy and safe manner
- c) Assistance of another person is available

3) Hazardous Substances

Where hazardous substances used in the maintenance tasks all information
to be submitted on a coshh sheet to site services.

4) Equipment

4.1) Tools

- a) Hand tools
- b) Battery operated tools if required

4.2) Materials

- a) Lubrication
- b) Cleaning rags

5) Programme

Determined by individual task requirements.

6) Duration

Determined by individual task requirements.

7) Access

The person in charge of the work will ensure that he and all operatives under his supervision are familiar with the correct access and procedures to the place of work and that all responsible site personnel are aware of proposed activities.

8) Personnel

Personnel working in conjunction with the project will observe the PJA Electrics Ltd requirements outlined in the Risk Assessment and conform to any customer minimum standards.

9) Method

- a) This task must be carried out with two operatives in attendance where required. One to carry out the task and the other to assist should the first person experience difficulties.
- b) Site induction
- c) Establish a clear/ safe working area
- d) Engineer to undertake task
- e) Commission & test all work
- f) Clear area
- g) Inform site services of completion of works

HEALTH & SAFETY RISK ASSESSMENT RECORD



Site/ premises: _____ Area/ Task: _____ Asset/ Job No: _____

Persons Affected

Employees <10/>10/None _____ Other workers <10/>10/None _____ Members of the Public <10/>10/None _____

****Ensure completion of all sections prior to commencement of task****

<p>Section 1</p> <p>Identify (ID) HAZARD and mark X Choose CONTROL from section 2 and mark number. If a CONTROL cannot be implemented mark X under RISK ALERT. Complete boxes provided for any additional hazards.</p>	<p>Section 2</p> <p>Choose a CONTROL to be implemented to eliminate or reduce. HAZARDS/ RISK mark X. If a HAZARD/ RISK remains unsafe raise RISK ALERT identify and explain Mark in section 1 and 2.</p>
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HAZARDS Section 1

Physical Injury Hazards	ID	CONTROL	R. ALERT
1 Mobile Plant			
2 Moving parts of a machine			
3 Moving objects			
4 Falls from heights			
5 Access equipment			
6 Slips, trips, falls & impacts			
7 Evacuations/ buried systems			
8 Pressurised systems			
9 Hbt work/ fire			
10 Explosion			
Manual Handling			
11 Manual handling injury			
Physical Agents			
12 Ionising radiation			
13 Laser/ Microwaves			
14 Ultraviolet, infra red			
15 Cold objects			
16 Hbt objects			
17 Temperature			
18 Noise/ vibration			

Hazardous Substances	ID	CONTROL	R. ALERT
19 Asbestos/ Chemicals			
20 Micro-Organisms			
21 Vermin/wells disease			
22 Fumes/ Gases/ Vapours			
Dust			
Miscellaneous			
23 Weather			
24 Lone Working			
25 Permit to Work			
26 Restricted Access			
27 Electrical shock/ burns			
28 Electrical Explosion			
29 Overhead cables			
30 Buried cables			
Any additional hazards to be identified			
31			
32			
33			
34			

HAZARDS CONTROLS Section 2

STANDARD	X
PERMIT TO WORK	
1 Confined Space	
2 Electrical High Voltage	
3 Hbt Working	
4 Pressure Systems	
SLIPS, TRIPS & FALLS	
5 Ensure portable lighting equipment installed	
6 Ensure cleanliness of working area	
7 Ensure correct signage is in place	
8 Ensure water/ Grease or any contamination of floor area is clear	
LONE WORKING	
9 Ensure communications are maintained for duration of task	
WORKING AT HEIGHT	
10 Two man operation required	
11 Ladders/ Steps/ Scaffolding are registered and compliant	
12 Training required, refer to risk alert	
13 Ensure isolation of area for operations	
MANUAL HANDLING	
14 Ensure use of Mechanical Assistance	
15 Ensure equipment is registered and compliant	
16 Two man operation required	
17 Training required, refer to risk alert	
18 Ensure transportation route is planned	
COSHH	
19 Ensure materials are on the COSHH register	
20 Ensure reference to COSHH Risk Assessment	
NOISE	
21 Implement controlled exposure isolate area for working	
PPE	
22 Ensure PPE is suitable and sufficient (Yes/ No)	
SEGREGATION	

SPECIFIC DISCIPLINE	X
ELECTRICAL CONTROLS	
28 Ensure identification of electrical supply HV/ LV	
29 Ensure electrical supply is isolated	
30 Ensure isolation - labelling signs are in place	
31 Ensure correct choice of tools are used for HV/LV work	
32 Ensure that a rubber mat is in position when carrying out the task	
33 Ensure test equipment is registered, calibrated and compliant	
34 When a portable appliance is used ensure a RCD is in place/ has been fitted	
MECHANICAL CONTROLS	
35 Ensure all mechanical isolations have been made	
36 Ensure electrical isolations have been made	
37 Ensure Guards on moving machinery are in place	
38 Temperature - exposure time controlled	
FABRIC CONTROLS	
39 Ensure materials used in fabrication are identified e.g. plastics, wood, MDF etc	
40 Ensure tasks are carried out in well ventilated areas where possible	
41 Where airborne particles are created ensure extraction is implemented	
42 When a portable appliance is used ensure a RCD is in place/ has been fitted	
43 Ensure hand tools, chisels, bolsters, hammers etc are in good condition	
44 Ensure bench tools are fitted with guards	
45 Ensure portable tools are in good condition and compliant	
RISK ALERT	NUMBER
46 Training is it required?	
47 Operational Hazard: identify and state!	



MANUAL HANDLING RISK ASSESSMENT

- 1 OPERATION COVERED: _____
- 2 LOCATIONS: _____
- 3 PERSONS AT RISK: _____
- 4 DATE: _____ ASSESSED BY: _____

RISK	YES	NO	RESULT
Significant risk of injury?			If no, assessment complete
Can the risk be avoided?			If yes, record details of procedures
Can the risk be reduced?			If yes, record method
Do staff require training?			If yes, identify the type and scope

ASSESSMENT TABLE HAZARD, TASK, ENVIRONMENT, PERSON AND MECHANICAL AIDS			YES √	NO √
THE LOAD				
Heavy				
Bulky or unwieldy				
Unstable/ unpredictable				
TASKS				
Holding loa away from the trunk				
Twisting - Stooping - Stretching				
Over Reaching Upwards				
Large vertical movement				
Long carrying distance				
Strenuous pushing pulling				
Repetitive handling				
Frequency rate imposed - No rest periods available				
WORKING ENVIRONMENT				
Physical constraints (restricted body movement)				
Poor access/ egress and or floor conditions (uneven, holed, steps)				
Heat, cold, humid conditions, strong winds				
Poor lighting				
THE PERSON				
Individuals limitations, height, bulk, ability, attitude				
Special training required				
MECHANICAL AIDS				
Lifts hoists or other aids available				
Training required				

7 FURTHER ACTION _____

8 SIGNED: _____ DATE: _____

NAME (PRINT): _____



HEALTH & SAFETY ACTIVE MONITORING & MANAGEMENT

SITE: CARLTON HOUSE

PERSON RESPONSIBLE: MRA

DATE: ___/___/___

FIRE AND EMERGENCY ARRANGEMENTS		YES	NO	N/A
1	Are fire appliances in their designated position, unobstructed and tested within the last 12 months?			
2	Are all fire doors and exit routes kept clear of obstructions?			
3	Has the fire alarm and emergency lighting been tested and recorded?			
4	Have all employees been instructed on the Organisation's fire procedure?			
5	Are fire doors unlocked when the premises are occupied?			
6	Has a fire evacuation drill been undertaken and recorded within the last twelve months?			
POSTERS ETC.				
7	Is a current Health and Safety Law Poster filled-in and displayed?			
8	Is a current Employer's Liability Certificate displayed and in date?			
ELECTRICITY				
9	Have visual inspections been undertaken on portable electrical appliances within the past three months?			
10	Has all portable electrical equipment been PAT tested within the last year?			
11	Has a qualified electrical engineer certified the mains electrical installations within the last five years?			
ACCIDENT REPORTING & FIRST AID				
12	Is the Accident book available to all staff?			
13	For the past 3 months, have all accidents, dangerous occurrences and near misses been investigated, documented and the reports forwarded to the Operations Department?			
14	Are First Aiders certificates still current and with at least six months to run (Book refresher training before expiry of current certificates)			
15	Is the displayed First Aid Information Notice up-to-date.			
RISK ASSESSMENT AND ALERTS				
16	Have all Risk Alerts been fully investigated and actioned, including forwarding the details to the HR Department.			
17	Are all mobile enginners carrying copies of the Employee Handbook including Generic Risk Assessments.			
COSHH				
18	Have all substances in use been COSHH assessed using the SYPOL procedure and do employees have copies of the assessments?			
PPE				
19	Have all employees been provided with suitable Personal Protective Equipment (PPE) and instructed on its use?			
20	When PPE has been provided, are individual records kept up-to-date?			



POLICIES



CUSTOMER CARE CODE

We promise to:

- treat you in a courteous and professional manner
- respect your home and your privacy
- keep your personal details confidential
- strive to ensure that no individual or group is disadvantaged because of their age, gender, sexual orientation, race, culture or ability
- treat you fairly and to give you written details of your rights of appeal if you disagree with a decision we make
- investigate all complaints and respond within ten working days
- respond to all correspondence within ten working days

We expect you to:

- treat staff with courtesy at all times
- not make personal attacks on, or abusive comments to, staff

By treating each other with mutual respect we can work together to ensure that you receive the best service possible.

Equality

- we understand that people are different. We make sure that you are treated as an individual and do everything we can to meet your needs.
- You can expect fair treatment from all our staff regardless of your age, race, sex, disability, religion or sexual orientation.
- We will do everything in our power to ensure that discrimination does not take place and you are encouraged to report any incident to us
- we will use plain English in our letters ..
- We can provide an interpreter to help.
- Via a translation service information material can be translated on request.
- where you are the victim of harrassment a we will do everything we can to assist you.
- you have the right to see information that we hold about you.



EQUAL OPPORTUNITY POLICY

We are committed to the principal of equal opportunity in employment.

Our employment policies for recruitment; selection; training; development and promotion are designed to ensure that all job applicants or employees receive equal treatment and no barriers are placed in their way due to race; colour; nationality; ethnic or national origin; disability; age; trade union membership or non-membership; sex or marital status.

We seek to ensure that individuals are selected, promoted and treated on the basis of their relevant aptitudes, skills and abilities.

Our Management are aware that they have responsibility for the successful application of this policy by not discriminating in the course of their employment against fellow employees or job applicants and by encouraging all employees to treat their fellow employees as equals.

Employees are aware that they have the responsibility to ensure that they assist in implementation of this policy by not discriminating in the course of their employment against fellow employees; customers; suppliers or members of the public with whom contact is made. All employees are responsible for reporting to their Manager any discriminatory action that they may witness.

We realize that to make the policy work requires more than this formal statement, the policy will help to create the necessary conditions for success but it is for each employee to make their own contribution.

The consistent application and effectiveness of this policy is monitored and reviewed and overall responsibility for its implementation rests with Kevan Allcock, Managing Director.

Employees who consider that they are a victim of unlawful discrimination may raise the issue through the grievance procedure.



ENVIRONMENTAL POLICY

1. Assess, control and where possible reduce the impact or potential impact of our activities on the local and general environment, in co-operation with the appropriate public authorities.
2. Continually improve our environmental performance.
3. Set achievable objectives and targets, inform our employees of these and make them available to interested parties upon request.
4. Reduce our consumption of resources (materials, fuel and energy) and our production of waste and emissions.
5. Ensure unavoidable waste is where possible re-used, re-cycled or disposed of in an environmentally responsible manner.
6. Ensure we comply with, and exceed where practicable, all relevant environmental legislation.
7. Operate an Environmental Management System, which meets the requirements of BS EN ISO 14001.
8. Ensure that our management systems are able to detect and where possible prevent pollution through accidental emissions or discharges.
9. Maintain systems, including regular audits to detect deviations from stated policy, objectives or targets and to ensure a response with the appropriate corrective action.
10. Reduce the environmental effects of material sourcing by assessing the environmental performance of our suppliers.
11. Ensure that all employees and sub-contractors working on site act in accordance with this Policy and our Environmental Management System.
12. Promote environmental awareness to our employees and customers in relation to our business and products.