

The Following is to be used to answer questions found on most Supplier Vendor Questionnaire:  
 SIG Offsite –

**Company Details:**

Q1: Please provide company details	
Trading Name.	SIG PLC
Address.	ADDSETTS HOUSE, 16 EUROPA WAY, SHEFFIELD, S9 1XH
Telephone No.	0114 2856300
Email.	info@sigplc.co.uk
Website.	www.sigplc.com
Company Formed.	1957
VAT No.	487 0173 33
Registration No.	01451007
Bank Name.	Nat West
Sort Code.	56-00-09
Account No.	01845519
Products and / or Services Provided.	SPECIALIST INSULATION DISTRIBUTOR

**Insurance:**

Q1: Please provide your insurance details				
	Insurer	Policy No:	Limit of Indemnity	Expiry Date
Employers Liability	Chubb European Group SE	UKCAND31328	£25,000,000	28 February 2022
Public Liability	Chubb European Group SE	UKCAND31328	£15,000,000	28 February 2022
Product Liability	Chubb European Group SE	UKCAND31328	£15,000,000	28 February 2022
Fleet	Chubb European Group SE	UKAUND31249	£20,000,000	28 February 2022

**Health & Safety:**

<b>Q2. Does your company participate in CHAS or any other SSIP Scheme?</b>
Yes, we Participate in Chas. Certificate expires 19/10/2021
<b>Q3. If you employ more than 5 employees does your company have a written Health &amp; Safety Policy (if yes, please provide a copy)</b>
Yes
<b>Q4. Does your company have ISO 45001:2018 certification? (if yes provide a copy)</b>
Yes
<b>Q5. Who is it certified by?</b>
Intertek



# ZERO HARM

SIG HEALTH, SAFETY & ENVIRONMENT

<b>Q6. When were you first certified?</b>
2006
<b>Q7. When does your certificate expire?</b>
April 2024
<b>Q8. When was your Health &amp; Safety Policy last reviewed?</b>
June 2020
<b>Q9. Who has overall responsibility for Health &amp; Safety matters?</b>
Kevin Moore – Group Health, Safety & Environmental Manager
<b>Q10. What are their qualifications?</b>
NEBOSH General Certificate
<b>Q11. Who has day-to-day responsibility?</b>
Branch Managers are responsible for the day-to-day health and safety within their sites.
<b>Q12. Do you have a Drugs and Alcohol Policy?</b>
Yes

## Accident Reporting:

<b>Q13. Describe your procedures for recording and investigating accidents &amp; incidents?</b>					
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.					
<b>Q14. Please provide details of the number of HSE Reportable Accidents your company has had in the past 3 years</b>					
	<b>Fatality</b>	<b>Major</b>	<b>&gt;3 Day</b>	<b>&gt;7 Day</b>	
<b>2020</b>	0	3	2	11	
<b>2019</b>	0	7	16	12	
<b>2018</b>	0	7	12	18	
<b>Q15. Please provide the Rates for:</b>					
	<b>Average Number of Employees</b>	<b>Accident Incident Rate RIDDOR Per 1000 Employees</b>	<b>Accident Frequency Rate RIDDOR Per 100,000 Hours Worked</b>	<b>Accident Frequency Rate All Lost Time Per 100,000 Hours Worked</b>	
<b>2020</b>	3000+	2403	4.58	0.25	
<b>2019</b>	3000+	2920	4.10	0.22	
<b>2018</b>	3000+	3658	4.92	0.28	

## Health & Safety Training:

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

Yes: All new staff also 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' and Work at Height'.

## 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.

## Environmental Management:

### **Q18. Does your company have a written Environmental Policy?**

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

### **Q19. Does your company have ISO 14001:2015 certification?**

Yes

### **Q20. Who is it certified by?**

Intertek

### **Q21. When were you first certified?**

2006

### **Q22. When does your certificate expire?**

April 2024

### **Q23. When was your Environmental System last reviewed?**

June 2020

### **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.

**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
2020	0	0	0
2019	0	0	0
2018	0	0	0

**Q28. Please Give Details**

Level	Number	Date	Year	Division	Subject

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

	Prosecution	Prohibition	Improvement
2020	0	0	0
2019	0	0	0
2018	0	0	0

**Q30. Please Give Details**

Level	Number	Date	Year	Division	Subject