

## Health and safety product

<b>Work Categories:</b>	<b>Curtain Walling / Cladding</b> , Cladding, Cladding (Commercial), Curtain Walling / Cladding <b>General Building Maintenance</b> , General Building Maintenance  <b>Painting &amp; Decorating</b> , Painting & Decorating <b>Principal Contractor</b> , Principal Contractor <b>Refurbishment</b> , Interior Refurbishment <b>Roofing Contractor</b> , Asbestos Roofs - Cleaning / Maintenance / Repair, Cut Edge Corrosion Treatment, Flashing, Guttering and Rainwater Systems, Flat Roofs, Industrial Roofing, Pitched Roofs, Roof Waterproofing, Roofing Contractor  <b>Scaffolding Contractor</b> , Scaffolding, Scaffolding Contractor
<b>Industry Roles:</b>	Construction Contractor, Principal Contractor
<b>Category Related</b>	Fixed Scaffolds, Hot Works, Inhalation of Dust, Fibres and Fumes, Ladders / Step Ladders, MEWPs, Selection & Control of Subcontractors, Working at Height, Working on Roofs, Working with Chemicals and Hazardous substances

### Questions

## Section: Health and safety

### Sub Section: Health and safety management

- Q. Please confirm the number of direct employees employed by the company.
- A. 67
- Q. Please provide your full health and safety policy (or safety statement if you are based in the Republic of Ireland). This should be signed and dated within the last 12 months.
- A. Integrated Health Safety Quality and Environmental Policy2023.pdf  
IntegratedHealthSafetyQualityandEnvironmentalPolicy2024.pdf  
Starfish Arrangements for Health and Safety Update 2024.pdf  
ketley house CPP.pdf
- Q. Please provide Name & Role of the person responsible for H&S within the company.
- A. Name: Thomas Cadden. Position: Director, SHEQ
- Q. Do you use the services of a health and safety consultancy to support your organisation with your H&S requirements?
- A. No
- Q. Please provide evidence that you have used the services of your named consultant within the last 12 months
- A. No Answer
- Q. Please provide evidence of their health and safety qualifications or relevant experience.
- A. Tommy Cadden SHEQ Director CV.pdf  
Tommy Cadden Tech Iosh- 14-8-23.pdf  
Tommy Cadden Nebosh Certificate.pdf

## Section: Health and safety

### Sub Section: Health and safety management

- Q. Please provide a brief explanation of the advice given to you by this person or organisation within the last 12 months.
- A. We have a weekly Operations Meeting at which Tommy gives an overview of the weekly audit (site inspections) results, actions closed and outstanding, any red / green cards, Toolbox Talks, Training completed or required, Accidents and Incidents / Environmental Updates and any other business. He will also issue SHEQ alerts as required - driven by internal changes or legislative.
- Q. Please provide evidence that you have discussed health and safety with your employees within the last 12 months.
- A. Weekly HSQE KPI's WE 5.5.23.pdf  
Weekly HSQE KPI's WE 25.11.22.pdf  
HSQE Weekly Report WE 10.5.24.pdf  
Toolbox Talk April 24.pdf  
Toolbox Talk Manual Handling.pdf  
Alert\_ Absence Procedure.msg
- Q. Please provide evidence of site inspections/audits dated within the last 12 months.
- A. STAR92022-PEEL\_PORTS\_LIVERPOOL\_SHED\_1-22-STARFISH\_SITE\_SAFETY\_INSPECTION-2023-03-09.pdf  
STAR92091-MULBERRY\_STEPNEY\_GREEN\_MAIN\_HALL-22-STARFISH\_SITE\_SAFETY\_INSPECTION-2024-05-30.pdf
- Q. Please provide your work equipment maintenance records for the last 12 months.
- A. \_6\_Monthly\_Harness\_Inspection GSH (1).doc  
\_6\_Monthly\_Rope-Lanyard\_Inspection LLM.doc  
\_6\_Monthly\_Harness\_Inspection HLM.doc  
Daily Harness Inspection Jan 2024.pdf  
Speedy Hire Invoice.pdf  
Speedy Toilet Service Invoice.pdf
- Q. Please provide an explanation of how you discuss health and safety issues with clients, contractors or other trades before starting work.
- A. It is the company's policy to ensure that all employees are provided with adequate training as necessary to ensure both their competency and health and safety. Upon joining the company, each new employee will be provided with a personal induction programme, tailored to their role and they will be allotted time slots with various members of the business over the first few weeks. They will also receive an 'Arrangements for Safety' booklet which covers all aspects and is re-issued to staff as and when revisions are made.

Regular updates are issued by our Managing Director and Associate Director of SHEQ and also Site Foremen will carry out Toolbox Talks and regular training.

All site staff (including subcontract) will also be given a Site Specific Induction and copy of the RAM's / CPP for any particular project. The KPI's will be monitored, tracked, investigated and communicated. These will also be issued to the client. Any training needs will be identified and where gaps arise, close supervision will be given.

- Q. Please provide copies of site specific risk assessments and method statements (RAMS) dated within the last 12 months for each of the following work categories: Curtain Walling / Cladding, General Building Maintenance, Painting & Decorating, Principal Contractor, Refurbishment, Roofing Contractor, Scaffolding Contractor
- A. Ketley House RAMS.pdf  
Unit 5 Phoenix Retail Park RAMS REV1.pdf  
RAF Kinloss RAMS.pdf  
NBD W7 & W9 RAMS.pdf  
cvs vets livingston RAMS.pdf  
Ketley House London RAMS.pdf  
waitrose wymondham scaffold RAMS.pdf

## Section: Health and safety

### Sub Section: Health and safety management

HEINEKEN BUILDINGS 18 & 19 Asbestos Roof RAMS.pdf  
RAF Lossiemouth Building BFI 8 SCAFFOLD RAMS.pdf  
Unit 5 Phoenix Retail Park RAMS.pdf

- Q. Do you have a drug and alcohol policy?
- A. Yes
- Q. Please provide a copy of your Drug and Alcohol Policy
- A. Alcohol & Drugs Policy 2021.pdf  
Alcohol-Drugs-Policy-2022.pdf  
AlcoholandDrugsMisusePolicy2023.pdf  
AlcoholDrugsMisusePolicy2024.pdf
- Q. Do you have a policy or procedure in place to manage occupational health issues including mental health and fatigue?
- A. Yes
- Q. Please provide a copy of your policy or procedure in place to manage occupational health issues including mental health and fatigue
- A. Wellbeing-Mental-Health-Policy-2022.pdf  
WellbeingMentalHealthPolicy2023.pdf  
WellbeingMentalHealthPolicy2024.pdf
- Q. Do you have a policy or programme in place that covers behavioural safety?
- A. No
- Q. Does your organisation hold membership of any fleet operations operations / management scheme e.g. FORS
- A. Not Applicable

### Sub Section: Enforcement action and accidents

- Q. Has your company name changed within the last 5 years?
- A. No
- Q. Please confirm if you have received any form of enforcement action from the Health and Safety Executive (HSE) or the Health and Safety Authority in the last 5 years.
- A. No

- Q. How many of the following accidents and incidents of work-related ill-health have occurred in the past 3 years?

Year	Minor injuries	Reportable	Fatalities	Work Related Ill Health
2024	0	0	0	0
2023	0	0	0	0
2022	7	0	0	0

- Q. Please provide brief details of your last two work related accidents and any fatal accidents that have occurred. This must include their outcomes and any preventative measures implemented.

A. Nil Fatal accidents

Incident 1 - Object falling from height - risk to public and others. Suggested Controls: Risk of objects falling from height poses a danger to the public and others. Recommended controls: Implement walkways, exclusion zones, debris netting, and safe edge barriers. Minimize storage on scaffolding and clear waste daily. Use tethers for tools to prevent accidental drops. Conduct training sessions to raise awareness.

Incident 2 - Scaffolding boards blew off due to unsecured battens on a systems scaffold during high winds. Lesson learned: All boards must be secured against wind using proprietary products or lashing. Users should ensure the system meets their requirements. Small diameter ropes can effectively secure boards by passing over and between each board. Proper installation is crucial to maintain stability and prevent tripping hazards. Conduct training sessions to raise awareness.

## Sub Section: Qualifications and training

- Q. Please provide a copy of your current training matrix or a list of employees.
- A. Skills Matrix 2024.pdf  
LIVE TRAINING MATRIX.xlsx
- Q. Please provide evidence of Asbestos Awareness training that has been completed within the previous 24 months.
- A. A Paterson - Asbestos Awareness exp 290425.pdf  
Asbestos Training Limited Certification - Christopher Nicol.pdf  
David O'Rourke 121224.pdf
- Q. Please provide examples of in-date SMSTS certificates or equivalent training for site managers.
- A. J Sheridan SMSTS 301126.pdf  
Adam Denton-Beaumont SMSTS.pdf  
2123847\_BradleyKafourous-Smith\_3.pdf  
D Wood SMSTS - 311028.pdf
- Q. Please provide examples of the trade specific or academic qualifications held by your employees for the work categories selected: Curtain Walling / Cladding, General Building Maintenance, Painting & Decorating, Principal Contractor, Refurbishment, Roofing Contractor, Scaffolding Contractor
- A. Paul Lyons Single Ply Roofing.pdf  
J Rielly SVQ Building and Civil Engineering.jpg  
Sean Noone SVQ 2 in cladding.pdf  
svq.pdf  
Dominic Jessimer Degree.pdf  
D Sloan - 2 day inspection course.pdf  
d sloan cisrs wah.pdf  
J McNicol CSCS - Dec 2025.jpg  
A WALLIS CERT.jpg  
Paul Lyons Sika Coating Training.pdf  
BACK OF CSCS & IPAF.pdf  
D HUNTER CSCS & IPAF.pdf  
G Simpson - CISRS 0726.pdf  
I Kennedy - CISRS 0726.pdf  
D Sloan CISRS Aug 2027 Scaffold Supervisor.pdf  
D Wood - NVQ Level 6.pdf  
A Brown NVQ Level 6.pdf  
A Paterson - Asbestos Awareness exp 290425.pdf  
D McFall SVQ.jpg  
Roof Slating & Tiling Level 2.jpg  
Josh Fields Level 2 Modern Apprenticeship.pdf  
Alex Paterson Sika Coating Training.pdf  
Rainscreen Cladding CPD.pdf  
David Hunter - Non Licence 231124.pdf
- Q. Please provide examples of training/refresher training undertaken in the last 12 months.
- A. A Paterson - Asbestos Awareness exp 290425.pdf  
TMSDelegatePassedCertificate.pdf  
TMSDelegatePassedCertificate.pdf  
R McLEAN CERT.pdf  
D Quinn Counter Balance 120325.pdf  
D Hunter - Safety Harness 211226.pdf
- Q. In the box below please outline the approximated number of your construction based workforce whom hold a CSCS or CSCS partnership Card - If no cards are held please provide a brief explanation why it has been deemed not applicable to your business.
- A. 100%

### Sub Section: Selection and control of contractors

- Q. Please confirm the number of other companies you use as subcontractors.
- A. 19
- Q. Please provide a completed example of a subcontractor health and safety assessment that has been carried out in the last 12 months.
- A. HUDSON LIFTING GEAR .pdf
- Q. Please provide evidence of how subcontractors are monitored whilst on site. This evidence should be dated within the last 12 months.
- A. toolbox talk record.jpeg  
Starfish Safety Induction St Georges Island Rev 5 -03.01.24.pdf  
STAR92115-QUEEN\_VICTORIA\_SCHOOL-DUNBLANE-1-SUB-CONTRACTOR\_REVIEW-2024-07-26.pdf  
STAR92115-QUEEN\_VICTORIA\_SCHOOL-DUNBLANE-5-STARFISH\_SITE\_SAFETY\_INSPECTION-2024-07-26.pdf
- Q. If your subcontractors are allowed to use other contractors to complete work on your projects, please explain how you monitor and manage these arrangements.
- A. We would have them complete our F18 Supplier Questionnaire and they would be monitored daily but the Site Foreman and also included in our at least weekly Site Audits by the Project Manager. The Supplier Questionnaires are also monitored for expiring insurances / credentials.

### Sub Section: Industry specific health and safety requirements

- Q. IPAF or equivalent certificates for operating Mobile Elevated Work Platforms
- A. p lyons.ipaf.pdf  
APATERSON IPAF 310827.pdf  
P Lyons Forklift Card.pdf  
D Quinn Counter Balance 120325.pdf
- Q. Precautions whilst undertaking hot works
- A. F15.09\_-\_Hot\_Work\_Permit2024.pdf  
RAF Kinloss RAMS.pdf
- Q. Precautions for the safe use of ladders / step ladders
- A. F17.11 - Ladder Inspection.pdf  
Starfish Arrangements for Health and Safety Update 2024.pdf
- Q. Precautions for the safe erection and use of scaffolds
- A. F17.34a Scaffolding Check list.pdf  
HEINEKEN BUILDINGS 18 & 19 Asbestos Roof RAMS.pdf  
RAF Lossiemouth Building BFI 8 SCAFFOLD RAMS.pdf
- Q. Precautions for the safe use of mobile elevated work platforms
- A. F17.33 Daily Mewp Checklist.pdf  
F17.33-Daily\_MEWP\_Checklist.pdf
- Q. Precautions for working safely on roofs
- A. Safe Access & Roof Work.pdf  
RAF Kinloss RAMS.pdf
- Q. Please provide a completed copy of a Construction Phase Plan or Health and Safety Plan (if ROI has been selected) for a project undertaken within the last 12 months
- A. North British Distillers Warehouse 2 DRAFT CPP.pdf  
CPP - Ketley House.pdf  
ketley house CPP.pdf
- Q. Examples of RPE maintenance / issue records dated within the last 12 months.
- A. C1023 - RPE Daily & Monthly.pdf  
S Campbell Face fits Full and Half Mask exp 26 7 25.pdf

## Sub Section: Industry specific health and safety requirements

- Q. Examples of completed fall arrest / restraint equipment issue / inspection records from within the last 12 months
- A. [\\_6\\_Monthly\\_Rope-Lanyard\\_Inspection L69.pdf](#)  
[\\_6\\_Monthly\\_Harness\\_Inspection H69.pdf](#)
- Q. Please provide examples of completed COSHH or Chemical Risk Assessments for the chemicals or hazardous substances used by your business
- A. [Anti-slip decking stain COSHH Assessment.pdf](#)  
[Butyl Tape \(SC-BUT-01\) COSHH Assessment.pdf](#)

## Section: Insurances

- Q. Do you hold Employers Liability Insurance?
- A. Yes
- Q. Employers Liability Insurance Expiry Date
- A. 04/07/2025
- Q. Employers Liability Insurance Cover Amount
- A. £10000000
- Q. Do you hold Public Liability Insurance?
- A. Yes
- Q. Public Liability Insurance Expiry Date
- A. 04/07/2025
- Q. Public Liability Insurance Cover Amount
- A. £15000000
- Q. Do you hold Product Liability Insurance?
- A. Yes
- Q. Product Liability Insurance Expiry Date
- A. 04/07/2025
- Q. Product Liability Insurance Cover Amount
- A. £15000000
- Q. Do you work at Airports?
- A. No
- Q. Please upload your current insurance schedule / summary of cover
- A. [Starfish 9 Ltd - All Insurances 2023-24.pdf](#)  
[Starfish 9 Ltd - TWIMC - including Use of Heat and no Height Limit exp 040725.pdf](#)