



**Painters & Decorators Limited**



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# 1. Company History

Ads Painters & Decorators have been trading since May 1999 with a projected turnover of £3million for 2009.

ADS is one of London's leading painting and decorating contractors - having successfully completed a wide range of works including new builds, refurbishments and fit out projects for leading regional and national construction companies.

Companies that ADS are currently working for or have recently completed works for include:

- Overbury PLC
- Berkeley Homes
- St James Group
- Apex Contractors
- KCEfm Limited
- Skansen Interiors
- Vivid Interiors
- Tudorvale Properties
- Hannaford

ADS Painters & Decorators are a well established company. The core management and tradesmen having developed a wealth of experience over the previous 15 years.

We are committed to the provision of, and adoption of, safe working practices, working closely with our customers to satisfy fully our Health & Safety, environmental and sustainability obligations.

We employ a safety advisory company, The Health & Safety People Limited, who undertake regular site visits to ensure that we maintain our health & safety obligations.

We hold the following:

- CIS6 tax certificate
- Company National insurance number
- £10million Employers Liability insurance
- £5 million Public Liability insurance
- £5 million Product Liability insurance
- £250k contract works insurance



## 2. Company Structure

### Personal Profiles



**Andrew Squibb**  
*Managing Director*

MD Andrew Squibb established the company in 1999 after having previously spent 10 years as joint owner of another London based decorating contractor. He has gained considerable experience in the industry working largely at director level on projects throughout London and south east England.

*Email: [andy@adsdecorators.co.uk](mailto:andy@adsdecorators.co.uk) Mobile: 07767 308389*

**Mandy Squibb**  
*Company Secretary*

Mandy oversees the company's regulatory and compliance procedures relating to all areas of the business. She also manages / oversees the core administrative processes: staff administration, job bookings, wages and ordering.

*Email: [mandy@adsdecorators.co.uk](mailto:mandy@adsdecorators.co.uk) Office Tel: 01708 370080*



**Martin Bridger**  
*Quantity Surveyor*

Martin undertakes all commercial elements of the business including estimating and quantity surveying and reports directly to the MD. He has worked for Andrew Squibb throughout his career both at ADS and his previous company.

*Email: [martin@adsdecorators.co.uk](mailto:martin@adsdecorators.co.uk) Mobile: 07788 420673*



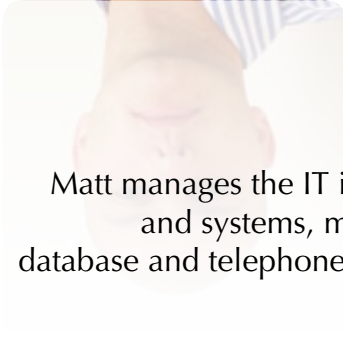
## Personal Profiles



**Ryan Squibb**  
*Contracts Manager*

Ryan has progressed to contracts manager level having started as an apprentice working on site, studying at college and working alongside previous contracts managers. He works closely with the management team and clients whilst co-ordinating workload with site based supervisors, foremen and operatives.

*Email: [ryan@adsdecorators.co.uk](mailto:ryan@adsdecorators.co.uk) Mobile: 07835 566000*



**Matt Bridger**  
*IT Manager / Administration*

Matt manages the IT infrastructure for ADS: the office network and systems, mobile connectivity, website and business database and telephone systems. He also supports general office operations, as required.

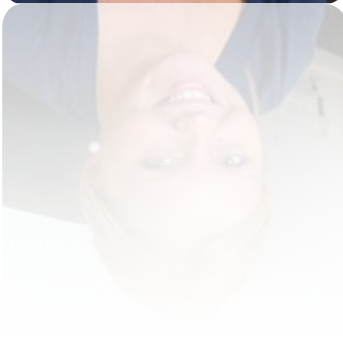
*Email: [matt@adsdecorators.co.uk](mailto:matt@adsdecorators.co.uk) Mobile: 07947 665721*



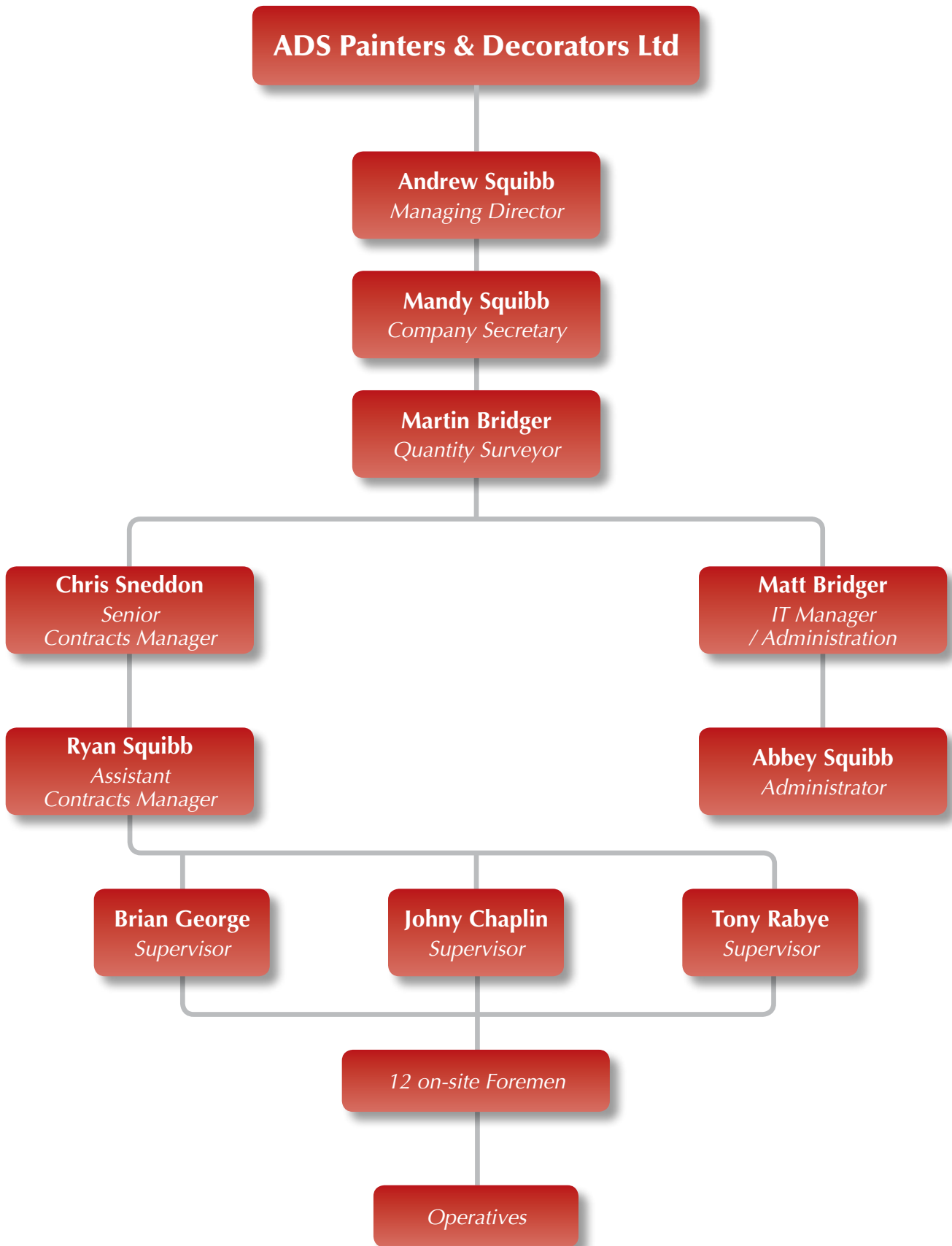
**Abbey Squibb**  
*Administrator*

Abbey undertakes the day-to-day administrative operations of the business: managing the job bookings, job costings, wages, purchase ordering and also dealing with general enquiries.

*Email: [abbey@adsdecorators.co.uk](mailto:abbey@adsdecorators.co.uk) Office Tel: 01708 370080*



# Staff Organizational Chart



## 3. Project Delivery

ADS provide a professional and committed service with the experience and ability to undertake large scale works.

### Types of Work Undertaken

We undertake:

- Specialist paint spraying
- Wall coverings
- Wide vinyls
- Standard English and hand print papers
- Polishing
- Associated repairs for redecorations

### Industry Guidelines and Professional Practices

ADS Painters & Decorators stringently adopt and follow industry guidelines and professional practices.

### Fully Trained Staff

Staff are fully trained to undertake appropriate tasks; regular risk assessments and tool box talks undertaken; COSHH guidelines stringently enforced.

### Social Impact

ADS is committed to providing a positive social impact - striving to be a role model and build partnerships founded on trust and mutual advantage, within the communities in which we operate and the company strives to be transparent - communicating openly and actively and encouraging dialogue on all issues relevant to this policy.

### Project Tenders

We welcome the opportunity of tendering for projects on either a site visit, specification and drawing or from bills of quantities basis.



## 4. Project Examples

ADS are currently working on a wide-range of projects (over 50 projects were undertaken during 2008).

Recent and past projects include:

- DEFRA, Nobel House, London, SW1, for Overbury PLC
- Chelsea Football Club Close Season Works 2005 for Overbury PLC
- Blocks 36 & 49, Royal Arsenal Woolwich for Berkeley Homes
- Mark Mason's Hall, St James Street, London, SW1 for Kajima
- Aragon Towers, Deptford, London, SE8 for Apex Contractors
- Ordell Road, Bow, London, E3 for Denne Construction
- The Belgium Embassy, London
- Adelaide House
- Aldenmanbury Square
- BDO, 55 Baker Street
- International Maritime Organization
- M&G Investments, Governor House
- Moor House
- Battersea Kingsway College
- Hammersmith Pump House



Woolwich Arsenal



Aragon Towers



BDO



## 5. Health & Safety Policy

ADS Painters & Decorators Limited is committed to following robust Health and Safety practices.

Health and safety at ADS comes first. We continually work to ensure all our obligations under Health and Safety regulations are met or exceeded.

Fully trained and qualified staff; regular risk assessments and tool box talks; COSHH guidelines stringently enforced.

Our Health and Safety Policy follows:

### HEALTH AND SAFETY POLICY

# A D S Painters and Decorators Limited

65 Athelstan Road  
Harold Wood  
Essex  
RM3 0QD

Tel: 01708 370 080  
Fax: 01708 457 715  
Email: [enquiries@adsdecorators.co.uk](mailto:enquiries@adsdecorators.co.uk)

PREPARED BY



16a Market Square, Sandy, Bedfordshire SG19 1HU  
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email: [enquiries@thsp.co.uk](mailto:enquiries@thsp.co.uk)  
web: [www.thsp.co.uk](http://www.thsp.co.uk)

## **COMPLIANCE REVIEW**

A D S Painters and Decorators Limited's health and safety policy shall be formally reviewed annually by The Health and Safety People Limited for as long as this company retains their services. This review shall cover all sections of the policy and shall ensure that:

- a) The responsibilities reflect the current staffing of the company.
- b) The arrangements remain unchanged.
- c) The guidance is still applicable.

Additionally, the policy shall be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

## **SAFETY PROGRAMME**

The Health and Safety People Limited shall undertake an annual review of the company's safety programme to ensure that the company is in compliance with the policy. This review shall check that:

1. All the responsibilities allocated in the policy are understood and are being performed.
2. The arrangements set up in the policy are being complied with and remain effective.
3. Records, as required in the policy, are being adequately compiled and retained.
4. All the necessary reports are being prepared and forwarded to the relevant persons within the company and the relevant enforcing authorities.

They will also evaluate:

1. The attitude to health and safety of both management and employees.
2. The effectiveness of the training carried out and the requirements for further training.
3. The effectiveness of the policy to reduce the incidence of accidents, incidents, dangerous occurrences and ill health in the workplace.

The results of the review shall be compiled into a report for the Managing Director and shall include recommendations of the action to be taken to rectify any non-compliance.

## **A D S Painters and Decorators Limited**

# **Health and Safety Policy Statement**

In accordance with its duty under Section 2(3) of the Health and Safety at Work etc. Act 1974 and in fulfilling its obligations to both employees and the public who may be affected by its activities; the Managing Director of A D S Painters and Decorators Limited has produced the following statement of policy in respect of health and safety.

It is our aim to achieve a working environment which is free of work-related accidents and ill-health and to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures.
- Providing and maintaining safe work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility.
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of health and safety and of good practice through the effective communications of relevant information.
- Furnishing sufficient funds needed to meet these objectives.

All employees on their part are encouraged to contribute actively towards achieving a work environment that is free of accidents and ill health.

Our health and safety policy will be reviewed annually to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.

This statement is to be read in conjunction with the responsibilities, arrangements, procedures and guidance that together form the health and safety policy for A D S Painters and Decorators Limited.



**A D S Painters and Decorators Limited**

## **SmokeFree Policy Statement**

### **PURPOSE**

This policy has been developed to protect all employees, customers and visitors from exposure to second-hand smoke and to assist in compliance with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

### **POLICY**

It is the policy of A D S Painters and Decorators Limited that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace and all work vehicles if they are used by more than one person. This policy applies to all employees, customers, consultants, contractors and visitors.

### **IMPLEMENTATION**

Overall responsibility for policy implementation and review rests with the Managing Director. However, all employees are obliged to adhere to and support the implementation of the policy. He shall inform all existing employees of the policy and their role in the implementation and monitoring of the policy. He will also ensure that new employees are given a copy of the policy on recruitment/induction. Appropriate 'No-Smoking' signs will be clearly displayed at the entrances to and within the company premises and in all smoke-free vehicles.

### **NON-COMPLIANCE**

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

### **HELP TO STOP SMOKING**

The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the NHS Smoking Helpline on 0800 169 0 169 for details.

## 6. Environmental Policy

ADS Painters & Decorators Limited is committed to the sustainable development.

We are committed to providing a positive social impact - striving to be a role model and build partnerships founded on trust and mutual advantage, within the communities in which we operate and the company strives to be transparent - communicating openly and actively and encouraging dialogue on all issues relevant to this policy.

We are dedicated to the principles of sustainable development and is committed to conducting all our operations with respect to the environment, seeking to drive down the impact of our activities by reducing waste and using resources efficiently.

Our environmental policy currently requires us to:

1. **Manage our activities in ways that reduce their environmental impact to a practicable minimum**
2. **Continually improve our environmental performance and the prevent pollution, through setting clear environmental objectives and regularly monitoring progress against them**
3. **Operate a management system that ensures that our environmental policy is understood and implemented at all levels throughout the company**

### Sustainable development

Sustainable development is defined as 'forms of progress that meet the needs of the present without compromising the ability of future generations to meet their needs'.

ADS's policy is to conduct our business responsibility with integrity and with respect for the interests of all those affected by our operations.

In particular to deliver this policy we endorse the following principles:

- **Comply with all relevant laws and regulations and take any additional measures we consider necessary**
- **Meet all commitments in our Safety, Health and Environmental Policy and standards**
- **Conduct our business with integrity and respect human rights**
- **Create a working environment for our employees based on trust and respect**
- **Build long term relationships with our clients and suppliers**
- **Provide appropriate training for our employees to implement this policy**

### Our environmental performance

- **Reduction in CO2 and greenhouse gases**
- **Monitor and review the impact of our activities in respect of:**
  - **energy use**
  - **greenhouse gas production**
  - **water use**
  - **hazardous substances to the air**
  - **ozone generators**
  - **ozone depleters**



It is ADS's intention to constantly improve where practicable our environmental performance with regard to the above.

Where possible we will promote water based paint substitutes to comply with VOC (volatile organic compound) reductions, although we ultimately rely on our clients and their specifiers.

We will promote the use of products produced with respect to the environment by companies who acknowledge the impact of their processes.

## **Our company vehicles**

We are currently reviewing the possible reduction of CO2 emissions and miles per gallon consumption by careful selection of our future vehicle fleet.

This review is considering:

- **Our fleet's carbon footprint**
- **Fuel economy**
- **Driver education**
- **Reducing mileage**
- **Health & safety and duty of care issues**

## **Our suppliers' vehicles & deliveries**

We are constantly monitoring and reviewing our suppliers' deliveries by mapping vehicle movement details with a view to ordering materials and plant in a more efficient manner, in respect of the environmental impact.

This will of course entail the selection of suppliers who themselves adopt efficient environmental policies but also takes in to account the geography of sites with respect to suppliers and ultimately purchasing in a manner that will reduce the number and frequency of deliveries.

## **Waste management**

### **Reduce**

We shall continue to seek ways of reducing the amount of paint purchased by simply checking the coverage rates detailed on the manufacturer's product data sheets.

### **Re-use**

Ensure that once opened, paints must be stored correctly. Replacing the lid firmly then inverting them for a couple of seconds, thereby creating a seal which prevents skinning. Store in an area which does not have extremes of temperatures and is protected from frost.

We donate our left-over paint to the technical department of our local Havering College, Ardleigh campus.

### **Recycle**

Whilst specification of paint and other materials is largely out of our control and is dictated to by the client/architect, we will endeavour to use products produced by companies with reputable sustainability policies.

Dulux ICI and Akzo Nobel, who supply the majority of our paint materials are themselves seeking to improve the amount of packaging materials that is sourced from post-factory and post-consumer waste.



## Final disposal

Whenever disposing of waste coatings (paint and woodcare) and containers, we deal only with reputable waste contractors, to ensure that the regulations are complied with.

Where we are employed as a subcontractor, it is generally the responsibility of the main contractor (or developer) to source the waste contractor for disposal of our waste. Such a waste contractor will need to be given the relevant waste regulation code by us. According to the latest waste regulations (as given by the Environment Agency guidance document WM2) the general advice is as follows:-

- **Advised method of disposal for paint and woodcare.**
- **Use as much of the product from the container as possible, scraping out the last dregs with the brush leave the lid off to allow the residue to dry fully.**
- **Allocate the waste regulation code for the item of waste according to the ICI Paints 'decision tree' and dispose of appropriately via the waste contractor most paints will be classified as non-hazardous and can therefore be disposed of generally in trade waste skips but solvent borne decorative products that remain fluid will be classified as hazardous. These will either be donated to Havering College or returned to our yard for later use or disposal via our own waste contractor, Safetykleen Limited.**

## Brush care

- **We use Brush Mate Wet Paintbrush Storage Systems for wet gloss and varnish brushes.**
- **These are either 4 or 20 brush steel containers with nylon base and lids which let the unique vapour system keep the brushes soft and pliable ready for re-use hours, days or even months later.**

## Water borne decorative coatings

- **Water borne products will generally be washed out on site at the appropriate location.**
- **Only where dictated by the local water authority or client (main contractor/ developer) will it be necessary to undertake more stringent processes for the washing out of water borne products.**
- **In this situation we will use the Dulux Trade Environmental Wash System whereby the resultant solid residue can be bagged and disposed of as an inert waste into skips or normal bins (this system is only to be used where prior financial agreement has been made with the client/main.**



## 7. Insurance

Sir Robert Peel House  
344 / 348 High Road  
Ilford  
Essex  
IG1 1QP

Tel: 020 8553 3117  
020 8553 3125  
Fax: 020 8478 8820

E-mail: [info@weinsureall.net](mailto:info@weinsureall.net)

**To whom it may concern**

**Re: ADS Painters & Decorators Limited**

**We act as Intermediaries for the above company in respect of the Insurances held below and can confirm that cover is in force for the periods stated:-**

<b>TYPE:</b>	<b>Contractors Liability Insurance</b>	
<b>INSURERS:</b>	<b>Quinn Insurance</b>	
<b>POLICY NUMBER:</b>	<b>GED/COM/00067708</b>	
<b>PERIOD:</b>	<b>12 Months – effective from 13<sup>th</sup> July 2009</b>	
<b>INDEMNITY LIMITES:</b>	<b>Public Liability</b>	<b>£5,000,000</b>
	<b>Products Liability</b>	<b>£5,000,000</b>
	<b>Employers Liability</b>	<b>£10,000,000</b>
	<b>Contract Works</b>	<b>£1,000,000</b>

**Please do not hesitate to contact us if you require any additional information.**

Stoke Smythe & Spencer Ltd





• Painters & Decorators Limited •

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Email: [enquiries@adsdecorators.co.uk](mailto:enquiries@adsdecorators.co.uk) [www.adsdecorators.co.uk](http://www.adsdecorators.co.uk)

Company Registration No. 3716288