

CSR Document

Environmental Policy

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Fire Safety Policy

Fire Safety Procedures

**UNIFORMS@
PETERDREW.COM**

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PETERDREW.COM



REGISTERED
IN CARDIFF
No. 2763358

VAT REG. No.
589 4619 76

Environmental Policy

The majority of our businesses have little impact on the environment but, where they do, we ensure a responsible approach is taken at all times and we are nonetheless committed to continually improving our policies and those of our suppliers towards the environment. We aim to comply with existing UK and European legislation and monitor the progress of such policies annually.

Board responsibility for our environmental policy rests with the directors. We do recognise that there are areas in which we can make a difference to a cleaner and better environment. This also involves the education and training of employees in environmental issues and the environmental effects of their activities.

We have recently introduced a new initiative:

- All waste from our Head Office, is taken away and sorted for recycling. This minimises the frequency of waste collections and allows for proper sorting off the premises.

We continue to:

- Aim to minimise waste wherever possible through better use of resources.
- Aim to recycle as much paper and packaging material as possible.
- Monitor our water and energy efficiency.
- Seek to minimise noise disturbance to neighbours.
- Phase out CFCs and ozone-depleting substances.

Environmental Policy

We are committed to our employees' welfare and personal and career development. To ensure a flexible and responsive workforce, we have invested significantly in training for all levels of our business and in the implementation of a progressive Management Trainee scheme.

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Equal Opportunities

The Company's objective is to maintain operational standards so that all its employees and employment applicants are treated equally, irrespective of race, sex, sexual orientation, religion, disability, age, gender reassignment, marital status or ethnic origin. Employees are instructed to ensure the following:

- There shall be no discrimination in respect of race, sex, sexual orientation, religion, disability, age, gender reassignment, marital status or ethnic origin.
- Recruitment, promotion, training, development and redundancy shall be determined on capability and merit only.
- All employees have personal responsibility for the practical application of this Policy, which applies to the treatment of customers, suppliers and the general public as well as to fellow employees.
- Any employee, manager, supervisor and director that is involved in recruitment, promotion or training has specific responsibility for the practical application of this Equal Opportunity Policy.
- In the event that an employee considers that he/she has been the subject of unfair discrimination, or any form of harassment or victimisation, the employee should refer to the Company's Grievance Procedure.
- Any employee or director who has been determined to have committed an act of unlawful discrimination shall be subject to disciplinary action according to the Company's Disciplinary Rules and Procedures.
- If there is any doubt about the terms of this Policy or the application thereof an employee should consult Tim Drew.

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Ethical Trading Policy

The Company's objective is to ensure that all our own brand garments are produced in factories meeting the highest standards of production, staff welfare, health/safety and environmental care. All factories in Europe and Asia have been personally inspected by the Directors, or their employees, and are subject to random inspections. Suppliers on the Indian sub-continent are regularly inspected by our agent SGS Inspection agency.

- Our suppliers must ensure that:
- Employment is freely chosen.
- Freedom of association and the right to collective bargaining are respected.
- Working conditions are safe and hygienic.
- Child labour shall not be used.
- Working hours are not excessive.
- No discrimination is practised.
- Regular employment is provided.
- No harsh or inhumane treatment is allowed.

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Factory Inspection Policy

Peter Drew Contracts Ltd operates an inspection policy of all manufacturing facilities making our own brand garments.

All factories in Europe and Asia have been personally inspected by Peter Drew.

Factories on the Indian sub-continent have been inspected by our agent SGS inspection agency.

Our staff and agents in Asia continually monitor garments in manufacture to ensure that all items are made in the correct factory and are not sent to un-inspected outworkers at any time.

No child labour is employed in any factory manufacturing our own brand garments. All factories have excellent pay and conditions for workers and operate to the highest levels of health and safety.

The Directors of Peter Drew Contracts Ltd have always regarded it as a personal moral issue not to trade with any institution not meeting the highest standards of production, staff welfare, health/safety and environmental care. Over the years we have built up trading relationships, and friendships, with many excellent suppliers worldwide and we continue to support them with our orders.

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Fire Safety Policy

General

The Company is a responsible employer that takes our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005 (The Order).

This policy addresses our obligation under the order that requires the company to:

- Develop a policy to minimize the risks associated with fire
- Reduce the risk of an outbreak of fire
- Reduce the risk of the spread of fire
- Provide a means of escape
- Demonstrate preventive action
- Maintain documentation and records in respect of fire safety management

This fire safety policy also forms part of our General Health and Safety Policy.

The Responsible Person

The Company has appointed a 'responsible person' who is charged with the responsibility to ensure the safety of our employees, any person who may legally come into our premises and anyone not on the premises but who may be affected. The Responsible Person shall make sure as far as is reasonably practical that everyone on the premises, or nearby, can escape safely if there is a fire.

The person appointed is: Tim Drew

The responsible person must carry out [or ensure that a competent person carries out] a Fire Safety Risk Assessment.

Competent Persons

The company will appoint competent persons to carry out the following duties:

- Fire Marshal(s) (Tim Drew)
- To carry out fire fighting duties
- Make contact with the emergency services
- Assist in evacuations.

The names and duties of all competent persons will be displayed on the safety notice board(s) within the premises.

A competent person can only be regarded as competent if they have the appropriate level of training, experience, and knowledge.

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Health and Safety Statement

It is the policy of Peter Drew Contracts Ltd to develop a positive health and safety culture throughout the organisation because we believe that high health and safety standards are a pre-requisite in the pursuit of company efficiency and competitiveness.

To achieve this the Company will progressively identify all workplace hazards and take appropriate measures to eliminate or control risks to employees and others affected by our operations by applying positive control standards and provision of information, training and supervision as needed.

Employees are reminded that they have a duty to ensure that the Company's Health and Safety Policy is observed and in particular they are required:-

- to take reasonable care for their own health and safety at work and of those who may be affected their actions, or by their omissions.
- to co-operate with their employer to ensure that any duty, or requirement, for health and safety imposed upon their employer by law is performed or complied with.
- not to intentionally, or recklessly, interfere with or misuse anything provided in the interests of health, safety or welfare.
- to report to supervisory staff hazardous conditions or defects in the company safety arrangements.

The company recognises that it has the ultimate legal responsibility for health and safety. Accordingly the Managing Director accepts overall responsibility for policy formulation and implementation. In turn, all levels of management and all supervisors are responsible for carrying out those health and safety duties placed on them. The Managing Director will ensure that the safety plan includes sufficient resources for the successful implementation of the Health and Safety Management Policy.

Where appropriate, the monitoring and review of the Company's Health and Safety Management Policy will be carried out by the Health and Safety Management Committee under the direction of the director responsible for health and safety within the Group who will be appointed from time to time by the Managing Director.

Development of the Health and Safety Management Policy will be conducted through the normal business meetings where health and safety will be given standing equal to other activities of the business.

The company will appoint a number of competent persons to assist the company directors implement this policy. The Safety Officer's role is to provide independent and authoritative advice to managers with individual responsibilities for health and safety.

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Fire Safety Policy

Documentation & Records

The Company documents and keeps records to prove that we have acted responsibly. The lack of records could leave the matter open to doubt. Inspectors will require inspection of our records during any enforcement visit and, therefore, the following records will be kept (together, in the same file) at all

Company premises:

- The Fire Safety Policy
- Fire evacuation procedures
- Detailed records of all fire training.
- A record of all fire drills (at least one per year) listing all attendees, evacuation times and any comments.
- Records of weekly tests of fire alarms, fire exits.
- Record of annual inspection and test of all fire fighting equipment
- Records of all scheduled and unscheduled maintenance of fire detection and alarm systems
- Records of inspection, risk assessment and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety

Employee's Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

Communication

We will ensure that any person we employ (directly or indirectly) is provided with all information related to fire safety and consult with our employees on all matters of fire safety policy and arrangements. We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

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Fire Safety Policy

Procedures

The Company has introduced the following procedures in order to maintain high standards of fire safety:

- Following the appointment of the Responsible Person, that person shall make, record, review and where applicable revise Fire Safety Risk Assessments. This task may be delegated by the Responsible Person to some other "competent" person.
- The Fire Safety Risk Assessments must take into consideration everyone who may come on our premises, whether they are employees, visitors or members of the public. Particular attention will be paid to people who may have a disability or anyone with special needs.
- The fire evacuation procedures will be practiced at least annually.
- All employees will be given training, including 'the action to be taken' when they commence employment and will receive refresher training as appropriate. Further training would be required if there were any change that may affect fire safety. All training will be provided during normal working hours.
- It is company policy that all staff will be trained in the use of fire extinguishers whether or not they have been given specific fire fighting duties.
- All escape routes will be established, kept in good working order and free from obstruction at all times.
- Fire fighting equipment will be provided. In general this means fire extinguishers but additional provision of fire blankets, hoses or sprinklers may be made where deemed appropriate by the findings of the risk assessment.
- All fire related equipment will be regularly serviced and maintained by a competent person. If any employee notices defective or missing equipment, they must report it to a manager.
- An appropriate fire detection and alarm system will be provided. The type and extent of the alarm system provided will be based on the findings of the risk assessment. Alarm systems will be tested regularly. Staff will be told when a test is scheduled.
- Emergency lighting will be provided for escape routes where applicable. The need for and the extent of the system will be determined by the findings of the risk assessment.
- The risk of fire spread will be controlled by the provision of fire resisting construction, and or fire/smoke resisting doors. These provisions will be kept in good order as part of our regular maintenance schedule. All employees are required to ensure that any fire door provided remains closed at all times.
- Any other safety systems provided will be checked regularly to ensure correct operation, where necessary e.g. emergency lighting, fire doors etc.
- Appropriate signs and notices will be displayed, giving appropriate instructions to employees and others in the event of a fire. In addition signs will be provided to indicate the position of fire extinguishers, fire alarm call points and, to indicate the emergency exit routes.

This policy forms part of our employee's terms and conditions of employment. Failure to comply may be treated as a disciplinary matter.

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Fire Safety Procedures

On discovering a fire

- If you discover a fire, raise the alarm immediately.
- If you have been trained and feel it is safe to do so, attempt to fight the fire using the equipment provided.
- If this fails, evacuate immediately. Ensure that no one is left in the room and close the door and windows behind you.
- Ensure that you, one of the fire marshals or the person in charge has called the fire service. Fire service telephone no. 999.
- Play your part in the role call so you are safely accounted for.
- Do not return to the building/premises until given an "all clear" signal or message from the fire marshal for your area or the person in charge.

If you hear the fire alarm

- Operate any essential shutdown devices, e.g. machinery.
- Ensure that no one is left in the room and close the door and windows behind you.
- Immediately leave using the nearest available fire exit.
- Report to the assembly point for a roll call at the gates.
- If you are with a visitor, ensure they accompany you.
- If disabled persons are employed, ensure they have heard the alarm and, if appropriate, provide aid in accessing escape routes and exits, and accompany them to the assembly point.

Fire Marshals

- Encourage staff around you to evacuate and proceed to the assembly point.
- Check that any visitors or disabled persons within your area of responsibility have been properly cared for.
- Ensure that the fire service has been called.
- Report to the person in charge as detailed below and advise that him/her of any absentees or persons unable to be evacuated.
- If within the marshals responsibility (depending on numbers of employees/departments involved in the roll call), complete and record the roll call and report findings to the Person in Charge.
- If the roll call identifies anyone as missing make enquiries of workplace colleagues to establish whereabouts of that person, and if unknown, record and report to the person in charge.
- When instructed by the "Person in Charge" give the "all clear" signal.

Fire Marshall Name	Departments/Area of Responsibility



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Fire Safety Procedures

Person in Charge

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- Establish if it is a genuine fire or a false alarm.
- Establish the location of the fire if genuine.
- Ensure that the fire service has been called if genuine.
- Check with Fire Marshals that the premises have been fully evacuated.
- Investigate and determine the cause for the alarm if the alarm is false.
- Complete the roll call, or collate the roll calls completed by the Fire Marshals.
- If satisfied that everything is in order, give the "all clear" signal.
- Gather all other information regarding the evacuation.
- If the roll call identifies anyone as missing make enquiries of workplace colleagues to establish whereabouts of that person, and if unknown, record and report to the fire service.
- Check what fire fighting action has been taken and whether any fire fighting equipment has been used and by whom.
- Liaise with the fire service on its arrival. Advise on layout of the premises, location of the fire, and, if appropriate, the location of any flammable substances.
- Complete a Fire Report on events that took place and inform staff of findings.

Signed for and on behalf of
Peter Drew Contracts Ltd
Director



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