

SIK ELECTRICAL LTD



Company Registered Number: 06179961

VAT Number: 119543216

Company Reg Address:

81 Barton Way

Borehamwood

Hertfordshire

WD6 1PQ

Company History and Introduction

The company was established in 23/03/2007 as SIK Electrical LTD by Stoyan Kolchagov

We are members of the NICEIC and are registered with Approved Contractor and Part P accreditation. We are independently inspected by this and other organisations to ensure that the works we carry out are in full compliance with our statutory and legal obligations.

As a company within the construction industry we ensure that we maintain health and safety training, as well as striving to maintain and improve our management and systems structures. This has enabled us to register with Chas, and Constructionline, both highly respected organisations, and as members we are assessed by these organisations, and adhere to their guidance and recommendations.

The director Stoyan Kolchagov have significant electrical backgrounds and are fully qualified to:

- City and Guilds 2382, 18th edition IEE wiring regulations BS7671 2018
- City and Guilds 2391, Inspection, Testing and Verification of Electrical Installations
- City and Guilds 2400, Design, Erection and Verification of Electrical Installations

SIK Electrical LTD currently employ between 40 - 70 site-based staff, ranging from qualified test engineers, qualified electricians, and electrical improvers on a self-employed basis. All of our current employees have been known to us for a number of years and have been chosen for their professionalism and ability to complete works on time and to a high standard. We currently hold a data base of sixty similar operatives who we have known for many years.

As the company grows it is our intention to directly employ many of these engineers.

All employees have been trained and are fully conversant with general site safety standards and asbestos awareness. As a responsible contractor we ensure that all necessary PPE is provided and kept up to date.

As of 2015 we have embarked on an extensive training commitment for all the company staff and the director. We continue to ensure that all operatives have up to date CSCS cards, asbestos awareness and mask face fit training. Our project supervisors have first aid training and health and safety SSSTS certification. Our contract manager and the director have health and safety SMSTS certification. Ten of our employees also have confined spaces training and certification, and a further six operatives have BPEC whole house domestic ventilation training and certification. The company have employed their first apprentice in 2015 and intend to increase the number of apprenticeship year on year.

As a company we carry out general electrical installation works too commercial, industrial and domestic properties for both new build, and refurbishment projects, domestic ventilation systems, we also have multi trade teams and the company perform light carpentry, plumbing, site temporary installations etc.

Director's and Managers Profile

Stoyan Kolchagov- Director

Stoyan Kolchagov has over twenty-seven years' experience in the electrical industry working in a variety of sectors including, industrial, commercial, shop fitting, Factories, petrol stations, ventilation systems and domestic environments. During this time, he has gained experience in many aspects of electrical installations from basic wiring and rewiring, through instrumentation and control panel building, onto fire alarm, door entry, specialist and theatrical lighting.

Among his roles within the company were to follow up from initial enquiry, price and complete tender documents, organisation of labour and materials, process all site documentation including test certification, and collate payment applications for contracts to £3M.

His role within the company is predominantly office-based dealing with the general day to day business including, estimating, health and safety documentation and issues, contract documentation, financial issues, HR issues, NICEIC qualified supervisor and duty holder.

Irena Kolchagova- Financial Operations Manager

Irena Kolchagova has an AAT accreditations and big experience in accounting and running the financial operations.

Her role within the company is predominantly office-based dealing with the general day to day bookkeeping, payments, invoices, payment applications, credit control, timesheets and HR issues.

The Company has been involved with the social housing market on many decent home's projects, often covering fifty to sixty properties a week over a number of projects. During this time, the Company has developed a number of comprehensive management and working procedures, that have seen many large scale, multi property projects through to successful conclusions.

Statement of Aims

As a company our aim is to maintain our high standards of quality and value for money to our existing clients. It is our intention to establish ourselves in the market of commercial and domestic electrical installations that we are accustomed to and experienced in. We will strive to significantly increase our client base and build strong and trusted working relationships, but at a rate that enables us to maintain our high standards of quality workmanship and value for money.

Although we aim to increase and maintain business in all areas, we have experienced an increased workload in specific domestic ventilation systems in recent times and are keen to develop this area further. As an electrical contracting company, we see this area of installation and maintenance working hand in hand with general electrical installations. We believe that specialising in both fields will better meet our client's needs and allow us to offer better value for money, while maintaining profitability.

It is the company's intention to continue focus on the social housing market as we have been heavily involved in this field over the past ten years. During this time, we have gained invaluable experience in managing and executing the works to a high standard on large scale, multi property projects, where maintaining programme, while meeting the criteria of key performance indicators (KPI's), is paramount to the contract's success.

Main Areas of Business and work

SIK Electrical LTD carries out works in six main areas

1) EDUCATION and PUBLIC BUILDINGS- NEW BUILD and REFURBISHMENT

These works are generally carried out as part of a package and completed through a main contractor.

The refurbishment works are generally programmed for completion during the holiday periods, requiring works to be carried out proficiently to tight deadlines.

2) EDUCATION and PUBLIC BUILDINGS- REPAIRS and MAINTENANCE

These works typically form part of an overall schedule of rates contract with the works being carried out on a day to day basis as required. On occasion when the works become more involved, separate purchase orders are formed with fixed prices derived from the schedules where possible or priced separately before works commence as necessary.

3) HOUSING and COMMUNAL AREAS- NEW BUILD and REFURBISHMENT

These works are carried out either as direct contracts with the client when the works are purely of an electrical nature, or as part of a package of works through a main contractor. The recent emphasis of many clients has been centred on compliance with decent homes standards, involving works to kitchen and bathroom areas, rewires and partial rewires as necessary, and upgrade works as required following the introduction of the 18th edition wiring regulations.

Within this area of business, we also carry out works to communal areas, rising and lateral mains, main switchgear, and estate emergency lighting. These installations within the London and Home Counties areas are typically of an age where structured replacement is necessary.

4) HOUSING and COMMUNAL AREAS- REPAIRS and MAINTENANCE

As with the education and public buildings sector of this nature, these works typically form part of an overall schedule of rates contract with the works being carried out on a day to day basis as required. On occasion when the works become more involved, separate purchase orders are formed with fixed prices derived from the schedules where possible or priced separately before works commence as necessary.

5) TESTING and INSPECTION

In accordance to the IEE Wiring Regulations BS7671, we carry out full tests and issue completion and minor works certification on official NICEIC derived forms as appropriate. We also register all of our installation works with Part P as required. In addition, and when instructed we carry out periodic testing and condition surveys of existing installation works, the findings are then detailed and issued on NICEIC derived certificates as necessary.

6) WHOLE HOUSE VENTILATION SYSTEMS- INSTALLATION, TESTING, and COMMISSION

These works are carried out predominantly as part of a package of works through a main contractor. Much of the work we undertake concerns the surveys of existing systems forming upgrade and maintenance works relating to the findings. We can supply, install, test and commission new and existing domestic systems as required.

7) AREAS OF OPERATION

As a company based in Borehamwood Hertfordshire, with close links to the A1, A1M, and M25, we are ideally placed to provide our services to Inner London, Outer London, and the home counties.

QUALITY ASSURANCE POLICY

It is the policy of the company to provide to its customers and clients a level of quality exceeding expectations. To this end we have registered with the NICEIC and intend to abide by its consumer code as a minimum requirement.

We meet our own high standard targets by the implementation of both manual and computerised systems, developed to streamline the office-based activities and provide clearly defined and readily auditable procedures. These systems are implemented in the management and administration of contracts, to ensure readily available reports and documentation can be produced to present at review meetings to back up the quality work undertaken by our site trade operatives.

The computer-based programs, work sheets, forms, and spread sheets, currently employed by our managers are flexible in their structure to enable modifications to accommodate any specific contract requirements.

Reports can be produced by collating the required information on our adherence to any key performance indicators that will be developed with regards to completion of works to a satisfactory standard within the designated time period. These can then be passed on to the customer or client to cross reference with their own records.

The materials and equipment used by the company in its installation works are all approved by the relevant governing bodies of British and European Standards and are of the best quality affordable to a contract.

Employees and sub-contractors of the company are all fully trained and competent to carry out their duties to the highest standards. All our operatives are handpicked for their polite attitude and commitment to quality. Training needs are continuously monitored and updated and administered as required.

The works carried out on site are constantly monitored by our management staff who employ strict quality control checks on installations both during and after completion of the works. Any remedial works found necessary are carried out promptly and efficiently in accordance with the requirements of our customers and clients.

After sales service is very important to the company, and any reported defects within the timescale of the contracts are rectified with immediate effect. Reported defects that fall outside the timescales of the contract are looked into and rectified without charge if it is considered to be the responsibility of the company, and not by misuse or vandalism by the customer or others.

Equality and Diversity Policy

It is the policy of SIK ELECTRICAL LTD, to promote a sound structure towards equality and diversity in our workplace and ensure that our company complies with current legislation and avoids litigation.

The director of the company believes that by embracing such a policy, we will encourage the development of a skilled and committed workforce, that will prove essential to the company's future success.

We want our workforce to become long-term employees, and by stimulating a healthy approach towards equality, we aim to promote strong working relationships and maintain a positive sense of morale, leading to the development of a respected and committed workforce. We intend to become an employer of choice for the skilled labour in our sector.

With a positive, skilled, and committed workforce developed from our positive outlook towards equality and diversity, the director of the company believes that existing working relationships with its client base will be enhanced. This will also improve the potential to develop new markets within our existing scope of works and have a positive impact on our company image. We intend to become a contractor of choice within our industry.

SIK Electrical LTD is committed to promoting equality and diversity in all areas of our business. We will implement and regularly review action to eliminate discrimination and to promote and develop a diverse workforce.

We shall involve our staff in identifying areas for action, setting priorities and monitoring our performance.

We shall regularly evaluate the impact of our actions in this area with a view to integrating good equality and diversity practices within our overall business planning processes.

In pursuing these goals, we shall develop and implement short- and medium-term action plans designed to meet the strategic aims listed below.

- a) eliminate discrimination from the workplace through:
 - i. eliminating discriminatory elements in our policies and procedures
 - ii. involving employees and managers in raising awareness of the negative impacts of discrimination and the positive benefits of good practice
 - iii. encouraging employees and managers to suggest and be open to change in workplace practices and cultures to minimise discrimination and promote equality
- b) promote and encourage diversity in our workplace through:
 - i. encouraging job applications from people from under-represented groups in our workforce
 - ii. developing the skills and talents of our existing workforce into management and/or new areas of career development in a positive learning environment
 - iii. developing synergy between equality and diversity action and other business processes and practices
 - iv. promote good practice in equality and diversity in our dealings with customers and business partners, within our local communities and industry

Health and Safety Policy Statement

It is the policy of the company to ensure, so far as is reasonably practicable, the health and safety and welfare of all its employees, visitors, contractors and members of the public who may be affected by our activities.

This statement is based upon hazard identification and risk assessment and describes the various responsibilities and arrangements for health and safety management within the company and applies equally to all persons involved with the business activities. All employees are instructed in its content at induction and a copy is available for reference at our business address.

To enable the duties arising to be carried out, it is our intent to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within our organisational structure.

We will as far as be reasonably practicable ensure that,

- i) Adequate resources (financial and personnel) are provided to ensure that proper provision can be made for health and safety
- ii) Contract specific method statements and risk assessments are provided for each site, reviewed and updated as deemed necessary, and a copy made available on site for all employees
- iii) Our employees are consulted on matters affecting their health and safety
- iv) All plant and equipment is maintained to a safe standard
- v) Safe handling and use of substances
- vi) Information, instruction, and supervision is provided for all employees
- vii) All employees are competent to do their tasks and provide and maintain adequate training
- viii) Safe and healthy working conditions are maintained
- ix) Any deliberate breach of the companies, or client's health and safety policies and procedures are met with strict disciplinary action.

Construction and site activities will be carried out in compliance with all applicable health and safety legislation as a minimum standard, and in particular the management of health and safety at work regulations 1999, and the construction health, safety and welfare regulations 1996.

It is the duty of all employees and our contractors at work

- i) To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.
- ii) To co-operate with the company in fulfilling our statutory duties
- iii) To comply with the standards and requirements contained within this policy
- iv) To adhere to the requirements of the health and safety at work act 1974.
- v) Not to interfere with or misuse any items provided in the interests of health and safety
- vi) To inform a senior manager promptly of any work situation which they believe represents a danger to health and safety.

This safety statement will be reviewed and amended as found necessary, and communication of any changes will be made to all employees and contractors. This review will be at a minimum of every twelve months.

ALCOHOL AND DRUGS POLICY

OF

SIK ELECTRICAL LTD



Purpose

Being under the influence of alcohol or drugs can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries occurring.

The aim of this policy is to ensure the safety of all employees, workers, and visitors by having clear rules in place regarding use and possession of alcohol and drugs, and to support those who have reported a problem with alcohol or drug dependence.

For the purpose of the policy, alcohol dependence is defined as:

"The habitual drinking of intoxicating liquor by an employee, whereby the employee's ability to perform his/her duties is impaired or his/her attendance at work is interfered with, or he/she endangers the safety of others".

Drug dependence is defined as:

"The habitual taking of drugs by an employee other than drugs prescribed as medication, whereby the employee's ability to perform his/her duties is impaired, or his/her attendance at work is interfered with, or he/she endangers the safety of others".

Principles

- All employees and workers will be treated consistently and fairly in line with this policy.
- The rules on alcohol and drugs will be strictly enforced.
- Those who admit to having a problem with alcohol or drugs shall be fully supported by their line manager.
- Employees with an illness related to alcohol or drugs are encouraged to disclose this at the earliest opportunity to ensure support and help with treatment.
- All matters concerning alcohol and drugs shall be treated as confidential.
- This policy is designed to comply with relevant legislation such as the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971

Scope

- The Company's alcohol and drugs policy applies to all employees.
- The rules laid out in this policy apply to all employees, workers and contractors.
- Misconduct in relation to alcohol and drugs will be dealt with in relation to the disciplinary policy.
- Poor performance in relation to alcohol and drugs will be dealt with in line with the capability policy.
- Problems with attendance or a long-term alcohol/drugs related illness will be managed in line with the sickness absence policy and the capability policy.

Rules

The Company's policy is that during working hours and at all times whilst on work premises employees must be free from the influence of drugs or alcohol. This will help to ensure the health and safety of employees and others with whom they come into contact, to maintain the efficient and effective operation of the business, and to ensure customers receive the service they require. For those reasons, the following rules will be strictly enforced.

No employee, worker or contractor shall –

- report or try to report for work when unfit* due to alcohol or drugs (whether illegal or not) or to substance abuse;
- be in possession of alcohol or illegal drugs** in the workplace;
- supply others with illegal drugs** in the workplace;
- supply others with alcohol in the workplace, except in the course of work duties. For example, serving customers drinks at the bar;
- consume alcohol or illegal drugs or abuse any substance whilst at work.

*Whether an employee is fit for work is a matter for the reasonable opinion of management.

**Illegal drugs include but are not limited to heroin, cannabis/marijuana, cocaine, ecstasy and amphetamines in addition, employees, workers or contractors must –

- ensure they are aware of the side effects of any prescription drugs;
- advise their line manager or a member of the management team immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others. For example, drowsiness.

Contravention of these rules is gross misconduct and the Company will take disciplinary action for any breach of these rules, which may include summary dismissal. In the case of

agency workers or contractors, services may be terminated immediately upon a breach of these rules.

When there is reasonable belief that an individual is under the influence of alcohol or drugs on reporting for work or during the course of work, (for example if there was a strong smell of alcohol on the person's breath), they must be sent home immediately. A search may also be carried out.

In addition, possession of or dealing in illegal drugs on Company premises will, without exception, be reported to the Police.

Help and support

The Company will endeavour to ensure that advice and help are made available to any employee who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their General Practitioner.

Under these circumstances and with the employee's consent, a referral will be made to the Occupational Health service. It may occasionally be necessary to request that the employee refrains from work temporarily or undertakes restricted duties to ensure their own safety and that of others.

The Company may also allow additional time off (normally unpaid) for employees to obtain treatment or attend support groups.

Any employee who seeks the assistance of the Company in finding treatment for a drugs or alcohol problem has the Company's complete assurance of confidentiality.

COSHH POLICY STATEMENT

Aim of the statement:

This policy is intended to set out the values, principles and policies underpinning this organisation's approach to COSHH. By implementing COSHH guidelines thoroughly and fully the organisation aims to protect staff who come into contact with hazardous substances as part of their work. Such 'hazardous substances' include:

- Substances or mixtures of substances classified as dangerous to health under the current CHIP Regulations, including chemicals classified as very toxic, toxic, harmful, irritant or corrosive, such as bleaches and cleaning agents
- Any substance which has been assigned a maximum exposure limit or occupational exposure standard (as listed in the Health and Safety Executive's publication EH40—Occupational Exposure Limits)
- Substantial concentrations of airborne dust
- Harmful micro-organisms

COSHH 2002 and CHIP 2002

COSHH 2002 came into force on 21 November 2002 and replaced earlier Regulations dating from 1999. CHIP is the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002. The aim of CHIP is to ensure that people who are supplied with chemicals receive the information they need to protect themselves, others and the environment. To achieve this CHIP obliges suppliers of chemicals to identify their hazards (for example flammability, toxicity, etc.) and to pass on this information together with advice on safe use, usually by means of package labels and safety data sheets.

COSHH POLICY

To comply with COSHH this organisation will:

- Ensure that the exposure of staff (or anyone else) in the organisation to hazardous or potentially hazardous substances is minimised and adequately controlled in all cases.

- Ensure that a COSHH risk assessment is carried out of all work in the organisation that involves exposure to hazardous substances as defined above. This includes regular assessments of the organisation's premises as well as assessments made during the initial health and safety assessments of service users' homes.

- Ensure that COSHH assessments are reviewed and performed regularly or whenever there is a substantial modification to the work process.

- Ensure that all staff who come into contact with, or have to use hazardous substances in their work, receive comprehensive and adequate training and information and are issued with appropriate protective clothing or equipment.

In this organisation all COSHH risk assessments should be made using five steps:

1. Identify hazardous substances in the workplace.
2. Identify risks associated with those substances.
3. Decide what can be done to minimise the risks.
4. Record the findings/actions.
5. Keep the findings of risk assessments on file.

All COSHH assessments should be based on the manufacturer's and supplier's safety guidance which accompanies most products. A file of such information will be kept in the main office.

The COSHH lead for the organisation is the Registered Manager.

Health surveillance

Where an assessment has shown it is necessary health surveillance and monitoring will be carried out. This might involve examinations by a doctor or trained nurse.

Training

All new staff should be encouraged to read the policy on COSHH as part of their induction process. Existing staff will be offered training to National Training Organisation standards covering basic information about health and safety. Staff expected to perform COSHH assessments will be offered suitable training for the role.

Environment Policy Statement

The company recognises that its activities have environment implications in both the long and the short term. These can potentially be detrimental or beneficial.

It is therefore the policy of the company to:

- i) Aim to lessen environmental damage and increase, where possible the opportunities for environment enhancement
- ii) Consider the environmental impact as a vital part of the decision-making process
- iii) Comply with legal requirements and establish goals to achieve on going reductions in environmental conflict in all parts of its operation
- iv) Encourage personal effort on the part of all employees and sub-contractors to avoid and prevent environmental damage and to act as good neighbours to those affected by building and construction activities.
- v) Provide and exhibit this policy and such written instructions as are necessary to aid in the implementation of this policy.

To secure the execution of this policy our senior managers or supervisor on site, or at place of work, will be responsible for the implementation of the company environment policy, and will as part of their duties ensure:

- i) All work is carried out in accordance with all relevant acts, regulations, in particular COSHH, company and client policies and procedures as may be defined.
- ii) Waste is removed in accordance with legislation by registered carriers and deposited to licenced depots.

- iii) Measures are taken to control noise pollution
- iv) A good neighbour policy is implemented
- v) All material wastage is minimised, and water, paper, and energy conserved
- vi) Wildlife habitats, flora and fauna are protected and conserved as appropriate
- vii) Heritage sites and listed buildings are protected as appropriate
- viii) All incidents detrimental to the environment are investigated, reported, and preventative actions taken against repetition.
- ix) Any deliberate breach of the company or client's environmental policies or procedures, are met with strict disciplinary action.

The company is committed to an ecologically sound and sustainable use of resources. Wherever possible, used and out of date materials and equipment are recycled. Paper, cardboard, printer cartridges, computer hardware, and mobile phones are examples of some of the office waste that is sent for recycling by the company.

On site where practicable, waste products are collected and deposited in the relevant containers for general waste or recycling where provided by the client or returned to the office to be suitably recycled.

The environmental policy will be reviewed and amended as found necessary, and communication of any changes will be made to all employees and sub-contractors. This review will be at a minimum of every twelve months.