



Duncan Reeds
LAMINATE FABRICATORS

Health & Safety Policy

Introduction

In compliance with the requirement of Section 2 (3) of the Health and Safety at Work Act etc. 1974, Duncan Reeds Ltd is effectively discharging its statutory duty by preparing a written Health and Safety policy.

A copy of the policy is provided for each employee and also any interested person who may be affected by work activities of Duncan Reeds Ltd.

In order for Duncan Reeds Ltd to discharge its statutory duty, employees are required by law, to co-operate with the management in all matters concerning health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

The policy also sets out the arrangements and the organisational structure of Duncan Reeds Ltd and contains details of the appointed competent persons.

Duncan Reeds Ltd agrees that in order to ensure that the Health and Safety Policy is sustained in an effective condition, it is essential to review the documentation and revise any relevant sections.

The Directors will ensure that the Health and Safety Policy is reviewed on an annual basis and will guarantee that suitable revisions are made which reflect changes that have taken place within the Company.

Duncan Reeds Ltd will act on any change of legislation to enable the Company to update the policy documentation.

Duncan Reeds Ltd encourages all employees to inform their immediate Supervisor of any areas of the Health and Safety Policy which they feel are inadequate to ensure that the Policy is maintained as a true working document.

Each employee is required to sign for his or her copy of the Safety Policy.

Health and Safety Policy Amendment Record

Issue Number	Section Number Appendix Name	Date of Amendment
2	Total Policy Review	18 June 2014
3	Policy Review by A Birch C.M.I.O.S.H. (Section on NOISE added to Policy)	07 July 2015
4	Policy Review & Update by A Birch C.M.I.O.S.H. (Including Covid -19 and Mental Health Sections)	13 May 2020

Company Health & Safety Policy

2
3
5
5
6-10
6
7
8
8
9
10
10
11-19
11
12
12
12
13
13
13
14
14
14
14
15
15
15
15
15
16
16
16
16
16
16
17
17
17
17
17
17
18
18
18
19
19
19
19
19

1.0
2.0
2.1
2.2
2.3
2.4
2.5
2.6
2.7
3.0
3.1
3.2
3.3
3.4
3.5
3.6
3.7
3.8
3.9
3.10
3.11
3.12
3.13
3.14
3.15
3.16
3.17
3.18
3.19
3.20
3.21
3.22
3.23
3.24
3.25
3.26
3.27
3.28
3.29
3.30
3.31
3.32
3.33

Introduction
Health & Safety Policy Amendment Record
Section 1 : Statement
Health & Safety Policy Statement
Section 2 : Organisation and Responsibilities
Management Structure Flow Chart
Directors Responsibilities
Company Responsibilities
Senior Staff
Operative Responsibilities
Sub-Contractor Responsibilities
Health and Safety Advisor
Section 3 : General Arrangements
Consultation with Operatives & Third Parties
Health & Safety Grievance Procedure
Training
Training Records
Personal Protective Equipment
Work Equipment
Personal Tool Kits
Noise
Fire Prevention and Procedure
First Aid
Coronavirus
Mental Health / Employee Wellbeing
Pregnant and Nursing Mothers
Accident Reporting and Investigation
Emergency Procedures
Welfare Provisions
Contractors
Waste Management & Environmental Policy
Housekeeping
C.O.S.H.H.
Electricity
Asbestos
Vehicle Safety
Working at Height Including Safe Use of Ladders
Manual Handling
Materials Storage
L.O.L.E.R.
Lone Working
Risk Assessments
Tool Box Talks
Monitoring
Disciplinary Arrangements
Monitoring and Review of Health and Safety Policy

1.0 The Health and Safety Policy

It is the policy of Duncan Reeds Ltd to take all reasonable and practicable steps to promote healthy and safe working conditions for operatives and contractors and to ensure the health and safety of all who may be affected by the company's undertakings.

Specific objectives are:-

- 1 The Company will do everything that is reasonably practicable to design, provide and maintain plant, equipment, protective clothing and systems of work that are safe and an environment that is without risk.
- 2 The Company will ensure that employees are properly informed, instructed and trained in health and safety aspects of their work.
- 3 The Company will ensure accurate reporting and investigation of all accidents and near misses with a view to achieving reductions in accident rates by the analysis of causes and trends.
- 4 The Company will encourage discussion and consultation with employees with a view to promoting and developing measures to ensure health and safety at work and to check the effectiveness of such measures.
- 5 Additionally the Company will have regular liaison with clients and sub-contractors to actively seek ways of improving health, safety and welfare facilities.
- 6 Company Management will conduct periodic audits/inspections and establish action plans where improvements/opportunities are identified.

To achieve this aim all members of staff are expected to play their part and carry out their work safely in accordance with Health and Safety legislation.

I invite wholehearted co-operation of all staff to ensure that between us we meet our legal obligations and achieve safety standards of which we can all be justly proud.

A copy of this policy is to be provided to all operatives and to whom it may concern.

The management of Duncan Reeds Ltd look upon the promotion of good Health & Safety Practices as the joint responsibility of both themselves and their operatives.

Signed



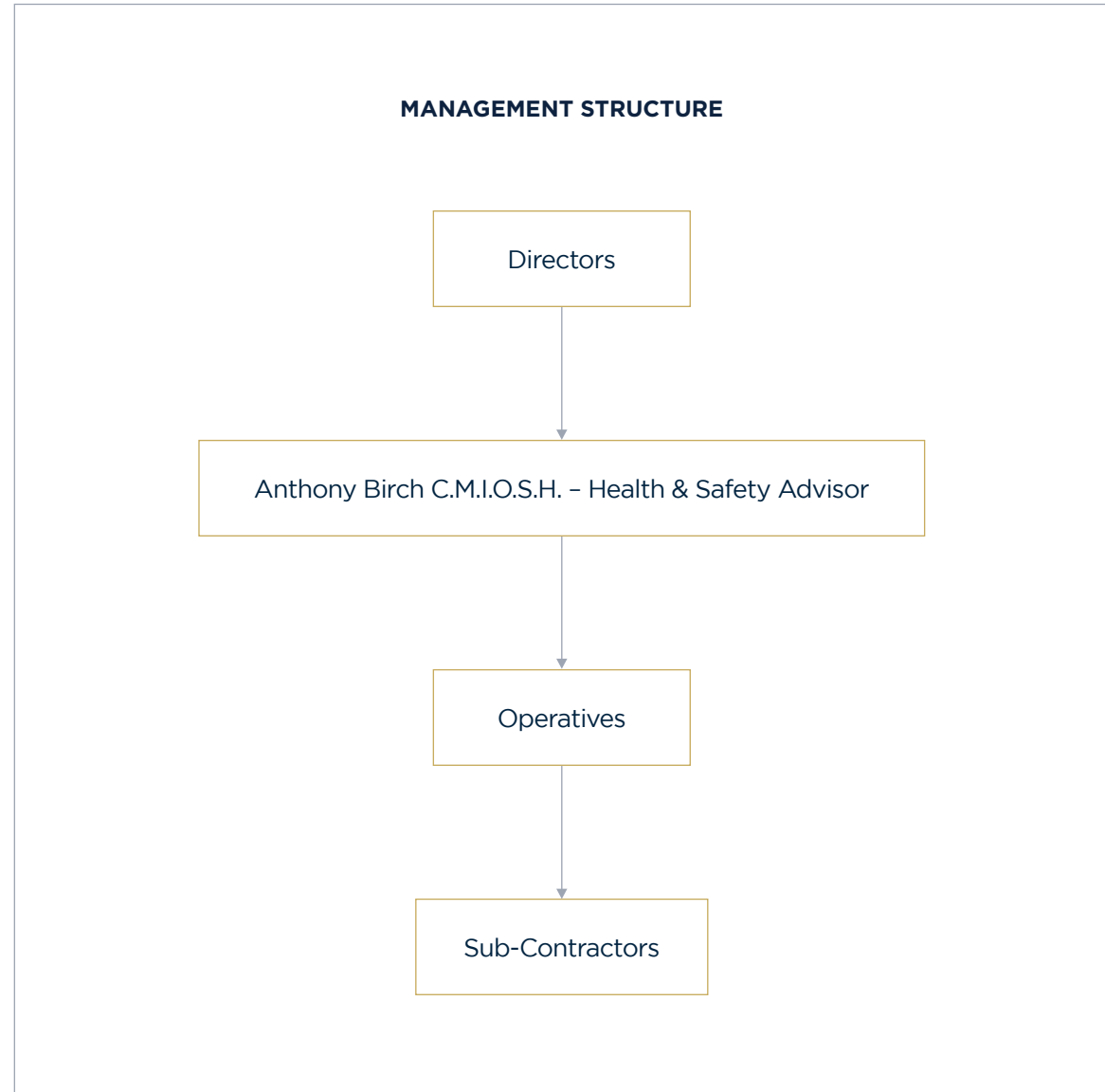
Dated

01/09/2021



2.0 Organisation & Responsibilities

2.1 Management Structure Flow Chart



HEAD OFFICE

Duncan Reeds Ltd
Unit 11
Gillmans Industrial Estate
Natts Lane
Billingshurst
West Sussex
RH14 9EZ

Tel: +44 (0) 1403 785270

NORTHERN OFFICE

Duncan Reeds Ltd
Unit 7
Westpoint Enterprise Park
Clarence Avenue
Trafford Park
Manchester
M17 1QS

Tel: +44 (0) 161 8727676

MIDLANDS OFFICE

Duncan Reeds Ltd
Hoo Farm Industrial Estate
Frederick Road
Kidderminster
DY11 7RA

Tel: +44 (0) 1562 320058

2.0 Organisation & Responsibilities

2.2 Directors Responsibilities

The Directors are ultimately responsible for the overall implementation of Health and Safety and for liaison with Health and Safety Inspectors, Local Authorities, Fire Authorities and other appropriate organizations.

The Directors will: -

- 1 Take responsibility for day to day implementation of the policy.
- 2 Establish systems to monitor compliance with the statutory duties laid down under the Health & Safety at Work Act 1974 and the appropriate Regulations and Codes of Practice.
- 3 Ensuring compliance with all aspects of Health and Safety legislation, notably under the Management of Health and Safety Regulations, Provision and Use of Work Equipment Regulations, Control of Substances Hazardous to Health Regulations, Manual Handling Regulations, Construction Design and Management Regulations, Workplace (Health, Safety and Welfare) Regulations, Personal Protective Equipment Regulations and Electricity at Work Regulations.
- 4 Ensure there are adequate financial resources available to meet the needs of Health and Safety.
- 5 Bringing all requirements to the notice of all operatives and every new operative.
- 6 Review any risk assessment findings when developing policies.
- 7 Institute proper reporting and investigation of ill health, injury, damage and loss, to establish accident trends.
- 8 Hold periodic meetings to discuss Health and Safety matters raised by employees, clients, sub-contractors and safety advisors.
- 9 Ensure that all levels of staff receive adequate and appropriate safety information, instruction and training.
- 10 Ensure that tenders are adequate to cover the requirements of the Health and Safety at Work Act 1974 and the appropriate Regulations and Codes of Practice.
- 11 Set an example by high personal standards of application and discipline in health and safety.





2.0 Organisation & Responsibilities

2.3 Company Responsibilities

The Company will provide:-

- 1 Safe plant and safe working methods.
- 2 Arrangements for the safe use, handling, storage and transport of articles and substances.
- 3 Relevant training.
- 4 A safe place of work with safe access and egress.
- 5 A healthy working environment with adequate welfare arrangements.

The company also has similar obligations towards other persons affected by activities.

2.3 Senior Staff

Senior Staff will: -

- 1 Co-ordinate and monitor the Safety Policy of the Company on their sites.
- 2 Ensure that effective safety communication exists within the Company.
- 3 Know the requirements of the Health and Safety at Work Act 1974 and other appropriate Regulations and ensure that they are observed.
- 4 Prepare Risk Assessments for any hazardous activities to provide written instructions which establish working methods and precautions to be adopted.
- 5 Identify any materials which may be hazardous to health of operatives or other persons on site and prepare assessments as required.
- 6 Discuss all Risk and COSHH Assessments with all relevant persons in the form of Tool-box Talks.
- 7 Ensure that relevant Statutory Notices are displayed on site and ensure that all statutory records and reports are properly kept.
- 8 Reprimand any individual failing to discharge their responsibilities satisfactorily and take disciplinary action as necessary.
- 9 Determine the cause of any accident or dangerous occurrence and recommend means of preventing a recurrence.
- 10 Report to the Directors in writing any matter which they feel needs their attention.
- 11 Set an example by high personal standards of application and discipline in health and safety.

2.0 Organisation & Responsibilities

2.5 Operative Responsibilities

All operatives are required to ensure that they:-

- 1 Carry out their duties in accordance with the Company Health and Safety Policy Arrangements and any other Rules provided.
- 2 Do not use defective plant, tools or equipment and report to their Manager anything affecting the safety of any plant, tools or equipment.
- 3 Use only those items of equipment or machinery that they have been trained and authorised to use.
- 4 Take care of and use all personal protective equipment as required.
- 5 Conform to the information, instruction and training provided.
- 6 Report all accidents and incidents to the appropriate supervisor on site.
- 7 Conduct themselves in an orderly manner.
- 8 Make sure they make themselves aware of the location of:-
 - a First Aid Box
 - b Accident Book
 - c Fire Protection Equipment
 - d Emergency Escape Routes and Assembly Points
- 9 Will not consume alcohol or illegal drugs at work.



2.0 Organisation & Responsibilities

2.6 Sub-Contractor Responsibilities

All Sub-Contractors will:-

- 1 Provide all information as required to co-operate with the Company Procedure for checking the competency of Sub-Contractors.
- 2 Be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site.
- 3 Provide detailed method statements and risk assessments relating to high-risk activities. The content of these must be agreed prior to commencement of work and copies must be available on site.
- 4 Ensure all plant or equipment brought onto site by sub-contractors must be safe, in good working condition with all necessary certificates supplied.
- 5 Ensure all power tools or electrical equipment are of 110 Volts rating and conform to the latest British Standard and have suitable P.A.T. Testing records available.
- 6 Report all injuries sustained or damage caused by sub-contractor's employees immediately to the Site Agent.
- 7 Co-operate with site inspections undertaken by the Company and complete any required actions at the earliest opportunity.

2.7 Health and Safety Advisor

Duncan Reeds Ltd, contract the services of an external Health & Safety Advisor. This person is Anthony Birch, C.M.I.O.S.H. of Anthony Birch Health & Safety Services Ltd.

These services include the following:-

- 1 Undertaking an annual Health & Safety Audit to review the Health & Safety performance of the business and compliance with current legislation.
- 2 Carry out independent site inspections at the request of the Company.
- 3 Provide assistance with ensuring Risk Assessments and Safe Working Practices are in place and that they are workable and compliant with legislation.
- 4 Advise on Regulation changes.
- 5 Be available to attend meetings to discuss Health & Safety issues with clients and contractors.
- 6 Undertake competency assessments of Sub-Contractors who are to be engaged on behalf of Duncan Reeds Ltd.

3.0 General Arrangements

3.1a Consultation / Communication with Operatives

The Company will consult with its operatives in good time on matters relating to their health and safety at work. In particular, in relation to:-

- 1 Measures which could substantially affect employee's health and safety.
- 2 Arrangements for appointing competent persons to assist in compliance with health and safety requirements and the implementation of emergency procedures.
- 3 Information on risks and preventative measures.
- 4 Information on the planning and organisation of health and safety training.
- 5 The effects of new technology on the health and safety of employees.

The Company will decide on the most appropriate method of consultation. If required all documentation and instructions will be translated into the required language if English is not spoken / understood to a sufficient standard.

3.1b Consultation / Communication with Third Parties

The Company will consult with all Third Parties including Clients, Sub-Contractors and Architects etc. in good time on matters relating to their health and safety at work. In particular, in relation to:-

- 1 Measures which could substantially affect health and safety of anyone affected by the Company Undertaking.
- 2 Arrangements for appointing competent persons to assist in compliance with health and safety requirements and the implementation of emergency procedures.
- 3 Information on risks and preventative measures.
- 4 Information on the planning and organisation of health and safety training.

The Company will decide on the most appropriate method of consultation / communication but this will normally involve attendance of meetings which will be recorded.

If required all documentation and instructions will be translated into the required language if English is not spoken / understood to a sufficient standard.





3.0 General Arrangements

3.2 Health & Safety Grievance Procedure

Health and Safety disputes or grievances should be brought initially to the attention of one of the Directors. This can be done either in writing or verbally.

The matter will be suitably investigated and a suitable solution sought. The employee will be informed of the outcome and if necessary consulted in relation to a solution.

Any refusal to return to normal working when there is no good reason not to do so will be dealt with under the Company's Disciplinary Procedures.

3.3 Training

It is the responsibility of Management to ensure the health safety and welfare of all operatives and to provide appropriate training to all new staff on joining the company and periodically thereafter. All such training will be properly programmed and recorded.

This will start with an induction programme to cover all of the basic requirements. A training needs analysis is completed in order that a structured programme of training for each individual can be produced.

This will include general Health & Safety Training together with Task Specific Training which will be monitored and training records signed once competence is agreed.

Additionally all employees and Sub-Contractors are to hold valid certificates for the use of any equipment such as Fork Lift Truck Operation as required under the Provision or Work Equipment Regulations.

All Risk Assessments are to be suitably communicated to all those who are involved in the task. Persons will be issued with the documents and be asked to confirm they understood and follow the requirements by signing an acceptance form.

3.4 Training Records

Copies of all training records are to be kept at the Duncan Reeds Ltd Head Office. Additional copies are to be kept on site and issued to the Client as required.

3.0 General Arrangements

3.5 Personal Protective Equipment (P.P.E)

All relevant Personal Protective Equipment is provided to operatives and must be used where appropriate. Operatives must report all loss, damage or defect to the employer as soon as possible.

All equipment is assessed for suitability by the Company and the workforce will also be consulted in relation to the suitability of this equipment.

The Company will provide all personnel with instruction, information and training in the correct use, maintenance and storage of any PPE issued and the hazards it provides protection against, together with details on any limitations.

Failure to use personal protective equipment supplied will be considered by the Company as an act of serious misconduct and subject to action being taken under the Company's Disciplinary Procedure.

Due to the low risk work and nature of P.P.E used there is no need for a P.P.E Register.

3.6 Work Equipment

When purchasing new Work Equipment the Company will ensure that the item selected is suitable for the task following a thorough assessment. The Company will also endeavour to buy equipment with low noise and vibration levels.

All Work Equipment will have suitable CE Markings and where required guards will be fitted. Employees are to be informed that it is an offence to misuse or interfere with anything provided in the interest of Health & Safety which includes machine guarding.

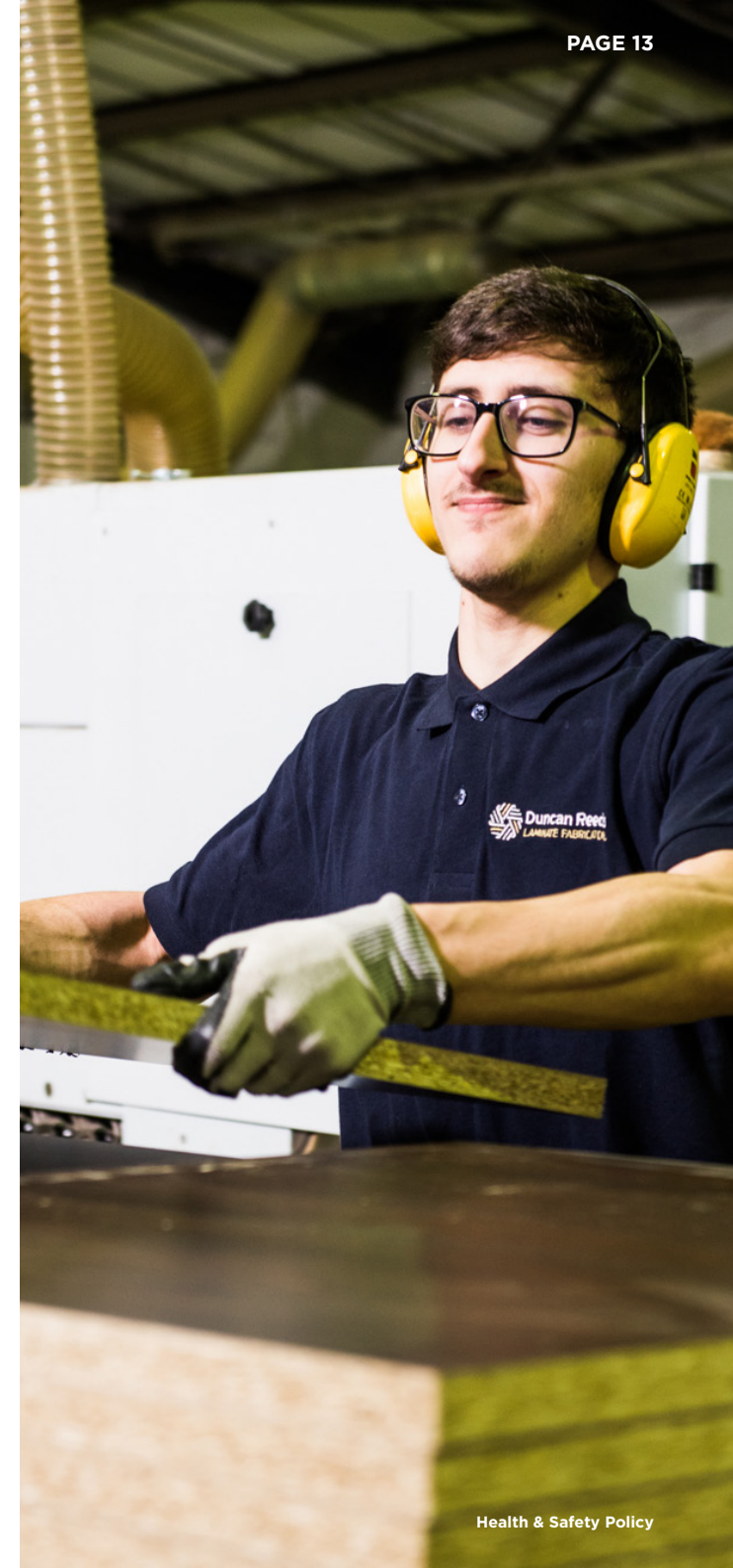
All Work Equipment is to be inspected prior to use and any defects reported to management immediately for either repair or replacement.

Work Equipment will only be used by trained and authorised persons.

Safe Systems of Work and Risk Assessments are prepared for all major items of Work Equipment.

3.7 Personal Tool Kits

Operatives providing their own tool kits are required to keep them in good order and Duncan Reeds Ltd reserves the right to inspect them from time to time.



3.0 General Arrangements

3.8 Noise

The Company is aware that the process involves the creation of noise to a high level. Therefore a Noise Survey will be undertaken and reviewed at regular intervals (minimum annual). The findings of these surveys will be made available to all.

Training will be undertaken for all affected to cover the risks from Noise Induced hearing loss and relevant control measures. Legal requirements will also be covered.

When purchasing new equipment consideration will be given to equipment with lower noise levels.

If required hearing function tests will be made available.

3.9 Fire Prevention and Procedure

The Directors are responsible, under the 'Fire Precautions (Workplace) Regulations 1997' for Fire Prevention and safeguarding employees by implementing the following:

- 1 Ensure all staff are fully trained and are familiar with Fire Fighting Equipment and procedures.
- 2 Where necessary fire risk assessments will be carried out.
- 3 Fire Extinguishers, equipment, alarms and escape routes are inspected and checked regularly.
- 4 Fire action notices are posted and fire exit signs erected and are not obstructed.
- 5 Instructions to be carried out in the event of a fire will be documented in the 'Staff Health and Safety Handbook'.

3.10 First Aid

First Aid facilities are to be kept in each works vehicle and at each site. First Aid procedures are to be communicated to all persons during Induction.

A list of first aid facilities, qualified first aiders and local emergency services will be posted at each major site.

3.11 Coronavirus

Protecting our staff, their families, customers, and the general public from the risks presented by the Coronavirus is a top priority for Duncan Reeds Ltd.

We have issued site-specific Risk Assessments relating to Coronavirus and the relevant controls. Control measures are included within the Site Induction briefing and are checked during site inspections.

Relevant P.P.E. including Disposable Gloves, Sanitiser Gel and Face Masks have been issued to all staff.

Senior Staff are to monitor the control measures and Management will review procedures and controls on a regular basis, always endeavouring to follow both Government and Industry Guidance.

3.0 General Arrangements

3.12 Mental Health / Employee Wellbeing

Duncan Reeds Ltd are aware of the importance of Employee Wellbeing and Mental Health. The Directors have researched this issue and are keen on methods to improve the workplace and to provide support if required.

Tool-box talks will continue to take place to raise awareness around this subject and the company will always have an open-door policy to both support staff and sub-contractors as well as listening to ideas to improve life.

3.13 Pregnant and Nursing Mothers

Duncan Reeds Ltd is committed to safeguarding the wellbeing of pregnant and nursing mothers and ensures a safe working environment to protect both mother and child from any known identified processes, working conditions or substances that could involve risk or harm to either or both.

3.14 Accident Reporting and Investigating

The Company operates a full Accident and Investigation Procedures Manual.

In the event of an accident, Fire, Police and Ambulance are to be contacted as appropriate and all accidents to operatives whilst they are at work, and all other persons on Company controlled sites, must be recorded and reported to the appropriate authorities in accordance with statutory requirements.

All accidents involving drivers, whilst driving, must be reported to the police where appropriate, properly recorded and reported and may be investigated by the Company.

3.15 Emergency Procedures

The Company has an Emergency Evacuation Procedure to cover the offices and fabrication units. This is communicated to all staff during the induction. This procedure is practiced annually and the findings recorded in the Fire Book.

3.16 Welfare Provisions

Full Welfare Provisions are provided at the Company Offices / Factories. These are communicated to all staff during the induction and inspected by management on a regular basis.

It is everyone's responsibility to use these facilities in a suitable manner and to report any issues.





3.0 General Arrangements

3.17 Contractors

When contractors are engaged on the Company's behalf, arrangements will be agreed to ensure that:

- 1 The contractors and their operatives are not placed at risk because of the activities of Duncan Reeds Ltd.
- 2 Duncan Reeds Ltd operatives are not placed at risk because of contractor's activities.

Checks for competency are to be made by Duncan Reeds Ltd relating to Contractors. They will be asked to provide information relating to both the Companies Health & Safety Performance and details of the competence of those working on their behalf.

3.18 Waste Management & Environmental Policy

Duncan Reeds Ltd is firmly committed to the principles of sustainability and recognises that its activities impact upon the environment and the wider community. Duncan Reeds Ltd acknowledges a responsibility for, and a commitment to, the protection of the environment at all levels.

The Company is committed to Environmental performance improvement and will:-

- 1 Ensure all waste is correctly disposed of in line with both legislation requirements and site specific requirements.
- 2 Seek to reduce the consumption of primary raw materials and enhance the contribution of energy efficient, low carbon measures, recyclable components and renewables.
- 3 Duncan Reeds Ltd will do all it can to follow procedures and expects all persons working on behalf of the Company to do the same and be pro-active towards following all Environmental procedures.

3.19 Housekeeping

Company Operatives are responsible for the general tidiness of areas under the control of Duncan Reeds Ltd. In particular this extends to keeping doorways, corridors, staircases, pedestrian routes and exits free from obstructions and hazards.

3.20 C.O.S.H.H.

The Company will carry out COSHH Assessments to quantify the risks to Operatives during the use of hazardous substances.

The COSHH Assessment may also stipulate certain control measures required allowing safe use of hazardous substances. All Operatives will be made aware, by instruction and training, of these precautions and work accordingly.

3.21 Electricity

Management located at each site are responsible for electrical safety on that site. The person responsible will ensure that:-

- 1 Electrical work is only carried out by competent persons.
- 2 Inspection and Testing of Portable Electrical Equipment is undertaken by a competent person as frequently as required by Regulations or Manufacturer's instructions.
- 3 Fixed Electrical Installations are Inspected and Tested by a competent person as frequently as required by Regulations (currently every 5 years).

3.0 General Arrangements

3.22 Asbestos

Duncan Reeds Ltd have issued an Asbestos Management Plan for the buildings under their control.

Duncan Reeds Ltd carry out NO work that is likely to disturb materials containing asbestos. Should this ever change then specialist contractors will be engaged.

3.23 Vehicle Safety

Driving of Company Vehicles is considered as working and therefore relevant controls need to be implemented.

Basic vehicle checks should be made prior to use including:

- 1 Oil
- 2 Water
- 3 Tyres
- 4 Lights

Drivers should always comply with the requirements of the Highway Code and are required to inform Directors of any Incident or Conviction that is relevant.

Smoking is not allowed in Works Vehicles.

Mobile Phones are not permitted to be used unless suitable "Hands Free" services are available and agreed with the Directors.

3.24 Working at Height - Safe Use of Ladders

Directors will be responsible for ensuring that all working at height is properly planned, risk assessed and that the correct equipment is provided.

3.25 Manual Handling

Manual handling is to be avoided wherever possible. Risk Assessments are to be undertaken to identify any practicable ways of eliminating or reducing the need to Manually Handle.

All Operatives are to receive Manual Handling Training to ensure they have the required techniques to avoid injury.

3.26 Material Storage

Management are responsible for ensuring areas are allocated for stacking and storing materials.

Regular checks of the racking are to take place both to ensure the stability of the racking and check that materials have been safely positioned.





3.0 General Arrangements

3.27 L.O.L.E.R.

All lifting equipment will be used in accordance with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

The Company will ensure arrangements are in place for the carrying out of statutory inspections and the keeping of records. Copies of the necessary thorough test examination certificates will be maintained on site.

Directors will ensure that Hired in Plant examination records are requested from the Hire Company at the time of hire.

All lifting equipment operations will be done under the control of a trained and competent person.

Lifting Equipment that has been subjected to an overload, or has been damaged, must be reported immediately and taken out of use pending an examination and, if necessary, repaired and re-tested.

3.28 Lone Working

Lone working will be avoided as far as practicable. Where necessary the Directors must ensure that the hazards are identified and the risks assessed.

Lone Workers will be supervised by one of the following means, appropriate to the work situation concerned:-

- 1 Periodic supervisory checks.
- 2 Periodic contact by telephone.
- 3 Automatic warning devices if not periodically cancelled by the lone worker.
- 4 Emergency alarms operated manually or in the absence of any activity.

3.29 Risk Assessments

Risk Assessments have been produced to assess the risks and control measures required for most of the Company's areas of operation.

Relevant copies will be held on site.

The Directors will ensure that where work within their control is subject to a Risk Assessment that all relevant personnel are aware of the requirements.

Any deficiencies or unforeseen hazards that come to light within the Risk Assessment should be reported to the Directors so that Assessments can be reviewed.

3.0 General Arrangements

3.30 Tool Box Talks

Tool Box Talks are to be provided by the Directors as required. All Tool Box Talks are to be suitably recorded.

Talks are to cover a wide range of subjects including:

- 1 Risk Assessments.
- 2 COSHH Safety Data Sheets.
- 3 New Work Equipment.

3.31 Monitoring

Site inspections are to be undertaken by Duncan Reeds Ltd on a daily basis. Additional independent inspections are to be carried out by the Company Health & Safety Adviser as required.

The Directors will ensure that regular inspections of all tools machinery and equipment are undertaken. A record must be kept and all staff are asked to co-operate in this, and any defects or deficiencies noticed between inspections should be reported.

These inspections will cover housekeeping, working practices and hazard identification. All staff are asked to co-operate in this and report any concerns between inspections.

3.32 Disciplinary Arrangements

Failure to comply with the Company's Health and Safety Policy may result in disciplinary procedures, particularly respecting serious infringements.

3.33 Monitoring and Review of Health and Safety Policy

To ensure the effectiveness of the Health and Safety Policy in providing and maintaining environments and systems of work that are safe, senior management will meet on a regular basis (at least annually) to discuss any accident reports and the performance of the Company and its compliance with this policy.





WEBSITE

www.duncanreeds.com

CALL

Southern Office: **01403 785 270**

Northern Office: **0161 872 7676**

Midlands Office: **01562 320 058**

Duncan Reeds Limited is a company registered in England.
No 2373969 VAT Registration No 515 1439 69.