

# **R. H. FULLWOOD & CO LTD**

*Building & Civil Engineering Contractors*

*Information Pack*



***19 Rowley Lane, South Elmsall, Pontefract, West Yorkshire, WF9 2JP***

*Telephone: 01977 642616*

*Fax: 01977 6406984*

*Email: [info@fullwood.co.uk](mailto:info@fullwood.co.uk)*

*Web: [www.rhfullwood.co.uk](http://www.rhfullwood.co.uk)*

# **R. H. FULLWOOD & CO LTD**

## *Building & Civil Engineering Contractors*

R H Fullwood and Company is a private Limited Company, which specialises in undertaking construction schemes for Local Authorities, Health Authorities and private Clients.

The Company was formed in 1959 by Mr R H Fullwood and Mrs L Y Fullwood and became a limited company on 17<sup>th</sup> October 1960.

In 1989 Messrs Guy and Ross Fullwood, sons of Mr and Mrs Fullwood, joined the Company and have since taken over the day to day running of the same.

The majority of the work that the Company undertakes has been for Local Authorities.

In addition the Company is also approved contractors for numerous Health Authorities, Police Authorities and Housing Associations.

All of the Company's employees are directly employed and a significant number have been employed for in excess of 5 years. The Company's workforce are all from the local West and South Yorkshire area.

Company registration number: 00672657  
VAT number: 182 4014 87

*Registered Office:*

19 Rowley Lane  
South Elmsall  
Pontefract  
West Yorkshire  
WF9 2JP

*Directors:*

Mr R H Fullwood  
Mrs L Y Fullwood  
Mr G Fullwood  
Mr R Fullwood

*Company Secretary:*

Mrs L Y Fullwood

## **Managing Director**

*Mr R H Fullwood* is the Company Managing Director. Mr Fullwood formed the Company in 1959 and has a wealth of experience in the building industry. Prior to the formation of the Company Mr R H Fullwood worked for Norwest Holst.

## **Directors**

*Mrs L Y Fullwood* is the Company Secretary who formed the company alongside Mr R H Fullwood.

*Mr Guy Fullwood* is a director of the Company who joined in 1989. Mr G Fullwood graduated from Manchester University in 1989 with a 1<sup>st</sup> Class Honours Degree in Civil Engineering

*Mr Ross Fullwood* is a director of the Company who joined in 1989. Mr R Fullwood graduated from Manchester University in 1989 with a 1<sup>st</sup> Class Honours Degree in Civil Engineering

## **Senior Site Agent**

The Companies Senior Site Agent is Mr Dave Abbott. Mr Abbott has been employed by the Company since 1972 and undertakes the major contracts for the Company.

## **Site Agents**

In addition the Company has Site Agents to run the smaller and medium Contracts.

All site Agents and Directors have attended the relevant Health and Safety Course, CDM courses etc..

Mr Ross Fullwood or Mr Guy Fullwood oversees every contract and will appoint a site agent to a given scheme.

For the larger schemes either Guy or Ross Fullwood would take overall responsibility and have Mr Dave Abbott as the Site Agent. In addition other site agents would be on site for specific trades and to assist Mr Abbott

A Company Director would attend any site Meetings and also be available for any design meetings, Client meetings, liaison etc...

# Work Undertaken

The Company undertakes ALL aspects of the Construction industry including:

- Minor Demolitions
- Concrete Works
- Brickwork and Blockwork
- Underpinning
- Masonry
- Roofing
- Woodwork (1<sup>st</sup> and 2<sup>nd</sup> Fix and Joinery)
- Steelwork
- Plumbing
- Floor Finishes (Screeds, Floor Tiling)
- Soft Floor Finishes (Carpets, Vinyl etc..)
- Plasterwork (Walls, Ceiling, Specialist)
- Ceilings (Standard, Suspended Ceilings)
- Paint Finishes
- Glazing
- External Works (Kerbs, Pre-Cast Paving Tarmacadam etc...)
- Fencing
- Drainage

The Company generally sub-contracts the following works:-

- Electrical Installation
- Mechanical Installation

- Built up Felt Roofing
- Asphalt
- Specialist Nature works such as Asbestos Removal
- Major Demolition Works

The Company has excellent working relationships with a number of sub-contractors to carry out the works to these categories, which are sub-contracted

# Case Study

## SHORT STAY UNIT, WESTFIELDS

### Initial Site Photograph at commencement

This shows the site after the initial clearance of trees, general debris and prior to any substructure excavation



### Site Photograph at completion

This shows the completed works from the rear elevation. The green and blue play area are the "Rubber Crumb" soft play surface.



### **Photograph showing Kitchenette and Dining Room**

This shows the small kitchenette situated in the Dining Room to one of the units in the Short Stay Unit.

The emphasis was to create a "non institutional" building and develop a building that represented a typical domestic dwelling.

With this in mind soft colour schemes were utilised including the introduction of a timber effect flooring in this room

Heating for this scheme was provided via the under-flooring "Rehau" system with manifolds in store rooms. The Electrical installation complemented the domestic feel to the building whilst still maintaining a functionality.

Windows were stained softwood windows, which incorporated restrictors



### **Photograph showing Bedroom**

The same "domestic" emphasis was placed upon the design of the bedrooms and colour schemes.

As the building was a short stay unit where Clients would only stay for relatively short periods a more "neutral" colour scheme was adopted.

Soft ash wood veneers were used for the fitted furniture (shown below). Softwood painted doors were used for bedroom doors.

Ironmongery was designed in full accordance with the relevant disability regulation and also allowed emergency egress



### **Photographs showing Corridors**

Corridor and circulation areas were designed to allow sufficient space. Sun pipes were introduced to allow natural light into the corridor areas, which complimented the electrical lighting



# Equal Opportunities Policy

## A. The Company's Commitment

### General commitment

This Company is committed to eliminating discrimination and promoting equality and diversity in its own policies, practices and procedures and in those areas in which it has influence.

This applies to the Company's dealings with staff, directors and third parties.

The Company intends to treat everyone equally and with same attention, courtesy and respect regardless of their disability, gender, marital status, race, racial group, colour, ethnic or national origin, nationality, religion or belief or sexual orientation.

### Regulation and legislation

In developing and implementing its anti-discrimination policy, the Company is committed to complying with all current and any future anti-discrimination legislation and associated codes of practice including, but not limited to:

- (a) the Equal Pay Act 1970,
- (b) the Sex Discrimination Act 1975,
- (c) the Race Relations Act 1976,
- (d) the Disability Discrimination Act 1995,
- (e) the Employment Rights Act 1996
- (f) the Employment Equality (Sexual Orientation) Regulations 2003,
- (g) the Employment Equality (Religion or Belief) Regulations 2003

and any relevant amendments or re-enactments of such legislation

- i. The Commission for Racial Equality code of practice for the elimination of racial discrimination and the promotion of equality of opportunity in employment (1983)
- ii. The Equal Opportunities Commission code of practice on sex discrimination; equal opportunities policies, procedures and practices in employment (1985)
- iii. The Equal Opportunities Commission code of practice on Equal Pay (2003)
- iv. The Disability Discrimination Act 1995 codes of practice in relation to rights of access to facilities, services and premises in employment

- v. The European Community code of practice on the protection of the dignity of men and women at work.

and any relevant amendments to such codes or further codes of practice

## **Forms of Discrimination**

The following are the kinds of discrimination, which are against the Company's policy:

(a) **Direct discrimination**, where a person is treated less favourably on the grounds of race, racial group, colour, ethnic or national origins, sex, pregnancy, marital status, disability or sexual orientation or religion or belief.

(b) **Indirect discrimination**, where an apparently neutral provision, criterion or practice would put a substantially higher proportion of the members of one sex, or persons having a racial or ethnic origin, or a particular religion or belief, or a particular disability or a particular sexual orientation at a particular disadvantage compared with other persons, unless that provision, criterion or practice is objectively justified by a legitimate aim and the means of achieving that aim are appropriate and necessary

(c) **Victimisation**, where someone is treated less favourably than others because he or she has taken action against the Company under one of the relevant Acts.

(d) **Harassment**, when unwanted conduct related to any of the grounds referred to above takes place with the purpose or effect of violating the dignity of a person and of creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment may involve physical acts or verbal and non-verbal communications and gestures. This will include physical, verbal and non-verbal acts.

## **B. Employment and Training**

### **General Statement**

As an employer, the Company will treat all employees and job applicants equally and fairly and not discriminate unjustifiably against them. This will, for example, include arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary processes, demotions, selection for redundancies, dress code, references, bonus schemes, work allocation and any other employment related activities.

## **Recruitment and selection**

This Company recognises the benefits of having a diverse workforce and will take steps to ensure that:

- (a) it endeavours to recruit from the widest pool of qualified candidates possible;
- (b) employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit;
- (c) where appropriate, positive action measures are taken to attract applications from all sections of society and especially from those groups which are underrepresented in the workforce;
- (d) selection criteria and processes do not discriminate unjustifiably on the grounds of disability; gender; marital status; race; racial group; colour; ethnic or national origin; nationality; religion or belief; or sexual orientation; other than in those instances where the Company is exercising permitted positive action;
- (e) wherever appropriate and necessary, lawful exemptions (genuine occupational requirements) will be used to recruit suitable staff to meet the special needs of particular groups;
- (f) all recruitment agencies acting for the Company are aware of its requirement not to discriminate and to act accordingly.

## **Conditions of service**

The Company will treat all employees equally and create a working environment which is free from discrimination and harassment and which respects, where appropriate, the diverse backgrounds and beliefs of employees.

Terms and conditions of service for employees will comply with anti-discrimination legislation. The provision of benefits such as flexible working hours, maternity and other leave arrangements, performance appraisal systems, dress code, bonus schemes and any other conditions of employment will not discriminate against any employee on the grounds of their gender; marital status; race; racial group; colour; ethnic or national origin; nationality; religion or belief; or sexual orientation; or unreasonably on the grounds of their disability.

Where appropriate and necessary, the Company will endeavour to provide appropriate facilities and conditions of service which take into account the specific needs of employees which arise from their ethnic or cultural background; gender; responsibilities as carers; disability; religion or belief; or sexual orientation.

## **Promotion and Career development**

Promotion within the Company will be made without reference to any of the forbidden grounds and will be based solely on merit.

The selection criteria and processes for recruitment and promotion will be kept under review to ensure that there is no unjustifiably discriminatory impact on any particular group.

Whilst positive action measures may be taken in accordance with the relevant anti-discrimination legislation to encourage underrepresented groups to apply for promotion opportunities, recruitment or promotion to all jobs will be based solely on merit.

All employees will have equal access to training and other career development opportunities appropriate to their experience and abilities. However, the Company will take appropriate positive action measures (as permitted by the anti-discrimination legislation) to provide special training and support for groups which are underrepresented in the workforce and encourage them to take up training and career development opportunities.

## **Directors**

Arrangements and procedures for selecting directors, their terms and conditions of directorship, access to benefits, facilities or services and termination arrangements will be reviewed and amended where necessary to prevent discrimination on any of the forbidden grounds.

Maternity rights available to directors shall be no less favourable than those required by legislation for employees.

## **Third Parties**

All lists of approved suppliers and databases of contractors, agents and other third parties who, or which, are regarded as suitable to be instructed by those within the Company have been compiled only on the basis of the ability of those persons or organisations to undertake work of a particular type and contain no discriminatory exclusion, restriction or preference.

## **Clients / Customers**

The Company is generally free to decide whether to accept instructions from any particular client, but any refusal to act will not be based upon any of the forbidden grounds.

The Company will take steps to meet the different needs of particular clients and customers arising from its obligations under the anti-discrimination legislation (such as the Disability Discrimination Act).

In addition, where necessary and where it is permitted by the relevant anti-discrimination legislation (for example, provisions relating to positive action or exemptions) the Company will seek to provide services which meet the specific needs and requests arising from clients' / customers' ethnic or cultural background; gender; responsibilities as carers; disability; religion or belief; sexual orientation or other relevant factors.

## **Promoting Equality and Diversity**

This Company is committed to promoting equality and diversity in the Company as well as in those areas in which it has influence.

Employees and directors will be informed of this anti-discrimination policy.

All those who act on the Company's behalf will be informed of this anti-discrimination policy and will be expected to pay due regard to it when conducting business on the Company's behalf.

In all its dealings, including those with suppliers, contractors and recruitment agencies, the Company will seek to promote the principles of equality and diversity.

The Company will make every effort to reflect its commitment to equality and diversity in its marketing and communication activities.

## **C. Implementing the Policy**

### **Responsibility**

Ultimate responsibility for implementing the policy rests with the directors of the Company. The Company will appoint a senior person within it to be responsible for the operation of the policy.

All employees and directors of the Company are expected to pay due regard to the provisions of its anti-discrimination policy and are responsible for ensuring compliance with it when undertaking their jobs or representing the Company.

Acts of discrimination or harassment on any of the forbidden grounds by employees or directors of the Company will result in disciplinary action. Failure to comply with this policy will be treated in a similar fashion. The policy applies to all who are employed in the Company and to all directors.

Acts of discrimination or harassment on any of the forbidden grounds by those acting on behalf of the Company will lead to appropriate action including termination of services where appropriate.

## **Complaints of discrimination**

The Company will treat seriously, and will take action where appropriate concerning, all complaints of discrimination or harassment on any of the forbidden grounds made by employees, directors, clients, customers or other third parties.

All complaints will be investigated in accordance with the Company's grievance or complaints procedure and the complainant will be informed of the outcome.

## **Monitoring & Review**

The policy may be monitored and reviewed in a manner proportionate to the size and nature of the Company on a regular basis (and in any event at least annually) to measure its progress and judge its effectiveness. In particular, the Company will, as appropriate, monitor and record:

- (a) The gender and ethnic composition of the workforce and directors as well as the number of disabled staff and directors at different levels of the organisation
- (b) The ethnicity, gender and disability of all applicants, short-listed applicants and successful applicants for jobs and training contracts
- (c) The ethnicity, gender and disability of all applicants for promotion and training opportunities and details of whether they were successful.
- (d) Where it is possible to do so, and where doing so will not cause offence or discomfort to those whom it is intended to protect, the sexual orientation and religion or belief of all directors and staff will be monitored so as to ensure that they are not being discriminated against in terms of the opportunities or benefits available to them. The Company is, however, aware that directors and staff may not choose to disclose their sexual orientation or religion or belief and that care will be taken to avoid inadvertent discrimination in such cases.
- (e) The number and outcome of complaints of discrimination made by staff, directors, clients, customers and other third parties
- (f) The disciplinary action (if any) taken against employees by race, gender and disability.

This information will be used to review the progress and impact of the Anti-Discrimination policy. Any changes required will be made and implemented.

# Health and Safety Policy Statement

It is the policy of the Company that we shall ensure the health, safety and welfare at work of all our employees and any other persons within the workplace who may be affected by any of our activities. Also the Company intends to carry out its undertakings in such a way that the general public is not exposed to risks to their health and safety.

It is the intention of the Company to identify, eliminate, or reduce and control, hazards in the workplace.

The Company will provide and maintain: -

- 1) Machinery, equipment and plant that is safe and without risk to health
- 2) Safe systems for the handling, storage, transportation and use of articles and substances, without risk to health
- 3) Information, instruction, training and supervision that ensures the health and safety of all employees
- 4) A safe place of work, including entrances and exits, that is without risk to health
- 5) A safe and healthy working environment, and adequate arrangements for the welfare of employees

The Company Directors, Managers and supervisors will make every effort to keep themselves informed and up to date with Health and Safety Legislation, both current and future. Where necessary outside assistance will be requested as appropriate from, for example, the local Fire Service, the Health and Safety Executive, the Local Authority, The C.I.T.B. or other bodies with the skills required.

A copy of this Policy Statement and the accompanying procedures and arrangements for health and safety will be available to all employees. All such documents will be reviewed at least annually, and updated as required, or in the case of any significant change in :-

Premises  
Working conditions and practices  
Equipment and substances in use  
Legal requirements

which may affect the Health and Safety of our employees or anyone else who may be affected by our work.



Director

1<sup>st</sup> December 2005

# Environmental Policy

R. H Fullwood & Co Ltd acknowledges and recognises that its operations have an impact on the global and local environment.

We are committed to the maintenance of an environmental management system.

We will manage our environmental impacts, prevent pollution and continuously improve our environmental performance.

We are committed to working towards sustainable development including specific actions such as energy conservation, renewable energy generation, a reduction in pollution generated from travel, raising environmental awareness, greater reuse and recycling of waste, waste minimisation and recovery of value, responsible purchasing and supporting community groups and businesses in local environmental action.



Director

24<sup>th</sup> January 2006

# Customer Care Policy

It is the policy of R. H. Fullwood & Co Ltd to provide a quality of service that meets the needs of our clients. However, if clients have any comments or concerns regarding the services provided by the Company we would like to hear them and assist wherever possible. The Customer Care Policy aims to deal with complaints regarding the services provided by the Company in a prompt, fair and positive manner.

The table below indicates the stages which may be used to resolve a complaint:

	<b>Stage 1</b>	<b>Stage 2</b>	<b>Stage 3</b>	<b>Stage 4</b>
Person Dealing with the Complaint	Staff Member	Site Foreman	Manager	Director

Most complaints can usually be successfully resolved informally by a Staff Member. However, if you are not satisfied with the response to your initial complaint then you should write to the Company's offices and the complaint will be dealt with by the relevant person.

The Company aims to acknowledge all written complaints within 3 working days, investigate and take any resolution action within 15 working days.

If you are not satisfied with the response to your complaint, details of how to appeal will be given in the reply.



Director

24<sup>th</sup> January 2006