

Health and safety product

Work Categories:	Ability to Subcontract , Ability to Subcontract
Industry Roles:	Commercial / Industrial Cleaners , Grounds & Car Park Cleaning, Janitor, Office Cleaning
Category Related	Non-Construction Contractor
	Selection & Control of Subcontractors, Working with Chemicals and Hazardous substances

Questions

Section: Health and safety

Sub Section: Health and safety management

- Q. Please confirm the number of direct employees employed by the company.
- A. 600
- Q. Please provide your full health and safety policy (or safety statement if you are based in the Republic of Ireland). This should be signed and dated within the last 12 months.
- A. POL-083 - Health and Safety Policy Statement.pdf
MS -009 Health and Safety Management System.docx
- Q. Please provide Name & Role of the person responsible for H&S within the company.
- A. Name: Vince Turner. Position: Compliance Director
- Q. Do you use the services of a health and safety consultancy to support your organisation with your H&S requirements?
- A. Yes
- Q. Please provide the name of the H&S consultancy
- A. Peninsula- Gavin Tan
- Q. Please select the expiry date of your contract with the H&S consultancy
- A. 31/01/2027
- Q. Please provide evidence that you have used the services of your named consultant within the last 12 months
- A. Re_ H&S info.pdf
- Q. Please provide evidence of their health and safety qualifications or relevant experience.
- A. NEBOSH Certificate.pdf
- Q. Please provide a brief explanation of the advice given to you by this person or organisation within the last 12 months.
- A. The advice and support given is a continuous review of Health & Safety including reviewing all Risk & Method Statements and COSHH documentation. Communicating via Bulletins and Tool Box Talks Health & Safety updates. Assisting with Mobilisations identifying hazards and risks. We also now have support from MYCompliance and Peninsula.
- Q. Please provide evidence that you have discussed health and safety with your employees within the last 12 months.
- A. MS -001 Management Systems Manual.docx
2024 Management Review Meeting Agenda.docx
RE_ Consultation .pdf
Re_ Policy updates.pdf
RE_ Health & Safety committee survey 2024.pdf
RE_ Health and Safety Service Visit DOC06.pdf
Re_ Banksman training.pdf
TRA-184 Using a Kick Stool.docx

Section: Health and safety

Sub Section: Health and safety management

You Talk, We Listen - Beyond Cleaning.pdf

- Q. Please provide evidence of site inspections/audits dated within the last 12 months.
- A. Audit Energy Efficiency Awareness .pdf
SOP 005 Environmental Aspect assessment Audit.pdf
SOP 042 Training & Development Audit.pdf
May 24 - Wilson Sonsini - QAForm-Session-112681-133663638247322563.PDF
June 24 - MFS - QAForm-Session-112681-133663635249626540.PDF
April 24 - RAH - QAForm-Session-112681-133663636629340913.PDF
Verification Visit Report - 01-08-2024.pdf
17092-001-DOC-Cleaning-Limited-17092-Recertification.pdf
permit_1163.pdf
- Q. Please provide your work equipment maintenance records for the last 12 months.
- A. EquipmentAuditForms-20 Gracechurch street.pdf
ISO site audit 150 Cheapside.pdf
Equipment Audit Form.pdf
- Q. Please provide an explanation of how you discuss health and safety issues with clients, contractors or other trades before starting work.
- A. Depending what is involved we always strive to visit the building in question. Establishing what expectations are and more importantly surveying the project to identify hazards & associated risks. From this point we can create bespoke Risk & Method Statements plus identifying any COSHH and PPE requirements where applicable
- Q. Please provide copies of site specific risk assessments and method statements (RAMS) dated within the last 12 months for each of the following work categories: Ability to Subcontract, Commercial / Industrial Cleaners
- A. Risk assessment Simply Washrooms 2024..pdf
28 - Storage of Equipment & Materials.pdf
RAMS -1 King William Street.pdf
RAMS - CLSA 8 Bishopsgate .pdf
COSHH - 4 New Square.pdf
- Q. Do you have a drug and alcohol policy?
- A. Yes
- Q. Please provide a copy of your Drug and Alcohol Policy
- A. EMP 39 Drug Policy.pdf
- Q. Do you have a policy or procedure in place to manage occupational health issues including mental health and fatigue?
- A. Yes
- Q. Please provide a copy of your policy or procedure in place to manage occupational health issues including mental health and fatigue
- A. Mental Health First Aiders Poster (Portugese).png
Mental Health First Aiders Poster (Spanish).png
23.Health & Safety Committee Survey.pdf
Jhonny Henao_hfi2131_Mental Health First Aid_20230524.pdf
Ledimar Uliano_hfi2131_Mental Health First Aid_20230606.pdf
Leigh Goldsmith_hfi2131_Mental Health First Aid_20230705.pdf
POL-098 Mental Health Policy.docx
- Q. Do you have a policy or programme in place that covers behavioural safety?
- A. No

Sub Section: Enforcement action and accidents

Q. Has your company name changed within the last 5 years?

A. No

Q. Please confirm if you have received any form of enforcement action from the Health and Safety Executive (HSE) or the Health and Safety Authority in the last 5 years.

No

Q. How many of the following accidents and incidents of work-related ill-health have occurred in the past 3 years?

Year	Minor injuries	Reportable	Fatalities	Work Related Ill Health
2024	9	5	0	0
2023	20	3	0	0
2022	5	4	0	0

Q. Please provide brief details of your last two work related accidents and any fatal accidents that have occurred. This must include their outcomes and any preventative measures implemented.

- A.
1. Cleaning operative started to scrub clean the 7th floor disabled toilet when suddenly the wood panel at the back of it falls off and hit her in the right cheek. Evelyn immediately came out of the toilet and called the supervisor to report this incident. Just very small abrasions and no day off. Site manager and client involved on resolving a maintenance issue, which was fix. All operatives have been instructed about what happened via Toolbox Talk and instructed to check every time before cleaning the toilet to make sure that wood board is safe attached to the wall.
 2. Cleaning operative slipped when she stepped on one beer bottle top, which was left on the kitchen floor, but she did not fell. She alleged that she twisted her back. She reported it three days later. When asked if she reported the incident to anyone on the date, she replied: "I forgot it". Over 7 days injury. A new risk assessment was created for checking the area for any risks of slips, trips and falls, before, during and after work is completed. Toolbox talks were presented to site staff: Accident Response, Employee duties, Health and Safety at Work Act, Slips, Trips and Falls, General Operative Awareness, Near Miss Reporting. Also, the following subjects of the induction SHEQ handbook were reviewed: The Importance of Reporting an Accident, The Accident Report Book.

Sub Section: Qualifications and training

Q. Please provide a copy of your current training matrix or a list of employees.

- A.
- TRA-185 Operations training matrix.pdf
 - c. Last 12 months list completed iHasco.xlsx
 - a. Training Admin, Op Sup, Op. mgrs, Op dir, .xlsx
 - b. Operatives training last 12 months.pdf
 - d. Operatives Training Full.pdf

Q. Please provide examples of the trade specific or academic qualifications held by your employees for the work categories selected: Ability to Subcontract, Commercial / Industrial Cleaners

- A.
- Adriano Jose_ext96_Managing Safely_20240613.jpg
 - Alexander Ramirez - a. Health and Safety in Cleaning - Certificate.pdf
 - Alexander Ramirez - BICS LTP and CPSS - 20240813085916226.pdf
 - Jean Cristopher Dominguez Asanza - c. BICS License To Practice - Certificate - .pdf

Q. Please provide examples of training/refresher training undertaken in the last 12 months.

- A.
- assessment_1_349915 (1).pdf
 - Ledimar Uliano_hfi2131_Mental Health First Aid_20230606.pdf
 - uhub_cleaning_training_doc_cleaning_limited_240813.pdf
 - Lina Lopera - BICS LPT and CPSS - 20240813085826549.pdf
 - Jose Megino_ext96_Managing Safely_20240712.jpg
 - Jose Cavallaro - Assessor - Accredited Training Member - 20240813085939292.pdf
 - Johanna Sanchez Moran - LTP and CPSS - 20240813085851290.pdf

Sub Section: Selection and control of contractors

- Q. Please confirm the number of other companies you use as subcontractors.
- A. 21
- Q. Please provide a completed example of a subcontractor health and safety assessment that has been carried out in the last 12 months.
- A. Simply Washrooms Annual Service Partner Appraisal.pdf
Simply Washrooms Audit 2024.pdf
Cleanup Soluciton Accreditation.pdf
Cleanup Appraisal Questionnaire.pdf
Beaver Appraisal Questionnaire.pdf
PUR-001 Approved Service Partners Suppliers.xlsx
RE_ Approved list Cleanup.pdf
RE_ RAMS - Verulam Point.pdf
PUR-007 Supplier reject note.docx
PUR-008 Supplier Code of Conduct.docx
Axiom PUR-008 Supplier Code of Conduct.pdf
Topshine PUR-008 Supplier Code of Conduct.pdf
First Mile PUR-008 Supplier Code of Conduct.pdf
New Sub-Contractor Evaluation Matrix .xlsx
- Q. Please provide evidence of how subcontractors are monitored whilst on site. This evidence should be dated within the last 12 months.
- A. permit_1163.pdf
Simply Washrooms Audit 2024.pdf
- Q. If your subcontractors are allowed to use other contractors to complete work on your projects, please explain how you monitor and manage these arrangements.
- A. They do not use other contractors.

Sub Section: Industry specific health and safety requirements

- Q. Please provide examples of completed COSHH or Chemical Risk Assessments for the chemicals or hazardous substances used by your business
- A. COSHH - Cowcross Estate .pdf

Section: Insurances

- Q. Do you hold Employers Liability Insurance?
- A. Yes
- Q. Employers Liability Insurance Expiry Date
- A. 31/03/2025
- Q. Employers Liability Insurance Cover Amount
- A. £10000000
- Q. Do you hold Public Liability Insurance?
- A. Yes
- Q. Public Liability Insurance Expiry Date
- A. 31/03/2025
- Q. Public Liability Insurance Cover Amount
- A. £10000000
- Q. Do you hold Product Liability Insurance?
- A. Yes

- Q. Product Liability Insurance Expiry Date
A. 31/03/2025
- Q. Product Liability Insurance Cover Amount
A. £10000000
- Q. Do you work at Airports?
A. No
- Q. Please upload your current insurance schedule / summary of cover
A. Employers-Liability-Certificate-98c5ddc2c76ae8a7345876de32181d58.pdf
2024-TWIMC-15608e620f08a46c0a7b220abe5ef0b0.pdf

Accredited