

Health and safety product

Work Categories:	Ability to Subcontract , Ability to Sub-contract Commercial / Industrial Cleaners , Deep Cleaning, Grounds & Car Park Cleaning, Janitor, Office Cleaning Domestic Cleaners , Carpet Cleaning Security Service Provider , Reception Security / Concierge Services, Security Guards Non-Construction Contractor
Industry Roles:	
Category Related Activities:	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 confirm how many labour only employees the company has used within the last 12 months.
A. 0
- Q. Please provide your full health and safety policy. This should be signed and dated within the last 12 months.
A. Health and Safety Policy Manual February 2019.pdf
- Q. Please provide the contact details of the individual or organisation that deals with your health and safety.
A. Name: Nicola Hull. Position: H&S
- Q. Please provide evidence of their health and safety qualifications or relevant experience.
A. Nicola Hull CV.pdf
- Q. Please provide a brief explanation of the advice given to you by this person or organisation within the last 12 months.
A. This person is employed 2 days per month and regularly updates our H&S system.
- Q. Please provide evidence that you have discussed health and safety with your employees within the last 12 months.
A. Signed Tool box talk - Needles and sharps .pdf
Toolbox Talk - Needle and Sharps .pdf
- Q. Please provide evidence of site inspections/audits dated within the last 12 months.
A. Centre Point Cricklewood - 23-5-19.doc
- Q. Please provide your work equipment maintenance records for the last 12 months.
A. PCS Group Offices 14-08-18.pdf
- Q. Please provide an explanation of how you discuss health and safety issues with clients, contractors or other trades before starting work.
A. This is undertaken with the person in charge before the work begins and the sharing of information through method statements and risk assessments. we also have regular manager meetings in the office with the cleaning team where any issues are circulated. H&S issues are addressed with security staff

Sub Section: Health and safety management

during site inspections.

Sub Section: Enforcement action and accidents

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

A. Yes

Q. Please confirm your previous company name:

A. Steeles Professional Cleaning Services Ltd

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

A. No

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

A.

Year	Minor injuries	Reportable	Fatalities	Work Related Ill Health
2019	3	1	0	0
2018	11	0	0	0
2017	4	0	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. Our most recent RIDDOR occurrence was at a large client in London where a cleaner injured her thumb on a door - the door is a standard door however the cut was sharp and went to the bone. We have reviewed the door, with our client and can see no issues with them- it has been assessed that this was merely an accident with her closing her finger in the door to blame. We have recently had multiple incidents involving sharps at a large client in London - there were three occurrences with one of these resulting in a sharps injury to two of our cleaning staff. Meetings have been held with the client and as such sharp bins have now been installed throughout toilets with a new localised policy issued off the back of a global one. TBT have been undertaken with staff on sharps injuries and the severity of these with the importance of follow up actions. Both have been offered follow up blood tests to ensure no further actions have been required and the risk assessments for rubbish removal have been reviewed. we are still playing an active role with the client in doing our best to manage the situation.

Sub Section: Qualifications and training

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, Domestic Cleaners, Security Service Provider

A. SIA Licenses.pdf
SC30819070408530.pdf

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

A. Employee numbers.msg
Security.xls

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

A. Signed Tool box talk - Needles and sharps .pdf
Toolbox Talk - Needle and Sharps .pdf

Sub Section: Selection and control of contractors

Q. Please confirm the number of other companies you use as subcontractors.

A. 10

Sub Section: Selection and control of contractors

- Q. Please provide a completed example of a subcontractor health and safety assessment that has been carried out in the last 12 months.
- A. SC30819070212320.pdf
- Q. Please provide evidence of how subcontractors are monitored whilst on site. This evidence should be dated within the last 12 months.
- A. OP 013 - Suppliers and contractors.docx
Sub-Contractor Site Inspection 23719 CW.docx
Sub-Contractor Site Inspection 23719 CW.docx
- 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. I can also confirm that secondary sub-contracting is not permitted.

Sub Section: Industry specific health and safety requirements

- 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, Domestic Cleaners, Security Service Provider
- A. 36 Cornhill New AI's.doc
36 Cornhill RA 2019.doc
Red Commerce SP.docx
36 Cornhill RA 2019.doc
Red Commerce SP.docx
- Q. Please provide examples of completed COSHH Assessments for the chemicals or hazardous substances used by your business
- A. 078 PCS COSHH Aromacare Hard Surface Cleaner.pdf
004 PCS COSHH Graffiti Gone.pdf
054 PCS COSHH Fortech Sanisting wet wipes.pdf
PCSM COSHH 013 RS Dust Remover.pdf

Section: Insurances

- Q. Do you hold Employers Liability Insurance?
- A. Yes
- Q. Employers Liability Insurance Expiry Date
- A. 05/11/2019
- Q. Employers Liability Insurance Cover Amount
- A. £25000000
- Q. Do you hold Public Liability Insurance?
- A. Yes
- Q. Public Liability Insurance Expiry Date
- A. 05/11/2019
- Q. Public Liability Insurance Cover Amount
- A. £10000000
- Q. Do you hold Product Liability Insurance?
- A. Yes
- Q. Product Liability Insurance Expiry Date
- A. 05/11/2019

Section: Insurances

- 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. The PCS Group TWIMC.pdf

Accredited