



CONSULTANT SERVICES GROUP
Contract Cleaning & Support Services



CONSULTANT CLEANERS LTD HEALTH & SAFETY NEWSLETTER WINTER 2011/2012

Welcome to our Health & Safety Newsletter for this winter, we hope you find it informative and helpful.



DARK NIGHTS

During the dark winter nights you must take care when going to and leaving work.

It is the clients' responsibility to ensure the workplace is well illuminated, if you see any lights that are not working, please report it to your Supervisor/client contact who will arrange for repair.



During wet weather, floor surfaces become slippery and dangerous which could result in bad accidents, so remember to wear appropriate footwear and take extra care.

If you notice anything that appears unsafe – report it!!

A person's health and safety is the most important factor in life. We all know that most accidents are preventable - we just need to think about what we are doing.



Accident Reporting

Your health and your safety is our priority therefore, it is extremely important that you report **every** accident to us. May we remind you of the reporting procedure:-

Every site will have access to our Accident Log Book which is in the COSHH/Training Manual located in the cleaning cupboard.

Every accident **must** be recorded in the Accident Book and **must** be reported to the Health & Safety department either by telephone or via the Accident Log form (again a copy of this form is in the Manual).

Near Misses

We can only investigate and eliminate any problems that may affect a person's safety if we are made aware of them. Therefore, it is just as important to inform us of any near misses or dangerous occurrences as it is for accidents. Recently it has been brought to our attention that something as simple as collecting waste is causing problems for some of your colleagues. Be aware of sharp objects in waste bins e.g. broken glass, razor blades or even syringes and take care at all times when carrying out this task.



Safety Sign Signatory Sheets

We have changed the format of the signatory sheets; your Area Supervisor should have visited your site to go through the new form with you. If they haven't done this as yet, please contact them and make arrangements for this to be done. Thank you to those of you who are continuing to complete and return the sheets to Head Office on a regular basis. It is evident from what we are receiving that not all sites are actually completing/returning the sheets.

These sheets are an important piece of information in the event of an accident claim. Please remember the golden rules:

- If there is 1 or more cleaners on site and/or the client staff may be on site when you are cleaning
- Wet floors
- Trailing cables when buffing/vacuuming

If you are a single cleaner site with no-one else around when you are cleaning, then there is no need to complete a sheet.

If you are in any doubt ask for advice.



Health & Safety Policy Statement

We reviewed the Policy Statement on the 15th November 2011. A copy of the front signature sheet has been sent out to all sites via Payroll with the instruction to place it with the existing policy in your COSHH/Training Manual. You must ensure this instruction is adhered to. Please check and if you require a copy please let Melissa know.

Starter Training Forms

Attention all Cleaning Managers/Supervisors

Please take care when completing starter training forms and ensure that all the necessary information is completed and the form is signed on both sides by the new employee. Also, please pay particular attention to the reference details – this information must be provided with full names and addresses of referees.



PPE – Personal Protective Equipment

You have all been provided with the necessary PPE for your site. It is important that this is worn at all times and checked on a regular basis.



Cleaning Agents

Can we remind you all that only cleaning agents provided by us are to be used. Do not attempt to use any other agents and if in any doubt ask!

“COMPANY NEWS”

RoSPA President’s Award

We are proud to say we have been awarded “Gold” for the last 13 years which is a tremendous achievement and a true reflection of how committed we are as a company to health and safety and the well being of our staff.

Golden Service Awards

We are delighted to announce 2nd place in the “Oscars” of the cleaning industry, The Golden Service Awards. We submitted our entry based on health & safety standards we have achieved in management systems, certified training and supported by our nominated site, Kingsgate Shopping Centre in Huddersfield.

New Business

Walkers Snack Foods, Lincoln, Peter Black Footwear & Accessories, Keighley, Weidenhammer, Bradford. We would like to welcome all our new friends and colleagues.

Consultant Connects

An opportunity not to be missed!! Any leads you obtain for potential new business could result with a cash award, so keep your eyes peeled and your ears to the ground and you could be cashing in!!



Christmas Cheer

We would like to take this opportunity to wish you all a very merry Christmas and a healthy and prosperous new year. Stay safe, think twice don't drink and drive!!!



Your views and comments are extremely important to us. You can contact Sally Gorman/Melissa Smith on **01924 418051**.