

## Health and safety product

**Work Categories:** **Window Cleaning Services**, Window Cleaning by Water-fed Pole /  
Window Cleaning from Ground Level

**Industry Roles:** Non-Construction Contractor

### Questions

## Section: Health and safety

### Sub Section: Health and safety management

- Q. Please confirm the number of direct employees employed by the company.
- A. 20
- 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. HS Policy - Expires 30.12.24.docx
- Q. Please provide Name & Role of the person responsible for H&S within the company.
- A. Name: Mark Groves. Position: Director
- Q. Do you use the services of a health and safety consultancy to support your organisation with your H&S
- A. Yes
- Q. Please provide the name of the H&S consultancy
- A. Complete Health & Safety Ltd - Mark Simpson
- Q. Please select the expiry date of your contract with the H&S consultancy
- A. 30/12/2024
- Q. Please provide evidence of their health and safety qualifications or relevant experience.
- A. Mark Simpson CV.pdf  
MIIRSM (002).jpg  
Groves Window Cleaning Ltd - Safety Net Certificate - Exp December 2024.pdf  
Nebosh Construction Health and Safety Cert.pdf  
Nebosh Construction Certificate.pdf
- Q. Please provide a brief explanation of the advice given to you by this person or organisation within the last 12
- A. Fire extinguishers to be tested.
- Q. Please provide evidence that you have discussed health and safety with your employees within the last 12 months.
- A. Martin Arnold signed to say read handbook 11.01.24.pdf  
Matt Paine signed to say read handbook 11.01.24.pdf  
Phil Dutton signed to say read handbook 11.01.24.pdf  
Darren Best signed to say read handbook 11.01.24.pdf  
Isaac Manning signed to say read handbook 11.01.24.pdf  
Alpha House Hove (your visit Thursday 23 November).msg  
Salt down.msg

## Section: Health and safety

### Sub Section: Health and safety management

Q. Please provide evidence of site inspections/audits dated within the last 12 months.

- A. Kieran on site inspection 9.01.24.pdf  
Tony + Alan on site inspection 10.01.24.pdf  
Matt on site inspection 8.01.24.pdf  
Darren on site inspection 9.01.24.pdf  
Phil + Arnie site inspection 12.01.23.pdf  
Van checks and on site Checks January 2024.pdf

Q. Please provide your work equipment maintenance records for the last 12 months.

- A. Pat testing cert 6.12.23.pdf  
Pat testing report 6.12.23.pdf  
Electrical report feb 2023.pdf  
Groves window cleaning alarm report 15.01.24.pdf  
Groves Window Fire service report 13.12.23.pdf  
Groves Cleaning Alarm service report 13.12.23.pdf  
Groves Cleaning Cctv service report 13.12.23.pdf  
Harness Certificate exp 2.07.24.pdf  
Van checks and on site Checks January 2024.pdf

Q. Please provide an explanation of how you discuss health and safety issues with clients, contractors or other trades before starting work.

- A. All sites have risk assessments carried out at the estimate stage and documented method statements are issued to clients, these are also provided to the operatives so all staff are briefed prior to contract commencement The risk assessments and method statements are reassessed periodically with amendments made if required.

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: Window Cleaning Services

- A. RAMS - Water Fed Poles.pdf

Q. Do you have a drug and alcohol policy?

- A. No

Q. Do you have a policy or procedure in place to manage occupational health issues including mental health and

- A. No

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) 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?

A.

Year	Minor injuries	Reportable	Fatalities	Work Related Ill Health
2024	0	0	0	0

2023	0	0	0	0
2022	0	0	0	0

### 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: Window Cleaning Services
- A. 8502\_Reg\_Kieran Jenkins\_Certificate 6138\_13-6-2320230814\_16202803\_0108.pdf  
8502\_Reg\_Sergiu Stan\_Certificate 6139\_13-6-2320230814\_16230175\_0110.pdf
- Q. Please provide a copy of your current training matrix or a list of employees.
- A. Training Matrix Dec 2023.xlsx  
List of employees.odt
- Q. Please provide examples of training/refresher training undertaken in the last 12 months.
- A. Spencer First Aid cert ext 1.10.26.pdf

### Section: Insurances

- Q. Do you hold Employers Liability Insurance?
- A. Yes
- Q. Employers Liability Insurance Expiry Date
- A. 12/07/2024
- Q. Employers Liability Insurance Cover Amount
- A. £10000000
- Q. Do you hold Public Liability Insurance?
- A. Yes
- Q. Public Liability Insurance Expiry Date
- A. 12/07/2024
- Q. Public Liability Insurance Cover Amount
- A. £10000000
- Q. Do you hold Product Liability Insurance?
- A. Yes
- Q. Product Liability Insurance Expiry Date
- A. 12/07/2024
- 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. Groves-TWIMC-12.07.24-84c00e1005877157e1cf3701f33cad53.pdf  
Groves-Axa-EL-Cert-exp-12-July-2024-3078f806aabab454ed9590261aaa90a7.pdf