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To: Subject: VIRTUAL TOOLBOX TALK: Adverse Weather - To Cleaning & Property Services Colleagues

INTERNAL COMMUNICATION: VIRTUAL TOOLBOX TALK: Adverse Weather - To Cleaning & Property Services Colleagues

Good Morning,

Hope you are well and reason you have received this email is to increase you awareness of adverse weather particularly with the press coverage about Storm Agnes which is expected to bring a spell of strong and disruptive winds through Wednesday afternoon into early Thursday...

Purpose / objectives: This virtual toolbox talk is to increase colleagues awareness of adverse weather and the steps you need to take protect yourself.

Company Policy: Please click on this link for details of the company policy for adverse weather [Microsoft Word - Adverse Weather Policy \(mcsence.co.uk\)](https://mcsence.co.uk)

Hazards / risks: Exposure to adverse weather conditions can lead to various hazards and risk which include but not limited to:

- Injuries and danger to life from flying debris are possible
- Being struck by lightning/electrocution, slipping and tripping, floods/drowning are possible
- Some damage to buildings, such as tiles blown from roofs, could happen
- Some power cuts are likely to occur, with the potential to affect other services, such as mobile phone coverage
- Road, rail, air and ferry services may be affected, with longer journey times and cancellations possible.
- Some roads and bridges may close or diversions
- A small chance of injuries and danger to life that could occur from large waves and beach material being thrown onto sea fronts, coastal roads and properties, with a chance of some minor flooding of coastal roads

Five tips for staying safe in strong wind: When there is a wind warning in place, here are some things you can do...

- Protecting your property from damage and other people from injury
- Things you can do before a journey
- Driving safely in strong wind
- Staying safe when you're at the coast
- Avoiding injury if you are out and about

1. Protecting your property from damage and other people from injury: Don't risk injury to others or damage to your property. Check for loose items outside your home and plan how you could secure them in high winds. Items include:

- Bins
- Plant pots
Garden furniture (bring inside or secure in place)
- Trampolines (turn upside down or secure with tent pegs)
- Sheds (ensure doors are locked)

2. Things you can do before a journey: Windy weather can cause delays and make driving conditions dangerous. Follow these few simple steps to prepare before journeys:

- Plan your route, check for delays and road closures
- Listen out for travel updates on your car radio/sat nav
- If you don't have essentials in your car then pack for the worst (warm clothing, food, drink, blanket, torch)
- Take a fully charged mobile phone with an in-car charger or battery pack

3. Driving safely in strong wind: Driving in these conditions can be dangerous, for yourself and other road users. If you must drive, you can do this more safely by:

- Driving slowly to minimise the impact of wind gusts
- Be aware of high sided vehicles/caravans on more exposed roads
- Be cautious overtaking high sided vehicles/caravans
- Make sure you hold the steering wheel firmly
- Give cyclists, motorcyclists, lorries and buses more room than usual
- More about travelling in storms, rain and heavy wind

4. Staying safe when you're at the coast: If you live or work on the coast take extra care during windy and stormy weather. Keep yourself and others safe by following these simple steps:

- Check the forecasts and tides in your local area here
- Beware of large waves, even from the shore large breaking waves can sweep you off your feet and out to sea
- Take care if walking near cliffs – know your route and keep dogs on a lead
- In an emergency 999 (UK) or 112 (Ireland) and ask for the Coastguard

5. Avoiding injury if you're out and about: Being outside in high winds makes you more vulnerable to injury.

- Stay indoors as much as possible.
- If you do go out, try not to walk or shelter close to buildings and trees.

Be prepared for weather warnings to change quickly and when a weather warning is issued, stay up to date with the weather in your area - [UK weather warnings - Met Office](#)

Please also see the links below for more HSE & company information...

HSE WEBSITE: See links below:

- HSE – Asbestos Essentials - <http://www.hse.gov.uk/pubns/guidance/a0.pdf>
- HSE – Lifting Equipment at Work – A Brief Guide - <http://www.hse.gov.uk/pubns/indg290.htm>
- HSE – Manual Handling at Work – A Brief Guide - <http://www.hse.gov.uk/pubns/indg143.htm>
- HSE – Slips & Trips – A Brief Guide - <https://www.hse.gov.uk/cleaning/topics/slips.htm>
- HSE – Working at Height – Safe Use of Ladders - <http://www.hse.gov.uk/pubns/indg455.pdf>
- HSE - COSHH - <https://www.hse.gov.uk/coshh/basics/whatdo.htm>
- HSE – COVID-19 - <https://www.gov.scot/coronavirus-covid-19/>

STAFF ZONE is our bespoke intranet for McSence colleagues with company information in one place where you if you click this link [McSence | Home | McSence](#) and enter passcode is [staffzone123](#) it will take you to the following company information as follows:

- Company Handbooks [McSence Handbooks | McSence](#)
- Company Policies: [McSence Policies | McSence](#)
- Health & Safety: [McSence Health & Safety Information | McSence](#)

Any feedback is most welcome and going forward we will be sharing more of this information on a regular basis.

Warmest regards, Martha

Martha Convie

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