

From: Martha Convie
Sent: 12 December 2022 15:58
Subject: McSence Services Ltd - Winter Planning

INTERNAL COMMUNICATION: VIRTUAL TOOLBOX TALK: Winter Planning - To all Cleaning & Property Services Colleagues

Dear All,

Hope this finds you well and with the significant drop in temperatures etc over the weekend, please see below the various information to assist in making reasonable decisions to keep ourselves and other(s) safe...

General Tips:

During the winter months working conditions can lead to “cold stress” as your work environment becomes naturally cooled plus there’s often more wind which can take heat away from your body, some general tips are...

- ***Listen to the weather forecast & plan ahead:*** Check the weather forecast before going out; Listen for a wind chill warning; Warnings are based on local climate and are issued when significant wind chills are expected
- ***Dress Warmly & Stay Dry:*** Dress in layers, with a wind resistant outer layer; wear a hat, gloves & scarf; Wear warm and waterproof footwear; When it is very cold, or when the wind chill is significant, cover as much exposed skin as possible

Adverse Weather Policy:

At the McSence Group, we appreciate that in the winter there’s an increasing possibility of adverse weather including snow, ice, sub-zero temperatures which may mean disruptions to the roads and to public transport affecting our commute to and from our place(s) of work. This may result in employees facing difficulties getting to work and returning home, often resulting in unplanned disruption to our business - for guidance, please refer to our Adverse Weather Policy by clicking on this link: [Adverse Weather Policy](#)

In planning ahead you can also refer to the Met Office Website by clicking on this link <https://www.metoffice.gov.uk/>

Personal Protective Equipment (PPE):

If you require any of the above – can you let the area supervisors know asap and we can arrange?

Company Vehicle Handbook:

Please click on this link to read more about driving, road conditions etc: [Microsoft Word - Group Vehicle Handbook \(wordpress.com\)](#)

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

HSE website: Please also see links below to the HSE Website and some key :

- HSE – Icy Conditions & Winter Weather - [Slips and trips - Icy conditions and winter weather \(hse.gov.uk\)](#)
- 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 – 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 a bespoke intranet for all McSence colleagues with company information in one place - to access this click on this [Company Policies | McSence](#) and enter password staffzone123

Contact details:

Please see below for our contact details in event of needing guidance or escalating an urgent matter...

- Gosia Ciamarzewska – Area Supervisor 07835 352 952
- Dorota Polewiak – Area Supervisor 07435 785 764
- Lisa Smith – Team Leader, 07587 882 374
- Martha Convie, Service Manager, 07981 664 526
- services@mcsence.co.uk | text 07801832184 for a 12hr response (non-urgent)

Warmest regards, Martha

Martha Convie

Service Manager | McSence Group | Cleaning & Property Services

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