

# **Cleaning Industry Liaison Forum (CILF) Terms of Reference June 2008**

## **Section 1**

### Aim

#### **To improve health and safety in the cleaning industry**

### Objectives

- Advise the Health and Safety Executive on health, safety and welfare issues in the cleaning industry;
- Promote and improve the standards of health, safety and welfare at work in the industry;
- Discuss existing and proposed legislation and how it affects the industry;
- Disseminate relevant legislation and produce guidance where necessary;
- Consider relevant guidance and information produced by other industries where this may be relevant
- Monitor and review developments within the industry as they impact on health, safety and welfare at work;
- Produce and agree a plan of work for sign up by the industry

## **Section 2**

### Ways of Working

- 2.1 The Cleaning Industry Liaison Forum shall meet three/four times per year and on other occasions as necessary
- 2.2 As a general principle, the decisions of CILF should be by consensus, i.e. decisions should be agreed by all members present with out recourse to voting. If a consensus cannot be reached, the Chair may call for a vote to be taken.
- 2.4 The CILF may devolve appropriate work to working groups or individuals. Where work is devolved the task, the outputs and timescales of the work to be carried out will be clearly defined. Working groups or individuals should provide CILF with regular feedback as to progress with their work.
- 2.5 Meeting papers will be generally open documents in terms of access to government information.
- 2.6 The terms of reference should be reviewed every two years. The plan of work should be reviewed annually.
- 2.7 The CILF Forum shall operate its policies and procedures and any guidance materials produced with due regard to diversity, gender sensitivities and people with disabilities.
- 2.8 The CILF Forum will promote the safe procurement, use and disposal of equipment and chemicals and acknowledges that environmental legislation may also be applicable at times.

## **Section 3 Membership**

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<b>Cleaning Industry Liaison Forum May 2008</b>
<b><u>Chair</u></b>
Services Transport and Safety UNIT (STSU), HSE Glasgow
<b><u>Secretariat</u></b>
Services Transport and Safety UNIT (STSU), HSE Glasgow
<b><u>HSE Representatives</u></b>
Slips and Trips Programme Disease Reduction Programme
<b><u>Employer Representatives</u></b>
Association of Building Cleaning Direct Services
Asset Skills
British Cleaning Council (BCC)
British Institute of Cleaning Science (BICS)
Chartered Institute of Environmental Health (CIEH)
Cleaning and Support Services Association (CSSA)
Darwin Clayton (UK) Ltd (Insurance Brokers)
Federation of Window Cleaners
Industrial Cleaning Machine Manufacturers' Association (ICMMA)
In-depth Managed Services Ltd
Local Authorities Co ordinators of Regulatory Services (LACORS)
OCS Ltd
UK Housekeepers Association
Worshipful Company of Environmental Cleaners
<b><u>Employee Representatives</u></b>
TGWU
Unison
GMB

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## APPENDIX 1

### A Strategy for Health and Safety in the Cleaning Industry 2008/09

#### Introduction

The Cleaning Industry Health and Safety Liaison Forum (CILF), comprises representative bodies from all parts of the cleaning industry together with the HSE. CILF is committed to a cleaning industry that is safe and healthy for both workers and members of the public.

#### Risks

CILF recognises the following key identified risks to cleaning workers and members of the public as a result of cleaning operations:

- Musculoskeletal disorders
- Slips and Trips
- Falls from Height
- Dermatitis

#### Action

To improve the industry performance in key risk areas, CILF members will take the following actions:

- Develop an industry standard induction process and ensure its delivery to all staff prior to work starting;
- Undertake research on the identified key risk areas, where necessary to determine the accident and near-miss rates and root causes of such incidents
- The above data to become the base data against which targets for reduction will be agreed and set by CILF.
- CILF members to hold health and safety workshops giving training on **good** practice regarding the key identified risks and raise awareness of any other relevant issues
- CILF members to ensure that all health and safety training is recorded.
- CILF to assist HSE in populating the cleaning section of the HSE website with **good** practice information.
- CILF to publish an annual report of health and safety performance in the cleaning industry.