

## 13. Housekeeping Standards

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### **Policy**

The Board of Directors and the Chief Executive of the Society recognise the hazards that can be created by poor housekeeping standards. In order to contribute towards achieving and maintaining a lower risk-working environment, they are committed to providing the following control measures.

### **Responsibility**

Individual managers and supervisors are responsible for achieving and maintaining high housekeeping standards in the areas they control, and for ensuring that the measures described below are carried out.

### **Walkways**

Walkways will be available at all times and free from obstruction. In the event of walkways being temporarily obstructed, clearly identified safe alternative routes must be provided.

### **Daily External Checks of Premises**

The yard area and building surrounds must be kept clean, tidy and free from obstruction. External areas next to fire exit doors should be clear of obstruction and debris. All designated traffic delivery routes around delivery bays and doors should be kept clear and clearly lit. Site managers should also implement a clear and precise walk round routine prior to closing the site each day.

### **Storage**

Materials should be stored in designated areas such as (lockable) cupboards, in a safe manner, and must not interfere with emergency exits, fire fighting equipment or escape routes. Any substances stored on designated escape routes must be stored in cupboards fitted with a fire door or a in a fireproof cabinet.

All substances must be stored in accordance with the manufacturer's guidelines and stored in clearly marked containers with the manufacturer's guidelines on the container. Where substances are decanted into a smaller container (for example a trigger spray bottle) the container being used must be clearly marked with the contents.

Please refer to [Section 12](#) for guidance on storage of hazardous materials, and to the food safety manual for guidance on storage of food items. Further information on deliveries is contained in the group policy and procedure documents.

### **Colleague Facilities / Rest Rooms**

All colleagues should ensure that the following measures are met:

- Personal outdoor clothing, uniforms and protective clothing are always kept in cloakrooms, lockers or other designated areas.
- Cloakrooms are kept tidy at all times.
- The canteen / rest room is kept clean and tidy and all food residues are disposed of properly after each break.

- Toilets are kept clean and any defects reported.
- Hand washing facilities are kept clean, nail brushes are available in food handling areas and any faults are reported immediately.
- No personal medicines or other medicinal products are left unattended in the rest room area. These should be kept in lockers at all times, unless specific arrangements have been made with management to accommodate specific needs, for example insulin.
- No unauthorised cleaning materials should be brought into the rest room or used on the premises.

### **Inspections**

In order to ensure that the above standards are maintained, periodical formal inspections and internal audits should be made by the site manager (please check trading group requirements) and spot checks may be made by the Health & Safety Team.

You should also refer to any group standards literature that you may have for guidance on cleaning routines and other specific areas of control such as HACCP.