

# **Swift Office Cleaning Services**

## **Health and Safety Code of Practice for Cleaning Operatives 2022**

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# Swift Office Cleaning Services

## Health and Safety Code of Practice for Cleaning Operatives

### 1. Operatives' Collective Responsibilities

Every operation has its hazards and the purpose of the code of practice is to provide practical guidance and to make operatives aware of the hazards which may be met whilst working.

All operators shall comply with Swift Office Cleaning's Health and Safety Policy. Any queries and questions should be directed to your Supervisor or Manager. Within the Document, the term "operator" is used to describe any person engaged by Swift Office Cleaning (by contract or other) as a cleaner.

In order to ensure your Health and Safety and that of others, operatives shall: -

1. Be familiar with the contents of this handbook.
2. Always wear the appropriate safety clothing and equipment i.e. rubber gloves and use correct safety devices.
3. Always place warning signs at all entrances to the workplace before work commences. Do not remove until work complete and floor is dry.
4. Do not allow trailing cables especially across doorways and stairs.
5. Conform to all Health and Safety instructions, both verbal and written. Including COSHH hazard data displayed on product labels or on Risk Assessment Sheets.
6. Report all accidents and incidents to your Supervisor or Manager whether persons are injured or not and make a note in the Cleaners' Diary.
7. Report any hazards, potential hazards, near-miss accidents or persons creating hazards, to your Supervisor or Manager and make a note in the Cleaners' Diary.
8. You must take extreme care with any keys, passwords or entry codes entrusted to you. All confidential material must be kept safe and in good condition and you must return such material to us upon request at any time whether during your employment or upon the termination of that employment. During your employment, you may obtain or have access to information which is confidential to the business of the Company or our clients. Information concerning Swift, its clients or staff is strictly confidential and must not be disclosed to unauthorised persons. This obligation shall continue in perpetuity.
9. Make suggestions to improve the Health and Safety work areas or working procedures.
10. Cooperate with Swift Office Cleaning by seeing that regulations are always observed.
11. **Consult Cleaner's Diary before starting work and address any requests from the client.**
12. Do not leave cleaning materials in offices after cleaning, remove to operatives' cupboards.
13. Do not remove any of Swift Office Cleaning's equipment from the site without prior permission from Swift Office Cleaning management.
14. Report any dangerous or otherwise occurrences to your supervisor or area Manager and make a note in the Cleaner's Diary.
15. Do not disconnect the client's electrical equipment for any reason.
16. Do not use the clients drink-making products without permission from the client.
17. Do not block any exit open with a fire extinguisher.
18. Under no circumstances are you permitted to allow any unauthorised person, animal or articles onto our client's premises.
19. Do not switch on or touch any electrical appliance other than normal overhead lighting and cleaning appliances.
20. Do not disconnect any plugs or leads other than cleaning appliances except when attempting to prevent damage or danger.

21. Be familiar with the alarm system, passcode and procedures for their operation.
22. Be familiar with fire exits and alarms.
23. Do not prop open self-closing fire doors.
24. If you need to walk through a self-closing fire door whilst carrying an item do so safely. Ask for assistance or, if there is no-one to help, push the door with your back. Be aware doors may close promptly.
25. Be familiar with electric gates or doors or lifts.
26. Be familiar with locked doors and emergency panic bolt systems.
27. Be aware of security procedures and staff who operate them.
28. Lift cars are **not** to be used out of office hours to transport anything but waste from upper floors to appointed disposal point. Advise your Supervisor or Manager and make a note in the Cleaners' Diary of either damage or malfunctions to lights, power points, taps, sinks, toilets, furniture, fixtures, fittings or cleaning equipment.

An operator found guilty of failing to comply with adopted safe working procedures may be liable for prosecution under the Health and Safety at Work Act 1974.

An operator acting against the Swift Office Cleaning Health and Safety Policy or, not taking appropriate action in accordance with Swift Office Cleaning procedures, if directly employed by Swift Office Cleaning, or as a Contractor and is reported for disciplinary measures to **ensure you are fully aware of the client's on-site rules and regulations regarding Health and Safety.**

## 2. TRAINING

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility.

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by Swift Office Cleaning will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

The maximum period for a basic induction is 3 months. Once each topic is completed it must be dated. Both the trainer and the trainee must sign the skills matrix. Additional training can be added when completed. Training records must be maintained for a minimum of 7 years after the employee has left the company. Train the operatives and inform them of the likely dangers and actions to take in an emergency. Issue protective equipment and clothing and supervise its correct use and replacement.

## 3. PERSONAL PROTECTIVE EQUIPMENT

Appropriate personal protective equipment will be issued free of charge to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to your Area Manager and Mr D Gazdic; Works Director.

All cleaning staff will be provided with rubber gloves, which are supplied, free of charge and should be worn whilst working. Swift Office Cleaning does not use chemicals or cleaning agents which require the use of eye protection. Should they do so eye protection for staff will be provided.

It is important to wear rubber gloves to prevent the spread of infection and protect the skin from chemicals. PPE must be well looked after and properly stored, kept clean and in good repair. Should rubber gloves become damaged they must be replaced. Rubber gloves cannot protect the skin when handling sharp objects and care should be taken to avoid injury.

#### **4. ACCIDENT PREVENTION**

The Health and Safety at Work Act, 1974 states the duty of the employer to employees, and the employee's duty to have regard for his/her own safety and that of others affected by his/her acts or omissions. Only use equipment and materials supplied by Swift Office Cleaning Services. Method statements provide sound practical guidance on general cleaning techniques. All cleaning tasks performed by our staff are incorporated into method statements to ensure a standardized service which can be monitored and assessed. Each cleaning task is risk assessed and the specific precautionary measures incorporated into the method statement. COSHH assessments are provided and regularly reviewed. PAT tests are conducted on vacuum cleaners and other portable electric appliances. Operatives are trained in Health and Safety and its importance. Personal Protective clothing is provided where this is necessary

#### **5. ACCIDENT REPORTING**

All accidents **MUST** be reported to your Site Supervisor and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to Mr D Gazdic, Head Office as soon as possible after the incident. A note should also be made in the Cleaners' Diary.

Emergency response

- Take prompt emergency action (e.g. first aid) and call 999 should an ambulance be required
- Make the area safe (in some cases this may need to be done first)
- 

Initial Report

Preserve the scene. Note the names of the people, equipment involved and the names of witnesses. Report the adverse event to the person responsible for health and safety who will decide what further action (if any) is needed. Accidents are to be noted in the Accident Book at Head Office. Full details are to be entered and investigated by Swift Office Cleaning management.

Where the operator feels that a reported hazard or problem could have been removed or dealt with and no action has been taken or explanation was given, then the operator is advised to contact the Management at Swift Office Cleaning Services Head Office who will investigate the matter further.

#### **6. ACCIDENT INVESTIGATION**

Once an incident has been reported it may be necessary to investigate. Swift Office Cleaning management will carry out an investigation and will issue any necessary directive regarding health and safety practices or procedures or take any other corrective action. It is important to consider the potential consequences and the likelihood of reoccurrence and not simply the injury or ill health that occurred at the time. The incident would then be reported immediately to the regulatory authority, if appropriate.

## INJURY PREVENTION

Know all accident procedures contained within any local safety policy. If you are in doubt – Ask and Find out: -

- Where you obtain treatment?
- Who will supply the treatment?
- How to obtain medical assistance?
- What telephones are available and how to dial for an ambulance?

Ensure your judgement is not impaired by drink, drugs or prescribed medication and If under prescribed medication ensure that your Supervisor or Manager knows that you will not be adversely affected by your cleaning tasks. Ensure your emotions are always controlled so that you do not inadvertently cause an accident. Ensure that your place of work is tidy, as an untidy place can be an unsafe place. This is especially important when arranging storage in cleaning equipment storage areas.

The way in which you complete your work may cause injury to other operatives and other personnel. You must display warning notices if you are using liquids on a traffic area such as a corridor, hallway, stairway etc. or when people are likely to walk on an area when it is still wet.

When wet mopping or floor scrubbing complete in such a way that people cannot enter the working area. If this is not possible, work on half the area so that people have a dry area to walk on. Use warning notices to direct pedestrians.

When using equipment with a trailing lead, always display warning notices and ensure the cable is running adjacent to a wall so that a pedestrian can pass without stepping over it. Never allow the cable to cross a corridor into another room or allow doors to close upon the cable.

Do not dry dusters, cloths, mops etc. by direct heating e.g. over electrical heaters.

Swift Office Cleaning operates a no smoking policy in all premises and work areas. Never smoke in prohibited areas or when using cleaning substances.

Do not obstruct fire escape routes or put any equipment or waste in front of fire escape doors, hose reels, fire extinguishers or emergency call points, not even as a temporary measure.

## 8. SAFE HANDLING OF CLEANING MATERIALS

Prior to starting work identify what protective equipment you need e.g. eye protection and **rubber gloves**.

Read, understand and adhere to **COSHH Data Sheets or Safety Data Sheets**, Risk Assessment and Method Statement and directions for use, handling, storage and disposal of Hazardous Substances. If product labels are not clear, missing or indistinct, DO NOT USE. Remember the effect of misuse need not be immediately obvious.

Carefully follow the labelled instructions and use with caution. **NEVER MIX PRODUCTS**. When you have finished with any product, always return the container, securely sealed to the storage facility.

In the unusual event of strong acids or caustic solutions being used the work shall be directly supervised.

IF IN ANY DOUBT ASK YOUR SUPERVISOR OR MANAGER

If a container has no directions for use or if they are unreadable, or instructions for safe use is not clearly provided in the COSHH Data Sheet, do not use. Set safely aside for disposal which should be arranged with your Supervisor or Area Manager.

In the event of splashes, wash with copious amounts of running water and report the incident immediately to your Supervisor or Area Manager.

Do not leave chemicals in the toilets.

Ensure that the room is adequately ventilated. In the event of fumes being inhaled from accidentally mixed products, get the operator to fresh air and if necessary seek medical advice.

Never smoke whilst working or whilst fumes from a flammable substance are present. Always wear **rubber gloves** and wash hands thoroughly after using cleaning agents.

Extra strong alkalis will cause severe damage to the skin and to clothing. Always wear protective clothing when using.

Do not decant acid, alkali or other harmful materials without direct supervision from your Supervisor or Manager. The need for decanting should be very rare.

Remember; always wear the protection required as directed by your Supervisor or Manager. If that person is not available and you need verification, read the label on the container. If in doubt, **do not proceed with the work**, until you are sure that it is safe to do so.

**EYES.** Eye protection will be worn if it is suspected that injuries to eyes could occur.

## 9. PREVENTION OF INJURIES FROM CLEANING MATERIALS

Always check to ensure that you are using the correct product by reference to your Supervisor or Manager, and by absolute compliance with the manufacturers/supplier's instruction label and written directions. Consult COSHH Data Sheet, Method Statement and Risk Assessment for the task.

- Ensure that people around you are aware of what you are doing.
- Never mix two cleaning products together.
- Never leave chemicals in toilets in case a second chemical is later added unknowingly.
- Never change the floor dressing or treatment without consulting your Supervisor or Manager.
- Never store cloths or rags soaked in polish or other substance. Dispose of them safely.
- Never store solvents other than in a 'flammable' store. Never dispose of liquids down drains.
- Never use a material that you are not sure about - consult your Supervisor or Manager.
- Always wear protective clothing i.e. **rubber gloves**.
- De-scaling acids, alkaline strippers, detergents, bleach and certain disinfectants can harm the operator if used improperly. Products are supplied with warning labels, and the contents should only be used in accordance with the instructions appearing on the label or COSHH datasheets. If in doubt, contact your Supervisor or Manager. Where labels are missing, damaged or unreadable the container should not be used, and the fact should be reported to your Supervisor or Manager.
- Ensure when applying de-scaling or harmful materials that you wear **rubber gloves** and any other protection advised by the manufacturer/supplier and comply fully with the working instructions on the label of the container. If in any doubt, do not use and contact your Supervisor or Manager.

Extreme care must be taken to avoid contact with the skin or eyes. Acid/corrosive burns must be immediately neutralized by rinsing with copious quantities of cold running water followed by immediate medical treatment obtained. Where eye protection is advised, be sure to obtain goggles from your Supervisor or Manager.

- When stripping old polishes from floors or using any cleaning product; **do not** immerse your hands in the solution unless you are wearing protective **rubber gloves**. Wash under running water any splashes that may be on your skin, which under normal circumstances is usually enough action.
- Never apply a cleaning agent into a toilet bowl, basin or container without first checking that other cleaning products have been removed. The result of mixing chemicals can result in harmful fumes being produced.
- Any person being affected by such fumes should receive immediate medical attention and be taken or go to the nearest hospital.
- Always use cleaning agents in the strengths and methods of application advised by the manufacturers. To do otherwise is to invite the risk of injury. In order to understand fully the nature of the substance you use for cleaning, ask your Supervisor or Manager to fully explain any queries you may have. Carry out instructions you are given, and always work with safety in mind.
- Supervisors or Managers must ensure that they understand fully the risks presented using substances used for cleaning and always refer to COSHH Data Sheets. Also, you must fully understand the safe method of use, any protection that is required, and action to be taken in an emergency.

**General hints on spillage onto skin may be of use.**

Product	Danger	Action following accident
Acid or caustic	Danger to operator and property. Handle with caution. Wear protection Use as directed on the label/hazard datasheet. Do not mix with bleach Fumes. No smoking	Thoroughly washing in water and in case of fumes get operative to fresh air Wash with water and in case of Fumes get the operator to fresh air
Solvents Hard Surface Cleaner Water-based polish General-purpose cleaner Disinfectants	Do not mix with acids	Wash thoroughly with water Wash thoroughly with water Wash with running water Wash thoroughly with water In case of fumes get operative to fresh air

**If in any doubt get professional medical attention immediately.**

**10. MANUAL HANDLING**

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and Swift Office Cleaning will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by:

- reducing weights
- reducing the frequency of manual handling
- the use of additional manpower
- through the provision of suitable equipment to assist in the operation
- the selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.

**Consider if a detailed assessment needed? (i.e. is there a potential risk of injury and are guideline limits exceeded?) If Yes complete a Manual Handling Assessment Form first.**

Task, Individual Capability, Load, Environment, (TILE)

#### **TASK**

Does the operation involve twisting/stretching/stooping? Does the operation involve pushing/pulling? Does the operation involve carrying the load long distances? Does the operation involve frequent/prolonged effort? Is there enough recovery time?

#### **INDIVIDUAL CAPACITY**

Does the operation require someone with above-average strength? Does the operation endanger something with a known health problem/injury? Would the operation endanger a young worker? Would the operation endanger a pregnant worker?

#### **LOAD**

Is the load bulky/heavy?

Is the load unwieldy?

Is the one side heavier than another? Where is the centre of gravity?

#### **ENVIRONMENT**

Does the operation require a certain amount of space?

Is the operation carried out on more than one floor?

Is the surface uneven/slippery?

Is the work carried out in a hot/humid/cold environment? What are the lighting conditions?

Put on personal protective equipment. Wear appropriate footwear. Place warning signs. **Task:** Consider avoiding lifting if possible. Use a lifting aid where possible. Improve workplace layout to improve efficiency. Reduce the amount of twisting and stooping. Avoid lifting from floor level or above shoulder height, especially heavy loads. Reduce carrying distances - Avoid repetitive handling. Vary the work, allowing one set of muscles to rest while another is used. Push rather than pull. **Individual Capability:** Young people, employees who are pregnant or have back problems may require help or be exempt from these tasks. **The Load:** The weight and demands of the task must be reasonable in conjunction with the size, strength and ability of the individual(s) concerned. **The Environment:** Ensure the handler(s) is not likely to endanger themselves. Clear / plan the route to be taken, ask for help (especially when negotiating stairs). Check floor is not slippery, and the area is well lit. Protective clothing to be issued and worn as necessary. Return warning/caution signage All employees involved must be trained in the correct handling/lifting procedure to be adopted when carrying out this task

### **11 SLIPS, TRIPS AND FALLS**

Falls also contribute to many accidents at work. **Ensure warning signs are in place at all entry and exit points before starting a task.**

Clean spills up immediately, if a liquid is greasy, make sure a suitable cleaning agent is used. After cleaning the floor can be wet for some time; dry it before removing warning signage. Use appropriate barriers to tell people the floor is still wet and arrange alternative bypass routes.

Always use closest plug socket for vacuuming and position equipment to avoid trailing cables crossing pedestrian routes, use cable covers to securely fix to surfaces, restrict access to prevent contact.

- Wear suitable footwear, i.e. not high-heeled shoes, strapless sandals, slippers, etc..
- Do not allow trailing cables especially across doorways and stairs.
- Be wary when working on wet floor surfaces. **Always set out warning signs before wet mopping.**
- Watch out for protruding drawers or obstacles.
- Keep one hand free for your own safety when climbing stairs.
- Never work above hand height without the use of properly constructed steps with hand support.

## 12. FIRE

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.



### FIRE EVACUATION PROCEDURE

Be familiar with the Fire escape plan for your building.

Upon discovering a fire:

- Stop what you are and doing raise the alarm
- Evacuate the building
- Alert Reception/Security/dial 999
- Do not stop to collect any belongings
- Do not use Lifts
- Leave the premises using the fire escape route, which will always use green and white signs
- Only use fire escape exits
- Muster at your designated assembly point outside the building
- Remain at the assembly point until authorised to re-enter the building
- Do not attempt to extinguish a fire unless trained - Any attempt to fight fire with fire-fighting equipment available would only be relevant for:
  - authorised trained staff
  - where the fire was small
  - or blocking an exit route
- At the assembly point, a designated person will perform a headcount, therefore you must ensure that you **always sign in and out** when on-site or leaving.
- Do not attempt to re-enter the building until it is declared safe to do so.

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

## 13. ELECTRIC APPLIANCES

Check equipment before and after use for damage or wear which might potentially be dangerous, including breaks or cracks on the plug or cable. Additionally, check that there is a valid Portable Appliance Test (PAT) notice in place on any electrical equipment to be used. Any damaged or untested equipment should be reported immediately to a supervisor, who will ensure that the equipment is labelled as unfit for purpose and removed from use.

When using electrical equipment, plan your work to ensure that the cable will always be behind the machine. Ensure that the switch is in the “off” position before plugging machinery into a wall socket. Always unplug machinery before changing fittings or settings.

PAT Testing and should be done at least once per year by a qualified electrician or engineer who records the serial number of the machine and places a sticker on the machinery/vacuum when “PASSED” with next service date in a year. Each operative is responsible for checking cable and socket for defects or visible wires before every use. Report defects immediately to Area Manager for replacement. This includes vacuum cleaners, floor machines, or any electrical machines that are used in connection with your duties.

Look for frayed damaged cables, damaged plugs or connections, which may be faulty or loose.

If machinery or power supply equipment is found in your opinion to be faulty, or if you suspect a fault, **do not switch on the machine**. As soon as possible advise your Supervisor or Manager and make a note in the Cleaners’ Diary. Whilst in use, if the machinery acts differently or gives off an acrid smoke or smell, **SWITCH OFF** the electric power at the wall connection and remove the plug. **DO NOT IN ANY CIRCUMSTANCES** attempt to repair the machine or put it to any further use.

## INJURY FROM ELECTRICAL EQUIPMENT - ELECTRIC SHOCK

- **SWITCH OFF THE POWER AT THE WALL CONNECTION.**
- **Never** touch the casualty with bare hands until you are sure there is no further danger to you and that the casualty is no longer in contact with the source. Break the contact by switching off the current at the mains or remove the plug. If the casualty is unconscious, open the airway and check breathing. If necessary apply artificial resuscitation.
- Call upon medical assistance (999 for an ambulance).
- Keep applying resuscitation until relieved by professional medical assistance.

Water is an excellent conductor of electricity. Handling an otherwise safe appliance with wet hands or when standing on a wet floor substantially increases the risk of electrical injury.

Use electrical or mechanical equipment only if you have been **trained** in its use and **authorized** to use it. Never carry out electrical repairs.

- Never allow defective equipment to be operated.
- Never allow multi-point electrical outlets to be used.
- Never allow machinery to be operated on extension leads where the diameter of the extension cable is less than the machine in operation.
- Never allow machines to be used on anything but the normal domestic circuit.
- Never allow cleaning machines to get into a dirty condition, as this could lead to a fault that could lead to an accident.
- Never stretch or crush the cable on any electrical appliance. If you believe that stretching or crushing has taken place, have the cable checked by an authorized person before further use.
- Never allow a rotating part of a machine to come into contact with the cable or with any other item.
- Never leave machines, buckets mops, cables etc. in corridors or other workplaces where people may fall over them.
- Do not use water or conductive substances in areas where there is a risk of coming into contact with either an electrical or chemical source.

If you suspect a fault, do not operate the equipment, report it immediately to your Supervisor or Manager and make a note in the Cleaners' Diary.

## 14. RADIATION DANGER

The chance of coming into contact with radiation or laser risk is remote, however, please take note of the following. Know this symbol means radiation and danger are present. Never pick up an object with this symbol on it.



RADIATION

**Never open a door with these symbols on it. KEEP OUT**



KEEP OUT



LASER

## 15. INFECTION CONTROL

Remember your personal hygiene. Wear **rubber gloves** and wash your hands frequently.

**Proper handwashing steps include:**


- Use very warm, running water and soap and scrub both sides of the hands for about 20 or 30 seconds.
- Pay close attention to under the fingernails and around the hair follicles at the bottom of each finger and on the back of the hands.
- Rinse well with very warm, running water and dry hands with a disposable paper towel.

If required, or if you are unsure what risks are associated with a working process, always use protective clothing and equipment. It is the responsibility of every operator to prevent the spread of cross-infection. Any infection, no matter how slight, must be reported to your Supervisor or Manager.

- Never mix a disinfectant with a detergent.
- Always use disinfectant at the correct safe strength as indicated by the manufacturer.
- Dirty water from floor cleaning must be disposed of down toilets, which must then be thoroughly cleaned. Only use a designated sink to dispose of dirty water.
- Mops are to be washed in hot water after use, shaken to separate the strands and left standing with the head in the air to facilitate drying.
- Equipment that is used daily, i.e. dust control mops, dusters, cloths, buckets etc. must be kept clean.
- Put away all equipment after use in the storage areas designated for that purpose.

### Colour-coding

There is now a national colour-coding system in place to prevent cross-infection.










<p><b>RED</b></p>  <p><b>SANITARY APPLIANCES</b> Toilets, Urinals, Toilet Floors</p>	<p><b>Blue</b></p>  <p><b>GENERAL AREAS</b> Standard Cleaning Duties Lower Risk Areas</p>
<p><b>Green</b></p>  <p><b>KITCHEN AND CATERING</b> All food and bar areas</p>	<p><b>Yellow</b></p>  <p><b>CLINICAL AREAS</b> Use disposables where possible Medical Rooms, Sinks, Floors, General Surfaces Isolation</p>

This system should always be followed by all staff undertaking cleaning activity. If there is a shortage of colour-coded materials or equipment, the supervisor should be informed immediately.

16. COSHH AND HAZARDOUS MATERIALS

The purpose of Product Labelling is to provide safe practical guidance on all the materials in use. Always wear appropriate protective clothing i.e. **rubber gloves** and eye protection.

It is your responsibility to make yourself aware and understand the precautions, which should be taken when handling materials etc. It must be stressed that accidents can occur, and this happens very often when labelled instructions are not complied with. Always follow COSHH Data Sheets, Method Statements and Risk Assessments and handle any substance with greatest of care.

 <b>Explosive</b>	 <b>Oxidising – May contribute to combustion</b>	 <b>Toxic if inhaled, swallowed or penetrates the skin</b>
 <b>Dangerous for the environment</b>	 <b>Highly flammable Can easily catch fire</b>	 <b>Corrosive Skin burns/Eye damage</b>
 <b>Harmful Irritant can cause severe inflammation of skin, eyes or lungs</b>	 <b>Longer-term health hazards respiratory sensitisation</b>	 <b>Gas under pressure</b>

Do not use any product, on floors or surfaces which you think may cause damage. Always check with your Supervisor or Manager first.

Asbestos

If, during your works you see a fibrous material that you think may be asbestos:

- Stop work immediately
- Prevent any dust/fibres being released e.g. turn off power tools, minimise air movement etc
- Evacuate the immediate area and prevent access to others e.g. public
- Inform those responsible for the premises so that the necessary sampling can be arranged.
- Do not return to that area until informed that it is safe to do so

17. DRUG AND ALCOHOL POLICY

It is Swift Office Cleaning’s aim to provide all staff with a healthy and safe workplace. To promote this goal, all staff and contractors visiting the company premises are required to report to work in the mental and physical condition necessary to perform jobs in a safe and satisfactory manner. Specifically, staff must ensure that alcohol and drugs do not impair the safe and efficient running of the organisation or the health of its staff, customers and the general public.

Whilst at Swift Office Cleaning's premises, whilst conducting business-related activities at client's premises or driving a company vehicle, staff must not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs.

The legal use of prescribed drugs is permitted on the job only if it does not impair a staff members' ability to perform the essential functions of the job effectively and in a manner that does not endanger their own or others' safety.

Any breach of this policy will be viewed as gross misconduct. If, after investigation, it is confirmed that you have committed an offence of gross misconduct the normal consequence will be dismissal without notice or payment in lieu of notice.

#### **18. STORE CUPBOARDS ON SITE**

All operatives shall be made aware of that good housekeeping especially in keeping cupboards and stores clean results in good standards of overall cleanliness.

- All cleaning materials, etc. are to be kept in locked cupboards or stores. Cleaning materials are not to be left out of cupboards or stores on completion of work.
- After use, all machinery shall be cleaned and returned to storage facilities.
- No Smoking is permitted within or near any storage facility.
- All acids and caustic products shall be stored, used and disposed of in accordance with the Manufactures instructions and COSHH Data Sheets.
- Under no circumstances shall materials be stored in passageways, escape routes or staircases.
- Regular checks on cleaning cupboards shall be made by Supervisors or Managers who are responsible for the site cleaning services.

This Code of Practice will be reviewed annually.

J Wright

Mr John Wright  
Managing Director  
March 2022