|  |  |
| --- | --- |
| Determine your cleaning regimes and frequencies for your site based on business needs | Yes  No |
| Appoint suitably competent contractors, having taken references | Yes  No |
| Consider the safety of cleaning contractors | Yes  No |
| Provide details of the location of any asbestos containing materials | Yes  No |
| Provide cleaning staff with details of your fire emergency procedures | Yes  No |
| Ensure suitable first aid arrangements are in place for cleaning operatives | Yes  No |
| Provide site information to cleaning staff and consider the need to provide it in languages other than English if necessary | Yes  No |
| Consider the access requirements for cleaning contractors | Yes  No |
| Identify any areas that would be considered out of bounds or where restrictions might apply | Yes  No |
| Address work at height requirements for window cleaners | Yes  No |
| Review the health and safety if your building was recently built or refurbished | Yes  No |
| Draw up an inventory of all chemicals and substances used in cleaning operations | Yes  No |
| Make sure that suitable COSHH assessments are carried out | Yes  No |
| Determine what personal protective equipment (PPE) is required for cleaning staff | Yes  No |
| Where healthcare is provided make sure that cleaning regimes take account of standards of personal hygiene and infection control | Yes  No |
| For catering facilities ensure that high standards of personal hygiene are adopted with ducts and flues regularly inspected and cleaned | Yes  No |
| For catering facilities establish a periodic deep clean schedule | Yes  No |
| Make sure that cleaning equipment is subject to suitable maintenance regimes | Yes  No |
| Where fall arrest, access equipment and safety devices are provided make sure that they are subject to adequate inspection and testing.  **Disclaimer**  These example forms, checklists and model policies are provided by Hettle Andrews for general guidance on matters of interest. In making these documents available to a general and diverse audience it is not possible to anticipate the requirements or the hazards of any subscriber’s business. Users are therefore advised to carefully evaluate the contents and adapt the forms and checklists to suit the requirements of each situation. Hettle Andrews does not accept any liability whatsoever for injury, damage or other losses which may arise from reliance on this information and the use of these documents.  Copyright of these documents remains with Hettle Andrews and whilst subscribers are permitted to make use of them for their own purposes, permission is not granted for resale of the intellectual property to third parties. | Yes  No |

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