

Cleaning and Hygiene: Employee Factsheet

Cleaning can involve accessing all parts of a site or building exposing operatives to the full range of risks on that site. Operatives may work at height, access confined spaces or work on their own.

What are the key risk areas associated with cleaning and hygiene?

- Falls from height e.g. window cleaning
- Litter clearance outside the building
- Use of chemicals and substances hazardous to health
- Slips, trips and falls
- Musculoskeletal disorders
- Spillage clearance
- Health and hygiene

Good practice

- Determine cleaning regimes and frequencies for the site
- Appoint suitably competent contractors
- Consider the safety of cleaning contractors
- Provide cleaning staff with details of fire emergency procedures
- Provide cleaning staff with details of any asbestos containing materials on site
- Provide cleaning staff with details of any restricted access parts of the property or site
- Ensure suitable first aid arrangements are in place for cleaning operatives
- Provide site information to cleaning staff and consider providing it in languages other than English
- Consider the access requirements for cleaning contractors
- Address work at height requirements for window cleaners
- Draw up an inventory of all chemicals and substances used in cleaning operations
- Make sure that suitable COSHH assessments are carried out
- Determine what PPE is required for cleaning staff
- Where healthcare is provided make sure that cleaning regimes take account of standards of personal hygiene and infection control
- For catering facilities: ensure that high standards of personal hygiene are adopted with ducts and flues regularly inspected and cleaned; establish a periodic deep clean schedule
- Make sure that cleaning equipment is subject to suitable maintenance regimes
- Where fall arrest, access equipment and safety devices are provided make sure that they are subject to adequate inspection and testing.

Did you know?

- If your building was built at a time when the Construction Design and Management Regulations 2007 or 2015 applied, consideration should have been given by the designer as to how the building would be cleaned and maintained safely.
- If any cleaning staff, including contractors, do not have English as a first language you should provide them with a copy of the fire and other emergency procedures for your site in their mother tongue.
- Windows can be effectively cleaned by use of 'pole and reach' systems up to 5th floor level, thereby eliminating the risk of a person falling.

Disclaimer

These example Director's Briefings 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. 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.