|  |  |  |
| --- | --- | --- |
| **Company Details** | | |
| Site address | | |
| Cleaning contractor name |  | |
| Trading address | | |
| Main contact telephone number |  | |
| Main contact name |  | |
| Main contact email address |  | |
| **Health and Safety Information** | | |
| Cleaning contractor competent person for health and safety? |  | |
| Contact number for the above named person |  | |
| Contact email address for the above named person |  | |
| **Provision of Information to Contractor** | | |
| **Confirm the following has been provided to the contractor** | | **Yes, No or N/A** |
| Contact details for the contract manager | |  |
| Details of any asbestos containing materials on site | |  |
| Fire emergency procedures for the site | |  |
| Other emergency procedures for the site | |  |
| First aid arrangements | |  |
| Details of restricted areas | |  |
| Access arrangements | |  |
| Have all cleaning operatives attended the site induction? | |  |
| **In addition to the above, any risks identified in your own site risk assessment to which cleaning operatives will be exposed, together with the control measures identified as necessary must be brought to their attention.** | | |
| **Information Received from Contractor** | | |
| **Confirm the following has been received from the cleaning contractor** | | **Yes, No or N/A** |
| Health and safety policy | |  |
| Method statements | |  |
| Site specific risk assessments | |  |
| Names of the site operatives | |  |
| Name of the site supervisor | |  |

|  |
| --- |
| **Information Received from Contractor** |
| Details of substances to be used on site:  List all substances to be used below, or refer to where the inventory is to be kept.  Detail below where the material safety data sheets and COSHH risk assessments will be stored. |
| Details of equipment used on site, including any access equipment:  List the type of equipment the cleaning contractor will use on site, together with whether it will be stored on site or brought in as required. |

**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.