


<b>PURTON PARISH COUNCIL</b>	<b>HOUSE KEEPING POLICY</b>
<b>APPROVED BY COUNCIL:</b> ...12.../...06.../...23... <i>This policy will be reviewed once every 5 years unless there is a significant change in legislation or staffing requirements</i>	
<b>Signed by Clerk:</b> 	<b>Dated:</b>

## 1 POLICY

Purton Parish Council recognises the hazards that can be created by poor housekeeping standards and its legal obligations towards providing a safe and healthy working environment, and the need to contribute towards achieving and maintaining a low risk working environment. In order to meet its obligations, the Council has adopted the following:

## 2 RESPONSIBILITY

The Clerk will carry delegated responsibility for achieving and maintaining high housekeeping standards in the Council areas which they control, and ensuring that the measures described below are carried out. The management of housekeeping in the workshop and associated storage areas will be the responsibility of Groundstaff.

## 3 GANGWAYS/WALKWAYS

Gangways and walkways will be available at all times and free from obstruction, slip or trip hazards. In the event of gangways or walkways being temporarily obstructed, clearly identified safe alternate routes will be provided. Floors and stairs will be cleaned, properly drained and not slippery using wet floor signs when necessary.

## 4 SCRAP BINS AND WASTE REMOVAL

Wheeled refuse bins and skips will be provided where appropriate.

The bins and skips will be emptied at routine intervals and at any time they become full.

Bins carrying flammable materials or those that may ignite spontaneously will be made from metal and fitted with a lid. Nappy and sanitary bins are emptied and taken away by approved contractor.

## 5 STORAGE

Materials will be stored in designated areas, in a safe manner, and will not interfere with emergency exits, firefighting equipment etc.

## 6 EXTERNAL AREAS

The above standards will, where appropriate, apply to all external areas.


## 7 CLEANING

The Caretaker and Cleaner are responsible for ensuring that buildings are kept clean, following a written daily and weekly cleaning schedule, using approved cleaning products. To avoid cross contamination a colour coded system will be used: -

- Red cloths used only for the toilet sinks
- Yellow cloths for the toilets
- Blue cloths in the kitchen
- Reusable cloths and mops soaked overnight in sterilising solution, so only clean materials are used each time
- Hand contact areas are disinfected
- Correct dosage and contact times applied

## 8 HIRERS

Hirer's responsibilities regarding housekeeping, will be stipulated in the terms and conditions given to hirers when they make a booking.

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**9 INSPECTIONS**

In order to ensure that the above standards are maintained, periodical formal inspections will be carried out by the Clerk.

Review Date	Review Detail
23-10-17	Adopted Policy by Full Council
10-12-17	Additional items relating to Cleaning and Hirers responsibilities (7-8)
12-6-23	No changes