



Phoenix Community Care Ltd Policy & Procedure

Health & Safety / General Safety & Good House Keeping

Version	Written	Updated	Scheduled Review Date	Author	Approving Body	Date Approved
1	2008	2008	2009	Anne Spriggs	Board of Directors	12/08
	2008	2011	2013	Gareth Hawkes	Board of Directors	12/11
		2014	2015	Gareth Hawkes	Board of Directors	01/14
		2015	2016	Gareth Hawkes	Board of Directors	12/16
		2017	2020	Gareth Hawkes	Board of Directors	01/17



Phoenix Community Care Ltd Policy & Procedure

Health & Safety / General Safety & Good House Keeping

CONTENTS

Introduction

Legislation

Record keeping

**Arrangements and responsibilities for general safety and good house
keeping**

House keeping – inspection of the workplace / PCC housing

Storage facilities

Waste collection and removal

Safe systems of work

General safety and good house keeping

Health & Safety / General Safety & Good House Keeping

Introduction

Phoenix Community Care (PCC) accepts its responsibility to ensure the health and safety of all people who come directly or indirectly into contact with its activities.

Poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary hazards, in particular fire hazards. Low standards often result from poor working practices and /or organisational deficiencies within the workplace.

PCC recognises the need to ensure that adequate standards of safety and housekeeping are achieved. This procedural arrangement is designed to ensure that all services attain the highest possible standards and is in accordance with its commitment to provide a safe place to work.

Legislation

Section 2 of the health and safety at work act places a duty on PCC to ensure that, so far as is reasonable practicable, a safe place of work and safe systems of work. This cannot be achieved without good standards of housekeeping and general safety.

Every workplace must be kept clean and tidy to avoid the creation of hazards. Workplaces must comply with the relevant provisions of the workplace [health, safety, and welfare] regulations. Regulation 9 requires that waste materials must not be allowed to accumulate, except in suitable receptacles, workplaces, furniture, furnishing and fittings must be kept clean, floor, wall and ceiling surfaces of internal workplaces must be capable of being cleaned. [Artex walls and ceiling cause a particular problem]. Regulation 12 requires workplace floors and traffic routes surfaces, as far as is practicable, to be kept free from obstruction, articles or substances likely to cause slips trips or falls.

Record keeping

Records must be maintained as a matter of policy and to demonstrate that appropriate measures have been taken to ensure that compliance with statutory duties.

Records include:-

- Particulars about the washing, painting and varnishing of ceilings and walls
- Arrangements for emptying bins and cleaning floors
- Cleaning schedules
- Findings of safety inspections
- Details of repairs and maintenance including planned preventative maintenance.

- Details of any relevant training
- Clinical waste.

Arrangements & responsibilities for general safety & good housekeeping

Housekeeping-Inspection of the workplace / PCC housing

Workplace inspections will be carried out on a regular basis by the manager to identify areas where standards require improvement. The manager will highlight these for remedial action

Storage facilities

Adequate storage areas must be defined within the workplace. These will be reviewed periodically and whenever refurbishment or relocation takes place. Articles and substances must be stored in defined areas.

Waste collection and removal

Floors must be cleaned on a regular basis and waste bins must be emptied daily. The bins should be fire resistant. Rubbish must be kept in suitable containers and recycled as expected by the local authority. The containers must not be allowed to overflow. Combustible waste must be kept away from ignition sources. Clinical waste is to be disposed of, in line with local arrangements. Large items of rubbish that pose a particular hazard must be removed separately and without delay. Obsolete items of furniture or equipment must also be removed without delay. The above would normally be dealt with by the property maintenance team.

Safe systems of work

In order to ensure that satisfactory standards of housekeeping are achieved the following arrangements must be adhered to:-

- Check that the workplace/ accommodation is free from hazards at the beginning of each day.
- Always put articles away immediately after use.
- Clear up spillages, etc immediately
- Do not allow objects to protrude into walkways, [filling cabinets etc].
- Ensure that waste materials are properly stored and are removed on a regular basis
- Do not store articles or substances anywhere other than in designated areas.
- Ensure the workplace/accommodation is tidy and articles and substances have been put away at the end of each day.

This policy needs to be read in conjunction with Work Place Health and Safety.