



Killermont Cleaning

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KILLERMONT CLEANING

**HEALTH & SAFETY
TRAINING**

HEALTH & SAFETY

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INTRODUCTION

As a sub-contractor of Killermont Cleaning, it is vital that you read through the KC Health & Safety Handbook. Should you be unsure of any information within the handbook, please contact KC prior to commencing a job. It is your responsibility to ensure that your work does not put yourself or others at risk of harm.

You are responsible for ensuring that you prevent cross contamination whilst working for our clients. Please take all precautions outlined within this handbook.

You also have a duty of care to ensure that you wear all necessary PPE at the required times. Please ensure you complete the COVID-19 assessment on our Training Academy web link.

Killermont Cleaning have completed risk assessments for cleaning sub contractors working with our clients. Should you wish a copy of the risk assessments please contact us.

FIRE PROCEDURES

Fire prevention must be considered as a major part of Health and Safety.

Ensure that you are familiar with the fire procedures noted below.

Ensure you are aware of your locations Assembly Point if working for commercial properties or your nearest fire escape routes when working in domestic properties.

The main points of fire prevention are:

- 1 Keep all escape routes clear.
- 2 Do not place cleaning products/equipment in aisles, gangways or on staircase,
- 3 Ensure you are aware of where any fire extinguishers are located.

In the event of a fire:

- 1 Evacuate the premises by the nearest escape route.
- 2 Contact the fire brigade by dialling 999

If the fire alarm sounds:

- 1 Do not stop or return for personal belongings.
- 2 Close all doors behind you.
- 3 Report to your Assembly Point, or at least 50 meters away from the fire.
- 4 Do not take risks,
- 5 Do not use any lifts,
- 6 Do not return to the building unless instructed to do so by a fire officer.
- 7 Never try to tackle a fire unless trained to do so.
- 8 Call the fire brigade on 999



MANUAL HANDLING

The Health and Safety at Work Act 1974 makes it the duty of all persons to take responsible care for the health and safety of themselves and of the other people who may be affected by their acts or omissions, and to co-operate in ensuring that the Company Policy on Health and Safety is observed.

The main points to be followed are:

- 1 Always work in a safe manner
- 2 Report faults or possible hazards to your line manager immediately
- 3 Report all accidents at work however trivial they may seem.
- 4 Only use equipment once you have been fully trained.

Any aspects of Health and Safety that you are unsure of should be discussed with a member of KC management.

MANUAL HANDLING

Lifting and handling cleaning products & equipment is our main activity. To ensure this is carried out in the safest manner the following steps should be followed:

- 1 Assess the load you wish to move. Plan the lift.
- 2 Position the feet slight apart, with the lead foot pointing in the direction you want to go. Keeping the back straight, chin in, bend your knees.
- 3 Assess the weight of the load by rocking it gently. Grasp the load firmly.
- 4 Raise your head as you start to lift, hold the load as close to the body as possible, keep elbows in.
- 5 Slowly lifting, back straight, elbows in, knees slightly bent. Use the legs muscles to do the main effort of the lift.

When carrying a load:

- 1 Keep your arms tucked in,
- 2 Do not change the grip on the load unless the weight is supported.
- 3 Avoid twisting your body, if you change direction move your feet instead.
- 4 Do not block your vision when carrying.
- 5 Face the direction you want to move in.

Be as careful setting down the load as you are when lifting:

- 1 Bend your knees to lower the load. Keep your back straight and the load as close to the body.
- 2 Take care not to trap fingers and toes.
- 3 Slide the load where possible. If in doubt – get help.

If you are unsure of any manual handling technique, please speak to a member of management PRIOR to attempting to lift/move something.

USE OF STEP LADDERS

All sub-contractors must follow the instructions below when working with steps:

- 1 Do not overload the stepladder, the person and anything they are taking up the ladder should not exceed the highest weight limit.
- 2 Do not over reach, keep your navel inside the edges of the steps and both feet on the same rung throughout the task.
- 3 Avoid side-loading, try to ensure you are face on to the work you are doing.
- 4 Only use ladders where they will not be struck by a vehicle
- 5 Do not leave ladders unattended.
- 6 Do not rest ladders against wall surfaces as this will significantly reduce the ladders stability.
- 7 Ensure the stepladder is in good state of repair.
- 8 All the feet of the ladder should be present and in good condition.
- 9 Do not use the top step
- 10 Wear robust sensible footwear when using ladders.

REMEMBER...IF YOU ARE UNSURE OF ANY TECHNIQUES PLEASE SPEAK TO A MEMBER OF MANAGEMENT PRIOR TO ATTEMPTING TO USE STEPLADDERS.

LONE WORKING

There will be many occasions where you will be required to work alone.

Please follow our simple advice whilst working with KC.

- Ensure KC has authorised your clients day/times. Please do not agree to a change of day or time with a client without speaking with KC management. It is important that we know the whereabouts of our sub-contractors.
- If you are entering a property alone, ensure that you check the outside of the property before entering. Does it look like someone may have broken in? - Do not enter!
- Park your car close to the door of the property. Lock your car and keep your phone near you until you are inside the property and secure.
- When inside, lock the property door. Do not leave the door unlocked.
- When exiting the property, do so quickly. Keep vigilant of your surroundings. People may be watching for you entering or leaving. This is especially important in the evenings.
- If a delivery arrives whilst you are working, you do not need to answer the door. If you do, ensure that you do not give any information about yourself, your client or the reason you are in the property.
- Do not let anyone into the property. (exc your client!)

COSHH

The Control of Substances Hazardous to Health Regulations 2002 is a United Kingdom Statutory Instrument that stipulates general requirements on businesses to protect persons working with them and other persons from the hazards of substances used at work by risk assessment, control of exposure, health surveillance and incident planning.

There are also duties on sub-contractors to take care of their own exposure to hazardous substances.

Breach of the regulations by a business or persons working with the business is a crime, punishable on summary conviction with a fine.

COSHH and cleaners - key messages

Having your hands wet for a long time or having them frequently wet during the day can irritate your skin leading to dermatitis.

Some ingredients in cleaning products can cause skin allergies and asthma.

Some cleaning products are corrosive and can cause skin burns and eye damage.

There are simple things you can do to prevent ill health.

Preventing exposure to harmful substances usually means a combination of some of the following controls:

- 1 Use good work techniques that avoid or minimize contact with harmful substances and minimize leaks and spills.
- 2 Store cleaning products safely.
- 3 For some tasks, you may need to wear **Personal Protective Equipment** such as protective gloves, aprons, masks and eye protection.
- 4 PPE will be provided by Killermont Cleaning and must be used when necessary at all times.
- 5 Practice good hand care – remove contamination promptly, wash hands properly, dry thoroughly and use skin creams regularly.
- 6 Keep the workplace well ventilated.

Killermont Cleaning will provide you with cleaning products and can provide data on those products and their contents. This information should be kept safely and given to any Health and Safety official or medical personnel in the event of an incident or accident.

It is prohibited to use any cleaning products out with these lists

Preventing Cross-Contamination

Common cleaning methods may miss disease-causing bacteria and viruses that lurk everywhere from doorknobs to desktops. What's worse, a cleaners own hands or cleaning equipment might deliver those germs from one spot to another, a process called cross-contamination.

To remove instead of just move the germs, we need to work smart. Updated tools and techniques can avert potential harm.

Tools

Make sure your cleaning products have what it takes:

- 1 **Cleaning products remove visible dirt, but a cleaner without a disinfectant just spreads germs around.** Disinfectants kill the bugs. Be sure disinfectants stay long enough on their surface to do their job effectively.
- 2 Mops and vacuums will be provided by the client to prevent cross contamination between clients premises.
- 3 Clean cloths should always be used for each new clients. Cloths that are used to clean a bathroom, should not be used to clean a kitchen or any other room.
- 4 Used cloths should be bagged, kept separate from clean cloths and washed at a high temperature.



RIDDOR

By law Killermont Cleaning and its sub-contractors have a legal requirement to report any accident or incidents of the nature listed below.

You **MUST** inform your line manger should an accident or incident occur whilst you are working with Killermont Cleaning.

Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995

Find out more about RIDDOR:

- [Introduction](#)
- [What Should Be Reported](#)
- [When Should Reports Be Made](#)
- [Accident Record Keeping](#)
- [Usefull Links](#)

Introduction

RIDDOR is the instruction to businesses to inform the Health and Safety Executive or local authority about work accidents resulting in death, personal injury or sickness where a sub-contractor is off work for more than 3 days.

Accident Record Keeping

KC must keep a record of any reportable injury, disease or dangerous occurrence.

Should you as a sub-contractor or any member of the public affected by your working actions have an accident or near accident, please report to KC immediately.



COVID-19

It is vital that we do all we can to prevent the spread of Covid-19. We want to ensure that your safety and that of your clients is of the highest importance. KC require the following from our sub-contractors and clients:

Sub-Contractors

- Must inform KC immediately should they or anyone in their household develop symptoms in accordance with Covid-19.
- Sub-Contractors are required to follow Government guidelines at all times, these include:
- Keeping to social distancing regulations whilst with clients or other KC team members.
- Wear PPE as required. The use of masks is not legally required within Scotland, however we highly recommend that you arrive at our clients premises wearing a mask. You may remove the mask as you begin to work, as long as social distancing regulations are in place. Shoe coverings should be used or please remove shoes when entering our clients premises.
- You must use disinfectant in bathrooms and kitchens. Disinfectant should be sprayed and remain on a surface for approx. 3 minutes before being cleaned off with a clean cloth.
- High touch areas, such as door handles, hand rails, light switches **MUST** be included on each clean.

- Hand sanitizer should be used before, during and after client cleans.
- All used cloths should be bagged immediately and washed at high temperatures of 60 degrees. Use clean cloths for each bathroom and client.

We expect from our clients:

- To inform KC immediately should someone in their premises develop COVID-19 symptoms.
- To keep to social distancing regulations.
- Please read through Government Guidelines at <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes>



