**Felixstowe Youth Development Group**



**Policy Number 36**

**CLEANING OF PREMISES**

**(Issue 6 – May 2021)**

**Approved by Trustees of Felixstowe Youth Development Group on**

**\_\_\_\_\_\_15th June 2021\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Registered Charity Number: 1102380**

**Registered Address: 2nd Floor, 54 Cobbold Road, Felixstowe, IP11 7EL**

**LEVEL TWO YOUTH PROJECT**

**CLEANING OF LEVEL TWO PREMISES**

The cleaner is employed to maintain a clean and healthy workplace for staff and users.

General Responsibilities:

* General cleaning of all areas of the premises, including the stairwell and the front door inside and out.
* Safe disposal of waste in sacks provided & SCDC bins.
* Report to the Project Manager or Deputy Project Manager on any health and safety concerns identified in the course of his/her duties.
* Ensure the safe storage of any hazardous cleaning products in the storeroom, to minimise the risk of harm to other staff and users.
* Visually inspect any cleaning equipment (manual and electrical) for defects.  (Monthly)
* Be mindful of personal safety/lone working guidelines (see Policy No 13 ‘Personal Safety’ and Health and Safety Policy No.24).  Do not carry out any cleaning activity using a step ladder unless another adult is in the building at the same time.
* Unless by prior arrangement, the cleaner will not bring friends or family with them to work.
* The cleaner will not allow entry to members of the public.
* The cleaner will be given a key to enter the building and be given the entry

code which must not be shared with other people. The code for a key safe, to gain entry to relevant offices, will also be shared with the cleaner. If the key is lost, and/or the codes have been accidentally shared with 3rd parties, please contact Shez or Emma immediately, on the numbers below.

* A lone working notice (below) is displayed in the Cleaners storeroom.
* To comply with advice (COSHH data sheets) on safe use of hazardous cleaning products.

**NOTICE TO CLEANER, DISPLAYED IN CLEANERS STORE CUPBOARD**

Please be aware of your personal safety when working alone.  Do not do anything to put yourself at risk (e.g. working off a step ladder).  If you cannot do something by yourself – leave a note for the Project Manager / Deputy Project Manager who will arrange for the job to be done by two or more people.

In case of emergency contact the emergency service by dialling 999.

In non-emergency situations contact should be made by telephone to: -

Shez Hopkins, Project Manager on 07724 356723

Emma Franks, Deputy Project Manager on 07444 819353

Or email: fydgleveltwo@gmail.com