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1. Introduction

The purpose of these housekeeping standards is to ensure that all sites are kept clean, tidy and clear of debris and trade waste. Poor housekeeping is one of the main causes of slips trips and falls in the work place. It also portrays a negative impression to customers and poor control from site management.

2. Site Housekeeping

Prior to an operative carrying out work on an area of the site or in a plot, site management must check to ensure that it is in a clean and tidy condition. The operative must be given clear instructions to keep their work area clean and tidy, they must also ensure that cleaning continues throughout the day to prevent the build-up of trade waste in and around plots. Materials must not be stored in partially completed areas/ plots, unless given express permission from the site management.

2.1 Minimum Requirements

As a minimum, the following practices must be evident on site:

- Nails must be removed from loose timber.
- Plots must be kept clean and free from trade waste and trip hazards.
- Banding materials such as brick and roof tile must be cut up into small pieces and placed in a skip.
- Wood, paper or other flammable materials must not be allowed to build up and must be disposed of.
- Tipping skips must be in a plentiful supply around site and must be emptied regularly. They should never be allowed to over flow.
- Telehandler drivers must not place materials on designated walkways as doing this could cause trip hazards, or encourage workers to veer into traffic routes.

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- Scaffold contractors must ensure they remove any redundant scaffolding from the scaffold working platforms as leaving scaffold components lying around is a trip hazard.
- Scaffold platforms and surrounding areas must be cleaned prior to handing back to the scaffold contractors. Brick, tiles, waste timber and other materials must be removed by the trade responsible for it.
- Walkways must be on firm, level and well-drained ground that take a direct route where possible and free of trip hazards. What type of material is used to form the walkways will depend upon the nature of the site, such as the ground conditions, time of the year and the pedestrian footfall that will be using the walkway. This needs to be assessed on a site by site basis via the Traffic Management Assessment/ Traffic Management Plan.
- Trailing cables should be avoided. Where this is not possible the cables should be routed overhead or along the sides of the walls.

3. Waste Chutes

Waste chutes are an effective tool to keeping scaffold areas tidy and preventing operatives throwing materials from a scaffold. Site management must ensure that they are fitted to each scaffold, are maintained and do not get blocked.

3. Clean up Notices

As per trade specifications issued by the Commercial Department, plots should be maintained in a clean and tidy manner throughout the duration of the works by contractors. At the end of each day, contractors are required to tidy any surplus materials within or surrounding the plot.

If a contractor fails to do this then site management can issue a clean-up notice to formally request the area or plot to be cleaned. Any clean up notices must be logged, with the Commercial Department and the Construction Secretary.

Refer to HSMS form [074](#) – Clean up Notice

4.1 Clean up Counter Charges

If the cleaning is not carried out in the agreed time frame by the contractor, the Commercial Department have the discretion to apply a reasonable administration charge, plus the costs for additional labour hire to undertake the cleaning work identified in each clean up notice.

The contractor will be invoiced as soon as practically possible in line with the payment terms of the contractor.

5. Monitoring

Site management and trade supervisors must carry out continuous monitoring throughout the day, to ensure that the housekeeping standards remain at an acceptable level. Contracts Managers and other operating business management, should monitor and report on housekeeping condition during their regular site visits.

The Group HS&E Department will monitor compliance with these standards, via regular site HS&E inspections.

6. Further Reading

[HSE - falls/ trips booklet](#)

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7. Toolbox Talks

Refer to HSMS [TBT](#) - Housekeeping

VERSION ISSUED	Date
<u>Version 1</u> Sections 1, 2,2.1,3,4,4.1,5,6,7	

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