

you would your own property, as this is your responsibility and you are trusted to look after it. By looking after these items and preserving any confidential information carefully, you are safeguarding your own job. This can be true for both people who work in a team and lone workers, but it assumes even more importance when you are the sole cleaning operative on site.

Therefore, please remember the following:

- Always follow the correct procedure for reporting in and out of work
- Protect keys and access codes
- Let someone know in any situation where you need to leave, return to or go into the workplace out of normal times.
- Be aware of the correct contact name and number at all times. Inform the site and act on any changes.

Fit for work?

In certain areas, there may be risks which require you to work in certain areas and carry out certain tasks, to ensure the safety of the people who are in the area as well as those within it.

These risks may be related to the people themselves, equipment or methods of working.

One of the most common areas that regard people is the Criminal Record Bureau (CRB check) which many people who work in schools must hold. This is a safeguard for the children who may still be within the school at times when it is being cleaned. All NVQ Assessors must be CRB checked too, as they are often found assessing in places where there are vulnerable people; young, elderly, sick, etc.

Permits and authority to work are more generally found in areas such as engineering, construction, maintenance and cleaning, where the conditions or materials in use or in the environment may present hazards. These are controlled documents, which need to be properly completed, present on the job, available for inspection and signed off/retained after the work is completed.

If in cleaning an area, you use any equipment or materials that may cause a significant hazard, it is possible that a permit may be required, or checks made prior to your working, by a responsible person, perhaps a supervisor or client manager.

Activity

What special conditions, checks or permits are required for your cleaning tasks or role?

Hygiene and Appearance

Standards or expectation for hygiene and appearance may vary according to the type of cleaning you perform and the type of company you work for. However, there are certain important aspects that should be remembered and followed at all times.

Following any contact with bacteria of any kind, always wash your hands before moving to another area, another task or another room. This helps prevent the spread of germs spreading to cleaner areas from dirtier ones. Always wear gloves and use them correctly. Wash thoroughly and rinsing properly, using a paper towel to dry your hands. Paper towels and best, roller towel should be clean, never use a cloth or a towel that has been used for anything as this presents potential for further cross-contamination.

You should ensure that you cover any wounds, change your PPE regularly (keeping an eye on any frayed or damaged PPE that could present a catching or trip hazard); tie back long hair, keep fingernails short and wear minimal or no jewellery.

In certain areas, such as care, food preparation and heavy or intensive industrial cleaning, the requirements on hygiene levels are even more important, and may be many additional requirements, including the frequency which PPE needs to be changed, the frequency of hand washing, the amount of PPE to be worn, or the specific order in which things should be cleaned to minimise cross-contamination. Make sure you are aware of any of the above measures which apply to your workplace.



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