




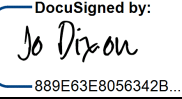
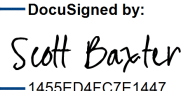
Housekeeping and Cleanliness Guidance

Version control

The version history must reflect the current status of a document, i.e., whether it is in its draft or approval status. The table shall reflect the date issued / approved, who by, the current version, and a brief statement outlining the amendments made.

Rev:	Status / amendments	By	Date
1_01	Draft created	C. Warden	15.11.2022
1_02	Final draft issued to sportscotland	A. MacDonald	11.08.2023
1_03	Comments received from Health and Safety Operational Group Document amended	M. Fraser	18.10.2023

Document creation / approval

	Signature	Title	Date
Prepared by: Christopher Warden (Amalgamate – Safety Risk Management Ltd)		Health & Safety Consultant	11.08.2023
Approved By: Jo Dixon on behalf of the H&S Committee		Head of Human Resources	04-Nov-23 10:49:42 GMT
Approved By: Scott Baxter on behalf of PCS Union		Trade Union Representative	07-Nov-23 09:17:48 GMT

Housekeeping includes, but is not limited to, cleanliness. It includes keeping work areas neat and orderly, maintaining corridors and floors free of slip and trip hazards and removing waste materials and other fire hazards. It also requires paying attention to important details such as the layout of the whole workplace, aisle marking, the adequacy of storage facilities and maintenance.

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

sportscotland recognises the need to ensure that adequate standards of housekeeping are achieved. This document is designed to ensure that **sportscotland** attains the highest possible standards and is in accordance with its commitment to provide a safe place of work and working environment.

We will consider housekeeping issues on a day-to-day basis and all employees have a general responsibility to keep the work areas tidy and report hazards.

Effective housekeeping can eliminate some hazards and help get a job done safely and properly. Poor housekeeping can frequently contribute to accidents by hiding hazards which cause injuries.

Effective housekeeping is an on-going operation: it is not a hit-and-miss clean up done occasionally. Periodic "panic" clean ups are costly and ineffective in reducing accidents.

Poor housekeeping can be a cause of accidents, such as:

- Tripping over loose objects;
- Being hit by falling objects:
- Slipping on greasy, wet or dirty surfaces; and
- Striking against protruding, poorly stacked items or misplaced material.

To avoid these hazards, we will maintain order throughout the workday and adopt a "clean-as-you-go" policy. Housekeeping order is "maintained" not "achieved." Cleaning and organisation will be done regularly, not just at the end of the shift. Integrating housekeeping into jobs will help ensure this is done. We will identify and assign responsibilities for the following:

- Day-to-day clean up;
- Waste disposal:
- Removal of unused materials; and
- Inspection to ensure clean-up is complete.

Employees will be informed of how to work safely with the products they use. They also will be informed of how to protect other employees such as by posting signs (e.g., "wet - slippery floor") and reporting any unusual conditions. Employees are instructed to not forget out-of-the-way places which would otherwise be overlooked.