



**BOURNE
LEISURE
LIMITED**

Control of Cleaning Contractors Procedure



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Appendix A: Cleaning Contractors Declaration

***To Be Signed by Contractor and Returned to Site Contact**

BOURNE LEISURE MANDATORY INFORMATION FOR ALL CLEANING CONTRACTORS

1. Accident Reporting

The Cleaning Contractor's Representative is responsible for ensuring that all accidents/incidents that occur on site are reported to the Bourne Leisure Site Contact. Where an accident/incident arising from the Cleaning Contractor's undertaking becomes reportable under RIDDOR, the Cleaning Contractor is responsible for making the report to the relevant Enforcing Authority.

A copy of any accident/incident form or RIDDOR report must be forwarded to the Site Contact for their records.

2. Asbestos

NOTE: Only Applicable if cleaning in loft spaces or basements in Buildings Refer to the Asbestos Management Policy. All Cleaning Contractors who are likely to disturb the fabric of any building must ensure that they and their employees consult the site asbestos register.

3. Competency

It is the responsibility of the appointed Cleaning Contractor to ensure that all employees are competent and hold the relevant qualifications where appropriate.

4. Control of Substances Hazardous to Health (C.O.S.H.H.)

- a. The Cleaning Contractor's Representative is responsible for carrying out a risk assessment for the handling, storage and use of hazardous substances on site and for advising the Site Contact accordingly, unless using Bourne Leisure Chemicals then it will be the Site Contact.
- b. Hazard data sheets for all hazardous substances used during works on site must be held on site and made available in the event of an accident/incident
- c. All chemicals must be stored in accordance with the manufacturer's instructions.

5. First Aid

Cleaning Contractors are responsible for providing their own first aid equipment and personnel at times of working.

6. Fire Prevention & Procedures

- a. All Cleaning Contractors' employees must be instructed in the procedure to follow in the event of fire by the Contractor. This procedure shall include raising the alarm, use of fire appliances if safe to do so and the immediate summoning of the fire brigade. This must be documented by the contractor.
- b. Their working area must be thoroughly inspected by the Cleaning Contractor after the end of the working day to ensure that no ignition sources or blocked fires exist, and where necessary, a clear report shall be given to the Site Contact.
- c. All means of escape must be kept clear and alarms made available for use.
- d. It is the Cleaning Contractor's responsibility to ensure all of their employees are aware of the fire arrangements for their work area.
- e. The Cleaning Contractor is responsible for ensuring no smoking areas are adhered to and that no burning of waste materials shall be carried out at any time.



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7. Access & Facilities for the Fire Brigade

- a. Access for fire appliances will be available at all times.
- b. Hydrants and other Facilities for use by the fire brigade must not be obstructed at any time.

Controls for isolation of gas and electrical supplies shall not be obstructed and shall be accessible in the event of an emergency.

8. Housekeeping Measures

- a. Combustible rubbish shall be removed from the site daily and disposed of in accordance with Bourne Leisure Waste Policy.
- b. Basement areas shall not be used for storage without the express agreement of the Site Contact.
- c. Any rags that become impregnated with any flammable liquid must be collected regularly and placed in a metal bin with a close-fitting metal lid.

9. Insurers

The Cleaning Contractor shall make clear to Bourne Leisure Limited the exemptions and indemnity limits that apply to Employer's and Public Liability insurance. The Cleaning Contractor must hold a minimum of 5M Public Liability Insurance.

10. Miscellaneous Requirements

- a. Any electric kettles used on site shall incorporate a safety cut-out device to prevent them boiling dry.
- b. Any waste receptacles shall be of non-combustible construction.
- c. No combustible storage shall be permitted adjacent to any building. A clear space of at least 6m shall be maintained between such storage and any external wall of any building.
- d. The use of any existing fireplaces is prohibited unless, in exceptional circumstances, the agreement of the site contact has been gained.

11. Personal Protective Equipment

The Cleaning Contractor is responsible for ensuring the correct PPE is supplied and worn by their employees and visitors whilst on site. Signage should be suitably displayed to remind people to wear PPE in appropriate areas.

12. Safe Access & Egress

- a. The Cleaning Contractor is responsible for ensuring a safe access and egress to the place of work for all personnel including those of the site.
- b. Wet floor signs, fencing (if appropriate) or similar must be provided to ensure the safety of any person who may be present on site at any time.
- c. The Cleaning Contractor is responsible for ensuring routes for emergency access and egresses are kept clear at all times.

13. Security

- a. The Cleaning Contractor will ensure that, as far as reasonably practicable, the site is secure against unauthorised access.
- b. Any physical measures required to ensure adequate security are the responsibility of the Cleaning Contractor under the terms of the contract.
- c. The work area, fire exits, boundaries/fencing or similar must not block existing means of escape.
- d. The Cleaning Contractor is responsible for ensuring at the end of each working day the work area is left, as far as is reasonably practicable, safe and secure against unauthorised access and lit accordingly.



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14. Smoking

- a. Smoking on site will be strictly prohibited, except in designated open areas.
- b. Locations in which people are permitted to smoke may be provided outside all buildings. In this area, suitable ashtrays shall be provided for disposal of smokers' materials.

15. Vehicles

- a. Cleaning Contractors must ensure vehicles driven on site are serviceable and comply with the Road Traffic Act.
- b. Cleaning Contractors must ensure that drivers have the correct license or training for the vehicle being driven.
- c. Cleaning Contractors are to ensure that supplies arriving and leaving site are securely loaded; delivery times must be agreed with site.
- d. Reversing of any vehicle must be restricted or where necessary a Traffic Marshall must be used.

16. Waste Disposal

- a. Agreement for waste disposal will be discussed with the Site Contact before work commences and will be in line with the Waste Policy.
- b. All Cleaning Contractors must adopt a waste minimization strategy.
- c. All legislative requirements for the disposal of waste must be met.
- d. Waste liquids must not be emptied into surface water drains.
- e. Any spillages must be cleaned up and disposed of correctly.
- e. Segregation of waste must be actively pursued to reduce, re-use and recycle hazardous and non-hazardous waste streams.

17. Welfare Facilities

- a. Wherever practical toilet Facilities shall be available to Cleaning Contractors, however, if this is not practical then the prospective Contractor shall be made aware at the tender stage.
 - b. The Site will provide wholesome, potable water supply for drinking purposes.
 - c. Washing Facilities, where considered necessary will be the responsibility of the Cleaning Contractor to provide or discussed with the Site Contact.
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Appendix A: Cleaning Contractors Declaration

Assessing skills, knowledge, experience and organisational capability

This form is to be used by General Managers/Resort Directors, Maintenance Managers/Facilities Managers, Housekeeping Manager or other team delegated to procure or manage cleaning contractors.

Part 1: Completed by Site Contact

Part 2 & 3 : Completed by Cleaning Contractor and returned signed with appropriate documentation

1. Basic Details (to be completed by **SITE CONTACT**, Bourne Leisure Limited)

Name of person under-taking assessment:		Role:	
Site:		Assessment date:	
Phone Number:		Email:	

2. Basic Details (to be completed by the **CLEANING CONTRACTOR**)

Name of contractor:		Address:		
Type of Cleaning Work (e.g. Caravans, Buildings)				
Contractors' contact person:				
Phone Number:		Email:		
Are you accredited by a member of Safety Schemes in Procurement (SSIP) ¹ If no then please provide additional information as stated in Section 3	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Please give basic details of three projects where you have successfully worked in close proximity to members of the public (these can include projects on behalf of Bourne Leisure Ltd or other clients, if none state none).				
Question About Safeguarding			Yes	No
Do you require your workers/sub-contractors to have basic 'Disclosure and Barring Service' (DBS) checks?				
If not, would you be prepared to do this if required for a specific project?				

¹SSIP is an umbrella scheme for commercial organisations (such as CHAS and SAFE contractor) which assess the health and safety capability of contractors. These schemes may not specifically ask about your experience of working in public spaces, hence there are a few questions on this subject regardless of whether you are accredited or not.

Statement

I have read and agree to comply with Bourne Leisure Ltd 'Mandatory Information for Cleaning Contractors'
I agree to notify my point of contact within Bourne Leisure Ltd if:

- My team have or witness any accidents or near misses while on site.
- Our work poses uncontrolled risks to guests or team of Bourne Leisure Limited, and I will halt that element of work until instructed to continue.
- Any enforcement action/prosecutions is taken against us (and details of 'lessons learned'), regardless of where they occur.
- Our insurance policy or our accreditation by a SSiP scheme (if appropriate) is renewed, revoked or altered.

- I have read, understand and agree with the statements above

Name:		Signed:		Date:	
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When you return this form to your point of contact in Bourne Leisure Ltd please provide a copy of:

- Your insurance certificate(s). Bourne Leisure Limited require suppliers to have a minimum of £5m public and employers' insurance.
- Your accreditation certificate(s) by a SSiP member (if appropriate).

3. Additional competence evidence to be provided by contractors who are not accredited by a SSiP member (to be provided by the Cleaning Contractor, if appropriate)

Please provide copies or details of the following:

- A. Your Health and Safety Policy.
- B. Risk assessments/method statements for your core activities.
- C. Health and safety training records for those directly involved in site activities (we are less concerned with back office team).
- D. COSHH Assessments (if applicable).
- E. Your arrangements for assessing the capability of your sub-contractors (if appropriate).
- F. Your arrangements for inspecting plant and equipment used on site (if applicable).