

Environment and Premises Policy

Name of employer:	
Address:	
Contact details:	
Date:	

1. All employees are to ensure that their work areas are kept clean and tidy, and they should maintain a good standard of hygiene.
2. Food preparation and eating areas are to be kept clean and tidy at all times:
 - Surfaces and equipment which are used for the preparation of food should be cleaned immediately after use.
 - Towels must be washed regularly.
 - Surplus food is to be disposed of in the waste bins provided and rubbish put out for disposal regularly.
 - Ovens, gas and electric rings and microwave ovens should not be left unsupervised whilst in use. Any heaters that are used should be sensibly positioned away from tables and chairs and kept clear of food, drink and clothing. Heaters are to be switched off when not in use.
3. All employees should have access to adequate toilet and washroom facilities and ensure that they are kept clean. Hand towels should be regularly washed. Employees should provide their own personal washing, hygiene and sanitary equipment.
4. Drains will be kept free of obstructions – no 'fatty' products, wet wipes or other unsuitable items should be washed or flushed – they will be disinfected regularly.

Environment and Premises Policy (continued)

5. Employees responsible for storage should ensure safe stacking. All equipment such as ladders, tools, barrows, buckets, hosepipes etc, must be correctly stored and not left at any time in such a way as to cause an obstruction hazard.
Particular care should be taken with bales to ensure they are stacked and can be un-stacked safely. Stacks of small bales should not be undermined and large bales should be mechanically moved to a safe position before using.
6. Bonfires should not be lit without permission and should be supervised at all times.

All traffic routes on our premises should be suitable for people, vehicles and horses as appropriate. Signs will indicate the correct route to ensure safety of all people and horses. All debris and rubbish should be removed from the traffic routes and fire escapes and exits kept free of obstacles at all times. All traffic routes are to be maintained in a good state of repair.