

HYGIENE POLICY

Introduction

BlueSky (UK) Ltd is committed to maintaining a clean and hygienic workplace for the health and safety of all employees, visitors, and customers. This policy outlines our standards for workplace hygiene and the responsibilities of everyone on our premises. Adherence to this policy is mandatory.

Scope

This policy applies to all employees, contractors, visitors, and customers while on company premises, including offices, warehouses, storage areas, delivery vehicles, and any other company-operated locations.

General Hygiene Standards

Cleanliness: All areas of the workplace must be kept clean and tidy. This includes regular cleaning of floors, surfaces, equipment, restrooms, and break areas.

Waste Disposal: Waste must be disposed of promptly and correctly in designated bins. Recycling should be maximized where possible. Food waste must be handled appropriately to prevent pests.

Pest Control: Precision Pest Control maintain a pest control program to prevent infestations. Employees must report any sightings of pests immediately.

Ventilation: Adequate ventilation should be maintained in all areas to ensure fresh air circulation.

Temperature: A comfortable and safe working temperature must be maintained in accordance with health and safety regulations.

Lighting: Adequate lighting is provided in all areas to ensure safe working conditions.

Personal Hygiene

Hand Hygiene: Frequent handwashing with soap and water is essential, especially before and after handling goods, eating, and using the restroom. Hand sanitiser is also provided in strategic locations.

Personal Cleanliness: Employees are expected to maintain a high standard of personal cleanliness.

Protective Clothing: Appropriate Personal Protective Equipment (PPE), including clean workwear, gloves, and safety footwear, must be worn as required for specific tasks. This PPE will be provided by the company.

Food and Drink: Eating and drinking are only permitted in designated areas. Food should be stored appropriately to prevent contamination.

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Smoking/Vaping: Smoking and vaping are prohibited in all company buildings and vehicles. There is a designated smoking/vaping area provided outdoors.

Warehouse and Storage Area Hygiene

Stock Management: Stock must be stored in a clean and organized manner to prevent damage and contamination.

Spillages: Any spillages must be cleaned up immediately following established procedures. Spill kits will be provided and readily accessible.

Packaging Materials: Used packaging materials must be disposed of promptly and correctly.

Loading and Unloading Areas: Loading and unloading areas must be kept clean and free from debris.

Restroom Hygiene

Cleanliness: Restrooms will be cleaned regularly and maintained in a hygienic condition.

Supplies: Adequate supplies of soap, hand towels, and toilet paper will be provided.

Reporting Issues: Any issues with restroom cleanliness or maintenance should be reported immediately.

Kitchen and Break Area Hygiene

Cleanliness: Kitchen and break areas must be kept clean and tidy. Employees are responsible for cleaning up after themselves.

Dishwashing: Dishes and utensils should be washed promptly after use using the dishwasher and sink provided in the main Kitchen.

Training and Communication

Training: All employees will be issued this policy as part of the onboarding process.

Communication: Hygiene information and updates will be communicated through various channels, such as staff meetings, emails, and notices.

Enforcement: Failure to comply with this policy may result in disciplinary action.

Review

This policy will be reviewed and updated regularly to ensure its effectiveness and relevance.

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