CART HORSE PROTECTION ASSOCIATION

EPPING CLINIC AND RECOVERY & REHABILITATION CENTRE

HOUSEKEEPING POLICY

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EPPING CLINIC AND RECOVERY & REHABILITATION CENTRE HOUSEKEEPING POLICY

1. The day-to-day cleanliness and tidiness of the Epping Clinic and Recovery & Rehabilitation Centre (R&R) is the responsibility of all employees.
2. The designated smoking area is outside of the Clinic and R&R buildings; all cigarettes must be extinguished outside in the ashtrays/buckets provided and all cigarette butts disposed of in the refuse bins.
3. All litter must be picked up and placed in the refuse bins. Do not ignore litter just because you are not responsible for it being there.
4. All left over oat hay and leavings eaten by horses attending the clinic site waiting for services must be raked up and placed in the refuse bins after every morning clinic.
5. All water buckets, feed bins and hay nets used outside must be brought in, cleaned and stored after every morning clinic.
6. The water troughs must be kept clean and filled with fresh water.
7. No horses are allowed in the central flower bed in Epping.
8. All cars to be parked appropriately to facilitate maximum parking space and safety to the horses.
9. All paddock gate poles to be placed neatly when not in use.
10. All uneaten oat hay/teff in the paddocks is to be raked up at the end of each day.
11. No blankets or tack must be left hanging on paddock fencing.
12. Feed room is to be kept in order and a clear route for easy access to feed to be kept open at all times.
13. Cat litter trays, feed and water bowls to be placed in designated area and cleaned out daily.
14. All areas around Fire Extinguishers/hose reels must be kept clear at all times allowing easy access.
15. Only designated vehicles may be parked on the Clinic site floor, for overnight storage.
16. All Units making use of any area of the Clinic site floor must keep their designated area clean and tidy at all times.
17. All tools, materials, equipment and supplies must be stored in their designated area.
18. No second hand tack or donations in kind may be stored on the Clinic site floor.
19. Refuse removal must take place in accordance with the Refuse Removal Policy.
20. Epping Clinic Stables to be maintained in accordance with the Epping Clinic Stable Policy.
21. R&R stables to be maintained in accordance with the R&R Stable Policy.
22. All drains and work space area must be disinfected regularly.

23. All storage spaces inside the clinic site must be kept in order and a clear route for easy access to stock and materials must be kept open at all times, these storage spaces include the mezzanine level storage space.
24. The storage space on the mezzanine level is limited to the outer perimeter.
25. Each Unit must adhere to their allocated storage space on the mezzanine level.
26. All office areas are to be kept clean, neat and tidy at all times.
27. All staff must wipe their feet on dust mats provided before entering into office spaces.
28. No staff member may leave any article, papers or work on another colleague's desk and work space, unless authorised to do so.
29. All staff members must work at and keep to their designated work area.
30. Staff members are not permitted to use another colleagues work space or computer without permission.
31. Staff members making use of the Training Room must ensure that it is left neat and tidy, all electricity is switched off and the door closed when leaving.
32. Both toilets and shower room are to be kept clean and tidy at all times.
33. Shower, toilet and kitchen windows are to remain closed during delivery of feed to the Clinic Site.
34. Employees are to maintain strict hygiene standards when making use of the toilets and shower.
35. Employees are to adhere to any written notices pertaining to the use of the toilets and shower room.
36. Staff members making use of the kitchen must clean up after themselves, wash, dry and pack away cups and cutlery and crockery used.
37. All counter tops and surfaces must be wiped down after use.
38. Only day-to-day perishables and food may be stored in the fridge and freezer.
39. Storage of private groceries in the fridge and freezer is prohibited.
40. All supplies, cutlery and crockery after use must be returned to the kitchen, washed and dried and stored in its correct place after use.

This policy is to be read in conjunction with the Risk Assessment and Health and Safety Policy.