

# Ludgershall Town Council



## Clean Office, Safe Working Environment, and Clear Desk Policy

### 1. Introduction

1.1 This policy outlines the standards and expectations for maintaining a clean office, a safe working environment, and a clear desk across all Council premises. It is designed to promote professionalism, ensure data security, support health and hygiene, and create a safe and productive workspace for everyone.

1.2 This policy applies to all staff members, councillors, volunteers, and contractors who work in or use the Council Offices. Everyone has a shared responsibility to uphold these standards and contribute to a respectful and efficient working environment.

### 2. Clean Office Policy

2.1 The Council has a duty of care under the Workplace (Health, Safety and Welfare) Regulations 1992 to ensure premises are clean and furniture, fixtures and containers for waste are fit for purpose. To maintain a professional and hygienic workspace, all employees are expected to keep their work areas clean and organised. This includes regular cleaning of surfaces, proper disposal of waste, and ensuring that shared spaces such as kitchens and meeting rooms are tidy after use.

2.2 **Purpose** To ensure a professional, hygienic, and welcoming environment for all users of Council premises, and to support wellbeing and productivity through cleanliness and order.

2.3 **Expectations** All staff, and premise users are expected to clean up after themselves, including placing used cups, plates, and utensils in the dishwasher or washing them immediately. Personal mess should be tidied promptly, and shared spaces such as kitchens, meeting rooms, and breakout areas must be left clean and ready for the next user. Cleaning supplies should be used appropriately and stored safely after use. The

contracted office cleaner is employed to clean the Council rooms, not to tidy up after staff members and Councillors.

### **3. Hygiene and Waste Disposal**

3.1 Health and hygiene are essential in the workplace. All bins must be emptied daily to prevent odours and maintain cleanliness. Food waste is strictly prohibited in desk bins and must be disposed of in the designated kitchen bin only. Employees, Councillors and Volunteers are encouraged to clean up after themselves and maintain a sanitary environment.

3.2 **Purpose** To maintain a healthy and sanitary workplace by ensuring proper waste disposal and personal hygiene practices.

3.3 **Expectations** Desk bins are for dry waste only; food waste must be disposed of in kitchen bins. All desk bins should be emptied daily into the main kitchen bin. The main kitchen bin must be removed at the end of day Friday to the outside bin. Staff, or Councillors should wipe down shared surfaces after use, especially in kitchens and meeting rooms. Hand sanitiser and cleaning wipes are available and should be used regularly.

3.4 Data Protected Waste. All wastepaper, or material that contains personal, sensitive, or confidential information and data must be placed in designated destruction bags, or shredded. Under no circumstances should this information be placed in regular wastepaper bins.

### **4. Safe Working Environment Policy**

4.1 The Health and Safety at Work etc Act 1974 is clear that employers must do all that is reasonably practicable to ensure health, safety, and welfare. The Council is committed to providing a safe working environment for all staff. Staff members must ensure walkways are clear to avoid trip hazards, cables are secured, and any hazards are reported immediately. Ergonomic practices should be followed to prevent strain or injury, and emergency exits must remain unobstructed.

4.2 **Purpose** To prevent accidents and injuries by promoting safe practices, and ensuring the physical workspace is free from hazards.

4.3 **Expectations** Staff must report hazards immediately to the Town Clerk, or to the Assistant Town Clerk so mitigations, or remedial action can be taken to reduce any risks, where appropriate risk assessments must be completed for any hazardous activities, or items/equipment. Cables should be routed safely to avoid trip hazards, any cables that are

damaged, or frayed must not be used. Chairs, monitors, and desks should be adjusted to support ergonomic working. Fire exits and access routes must remain clear at all times. Any items, such as glues or chemicals must be appropriately stored in a securely locked area.

## **5. Clear Desk Policy**

5.1 To protect sensitive information and promote a tidy workspace, employees must adhere to the Clear Desk Policy. All confidential documents must be locked away when not in use. Workstations should be cleared of papers and devices at the end of each day. Computers must be locked when unattended, and keys should not be left at desks. When taking Council work, laptops, or devices away from Council premises (e.g., working from home or an alternative location), staff must lock laptops when not in use and store them securely in a locked space. Staff members should avoid using Council equipment for non-Council purposes.

5.2 **Purpose** To protect sensitive information, support data security, and maintain a professional and clutter-free working environment. The UK GDPR and Data Protection Act 2018 require organisations, including Ludgershall Town Council, to implement appropriate measures to protect personal data, including physical security.

5.3 **Expectations** Applies to personal desk space, surrounding floor areas, shared workstations, and all Council offices. Any confidential documents, which includes any documents containing personal data, or personal sensitive information must be locked away when not in use. It is not acceptable to leave in a drawer, it must be in a secure file, or folder, and kept behind a locked door. Cash, or cash products such as banking cards must be securely locked, and away from the main visitor areas. Workstations should be cleared of papers, devices, and personal items at the end of each day. Computers must be locked when unattended, and laptops should be locked away. Keys and access cards should not be left on desks or in unsecured locations, and the key press should be locked at the end of the day and the key removed and secured in an alternative area.

5.4 Any electronic devices, or equipment, such as USB devices, mobiles phones, or audio recording items must not be left unattended, they must be stored in a secured, locked drawer or room. All such devices should have encryption or be password protected.

5.5 Printers and copies must also be treated in the same manner, no personal, sensitive, or confidential data, including financial data is to be left on printers or copies, such

information must be retrieved immediately. Printers and copies must be left clear at the end of the working day.

## **6. Remote Working**

6.1 This policy also applies to remote working environments. Staff members working from home must ensure their workspace is safe, clean, and compliant with Display Screen Equipment (DSE) Regulations 1992, conducting DSE assessments when necessary. Council laptops and devices must be locked when not in use and stored securely. Council equipment must not be used for non-Council purposes. Staff are responsible for maintaining confidentiality and data security while working remotely, physical copies of personal data should not be taken home.

## **7. Non-Compliance**

7.1 All individuals are expected to act professionally and comply with this policy. Staff members found in breach may be subject to disciplinary action in accordance with the LTC Disciplinary Policy. Volunteers, contractors, or Councillors who fail to comply may have access restricted or be required to undertake remedial training. Repeated non-compliance may result in withdrawal of access to Council premises or systems.

**END**

**Annex A to Clean Office, Safe Working Environment and Clear Desk Policy**

**Administration of the Clean Office, Safe Working Environment and Clear Desk Policy**

**A1. Review Date**

This policy will be reviewed every two years, or when there are any legislative changes that affect this policy.

**A2. Version Control**

<b>Version</b>	<b>Approved</b>	<b>Date</b>	<b>Adopted</b>	<b>Date</b>	<b>Comments</b>
V1	Staffing Committee	7 Oct 25	FTC	13 Oct 25	Initial Copy

**END**