Housekeeping & Welfare

1. Introduction

Contractors are responsible for maintaining high standards of housekeeping and welfare in all areas where they work on LLA premises. Work areas must be kept safe, clean and orderly always, with suitable welfare facilities provided for everyone on site. Good housekeeping is essential for preventing accidents, maintaining fire safety and ensuring that airport operations are not disrupted.

2. Housekeeping Standards

- Contractors are responsible for the general tidiness of their work areas and must keep sites in an orderly, hazard-free condition always.
- Working areas, gangways, stairways and access routes must be kept clear of obstructions.
- If handrails or similar protections need to be removed to facilitate work, the area must be securely fenced, controlled and made safe.
- Contractors must ensure that work areas are left clean and tidy on completion of the task, including the removal of waste, surplus materials and equipment.
- Any work carried out in plant rooms must be recorded in the Plant Room Logbook, and plant rooms must be left tidy with all waste removed.

3. Welfare Facilities

- Contractors must provide and maintain adequate welfare accommodation, including:
  - refreshment areas
  - toilets and wash facilities
  - changing and drying rooms
  - first-aid resources
  - designated smoking areas (where applicable)
- Welfare facilities must be suitable for the size of the workforce and maintained to a high standard.
- Where it is not practicable to provide dedicated facilities (e.g., small projects), contractors must arrange shared or alternative facilities that are appropriate and sufficient for all personnel.
- Public restaurants may only be used by contractor staff if they are clean, appropriately dressed, and not wearing high-visibility clothing.

4. Fitness for Work, Alcohol and Drugs

- Contractors must ensure that their workforce is fit to undertake the required work activities.
- Workers must inform their employer if they are taking prescription or over-the-counter medication that may affect their ability to work safely.
- Contractors are not permitted to bring, buy or consume alcohol or drugs on site.
- Anyone suspected of being under the influence will be refused access and removed from site.

5. Temporary Accommodation and Site Offices

- Any temporary site accommodation or offices must be constructed and maintained in accordance with the Regulatory Reform (Fire Safety) order 2005 and any LLA-specific fire safety requirements.
- Accommodation must be kept clean, tidy and free from fire hazards.

6. Water Safety

- Water obtained from airport fire hydrants is not safe for drinking or any form of human consumption.
- Contractors must ensure this information is communicated clearly to all employees and subcontractors.