



CUSTOMER SERVICES – GOVERNANCE & LAW

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

SCHEDULE OF CONDITIONS - WINDOW CLEANER

General Conditions

1. The Licence Holder shall ensure that any other person employed by them to undertake window cleaning holds a licence granted by the Licensing Authority prior to commencement of employment.
2. The Licence Holder, shall within seven working days, notify the Licensing Authority of any change of circumstances (i.e. change of address; medical conditions; criminal convictions; no longer operating as a window cleaner). Any Licence Holder in doubt as to what constitutes a change of circumstances should contact the office of Head of Governance and Law for guidance.
3. The Licence Holder shall at all times whilst they are undertaking the work of a window cleaner, have with them the badge issued by the Licensing Authority and they shall exhibit such badge, on demand, to any customer, Constable or authorised officer of the Licensing Authority. The identification issued by the Licensing Authority shall include the Licence Holder's name, a recent photograph showing a true likeness, the date on which the Licence expires, and the Licence Number.
4. The Licence Holder shall not lend or allow any person to use their Licence or identification badge.
5. A Licence Holder, whilst acting as a window cleaner, shall be clean and tidy in their person and shall conduct themselves in a civil manner.

Insurance

6. The Licence Holder shall take out and maintain in force with a reputable company a policy of insurance with an indemnity limit of not less than £1,000,000, which insures such person, persons or classes of persons as may be specified in the policy in respect of liability which may be incurred by the Licence Holder in respect of the injury to any person caused by, or arising from the actions of the Licence Holder and damage of property caused by or arising from the actions of the Licence Holder. Such a policy is to be in force at all times before undertaking the activities to which this Licence relates. Any changes in policy must be notified to the Licensing Authority. Copies of renewal certificates must be forwarded to the Licensing Authority within seven days of the expiry of the previous certificate.

Safety

7. All work equipment must be maintained in a safe condition and regular safety checks should be carried out. Visual safety checks of ladders and other equipment should be carried out on a daily basis prior to being used. The Licence Holder should comply with the relevant HSE guidance in relation to workers at height, and in particular in relation to protection of the public.
8. The Licence Holder shall comply with all provisions of the Health and Safety at Work etc. Act 1974, as well as all guidance for window cleaners issued by the Health and Safety Executive and published on their website.