



Sweep Safe LTD
64 Tor Hill Road,
Torquay
TQ2 5RY

Sweep Safe Membership Rules

Membership is based on paying an annual subscription and meeting the sweep safe criteria. Failure to follow these rules could lead to disciplinary action or loss of membership.

Fees:

Paying the annual subscription fee entitles one person within a company to membership for one year. The company may advertise as being Sweep Safe Certified during this time. Only the registered sweep may issue sweep Safe certificates or undertake work as a Sweep Safe chimney sweep.

If a company has several sweeps, it will be necessary for all that wish to issue certificates or work as a Sweep Safe sweeps to register as full paying members.

General:

- Members must not work or drive while under the influence of drugs or alcohol and must not smoke within the customers property or workplace.
- Members will use decorum, good manners and refrain from foul language while dealing with the public, so as not to damage the reputation of Sweep Safe and its members.
- Sweep safe will not tolerate; racism, sexism, abuse, homophobia, bullying or anything else that could bring the organisation into disrepute or foster ill feeling within the membership.
- Members must not undertake work which outside of their expertise or that they are not insured for.

Training and Assessment:

- All Sweep Safe Sweeps to be assessed within the first three months of joining by ourselves unless they have passed an assessment previously with GMCS, NACS



Sweep Safe LTD
64 Tor Hill Road,
Torquay
TQ2 5RY

- All Sweeps on the Sweep Safe register must retrain with Sweep Safe and pass an assessment every five years or sooner.

Insurance, intellectual property and regulations:

- All sweep safe members must carry a public liability policy of two million pounds as a minimum. Those sweeps carrying out camera inspections and or pressure/soundness testing must carry professional indemnity insurance for the type of work they undertake.
- Members must immediately inform Sweep Safe of any changes in insurance, claims, or renewal of policy.
- If a member has a website: Backlinks to the <https://www.sweepsafe.com> and to the members own page of <https://www.chimneysweeplocal.co.uk> are required within three months of becoming a member. Contact us if you have any difficulties in implementing this.

Intellectual property:

- The Sweep Safe logos and associated branding remain the property of Sweep Safe LTD. Membership gives a member use of the brand and logos to promote their business during the time that they are a member.
- The logos must be used as provided by Sweep Safe LTD and not be altered in any way without express permission from sweep safe ltd.
- Members must carry a copy of building regulations section J for reference.
- Members collecting or storing customer information must do so in a fashion that is Fully compliant with The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679).



Sweep Safe LTD
64 Tor Hill Road,
Torquay
TQ2 5RY

- Sweep Safe members must have and use the provided written customer complaints procedure.
- Sweep Safe has a complaints and mediation procedure which All sweep Safe sweeps must follow.
- Sweep safe members must have both written risk assessments and method statements for chimney sweeping or any other work that is undertaken during the sweeping visit.
- All Sweep Safe members must issue a Sweep Safe sweeping certificate or an approved industry standard certificate approved by Sweep Safe upon completion of each sweeping job.

Sweeping and testing:

- All chimneys are to be swept with a suitable abrasive method which is adequate to remove the products of combustion wherever possible. This can be brush, viper and star or rotary sweeping.
- There is no vacuum only method of chimney cleaning. The vacuum is used for dust control and clean up.
- A visual inspection of the terminals and stack must be undertaken prior to and post sweeping.
- It is expected of Sweep Safe sweeps to carry enough clean dust sheets for their day's work. Suitable opening sealing must always be carried and utilised to contain soot and debris wherever possible.
- Soot shall be bagged up, sealed and disposed of in a conscientious manner.
- All Sweep Safe members must Carry an official picture ID card and present them to the customer at their request.



Sweep Safe LTD
64 Tor Hill Road,
Torquay
TQ2 5RY

- When a sweep finds a situation or installation that is considered dangerous they must follow the HUSP process in documentation and inform the customer. A red warning card will be used as required.
- Smoke draw tests will be performed on every sweeping job unless there are extenuating circumstances.
- All members must check for ventilation and carbon monoxide alarms in accordance building regulations section J know all jobs where there is a live appliance or will be.
- Asbestos chimneys must **not** be swept.
- Chimneys which pose a risk to you, bystanders or the property must not be swept.
- Gas and oil appliances must not be moved, altered, damaged or have their function effected in any negative way when you sweep the chimneys of these. It is best practice to sweep these appliance chimneys during servicing by a qualified Gas Safe or OFTEC installer. Post sweeping the appliance Must be recommissioned and serviced by a qualified competent person (Gas Safe or OFTEC).
- Dangerous occurrences relating to Gas must be immediately reported to the gas emergency service.
- Chimneys with a disused type terminal are only to be swept for the purpose of removing spoils as their live function cannot be tested. The certificate must state. DO NOT USE. And an explanation given as to the incorrect terminal. A type two test is required to prove the draught is adequate after the incorrect terminal is changed prior to use.
- Chimneys that have never been used or in cases where there is a change of use (Gas to Solid fuel, oil to solid fuel etc) require a type 1 pressure test and a full inspection prior to use. Advice to the effect must be given to the customer. Only members with suitable training and insurance must carry out this work.



Sweep Safe LTD
64 Tor Hill Road,
Torquay
TQ2 5RY

- Chimneys that contain levels of creosote that potentially pose a fire risk upon completion of the sweeping process will be notified as at risk high under HUSP and the customer informed of the risks.
- The entire length of a chimney must be swept. If this is not possible then the reasons must be documented and the customer informed verbally and via the sweeping certificate.

PPE

- Personal protective equipment suitable for your particular job must be used.
- This includes but is not limited to; An in date and functional dust mask with a filtration Rating no less than P3. It is the responsibility of the member to train in the use and fitment of their chosen masks.
- Work clothing suitable to protect the uses from the effects of soot and abrasion.
- Gloves, head protection and safety glasses.
- All members will carry a first aid kit and fire extinguisher

Memorandum of Association

This document is management memorandum outlining the way Sweep Safe Ltd operates, its purposes and decision making process.



Sweep Safe LTD
64 Tor Hill Road,
Torquay
TQ2 5RY

Objects:

- To act as a trade association for member chimneysweeps
- To improve standards of the Chimney Sweeping industry.
- To provide members with marketing tools and platforms for developing their business.
- To provide assessment of skills, ongoing training and business development courses.
- To provide business leads through our consumer focused website and social channels ads
- To work with partner organisations on behalf of members
- To establish a recognisable, trusted brand with consumers for the Chimney Sweeping industry.
- Raising public awareness of reducing pollution and energy waste.
- Raising public awareness on all safety issues relating to chimneys and the use of solid fuel appliances.

Membership:

Membership is subject to passing of the Sweep Safe technical assessment, having adequate insurance checked annually, being fully paid up of annual subscriptions and the following of the Sweep Safe rules / code of conduct.

Membership is also subject to Ongoing development training each five years or sooner including the Sweep Safe refresher and either H003 or H009.

Voting:

Overall company policies and directives are voted by the Sweep Safe LTD directors either at annual AGM or part of regular director meetings.

Some areas of work are delegated to a technical committee (Sweep Safe LTD designated assessors) who train and assess Sweep Safe members. Following members input and suggestions, this committee will vote and act on behalf of the members on specific topics as listed below:

- Training procedures and practices
- Assessment Standards
- Establishing and evolving mandatory training courses
- Establishing and evolving optional courses
- Training manuals content
- Digital media educational content



Sweep Safe LTD
64 Tor Hill Road,
Torquay
TQ2 5RY

Sweep Safe LTD will undertake the actions voted by the technical committee, with the exception of:

- Actions that do not fall within the Technical Committee remit.
- Actions that the Directors would generally find to be detrimental to the company and/or the brand. In which case, director's vote is final and cannot be overruled.

Each member has the right to one vote on topics put forward by the technical committee. Voting will be by means of a show of hands at meetings or electronic E-vote. A vote will require 51% of those present or those participating in an E-vote to be enacted.



Sweep Safe Brand Rules

Please find below Sweep Safe Brand Rules and guidelines. These must be observed by all members as part of acceptance of membership.



Sweep Safe LTD
64 Tor Hill Road,
Torquay
TQ2 5RY

Use of Logo

Members can use the logo freely on all material of their choice providing the following rules are observed.

1/ The purple pantone colour is: PANTONE 527 C

A pantone colour is a code professional printers use to program their printing machine to print the exact correct colour, and therefore insure consistency across prints from different printers.

2/ For all printed material, you must use a professional printers (no home printing of the logo as colours will be inconsistent), with the exception of invoices and related stationary you may need to print individually for clients. Please kindly insure ink colours are as accurate as possible in such cases.

Make sure only the files in the "For Print" folder are used for printed work. Do not use the jpg or png files as they are not suited for print. Only use the **EPS** file (which your printers will be able to open and use accordingly)

3/ Do not add any marks over the logo, any text, or modify the logo in any way.

You can increase / reduce size as needed, providing proportions between width and height are respected. No other amends must be made to the logos.

4/ Do not use the logo next to other logos, signs or text that have a political or social significance, including national flags, political parties signs, pro / con identity groups, private clubs etc.

You can of course use the logo next to other associations logos, trade bodies logos, your company logo, industry manufacturers etc. **Keep the use of the Sweep Safe logo strictly within a professional context.**

Should Sweep Safe find some printed or digital reproduction of the Sweep Safe logos fall below standards, Sweep Safe will request for the material not to be used and to be discarded.

Use of Sweep Safe pictures and other media types

All members are of course encouraged to share all pics / posts Sweep Safe publishes on our various social channels and blogs. This is great help, thank you.

However the pictures used by Sweep Safe for promotional activities are not to be used by individual members for their own company promotional material such as their company website, flyers, brochures, cards etc. (with the exception of the Sweep Safe Logos)



Sweep Safe LTD
64 Tor Hill Road,
Torquay
TQ2 5RY

These pictures are used for the promotion of the association overall and all its members as one group and should not become associated with an individual business in particular.

In time, Sweep Safe may make some pictures available for members own marketing purposes. These will be available from members admin section of the Sweep Safe website.

Anything not available in your admin section is not for use for your own company.

***** This document may be amended from time to time. Please ensure you refer to it before any major printing job.**

Sweep Safe LTD

Company registration number: 11208285

Registration address: 64 Tor Hill Road, Torquay, United Kingdom, TQ2 5RY