

## Cleaning Policy

Reviewed by:	Resources Committee
Signed (Governing Body):	
Date:	June 2020
Next Review due:	June 2022

## Statement of intent

Under the Workplace (Health, Safety and Welfare) Regulations 1992 (as amended), the adequate cleaning of work premises is a legal requirement. This policy is designed to manage the cleaning and maintenance of Turton School. It should be used in conjunction with the school's Health and Safety Policy.

The staff, pupils and parents at Turton School have the right to expect an attractive, clean and safe environment. The governing board is dedicated to ensuring the highest possible standards of cleanliness. Cleanliness contributes to the provision of a pleasant environment for pupils and staff, minimises the spread of infections and reduces the risk of infestations.

The main objectives of the cleaning policy are to:

- Enhance the appearance of the school, ensuring a healthy and productive learning environment.
- Control bacteria and the spread of infection.
- Reduce the risk of slips, trips and falls.
- Assist in the maintenance of machinery.
- Protect school property including fabrics, fixtures and fittings.
- Ensure warranties are not invalidated.

This policy is distributed to all cleaners working at the school when they begin their employment. It must not be viewed as a final job description; all cleaning staff can be called upon by their supervisor to undertake additional tasks within their competence.

**This policy has been updated in June 2020 to include appendix A, which covers cleaning in relation to the Covid19 outbreak**

Signed by:

\_\_\_\_\_ Headteacher                      Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors                      Date: \_\_\_\_\_

## **Legislative Framework**

This policy has due regard to legislation and guidance including, but not limited to, the following:

- The Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992 (as amended)
- The School Premises (England) Regulations 2012
- The Manual Handling Operation Regulations 1992 (as amended)
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Provision and Use of Work Equipment Regulations 1998
- (DfE) 'Advice on standards for school premises' 2015
- Management of Health and Safety at Work Regulations 1999
- The Personal Protective Equipment Regulations 2002
- Personal Protective Equipment at Work Regulations 1992

This policy will be implemented in conjunction with the school's Health and Safety Policy and Infection Control Policy.

## **Employers' Duties**

The employer has a duty to provide:

- A cleaning schedule that meets the statutory requirement for a clean and safe working environment.
- Appropriate training for staff.
- Risk assessments for cleaning procedures.
- Additional training in the handling of cleaning chemicals and dangerous substances.
- Data sheets in line with the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- Appropriate protective clothing.
- All equipment required to meet the requirements of the cleaning schedule.
- Secure storage for cleaning materials and equipment.

## **Employees' Duties**

Employees have a duty to:

- Work to the standards outlined in the cleaning schedule.
- Attend appropriate training as required.
- As necessary, wear any personal protective equipment (PPE) provided by the employer.
- Report incidents to the Business Manager as soon as possible.

## **Cleaning Standards**

Staff will be allocated areas within school for cleaning. Cleaning standards will be monitored by the Catering and Cleaning Manager and the Cleaning Supervisor with regular documented cleaning audits being completed.

Periodic deep cleans will be undertaken as planned by the Cleaning Supervisor in consultation with the Business Manager.

The Business Manager is responsible for the continuous monitoring of school cleaners' performance.

The Business Manager will respond promptly to any reports or complaints of inadequate cleaning standards.



## **Work Method Statements**

Work method statements provide instructions to cleaning staff for different materials. They detail:

- The method of cleaning.
- Any restrictions imposed.
- The equipment to be used,
- Any materials and chemicals to be used.
- Any safety precautions that must be adopted, including the use of PPE and emergency procedures.

If work method statements are not adhered to, it may cause manufacturers' or suppliers' warranties to be invalidated. Work method statements should be made available to all cleaning staff.

## **Cleaning Procedures**

Cleaning staff should:

- Always work from the cleanest area to the dirtiest area.
- Always refer to manufacturers' instructions.
- Use safe and appropriate equipment.
- Ensure equipment is clean and dry before starting a task.
- Plan their work route.
- Use hazard warning signs when the cleaning involves wet floor surfaces.
- Check all cleaning equipment for damage or wear.
- Report any defective or damaged equipment to their supervisor.
- Ensure all electrical equipment has been tested for safety.
- Perform necessary safety checks.
- Briefly test each machine after performing a safety check.
- Ensure cables are kept behind machines and do not present trip hazards.
- Avoid adjusting fittings on a machine that is plugged in.
- Wear appropriate PPE at all times.
- Never mix cleaning agents.
- Ventilate any area where cleaning chemicals are being used.
- Always add a cleaning agent to water, rather than adding water to the agent, to prevent the possibility of the agent being splashed into the eyes/onto skin.

## **Risk Assessments**

Health and safety risk assessments are a legal requirement. A risk assessment is included in appendix B.

## **Cleaning Equipment**

Cleaning staff will be provided with appropriate equipment to enable them to do their jobs effectively.

All cleaning equipment will be properly maintained in accordance with manufacturers' instructions.

Dirty and defective equipment will be disposed of in adherence with the Waste Electrical and Electronic Equipment (WEEE) Regulations 2013 (as amended in 2015).

Cleaning equipment will be kept in a secure, clean and tidy location.

## **COSHH**

COSHH regulations are intended to protect individuals from hazardous substances.

Cleaning staff will understand that chemicals can be harmful and can enter the body through:

- Ingestion (eating and drinking).
- Inhalation (gases, sprays and dust).
- Absorption through the skin.

Staff will be trained to:

- Read container labels and note any risks.
- Understand that mixing chemicals is potentially dangerous.
- Use chemicals only for their intended purpose.
- Use PPE when handling chemicals.
- Store chemicals in accordance with manufacturers' recommendations.
- Follow risk assessment guidelines.

All cleaning chemicals will be labelled in accordance with CLP regulations.

The school will be provided with data sheets from suppliers that detail:

- The proper use of a substance.
- Health risks and fire hazards.
- How to use, transport and store the substance.
- Emergency action and first-aid advice.
- Other information, such as waste disposal requirements.

Cleaning chemicals, cleaning products and equipment will only be used by trained individuals.

## **Reporting**

All accidents and incidents will be immediately reported to the Business Manager, who will follow the accident reporting procedure outlined in the school's Health and Safety Policy.

## **Storage Areas**

Cleaning materials, equipment and chemicals will never be left unattended and will be locked away in secure cupboards when not in use.

## **Use of Containers**

Cleaning materials are commonly supplied in large containers and decanted into smaller containers for ease of use. Where cleaning agents are decanted, it must be safe to do so.

- Containers will be appropriately labelled (unlabelled containers will never be used).
- The re-use of bottles will be avoided, particularly those that had a different previous usage (i.e. drinks bottles) to avoid accidents.

## **Graffiti**

Graffiti in the form of lipstick or chalk marks will be removed with detergent.

More problematic graffiti will be removed using paint removers, bleaching and, where necessary, overpainting.



## **Chewing Gum**

If removal of chewing gum is required, a dry steam machine may be hired to disintegrate the gum.

## **Toilets**

Toilets, washrooms and showers will be kept clean and free from dirt at all times.

Cleaners will report cracks, leaks and broken surfaces to their supervisor as soon as possible.

## **Kitchens**

The school will ensure high levels of cleanliness in any kitchen environment. Main school and sixth form kitchens are cleaned by Catering staff. Surfaces where food is handled must be maintained in a good condition. They must be easy to clean and disinfect. They must also be made of materials that are smooth, washable, corrosion resistant and non-toxic.

A cleaning schedule will list daily, weekly, monthly and annual cleaning tasks for all kitchen areas and appliances.

Mops, buckets, reusable gloves and cloths will be colour coded or otherwise labelled to ensure that equipment used in the kitchen is never used elsewhere in the school.

Mops, sponges and kitchen cloths should be kept clean and regularly replaced.

Cleaning staff should take adequate precautions to prevent any contamination of foodstuffs by chemicals. Chemicals will be stored separately from food in a clearly labelled, locked cupboard. Manufacturers' instructions must always be followed.

Areas of damp, chipped plaster, broken tiles or chipped work surfaces should be reported to a supervisor as soon as possible.

## **First Aid**

First aid support will be called for in all instances where a member of staff or pupil inhales fumes from, ingests or comes into contact with a toxic cleaning substance.

If a corrosive cleaning agent is inhaled, staff should:

- Immediately move the person to an area with fresh air.
- Rinse the affected person's nose and mouth with water.
- Call for medical attention if any discomfort continues.
- If a child is involved, seek medical assistance in every instance.

If a corrosive cleaning agent is ingested, staff should:

- Immediately remove the victim from the source of exposure.
- Call for medical attention.
- Rinse the affected person's mouth thoroughly.
- Get them to drink plenty of water.

If a corrosive cleaning agent comes into contact with a person's skin, staff should:

- Remove the affected person from the source of contamination.
- Remove any contaminated clothing.
- Wash the skin with soap and water.
- Call for medical attention if the irritation persists after washing.
- If a child is involved, seek medical assistance in every instance.

If a corrosive cleaning agent comes into contact with a person's eyes, staff should:

- Remove the affected person from the source of contamination.
- Flush the eye with water. Use clean, lukewarm tap water for at least 20 minutes.
- Call for medical attention if the irritation persists after washing.
- If a child is involved, seek medical assistance in every instance.

### **Slips and Falls**

Spillages will be immediately addressed and treated as a priority.

Staff will use warning signs or prevent access to any floor surface that poses slipping hazards, no matter how small.

Cleaning staff will wear appropriate footwear with adequate grip.

### **Personal Protective Equipment (PPE)**

PPE includes uniforms, safety shoes and equipment such as gloves and goggles.

All cleaning staff will be issued adequate PPE and reminded of their responsibilities, including:

- Only using the PPE provided at work.
- Proper use of PPE.
- Regularly inspecting PPE.

### **Powered Equipment**

Cleaning staff will be trained to check and maintain electrical equipment, including:

- Performing visual checks to identify damage.
- Checking the condition of plugs and cables.
- Removing defective equipment from use and labelling it as 'out of order'.
- Ensuring power cables are a suitable length.
- Ensuring power cables are not strained during use.
- Cleaning equipment after use.
- Measuring performance

### **Training**

Cleaning staff will be appropriately trained and supervised.

Training will be conducted in-house and obtained from a number of external providers.

New staff will be given induction training, which will include all the information needed to safely and effectively begin their duties.

All cleaning staff will be trained in the school's health and safety procedures and arrangements, prior to beginning work.

Health and safety training will include the following:

- Manual handling
- The safe use of equipment and PPE
- COSHH regulations and handling chemicals
- Fire safety arrangements
- Working at height
- Lone working



- Emergency procedures

All staff training will be recorded, with particular emphasis placed on COSHH, manual handling, working at height and lone working.

Training programmes will be backed by appropriate supervision systems to ensure cleaning is undertaken to the expected standards.

### **Assisting Cleaning Staff**

All school staff are required to help keep the school clean and tidy. School staff should liaise with cleaning staff to ensure that chairs are stacked or placed on top of desks at the end of the school day.

School staff can also assist cleaning staff by ensuring that litter is picked up and by reminding pupils of the need to keep the school clean and tidy.

### **Policy Review**

This policy is reviewed every two years. The scheduled review date for this policy is June 2022



## **APPENDIX A**

### **Cleaning Protocols in response to the Covid19 outbreak**

#### **Additional cleaning measures**

1. In addition to the normal cleaning of rooms and corridors carried out by the Housekeeping Team during morning and evening shifts, there will be increased cleaning of door handles, banisters and toilets. Two members of staff will cover the school day to ensure this is carried out.
2. Wipes will be kept in every room and office to allow cleaning of keyboards and desks.
3. Waste bins will be emptied daily.

#### **Preventing the further spread of infection**

1. When a pupil or staff member shows symptoms of Coronavirus whilst at school then they will be sent to the First Aid room. After they are sent home then the room, the toilets they have used and any areas they have been in direct contact with will require cleaning by the cleaning team/site team using the following protocol. All cleaning items required will be stored in the First Aid room.
  - Wear PPE consisting of disposable or washing up gloves and an apron.
  - Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning product provided. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.
  - If an area has been heavily contaminated, such as with visible bodily fluids, from a person with Coronavirus, use a mask and visor, as well as wearing gloves and an apron.
  - Upholstered items will require steam cleaning or disposing of.
  - The Government guidance re donning and removal of PPE, as shown below, must be followed.
  - All cloths and PPE used should be double-bagged, then Andy Morris contacted who will ensure that it is stored securely for 72 hours then thrown away in the waste skips.



Public Health  
England

## Putting on personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)\*

Please see donning and doffing video to support this guidance: [https://youtu.be/-GncQ\\_ed-9w](https://youtu.be/-GncQ_ed-9w)

### Pre-donning instructions:

- Ensure healthcare worker hydrated
- Remove jewellery
- Tie hair back
- Check PPE in the correct size is available

- 1** Perform hand hygiene  
before putting on PPE.



- 2** Put on apron and  
tie at waist.



- 3** Put on facemask – position  
upper straps on the crown  
of your head, lower strap  
at nape of neck.



- 4** With both hands, mould  
the metal strap over the  
bridge of your nose.



- 5** Don eye protection  
if required.



- 6** Put on gloves.



\*For the PPE guide for AGPS please see:  
[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures)

© Crown copyright 2020. Public Health England Gateway Number: 2019-283. V1.2





Public Health  
England

## Taking off personal protective equipment (PPE) for non-aerosol generating procedures (AGPs)\*

Please see donning and doffing video to support this guidance: [https://youtu.be/-GncQ\\_ed-9w](https://youtu.be/-GncQ_ed-9w)

PPE should be removed in an order that minimises the risk of self-contamination

Gloves, aprons (and eye protection if used) should be taken off in the patient's room or cohort area

- 1** Remove gloves. Grasp the outside of glove with the opposite gloved hand; peel off. Hold the removed glove in the remaining gloved hand.



Slide the fingers of the un-gloved hand under the remaining glove at the wrist.

Peel the remaining glove off over the first glove and discard.



- 2** Clean hands.



- 3** Apron.

Unfasten or break apron ties at the neck and let the apron fold down on itself.



Break ties at waist and fold apron in on itself – do not touch the outside – this will be contaminated. Discard.



- 4** Remove eye protection if worn.

Use both hands to handle the straps by pulling away from face and discard.



- 5** Clean hands.



- 6** Remove facemask once your clinical work is completed.



Untie or break bottom ties, followed by top ties or elastic, and remove by handling the ties only. Lean forward slightly. Discard. DO NOT reuse once removed.

- 7** Clean hands with soap and water.



\*For the PPE guide for AGPs please see:

[www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures)

© Crown copyright 2020. Public Health England Gateway Number: 2019-082. V1.2

## RISK ASSESSMENT

### Risk Assessment Register: Cleaning

#### Risk Assessment prior to identification of action to remove/reduce risk

#### Risk assessment Action Plan

Hazards	Persons at risk	Potential outcome	Probability	Risk rating	Action to be taken to remove/reduce risk	Potential outcome	Probability	Risk rating
<p>Use of electrical equipment. Electrical shock, Burns, Fire</p> <p>Power leads present a tripping hazard (cuts/abrasions, muscular, skeletal and other physical injuries)</p>	Staff/Volunteers/ Students/Visitor	5	3	15	<ul style="list-style-type: none"> <li>• Training in equipment use.</li> <li>• Users conduct a pre-use check of equipment.</li> <li>• Electrical equipment is subject to regular safety inspection and testing ('PAT testing').</li> <li>• Extension leads and adaptors are used only where necessary – keeping trailing leads to a minimum.</li> <li>• The nearest available socket is always used.</li> <li>• Mains powered portable equipment is protected by a RCD (Residual Current Device) in higher risk situations, e.g. equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed.</li> <li>• There is a system in place for reporting faults and removing faulty/out-of-date equipment.</li> </ul>	5	1	5



## RISK ASSESSMENT

Hazards	Persons at risk	Potential outcome	Probability	Risk rating	Action to be taken to remove/reduce risk	Potential outcome	Probability	Risk rating
Exposure to diseases	Staff/Volunteers/Students/Visitors	5	3	15	<ul style="list-style-type: none"> <li>• Cleaning schedules in place to ensure hygiene standards maintained.</li> <li>• Potential hazardous waste, such as vomit and bodily fluids, is disposed of correctly and contaminated surfaces are properly disinfected.</li> <li>• Disposable gloves and aprons are used for all activities that may result in contamination of clothing with blood, bodily fluids or faeces.</li> <li>• The gloves and aprons are 'double bagged' and disposed of appropriately after a single use.</li> <li>• Regular waste collections are scheduled for clinical waste.</li> <li>• Adequate provision for hand washing (soap, hot water) is readily available.</li> <li>• All wounds on exposed skin are suitably covered.</li> </ul>	5	1	5
Slips, trips and falls	Staff/Volunteers/Students/Visitors	3	4	12	<ul style="list-style-type: none"> <li>• All spillages are dealt with immediately.</li> <li>• Wet floor signs are used when appropriate.</li> <li>• Floors are dry mopped after cleaning up initial spillage.</li> <li>• Appropriate footwear is worn at all times.</li> </ul>	3	1	3

## RISK ASSESSMENT

Hazards	Persons at risk	Potential outcome	Probability	Risk rating	Action to be taken to remove/reduce risk	Potential outcome	Probability	Risk rating
					<ul style="list-style-type: none"> <li>Pupils, staff and visitors are kept away from spillage areas during cleaning.</li> </ul>			
Use of cleaning chemicals/detergents	Staff/Volunteers/Students/Visitors	3	3	9	<ul style="list-style-type: none"> <li>Task training</li> <li>Less hazardous chemicals are used wherever possible.</li> <li>Data sheets for substances are obtained from suppliers and any guidance is followed.</li> <li>COSHH assessments are completed for all hazardous chemicals and control measures implemented.</li> <li>Appropriate personal protective equipment (e.g. gloves, goggles etc.) is provided and worn where identified in a COSHH assessment.</li> <li>Chemicals are stored appropriately and access is restricted when in use. Activities are undertaken outside of school hours where possible.</li> <li>All spillages are cleaned immediately.</li> <li>All containers are clearly labelled.</li> <li>Labels are read before using potentially harmful substances.</li> </ul>	3	1	3



## Appendix B

# Turton School

### RISK ASSESSMENT

Hazards	Persons at risk	Potential outcome	Probability	Risk rating	Action to be taken to remove/reduce risk	Potential outcome	Probability	Risk rating
Lifting/moving injuries	Staff	3	3	9	<ul style="list-style-type: none"> <li>Task training</li> <li>Manual handling training</li> <li>Training in place to ask for help where required.</li> </ul>	3	1	3
Lone working – working in school alone in isolated locations	Staff	3	3	9	<ul style="list-style-type: none"> <li>Training of staff,</li> <li>Adequate lighting is in place.</li> <li>An on-site security system is in place controlling access to the building.</li> <li>Unknown visitors are challenged, where safe to do so.</li> <li>Phones are available around school</li> <li>Time spent working alone is reduced as far as is reasonably practicable.</li> <li>The cleaning supervisor is notified at the start and end of shifts.</li> <li>Only agreed tasks are undertaken.</li> <li>High risk activities are avoided (e.g. working at height).</li> </ul>	3	1	3
Covid19	Staff and pupils	5	3	15	<ul style="list-style-type: none"> <li>Increased cleaning during school hours to decrease possibility of infection transmission.</li> <li>Where possible Covid19 infection has taken place and the area needs cleaning then set protocols</li> </ul>	5	1	5

## Appendix B

# Turton School

### RISK ASSESSMENT

Hazards	Persons at risk	Potential outcome	Probability	Risk rating	Action to be taken to remove/reduce risk	Potential outcome	Probability	Risk rating
					regarding PPE and disposal of waste must be followed.			
Overall Risk Rating : High					Final Risk Rating : Low			



## Appendix B

### RISK ASSESSMENT

#### Codes for completion

##### *Potential outcome*

- 1 Minor injury
- 2 Injury requiring medical attention
- 3 Injury resulting in absence from work or school
- 4 Serious injury/long term absence/sickness
- 5 Fatality

##### *Probability*

- 1 Unlikely
- 2 Low possibility
- 3 Possible
- 4 Probable
- 5 Near certainty

##### *Calculation of risk rating*

Multiply value of potential outcome by probability

- Low risk 1-5
- Medium risk 6-12
- High risk 12+

#### Review Cycle

Bi-Annually

#### Register prepared by :

G Burns

#### Date:

1.6.20

#### Review date:

June 2022

**RISK ASSESSMENT**