

# Cleaning Policy

Reviewed by:	Resources Committee
Signed (Governing Body):	
Date:	October 2024
Next Review due:	October 2026

Produced by Turton School

## **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 housekeeping staff can be called upon by their manager to undertake additional tasks within their competence.

## **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 Housekeeping Manager or Business Manager as soon as possible.

## **Cleaning Standards**

Staff will be allocated areas within school for cleaning. Cleaning standards will be monitored by the Housekeeping Manager and with regular documented cleaning audits being completed. The Business Manager will carry out ad hoc cleaning audits of departments, to be planned with the Housekeeping Manager.



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

The Business Manager is responsible for the continuous monitoring of school housekeepers' performance and will respond promptly to any reports or complaints of inadequate cleaning standards.

## **Work Method Statements**

Work method statements provide instructions to housekeeping 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 housekeeping staff.

## **Cleaning Procedures**

Housekeeping 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 can be located on the *N Drive > Health & Safety > Risk Assessments*.

## **Cleaning**

Housekeeping 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.

Housekeeping 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 manager 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.

Catering 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 the catering manager 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, 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.

Housekeeping 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 Housekeeping staff will be issued with adequate PPE and reminded of their responsibilities, including:

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



## **Powered Equipment**

Housekeeping 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**

Housekeeping 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 Housekeeping 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 Housekeeping staff**

All school staff are required to help keep the school clean and tidy. School staff should liaise with housekeeping 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 housekeeping staff by ensuring that litter is picked up, by reminding pupils of the need to keep the school clean and tidy.



## **Policy Review**

This policy is reviewed every two years.