



Cleaning Policy

**Responsible for policy:
Chair of Directors**

CC1 Finance, Audit, Resources and Premises.

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Definitions

In this **Cleaning Policy**, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'The Romero Catholic Academy'** means the Company named at the beginning of this **Cleaning Policy** and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Term.**
- ii **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **'Board'** means the board of Directors of the Romero Catholic Academy.
- iv **'Governance Professional'** means the Governance Professional to the Board or the Governance Professional to the Local Governing Body of the Academy appointed from time to time, as appropriate.
- v **'Chair'** means the Chair of the Board of the Directors or the Local Governing Body appointed from time to time.
- vi **'Catholic Senior Executive Leader'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vii **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- viii **'Local Governing Body'** means the governing body of the School.
- ix **'Governing Body Representatives'** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.
- x **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- xi **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xii **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xiii **'Vice-Chair'** means the Vice-Chair of the Governing Body elected from time to time.
- xiv **'Facilities Service Officer'** means the person responsible for the Site Services and the overall responsibility of cleanliness in each school within the Academy
- xv **'School Business Manager'** means the person responsible for the Admin Management of each school within the Academy

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 all schools within The Romero Catholic Academy.

Staff, pupils and parents have the right to expect a clean and safe environment. The MAC board of directors and Schools Governing Body are 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 academy, ensuring a healthy and productive learning environment.
- Control 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 is shared with any cleaning contractors used on the TRCA school's premises.

1. Legislative Framework

1.1 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 Management of Health and Safety at work Regulations 1999
- The Control of Substances Hazardous to Health 2002
- The Provision and Use of Work Equipment Regulations 1998
- (DfE) 'Advice on standards for school premises' 2015

2. Employers' Duties

2.1 The Romero Catholic Academy has a duty to provide;

- A cleaning schedule that meets the statutory requirement for a clean and safe working environment.
- Appropriate training for staff.
- Additional training in the handling of cleaning chemicals and dangerous substances.
- COSHH Assessments in line with the Control of Substances Hazardous to Health (COSHH) Regulations 2002.
- Appropriate protective clothing.
- Personal protective equipment (PPE)
- All equipment required to meet the requirements of the cleaning schedule (**Appendix 1**)
- Secure storage for cleaning materials and equipment.

3. Employees' duties

- 3.1 The Romero Catholic Academy Employees' have a duty to;
- Work to the standards outlined in the cleaning schedule. **(Appendix 1)**
 - Attend appropriate training as required.
 - As necessary, wear any personal protective equipment (PPE) provided by the employer.
 - Report incidents to the Facilities Service Officer/School Business Manager as soon as possible.

4. Cleaning Standards

- 4.1 Cleaning standards will be established in the cleaning schedule **(Appendix 1)**. This will establish the quality of cleanliness required and the legal requirements for compliance with health and safety regulations.
- 4.2 The cleaning schedule will outline the degree of cleaning appropriate to each area of the school, which may include:
- Non-complex but labour-intensive cleaning (such as in classrooms and corridors).
 - Specialised cleaning of surfaces (such as high-storey windows and air conditioning ducts).
 - High-level cleaning and dust control (such as in kitchens, food technology classrooms, gymnasiums and computer rooms).
 - The sterilisation of surfaces and instruments (such as in science laboratories and medical rooms).
- 4.3 To ensure quality, when inviting contractors to tender for cleaning work, the school will request the following for comparison:
- The number of staff that will be employed on site
 - The length of time the specified cleaning will take
 - The recruitment methods used
 - Types and levels of staff training, supervision and PPE
 - The supplier's health and safety policy
 - Details of the equipment and supplies to be used, and whether these are included in the price
 - The extent of the contractor's insurance cover
 - References from two similar clients

5. Work Schedules

- 5.1 The cleaning schedule will ensure that:
- Daily requirements are completed; these include the daily emptying of rubbish bins and the cleaning of changing rooms, washrooms and corridors/walkways.
 - Weekly requirements are completed; these include the vacuuming of all carpets.
 - Monthly requirements are completed; these include the deep cleaning of sanitary ware, and external window cleaning.
 - High level cleaning is completed in 6-12 week cycles; these include the dusting of venetian blinds, carpets and fabric cleaning, and the deep cleaning of kitchens and equipment,
 - Annual deep clean of Design Technology workshops where applicable,
 - Deep clean of practical science classrooms where applicable.

6. Work Method Statements

6.1 Work method statements provide instructions to cleaning staff; they will include the following:

- What is to be cleaned
- The frequency of cleaning
- The method of cleaning
- The expected time required
- The expected quality of outcomes
- Any restrictions imposed
- The equipment to be used – outlining who will provide and maintain it
- Any materials and chemicals to be used
- Details of any risks associated with the tasks
- Any safety precautions that must be adopted, including the use of PPE and emergency procedures

6.2 If work method statements are not adhered to, it may cause manufacturers' or suppliers' warranties to be invalidated.

6.3 Work method statements should be made available to all cleaning staff.

7. Cleaning Procedures

7.1 Cleaning staff should always:

- Work from the cleanest area to the dirtiest area.
- 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.
- Ensure no mixing of cleaning agents.
- Ventilate any area where cleaning chemicals are being used.
- 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.

8. Risk Assessments

- 8.1 Health and safety risk assessments are a legal requirement. Risk assessments will be completed at the planning stage of all cleaning tasks, along with suitable work statements. The risk assessment will identify any risks or hazards that may be involved in the job.
- 8.2 All risk assessments should be reviewed annually to ensure that they still adequately control all risks involved.
- 8.3 The level of detail in a risk assessment should be proportionate to the risk.
- 8.4 Contracted employees must be provided with information on the risks they may be exposed to whilst working on the premises.
- 8.5 If a contractor's activities may introduce new risks to the school's staff, the Facilities Service Officer/School Business Manager must be informed so that effective controls can be put in place.

9. Cleaning Equipment

- 9.1 Cleaning staff will be provided with appropriate equipment to enable them to do their jobs effectively.
- 9.2 All cleaning equipment will be properly maintained in accordance with manufacturers' instructions.
- 9.3 Dirty and defective equipment will be disposed of in adherence with the Waste Electrical and Electronic Equipment (WEEE) Regulations 2013 (as amended in 2015).
- 9.4 Cleaning equipment will be kept in a secure, clean and tidy location.

10. COSHH

- 10.1 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.
 - Injection
- 10.2 Staff will be trained to:
 - Read container labels, understand the warning symbol 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.
 - All cleaning chemicals will be labelled in accordance with Classification, Labelling and Packaging (CLP) regulations.
 - Understand the importance of dilution rates
- 10.3 The school will be provided with Material Safety 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.

- 10.4 Where cleaning chemicals are being used, users of the building should be excluded from the immediate area whilst cleaning is in progress.
- 10.5 Cleaning chemicals, cleaning products and equipment will only be used by trained individuals.

11. Reporting

- 11.1 All accidents and incidents will be immediately reported to the Facilities Service Officer/School Business Manager, who will follow the accident reporting procedure outlined in The Romero Catholic Academy's Health and Safety Policy.

12. Storage Areas

- 12.1 Cleaning materials, equipment and chemicals will never be left unattended and will be locked away in secure cupboards when not in use.
- 12.2 Pupils and unauthorised staff will not have access to the storage cupboard.

13. Use of Containers

- 13.1 Cleaning materials are commonly supplied in large containers and decanted into smaller containers for ease of use, using dosing pumps. 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.

14. Infection Control

Each school has implemented an infection control risk assessment.

- 14.1 To prevent an infection outbreak, higher standards of cleaning are essential in first aid rooms, kitchens and toilets, and following incidents involving bodily fluids.
- 14.2 Areas of this nature require a deeper than usual level of cleaning whereby surfaces are rendered microbiologically sterile through disinfection.
- 14.3 During an outbreak, cleaning standards may be increased in all areas of the school premises.

15. Hand Washing

- 15.1 Cleaners play an important role in supporting effective hand washing by:
- Ensuring high standards of regular cleaning in toilets, bathrooms, and hand washing facilities.
 - Ensuring that liquid soap and disposable hand towel dispensers are clean and well-stocked.
 - Disposing of discarded towels.

16. Pest Control

16.1 Cleaning staff will be trained to identify and report any signs of pests, including the following:

- Sightings
- Faeces and droppings
- Damage and gnaw marks to woodwork
- Holes in sacks and boxes
- Spillages around packages
- Feet and tail marks in dust
- Scratching or other noises

16.2 Effective pest control will be achieved by:

- Maintaining clean premises.
- Ensuring the appropriate storage of foodstuffs.
- Disposing of waste on a regular basis.
- Contracting a recognised pest controller to inspect the school on a regular basis.

17. Graffiti

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

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

18. Chewing Gum

18.1 The school operates a full ban on chewing gum. If removal of chewing gum is required, a dry steam machine may be hired to disintegrate the gum.

19. Toilets

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

19.2 Cleaners will also be required to empty bins and replenish items such as toilet paper, soaps and towels.

19.3 Sanitary products and disposal units are provided in toilets for girls aged eight and over, and in facilities used by female staff members or visitors. Cleaners are required to replenish and dispose of sanitary products.

19.4 Cleaners will report cracks, leaks and broken surfaces to the site Facilities Service Officer / School Business Manager as soon as possible.

20. Kitchens

20.1 The school will ensure high levels of cleanliness in any kitchen environment. 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.

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

20.3 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.

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

- 20.5 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.
- 20.6 Areas of damp, chipped plaster, broken tiles or chipped work surfaces should be reported to the Facilities Service Officer/School Business Manager as soon as possible.

21. Computer Equipment

- 21.1 When cleaning computers, staff should:
- Use a vacuum to remove dirt, dust and hair from around the computer and on the keyboard.
 - Turn off the computer from the power socket before cleaning.
 - Be careful not to adjust any controls or disconnect any leads.
 - Use a dry or slightly damp cloth to wipe dust from monitors
- 21.2 When cleaning computers, staff should never:
- Cause any component inside the computer to become damp or wet.
 - Vacuum the inside of a computer or on the casing.
 - Spray or squirt any liquid onto or into computer equipment.

22. Carpets

- 22.1 To avoid dirt being transferred to carpets, matting is placed for six to nine steps at all significant entrances to the building.
- 22.2 Work method statements for carpet cleaning will depend on levels of footfall and occupancy. The basic requirement is thorough weekly vacuuming to remove loose soil and debris and reduce pile crushing.
- 22.3 Where necessary, immediate spot cleaning of spillages will take place to prevent their spread.
- 22.4 Dust bags will be changed when they are two-thirds full.
- 22.5 Where appropriate, wet extraction cleaning will take place every 6-12 months.

23. Windows

- 23.1 Window cleaning is carried out by the FSO or by a nominated contractor.
- 23.2 The school will conduct a risk assessment to ensure that all legal duties are being met.
- 23.3 The school will ensure that a **Working at Heights Risk Assessment** is completed prior to work commencing and will ensure the contractor has done their own assessment. This assessment will be checked by the Facilities Service Officer.

24. First Aid

- 24.1 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 by a member of staff, 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.
- All accidents and incidents should be immediately reported to the Facilities Service Officer/School Business Manager, who will follow the accident reporting procedure outlined in The Romero Catholic Academy's Health and Safety Policy.

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.
- All accidents and incidents will be immediately reported to the Facilities Service Officer/School Business Manager, who will follow the accident reporting procedure outlined in The Romero Catholic Academy's Health and Safety Policy.

More information can be found in The Romero Catholic Academy's First Aid Policy.

25. Slips and Falls

- 25.1 Spillages will be immediately addressed and treated as a priority.
- 25.2 Staff will use warning signs or prevent access to any floor surface only while it presents a slipping hazard, no matter how minor.
- 25.3 Cleaning staff will wear appropriate footwear with adequate grip.

26. Personal Protective Equipment (PPE)

- 26.1 PPE includes uniforms, safety shoes and equipment such as gloves and goggles.
- 26.2 All cleaning staff will be issued adequate PPE and will be reminded of their responsibilities, including:
- Only using the PPE provided at work.
 - Proper use of PPE.
 - Regularly inspecting PPE.

Please see **Appendix 4** for Covid 19 Cleaning Guidance.

27. Powered Equipment

- 27.1 Cleaning staff will be trained to check and maintain electrical equipment, including the following:
- 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'
 - Reporting removed defective equipment to The Facilities Service Officer/School Business Manager for repair/replacement

- Ensuring power cables are a suitable length
- Ensuring power cables are not strained during use
- Cleaning equipment after use
- Ensuring there is an in-date PAT test label

28. Measuring Performance

- 28.1 The Facilities Service Officer/School Business Manager is responsible for the continuous monitoring of academy cleaners' performance.
- 28.2 The Facilities Service Officer/School Business Manager will respond promptly to any reports or complaints of inadequate cleaning standards.
- 28.3 The Facilities Service Officer/School Business Manager will carry out occasional no-notice inspections to monitor if the work schedule is being followed.

29. Training

- 29.1 Cleaning staff will be appropriately trained and supervised.
- 29.2 Training will be conducted in-house and obtained from a number of external providers.
- 29.3 New staff will be given induction training, which will include all the information needed to safely and effectively begin their duties.
- 29.4 All cleaning staff will be trained in the school's health and safety procedures and arrangements, prior to beginning work.
- 29.5 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
- 29.6 Supervisory staff will undertake formal training as necessary.
- 29.7 All staff training will be recorded, with particular emphasis placed on COSHH, manual handling, working at height and lone working.
- 29.8 Training programmes will be backed by appropriate supervision systems to ensure cleaning is undertaken to the expected standards.

30. Productivity

- 30.1 The Site Service Officer/School Business Manager is responsible for ensuring cleaning staff meet the expected standards of productivity.
- 30.2 When determining expected standards, the following factors will be taken into account:
- The standard of cleanliness required
 - The composition of floor surfaces
 - The density of areas
 - The quality of surfaces

31. Assisting Cleaning Staff

- 31.1 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.
- 31.2 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.

32. Environmentally Friendly Cleaning

- 32.1 The school ensures that cleaning services are environmentally friendly by:
- Avoiding the use of toxic chemicals in cleaning products.
 - Using biodegradable products whenever possible.
 - Ensuring cleaning products are procured from sustainable sources.
 - Supporting waste recycling and minimal waste schemes.

33. Links to other policies

This Cleaning Policy is linked to our;

- Health and Safety Policy
- First Aid Policy

34. Monitoring and Review

The Board of Directors delegate the implementation of this policy to the governing body.
This policy will be reviewed by CC1 Finance, Audit, Resources and Premises.

Appendix 1 Academy Cleaning Schedule

Location	Description	Frequency	Action
Entrances, hallways and corridors	These areas are generally the first areas seen by anybody visiting the school including pupils and staff members. They create a first impression.	Daily	<ul style="list-style-type: none"> • Sweep • Vacuum • Mop • Remove chewing gum, where possible • Clean entrance door glass
		Weekly	<ul style="list-style-type: none"> • Dust tops of lockers/cabinets • Clean glass partitions, display cases and interior door glass • Spot-clean finger marks from surfaces • Dust furniture • Polish floors in non-carpeted areas
		Monthly	<ul style="list-style-type: none"> • Dust vents, lights, pipes, window blinds, door frames • High dust areas above five feet • Remove large amounts of chewing gum
Classrooms and laboratories	In addition to cleaning and sanitising, it is the cleaner's responsibility to check for burned out light bulbs on a daily basis. Laboratories can pose hazards and care should be taken in situations where specialist equipment is present.	Daily	<ul style="list-style-type: none"> • Empty bins • Clean whiteboards and/or chalkboards • Vacuum high traffic areas • Spot clean soiled areas of carpet • Dry mop tiled floors • Wet mop tiled floors • Clean glass in doors and partitions
		Weekly	<ul style="list-style-type: none"> • Dust furniture surfaces • Damp clean desk and table tops • Vacuum all carpeted areas • Clean door surfaces
		Fortnightly	<ul style="list-style-type: none"> • Polish floors in non-carpeted areas
		Monthly	<ul style="list-style-type: none"> • Dust vents, lights, pipes, window blinds, door frames • High dust areas above five feet • Vacuum upholstered furniture
		Annually	<ul style="list-style-type: none"> • Deep Clean of Science Practical classrooms • Deep Clean of Design Technology workshops

Location	Description	Frequency	Action
Offices, library and media centre	In addition to cleaning and sanitising, it is the cleaner's responsibility to check for burned out light bulbs on a daily basis.	Daily	<ul style="list-style-type: none"> • Empty bins • Clean whiteboards and/or chalkboards • Vacuum high traffic areas • Spot clean soiled areas of carpet • Dry mop tiled floors • Wet mop tiled floors • Clean glass in doors and partitions
		Weekly	<ul style="list-style-type: none"> • Dust furniture surfaces • Damp clean desk and table tops • Vacuum all carpeted areas • Clean door surfaces
		Monthly	<ul style="list-style-type: none"> • Dust vents, lights, pipes, window blinds, door frames • High dust areas above five feet
Lavatories, showers and changing rooms	These are high traffic areas and require regular disinfecting.	Daily	<ul style="list-style-type: none"> • Empty bins • Thoroughly clean and disinfect toilets and urinals • Thoroughly clean and disinfect shower rooms and changing rooms • Restock dispensers • Clean mirrors • Clean sinks • Polish stainless steel and chrome surfaces • Spot wash walls, lockers and partitions • Dry mop floors • Wet mop floors with disinfectant
		Weekly	<ul style="list-style-type: none"> • Damp clean and polish partitions thoroughly • Dust walls and ceiling vents • Clean doors and wall tiles • Check drains and clean if necessary
		Twice monthly	<ul style="list-style-type: none"> • Descale fixtures • Scrub floors
Food preparation and lunch areas	These are high traffic areas where food is eaten and, as such, require regular disinfecting.	Daily	<ul style="list-style-type: none"> • Disinfect table tops • Empty bins • Dry mop floors • Wet mop floors

Location	Description	Frequency	Action
			<ul style="list-style-type: none"> • Vacuum carpets and mats • Disinfect drinking fountains
		Weekly	<ul style="list-style-type: none"> • Clean glass partitions, display cases and interior door glass • Spot clean walls • Dust furniture and fire extinguishers • Polish floors in non-carpeted areas
		Fortnightly	<ul style="list-style-type: none"> • Dust vents, lights, pipes, window blinds and door frames • High dust areas above five feet
		Monthly	<ul style="list-style-type: none"> • Thoroughly clean furniture
Workshops	These areas contain machinery and equipment and safety precautions should be taken when cleaning.	Daily	<ul style="list-style-type: none"> • Empty bins • Dry mop or sweep floors • Wet mop areas that require it
		Fortnightly	<ul style="list-style-type: none"> • Dust windowsills and ledges • Spot clean walls
		Monthly	<ul style="list-style-type: none"> • Mop floors with detergent solution • Polish floors
Gym, hall and sports hall	In addition to cleaning and sanitising, it is the cleaner's responsibility to check for burned out light bulbs on a daily basis.	Daily	<ul style="list-style-type: none"> • Empty bins • Dry mop and spot clean floors using recommended solution • Clean glass in doors and partitions • Vacuum high traffic carpeted areas • Dust furniture • Dry mop and wet mop tiled floors • Spot clean walls and remove any graffiti
		Weekly	<ul style="list-style-type: none"> • Vacuum carpeted areas thoroughly • Clean door surfaces • Vacuum upholstered furniture • Clean and polish brass or chrome • Remove scuff marks from floors
		Monthly	<ul style="list-style-type: none"> • Dust vents, lights, pipes, window blinds, door frames • High dust areas above five feet
		Annually	<ul style="list-style-type: none"> • Reseal floor using manufacturer's recommended products

Appendix 2 Deep Clean Schedule

<u>Action</u>	<u>Initial</u>	<u>Comments</u>
<u>Preparing rooms</u>		
Take digital photos of all aspects of room for easy re-setting of furniture and wall art.		
Remove artwork, bulletins and paperwork from notice boards.		
Remove artwork, bulletins and paperwork from doors.		
Remove artwork, bulletins and paperwork from windows and glass panels.		
Remove all detritus from table tops, work benches and desks.		
Temporarily store books and folders from book cases and cupboards (including walk in cupboards).		
Temporarily store all stationery.		
<u>Dry Rooms: Once per year</u>		
<u>Furniture - classroom and specialist seating/OT equipment</u>		
Scrape gum from all furniture (if required).		
Remove tape, glue, paint and dirt from tops, sides, bottoms and insides of all furniture.		
Remove residue of tape and cleaning chemicals.		
Report any broken or damaged furniture to the Site Manager.		
Vacuum upholstered chairs and curtains.		
Vacuum tops of tall fixtures.		
Clean fire extinguishers.		
Steam clean all OH seating and equipment		

Floors		
Remove all furniture not fixed to the ground.		
Remove all excessive (chemical) build-up from floor.		
Thoroughly scrub and disinfect floor.		
Refinish floor as per manufacturer guidelines.		
Vacuum carpets and rugs.		
Wet vacuum carpets and rugs.		
Clean grouting.		
Surfaces		
Wash all painted surfaces.		
Report light bulbs that no longer work to Facilities Service Officer/ School Business Manager		
Report graffiti that cannot be removed to the Site Manager.		
Windows		
Wash windows inside.		
Wash non-porous blinds.		
Clean all interior glass.		
Wet rooms: Three times per year (Where applicable)		
Scrub and disinfect all fixtures.		
Scrub and disinfect all surfaces.		
Remove smudges, fingerprints and graffiti from dispensers.		
Empty and disinfect all bins.		
Remove mould and disinfect tiled areas.		

Clean grout on tiled surfaces.		
Clean, disinfect and remove graffiti from partitions, doors and door handles.		
Clean, disinfect and polish chrome and metal work.		
Vacuum vents and tops of tall fixtures.		
Eliminate unpleasant odours.		
Report graffiti that cannot be removed to the Site Manager.		
Report any broken or damaged furniture or fixtures to the Site Manager.		
<u>Kitchens and dining areas</u>		
Dismantle and thoroughly clean all kitchen appliances.		
Unplug all electrical equipment and check for damage.		
Cover all plug sockets with waterproof tape.		
Power wash or spray walls, racks and other fixed items removing dust, grease and other debris.		
Disinfect all food preparation areas.		
Steam clean and wet-vac all floors.		
Check ceiling for dust, debris and grease build up.		
Report any damaged electrical equipment, surfaces or fixtures to the Site Manager.		
Scrape gum from all furniture (if required).		
Remove residue of cleaning chemicals.		
Report any broken or damaged furniture to the Site Manager.		
Clean fire extinguishers.		
Clean cooker exhaust hoods and replace filters.		

Floors		
Remove all furniture not fixed to the ground.		
Remove all excessive (chemical) build-up from floor.		
Thoroughly scrub and disinfect floor.		
Refinish floor as per manufacturer guidelines.		
Clean grouting.		
Surfaces		
Wash all painted surfaces.		
Report burned out light bulbs to the Facilities Site Officer/School Business Manager		
Clean and grout all tiled areas.		
Report graffiti that cannot be removed to the Site Manager.		
Windows		
Wash windows inside.		
Wash non-porous blinds.		
Clean all interior glass.		

Appendix 3 Cleaning Risk Assessment

Risk Assessment for (Activity/Process/Operation):	Cleaning activities <i>(where employed by Romero MAC)</i>
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School:		Department:	
Assessment Date:		Review Date	Reference:

What are the hazards?	Who might be harmed and how?	What existing control measures are in place to reduce / prevent the risk?	Further Action to be taken to control the risk?	Action by whom?	Action by when?	Done
Manual handling operations	Cleaning staff Risk of upper limb disorders, back injury or strains/sprains	<ul style="list-style-type: none"> Relevant staff have received moving and handling training which covers posture Appropriate equipment provided to aid process Long handled brushes and mops, feather dusters provided to reduce the need to stretch and stoop Buckets not overfilled. Sufficient equipment provided on each floor to avoid excessive manual handling of equipment. Lifting/moving chairs minimised; pupils put individual chairs on tables at end of day where practicable supported by staff Refer to moving and handling of inanimate objects risk assessment. 	•			
Contact with sharp objects i.e. broken equipment/glass	Cleaning staff Risk of cuts, infections	<ul style="list-style-type: none"> Staff instructed that any broken glass/sharp objects etc. must be well wrapped/secure before placing in waste container/ collection arranged. 	•			
Use of cleaning equipment – improper use	Cleaning staff Risk of musculoskeletal disorders (MSDs), cuts, grazes, bruising, electric shock	<ul style="list-style-type: none"> Suitable equipment for the job is provided and used Cleaners trained in the safe use of equipment Safe systems of work in place Cleaners visually check equipment prior to use and instructed not to use if they have any safety doubts Equipment regularly inspected and regularly maintained by a competent person as appropriate 				

Vibration from equipment i.e. floor buffer	Cleaning staff Risk of HAVS	<ul style="list-style-type: none"> • Low vibration equipment purchasing policy in place • Staff use equipment for short duration only • Tasks rotated to minimise exposure • Equipment not used on a daily basis • Staff advised to report any ill health concerns immediately 			
Exposure to hazardous substances – chemical and biological	Cleaning staff Risk of skin irritation, eye injury, vapours, infection	<ul style="list-style-type: none"> • Manufacturers safety data sheets (MSDS) available for products used; COSHH assessments undertaken for hazardous products • Staff trained in the risks, use and storage of cleaning products • Minimum quantities of substances at point of use • Decant procedures in place • Personal protective equipment (PPE) provided and staff instructed to use; gloves, protective eyewear available and used if splashes/dust likely • Cuts and grazes must be covered • Good hygiene measures in place – hand washing; no eating, drinking in area 			
Use of electrical equipment	Cleaning staff Risk of electrocution, burns, electrical fire	<ul style="list-style-type: none"> • Electrical installation and equipment tested in line with Romero MAC arrangements • Electrical equipment and sockets visually checked prior to use • System in place for taking faulty equipment out of use • Electrical equipment is only to be used as per the manufacturer’s instructions and any corresponding risk assessment • Water not used/splashed near sockets or electrical appliances • Work on fixed electrical equipment such as plug sockets, light fittings and switches etc. must only be undertaken by a qualified electrician • Work on portable electrical equipment only undertaken by competent person • Staff are responsible for ensuring clothing/hair etc. cannot come into contact with electrical equipment. • Cable position whilst working must be behind machine, away from rotating discs or brushes. • Never leave machines plugged in whilst not in use. • Use low voltage 110v equipment. If problem with sockets, hire low voltage machines 			

Poor housekeeping, items left in walkways, trailing cables, etc.	Cleaning staff Risk of slip, trips and falls on the level	<ul style="list-style-type: none"> • Good housekeeping maintained • Flooring kept in good condition • Safe systems of work in place - wet floor signs placed; staff instructed to keep off wet floors; clean from further point to exit; spillages cleared in a timely manner in accordance with COSHH assessment and MSDS • Cleaners use electrical sockets nearest to where they are working to reduce risk of tripping over leads • Area is well lit • Equipment layout allows good access and egress • Staff to be responsible for wearing appropriate footwear and clothing 				
Fire occurring out of normal hours	Cleaning staff Risk of death, burns or smoke inhalation	<ul style="list-style-type: none"> • Refer to fire risk assessment and emergency plan 				
Working at height	Cleaning staff Risk of falls from height	<ul style="list-style-type: none"> • Refer to Working at Height risk assessment. • Staff instructed in safe system of work for cleaning the stairs. Cleaning staff do not generally work at height. • Long handled equipment provided. 				
Lone working	Cleaning staff Risk of injury from assaults, poor emergency procedures, etc.	<ul style="list-style-type: none"> • See Lone working – premises staff risk assessment. 				

Name of Assessor:		Signature:	
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Name of Manager:		Signature:	
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Appendix 4 Covid 19 Guidance Cleaning

Covid 19 Guidance Cleaning in non-health care settings

Experience of new coronaviruses (SARS-CoV and MERS-CoV) has been used to inform this guidance. The risk of infection depends on many factors, including:

- the type of surfaces contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

Principles of cleaning after the case has left the setting or area

Personal protective equipment (PPE)

The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary.

Cleaning and disinfection

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

or

- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

or

- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

COVID 19 Daily Cleaning Guidance

Classrooms Daily Tasks

- Bins emptied
- All tables cleaned
- Sinks and surrounding areas cleaned
- Paper towels checked – replenished if needed
- Paper towel dispenser wiped
- All door handles wiped
- Light switches wiped
- Floor to be hoovered
- Wet areas / cloakroom floors to be mopped if required

Equipment: Cleaning Cloths, Mops and Buckets should all be Blue or Yellow. All mops and cloths are to be sterilised at the end of the day.

Corridors Daily

- Hoover
- Clean any glass in the doors
- Clean the door handles

Equipment: Cleaning Cloths, Mops and Buckets should all be Blue or Yellow. All mops and cloths are to be sterilised at the end of the day.

Stairs Daily

- To be swept
- To Be mopped
- All handrails to be wiped

Equipment: Cleaning Cloths, Mops and Buckets should all be Blue or Yellow. All mops and cloths are to be sterilised at the end of the day.

Toilets Daily - Always clean top to bottom

- Empty general bin
- Check Soap, toilet tissues and paper towels – replenish if necessary
- Clean toilet
- Clean back of toilet door
- Clean Sink and all surrounding area
- Wipe any mirrors
- Wipe all contact points
 - All handles
 - Soap dispensers
 - Paper towel holders
 - Bin lids
- Mop Floors

Sink Areas

- Mirrors – spray with a small amount of glass cleaner and polish off with a clean, dry microfibre cloth (**blue or yellow**).
- Surrounding areas including soap dispenser & tiles, paying particular attention to underneath the soap dispenser – spray with multisurface cleaner & wipe with **yellow** cloth.
- Spray and wipe and paper towel dispensers from top to bottom, paying particular attention to the underneath and the surrounding wall.
- Spray and wipe the bin lids inside and out
- Spray and wipe the sanitary bin if present
- Wipe the light switch with a dry cloth
- Check toilet tissue, liquid soap & paper towels and replenish as required

Table Checklist – To be completed by cleaning staff

Please complete below table and display

Date	Completed Daily Clean	Initials	Mon	Tue	Wed	Thu	Fri	Notes/Comments
	<i>Please tick</i>		<i>Please tick</i>					

Appendix 5 Routine Cleaning Schedule

1. Classrooms/Offices/Staffroom/Meeting rooms

Equipment: Cleaning Cloths, Mops and Buckets should all be Blue or Yellow. All mops and cloths are to be sterilised at the end of the day.

Daily Tasks

- Bins emptied
- All tables cleaned
- Sinks and surrounding areas cleaned
- Paper towels checked – replenished if needed
- Paper towel dispenser wiped
- All door handles wiped
- Light switches wiped
- Floor to be hoovered
- Wet areas / cloakroom floors to be mopped if required

Weekly Tasks (Dust highs & lows)

- Window sills
- Shelves
- Book cases
- Top of door frames (both sides)
- Any other ledges on section
- Cabinet / display units
- Skirting boards
- Mop wet areas & cloakroom floors
- Check for cobwebs
- Extractor fans

2. Corridors

Equipment: Cleaning Cloths, Mops and Buckets should all be Blue or Yellow. All mops and cloths are to be sterilised at the end of the day.

Daily

- Hoover
- Clean any glass in the doors
- Clean the door handles

Weekly

- Mop / wipe skirting boards
- Dust any shelves or units
- Dust any fire extinguishers
- Dust any ledges or picture Frames

3. Stairs

Equipment: Cleaning Cloths, Mops and Buckets should all be Blue or Yellow. All mops and cloths are to be sterilised at the end of the day.

Daily

- To be swept
- To Be mopped
- All handrails to be wiped

Weekly

- Dust the light shades
- Dust any ledges

4. Toilets

Always clean top to bottom

Daily

- Empty general bin
- Check Soap, toilet tissues and paper towels – replenish if necessary
- Clean toilet
- Clean back of toilet door
- Clean Sink and all surrounding area
- Wipe any mirrors
- Wipe all contact points
 - All handles
 - Soap dispensers
 - Paper towel holders
 - Bin lids
- Mop Floors

Weekly

- Dust the top of the cubicles
- Dust the Vents
- Wipe all pipes
- Clean behind the toilets

Equipment for cleaning toilet and sink areas: Cleaning Cloths, Mops and Buckets used for cleaning toilet/sink areas below are to be sterilised at the end of the day.

Equipment for Toilets

- Toilet Brush
- Red Cloth
- Red Rubber gloves
- Red mop
- Red mop bucket
- Red dustpan & brush
- Wet floor sign

Equipment for Sinks and Bin Lids

- Yellow cloth
- Yellow gloves

Chemicals

- Multisurface cleaner
- Toilet Cleaner
- Glass cleaner

Process for cleaning toilet & sink areas

Always clean toilets from the top to the bottom

- Start on top of the toilet system
- Wipe all the way down to the back of the toilet, flush handle.
- Spray the closed toilet seat lid and wipe
- Lift lid and wipe the back of it
- Spray and wipe the toilet seat
- Lift the seat and wipe the whole area paying particular attention to the hinges
- Squirt a small amount of toilet cleaner under the rim and leave to work for a few seconds
- Spray and wipe top of the toilet bowl and continue down to the pedestal and floor
- Wipe the waste pipe
- Using the toilet brush – scrub around the bowl, down to the bottom of the toilet, paying particular attention to under the rim and the u bend. Flush
- Spray / wipe back of the door paying particular attention to the lock & catch.

Urinals

- Spray whole area – above, below, sides including pipes and the surrounding walls
- Wipe top to bottom

Sink Areas

- Mirrors – spray with a small amount of glass cleaner and polish off with a clean, dry microfibre cloth (**blue or yellow**).
- Surrounding areas including soap dispenser & tiles, paying particular attention to underneath the soap dispenser – spray with multisurface cleaner & wipe with **yellow** cloth.
- Spray and wipe and paper towel dispensers from top to bottom, paying particular attention to the underneath and the surrounding wall.
- Spray and wipe the bin lids inside and out
- Spray and wipe the sanitary bin if present
- Wipe the light switch with a dry cloth
- Check toilet tissue, liquid soap & paper towels and replenish as required

Floors

- Mop floor using the yellow bucket mop & pine disinfectant.
- Mop from the furthest point and work towards the outer door paying particular attention to between and behind the toilet.
- Display the WET FLOOR sign in an appropriate place.

Chemicals used in school

- Spray bottles – Multi-surface cleaner, suitable for all surfaces
- Mop Buckets – Multi-surface cleaner or pine disinfectant

Cloths

- Yellow Cloths for sinks and bin lids
- Blue cloths or gloves for tables and work tops etc
- Toilet Areas – all red equipment