



# Churchside Federation

## Cleaning Policy

**Policy Type: Model Policy**

**Approved By: Board of Trustees (Finance and Resources Committee)**

**Approval Date: 6 March 2017**

**Date Adopted/Adapted by LGB: 22/03/2017**

**Review Date: 6 March 2018**

**Person Responsible: Operations Manager**



**Contents:**

1. Key roles and responsibilities
2. Maintenance
3. Cleaning
4. Appendices
  - a. School cleaning schedule
  - b. Cleaning risk assessment

## **Aims and objectives**

This policy is designed to manage the cleaning and maintenance of the academy. It should be used in coordination with the school's Health and Safety Policy.

## **Mission and vision**

Our mission is simple – to enable each and every pupil to be all that they can be. We will achieve this through three key principles, collectively known as "The Three 'P's": pupil-centered; progression; and partnership working and we guarantee that for ALL our pupils, we will provide ...

A creative and inspiring curriculum which encourages risk-taking, promotes independence and provides memorable experiences that truly enrich their lives.

A teaching, learning and assessment framework that is profoundly personalized and reflects, measures and celebrates their strengths, achievements and progress over time.

A dedicated staff team who are fully empowered and equipped to ensure they have every possible opportunity to be all that they can be.

Our whole school community is committed to this pledge and passionately believes that: *where there's a will, together we will find a way.*

## 1. Key roles and responsibilities

- 1.1. The Head Teacher has overall responsibility for the implementation of the Cleaning and Maintenance Policy of the academy.
- 1.2. The Head Teacher has overall responsibility for ensuring that the Cleaning and Maintenance Policy, as written, does not discriminate against any of the protected characteristics.
- 1.3. The Head Teacher has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
- 1.4. The Site Manager will be responsible for overseeing the day to day cleaning and for organizing a scheduled deep clean annually or in accordance with the cleaning schedule.
- 1.5. The cleaning and maintenance staff are managed by the Site Manager.
- 1.6. The Site Manager will be responsible for the day-to-day implementation and management of the Cleaning and Maintenance Policy of the academy.
- 1.7. The Site Manager will be responsible for any and all equipment used in the maintenance of the school premises.

## 2. Maintenance

- 2.1. Maintenance tasks will be recorded via the Premises Record which can be accessed on the School's administration shared drive.
- 2.2. Equipment used to maintain school premises must be checked before use. If there is any damage or deterioration, this must be reported immediately to the Site Manager and the equipment must not be used.
- 2.3. Ladders and other equipment designed for working at height must be checked prior to use and regularly maintained as per the School Maintenance Plan.
- 2.4. Outside contractors must have their own insurance to work on the premises.

## 3. Cleaning

- 3.1. The school's Cleaning Risk Assessment will be reviewed annually.
- 3.2. If instructions on cleaning chemicals recommend that eye protection should be worn, this must be done.
- 3.3. Products must be diluted as directed.
- 3.4. Cleaning products must not be mixed.
- 3.5. Bodily fluids, blood and vomit must be cleaned as soon as possible after they are discovered to prevent the spread of communicable diseases.
- 3.6. To avoid cross-contamination, different cloths must be used for different areas.

- 3.7. The school will be cleaned according to the School Cleaning Schedule.

- 3.8. During outbreaks of infectious disease, the Chair of the Governing Body has the authority to close the school and mandate a deep clean.
- 3.9. Ladders should only be used if necessary and the correct ladder for the job must be used as per Working at Heights training.
- 3.10. Cleaners will refer to COSHH (Control of Substances Hazardous to Health) Regulations for further guidance on cleaning chemicals.

## School cleaning schedule

Location	Description	Frequency	Action
Entrances, hallways and corridors.	These areas are generally the first areas seen by anybody visiting the academy including pupils and staff members. They offer a first impression of the academy.	Daily	<ul style="list-style-type: none"> <li>• Sweep.</li> <li>• Vacuum.</li> <li>• Mop.</li> <li>• Clean entrance door glass and entrance hatch</li> </ul>
		Weekly	<ul style="list-style-type: none"> <li>• Dust tops of lockers/cabinets.</li> <li>• Clean glass partitions, display cases and interior door glass.</li> <li>• Spot-clean finger marks from surfaces including seating</li> <li>• Dust furniture.</li> <li>• Polish floors in non-carpeted areas.</li> <li>• Wipe down protective surfacing</li> </ul>
		Monthly	<ul style="list-style-type: none"> <li>• Dust vents, lights, pipes, window blinds and door frames.</li> <li>• High dusting of areas above 5 feet.</li> </ul>
Classrooms; group rooms	In addition to cleaning and sanitising, it is the cleaner's responsibility to check for light bulbs that no longer work on a daily basis.	Daily	<ul style="list-style-type: none"> <li>• Empty bins.</li> <li>• Clean white boards/ digital screens.</li> <li>• Vacuum all areas.</li> <li>• Spot cleaning soiled areas of carpet.</li> <li>• Sweep/hoover non-carpeted areas.</li> <li>• Wet mop non-carpeted areas.</li> <li>• Clean glass in doors and partitions.</li> <li>• Wipe down sink areas and surrounds with disinfectant wipe/solution</li> <li>• Wipe door handles with disinfectant wipe/solution</li> <li>• Wipe down white goods and microwave</li> </ul>
		Weekly	<ul style="list-style-type: none"> <li>• Dust furniture surfaces.</li> <li>• Damp clean desk and table tops</li> <li>• Damp clean chairs</li> <li>• Clean door surfaces</li> </ul>
		Fortnightly	<ul style="list-style-type: none"> <li>• Clean vinyl floors with floor cleaning machine</li> </ul>
		Monthly	<ul style="list-style-type: none"> <li>• Dust vents, lights, pipes, window blinds, door frames.</li> </ul>

Location	Description	Frequency	Action
			<ul style="list-style-type: none"> <li>• High dusting of areas above 5 feet.</li> <li>• Vacuum upholstered furniture</li> </ul>
Offices, library, other rooms	In addition to cleaning and sanitising, it is the cleaner's responsibility to check for light bulbs that no longer work on a daily basis.	Daily	<ul style="list-style-type: none"> <li>• Empty bins.</li> <li>• Clean whiteboards and/or chalkboards.</li> <li>• Vacuum all areas.</li> <li>• Spot cleaning soiled areas of carpet.</li> <li>• Sweep/h Hoover vinyl floors.</li> <li>• Wet mop vinyl floors.</li> <li>• Clean glass in doors; partitions and lifts.</li> </ul>
		Weekly	<ul style="list-style-type: none"> <li>• Dust furniture surfaces and window sills.</li> <li>• Damp clean desk and table tops.</li> <li>• Vacuum all carpeted areas.</li> <li>• Clean door surfaces.</li> </ul>
		Monthly	<ul style="list-style-type: none"> <li>• Dust vents, lights, pipes, window blinds and door frames.</li> <li>• High dusting of areas above 5 feet.</li> </ul>
Lavatories and showers	These are high traffic areas as well as susceptible to bacteria and germs and require regular disinfecting.	Daily	<ul style="list-style-type: none"> <li>• Empty bins.</li> <li>• Thoroughly clean and disinfect toilets and urinals.</li> <li>• Thoroughly clean and disinfect shower rooms and changing rooms.</li> <li>• Restock dispensers.</li> <li>• Clean mirrors.</li> <li>• Clean sinks.</li> <li>• Polish stainless steel and chrome surfaces.</li> <li>• Spot wash walls, lockers and partitions.</li> <li>• Sweep/h Hoover floors.</li> <li>• Wet mop floors with disinfectant</li> <li>• Wipe door handles with disinfectant wipe/solution</li> </ul>
		Weekly	<ul style="list-style-type: none"> <li>• Damp clean and wipe cubicle partitions thoroughly.</li> <li>• Dust walls and ceiling vents.</li> <li>• Clean doors and wall tiles.</li> <li>• Check drains and clean if necessary</li> </ul>
		Twice monthly	<ul style="list-style-type: none"> <li>• Descale fixtures.</li> <li>• Scrub floor.</li> </ul>
Food preparation, staffroom 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"> <li>• Disinfect table tops.</li> <li>• Empty bins.</li> <li>• Dry mop floors.</li> <li>• Wet mop floors.</li> <li>• Vacuum carpets and mats.</li> <li>• Disinfect drinking fountains.</li> </ul>



Location	Description	Frequency	Action
			<ul style="list-style-type: none"> <li>• Clean sinks</li> <li>• Wipe down surfaces with disinfectant wipes/solution</li> <li>• Wipe door handles with disinfectant wipe/solution</li> </ul>
		Weekly	<ul style="list-style-type: none"> <li>• Clean glass partitions, display cases and interior door glass.</li> <li>• Spot clean walls.</li> <li>• Dust furniture and fire extinguishers.</li> <li>• Wash vinyl floors with floor cleaning machine</li> </ul>
		Fortnightly	<ul style="list-style-type: none"> <li>• Dust vents, lights, pipes, window blinds and door frames.</li> <li>• High dusting of areas above 5 feet.</li> </ul>
		Monthly	<ul style="list-style-type: none"> <li>• Thoroughly clean furniture.</li> </ul>
Hall	In addition to cleaning and sanitising, it is the cleaner's responsibility to check for light bulbs that no longer work on a daily basis.	Daily	<ul style="list-style-type: none"> <li>• Empty bins.</li> <li>• Dry mop and spot clean floors using recommended solution.</li> <li>• Clean glass in doors and partitions.</li> <li>• Vacuum high traffic carpeted areas.</li> <li>• Dust furniture.</li> <li>• Sweep and wet mop vinyl floors.</li> <li>• Spot clean walls and remove any marks</li> </ul>
		Weekly	<ul style="list-style-type: none"> <li>• Clean floors with floor cleaning machine.</li> <li>• Clean door surfaces.</li> <li>• Vacuum upholstered furniture.</li> <li>• Clean and polish brass or chrome.</li> <li>• Remove scuff marks from floors.</li> </ul>
		Monthly	<ul style="list-style-type: none"> <li>• Dust vents, lights, pipes, window blinds and door frames.</li> <li>• High dusting of areas above 5 feet.</li> </ul>

### School deep clean schedule

Action	Initials	Comments
<b>Preparing rooms</b>		
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.		
<b>Dry Rooms: Once per year</b>		
<b>Furniture - classroom and specialist seating/OT equipment</b>		
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		
<b>Floors</b>		
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.		

Action	Initials	Comments
<b>Surfaces</b>		
Wash all painted surfaces.		
Replace light bulbs that no longer work.		
Clean and grout all tiled areas.		
Report graffiti that cannot be removed to the Site Manager.		
<b>Windows</b>		
Wash windows inside.		
Wash non-porous blinds.		
Clean all interior glass.		
<b>Wet rooms: Three times per year</b>		
<b>Lavatories and showers</b>		
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.		
Grout 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.		
<b>Kitchens and dining areas</b>		
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 School Office		
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.		

Action	Initials	Comments
<b>Floors</b>		
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.		
<b>Surfaces</b>		
Wash all painted surfaces.		
Replace burned out light bulbs.		
Clean and grout all tiled areas.		
Report graffiti that cannot be removed to the Site Manager.		
<b>Windows</b>		
Wash windows inside.		
Wash non-porous blinds.		
Clean all interior glass.		

## Appendix 2 – Cleaning risk assessment

<b>Risk Assessment for: Cleaning of the school and school site</b>		
<b>School Name: Churchside Federation</b>	<b>Assessment by: Christina Galletly</b>	<b>Date: 01/02/2017</b>
<b>1<sup>st</sup> Review Date Due :</b>	<b>Approval by:</b>	<b>Date:</b>

<b>Hazard / Risk</b>	<b>Who might be harmed?</b>	<b>How might they be harmed?</b>	<b>What are the Normal control measures?</b>	<b>What, if any, further measures are</b>	<b>By whom ?</b>	<b>By when ?</b>	<b>Completed</b>
<b>Use of electrical equipment</b>	Cleaning staff, Colleagues, Children, Visitors	Electrical shock, Burns, Fire  Power leads present a tripping hazard (Cuts / abrasions, muscular skeletal and other physical injuries)	<ul style="list-style-type: none"> <li>• Users conduct a pre-use check of equipment.</li> <li>• Electrical equipment 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 will always be used.</li> <li>• Mains powered portable equipment to be 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>	PAT Testing due April 2017 at Mundford  September 2017 at Gooderstone	JP will arrange  JC will arrange	April 2017  Sept 2017	

• Hazard / Risk	Who might be harmed?	How might they be harmed?	What are the Normal Control Measures?	What, if any, further measures	By whom?	By when?	Completed
<b>Exposure to diseases</b>	Cleaning staff, Colleagues, Children, Visitors	Disease / infections	<ul style="list-style-type: none"> <li>• Potential hazardous waste, such as vomit and bodily fluids, must be disposed of correctly and contaminated surfaces properly disinfected.</li> <li>• Disposable gloves and aprons must be 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>				
<b>Slips trips and falls</b>	Cleaning staff, Colleagues, Children, Visitors	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> <li>• All spillages must be dealt with immediately.</li> <li>• Wet floor signs to be used when appropriate.</li> <li>• Floors are dry mopped after cleaning up initial spillage.</li> <li>• Appropriate footwear worn at all times.</li> <li>• Pupils, visitors etc. are kept away from spillage area during cleaning.</li> <li>• There is adequate external lighting during working hours.</li> </ul>				

• Hazard / Risk	Who might be harmed?	How might they be harmed?	What are the Normal Control Measures?	What, if any, further measures	By whom?	By when?	Completed
<b>Use of cleaning chemicals / detergents</b>	Cleaning staff, Colleagues, Children, Visitors	Irritation / harm to eyes, nose and upper respiratory tract  Skin sensitisation / disorders	<ul style="list-style-type: none"> <li>• Less hazardous chemicals used wherever possible.</li> <li>• Material Safety Data Sheet for substances obtained from supplier and guidance followed.</li> <li>• COSHH Assessment completed for all hazardous chemicals and control measures implemented.</li> <li>• Appropriate Personal Protective Equipment (e.g. gloves, goggles etc.) provided and worn where identified in a COSHH assessment.</li> <li>• Chemicals stored appropriately and access restricted when in use. Activities undertaken outside of school hours where possible.</li> <li>• All spillages are cleaned immediately.</li> <li>• All containers are clearly labelled.</li> <li>• Labels must be read before using potentially harmful substances.</li> </ul>				
<b>Lone working – working in school alone in isolated locations</b>	Cleaning staff, Colleagues, Children, Visitors	Accident / injury, Physical assault, delayed assistance in emergency  Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> <li>• Ensure there is adequate lighting. If possible, follow different procedure daily.</li> <li>• On site security system, controlled access to building e.g. through coded doors etc.</li> <li>• Challenging unknown visitors, where safe to do so.</li> <li>• A mobile phone is carried by the lone worker.</li> <li>• Time spent working alone is reduced as far as is reasonably practicable.</li> <li>• Someone is always aware you are in the building (ie other staff or family) at the start and end of shifts.</li> <li>• Only agreed tasks are to be undertaken.</li> <li>• High risk activities are avoided (e.g. working at height).</li> </ul>				

Additional Control Measures	Action by Whom?	Action by When?	Action Completed?
Comprehensive induction process for new staff members undertaking cleaning duties.	Site Manager	Within 1 week of commencing role	Completed
COSHH folder to be kept up to date as new chemicals are purchased	Caretaker	Immediately	
Premises Management courses are attended and certificates for attendance are displayed by one caretaker	Caretaker	Certificates to be displayed by 10 <sup>th</sup> Feb Courses that are still required should be booked by 1 <sup>st</sup> March	

**DATE OF REVIEW: 31<sup>st</sup>March 2017**