



**The Park Federation Academy Trust
Cleaning Policy, Procedures and
Risk Assessment 2025**

Approval

**Approved by CEO and Federation Principal on
behalf of the Board of Directors**

Dr. Martin Young

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Date of approval

September 2025

Date of review

September 2026

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1. Introduction

The Park Federation Academy Trust Board of Directors are committed to maintaining a safe and secure environment for all persons who attend our academies.

Under the Workplace (Health, Safety and Welfare) Regulations 1992 (as amended), the adequate cleaning of work premises is a legal requirement. We will discharge our duties in accord with this and the Health and Safety at Work Act and the 1999 Education (School Premises Regulations) to ensure the health, safety and welfare of children and all persons who enter our Academy.

This policy is designed to manage the cleaning and maintenance of academies within the Trust. It should be used in conjunction with our Health and Safety Policy.

All users of the academies have the right to expect an attractive, clean and safe environment. We are committed 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 our academies, 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 property including fabrics, fixtures and fittings.
- Ensure warranties are not invalidated.

Distribution: All Staff

Exceptions: There will be times during employment, where cleaning or premises staff are asked to deviate from the instructions and complete additional tasks within their competence.

We have assessed areas of the building to ensure we focus appropriate attention on the correct areas. Our staff receive training and are aware that they should wear PPE and use cleaning materials in accord with manufacturers guidance at all times.

2. 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'

This policy will be implemented in conjunction with other Trust policies:

- Health and Safety Policy.
- First Aid Policy.

3. 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.
- 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.
- A cleaning risk assessment

4. 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 Principal, Premises Team or Head of Estates as soon as possible.

5. Cleaning standards

Cleaning standards will be established in the cleaning schedule. This will establish the quality of cleanliness required and the legal requirements for compliance with health and safety regulations.

The cleaning schedule will outline the degree of cleaning appropriate to each area of the Academy, 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 medical rooms).

6. Work schedules will be allocated by the Academy

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, vacuuming of all classroom carpets

Weekly requirements are completed; these include the vacuuming of all corridor carpets at least twice a week.

- 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.

7. Work method statements

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

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.

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 by the Academy Premises Teams.

8. 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 at all times, especially when the cleaning involves wet floor surfaces.
- Check all cleaning equipment for damage or wear.
- Report any defective or damaged equipment to the Premises Team.

- 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.
- Always follow the manual handling training that is provided – use ‘TILE’ throughout your cleaning duties.

9. Risk assessments

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.

All risk assessments should be regularly reviewed to ensure that they still adequately control all risks involved and as a minimum annually.

The level of detail in a risk assessment should be proportionate to the risk.

Contracted employees must be provided with information on the risks they may be exposed to whilst working on the premises.

If a contractor’s activities may introduce new risks to staff, the Principal or Premises Team must be informed so that effective controls can be put in place.

10. 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.

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

At the end of each shift, all cleaning equipment will be cleaned in preparation for the next shift before being stored. This will include wiping hoovers over, cleaning out and drying off mop buckets, mops to be washed out fully and left to dry upside down.

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

11. 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.

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

The Academy premises teams 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.

Where cleaning chemicals are being used, users of the building should be excluded from the immediate area whilst cleaning is in progress.

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

Under no circumstances can any other chemical be used other than substances provided by the Academy. Staff are prohibited from bringing in their own substances.

12. Reporting

All accidents and incidents will be immediately reported to the Premises Teams and Welfare Office who will complete the necessary paperwork and will escalate to the Principal and Head of Estates, who will follow the accident reporting procedure outlined in the Health and Safety Policy.

13. Storage areas

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

14. Cleaning blood and body fluid spills

A spillage kit should be available for blood spills.

The PHE guidance contains the following advice:

- Spills of body fluids – blood, faeces, nasal and eye discharges, saliva and vomit – must be cleaned up immediately.
- Wear disposable gloves. Be careful not to get any of the fluid you are cleaning up in your eyes, nose, mouth or any open sores you may have.
- Clean and disinfect any surfaces on which body fluids have been spilled. Use a product which combines a detergent and a disinfectant. Always follow the manufacturer's instructions.
- Discard fluid-contaminated material in a plastic bag along with the disposable gloves. The bag must be securely sealed and disposed of according to local guidance.
- Don't use mops to clean up blood and body fluid spillages. Use paper towels instead.
- Ensure contaminated clothing is laundered at the hottest wash the fabric will tolerate.
- Always wash your hands thoroughly in warm soapy water, dry your hands completely after washing.

15. Dealing with contaminated clothing

Despite wearing PPE, personal clothing of either the child or the staff member may become contaminated with blood or body fluids. Clothing should be removed as soon as possible and placed in a plastic bag and sent home with the child with advice for the parent on how to launder the contaminated clothing. The clothing should be washed separately in a washing machine, using a pre-wash cycle, on the hottest temperature that the clothes will tolerate. Staff will be encouraged to change clothing as soon as possible, and wash their clothes as noted above.

16. 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). Bottles with hand written labels cannot be used, chemicals must always be stored in specifically provided bottles from the supplier.
- The re-use of bottles will be avoided, particularly those that had a different previous usage (i.e. drinks bottles) to avoid accidents.
- Discard of the empty containers/bottles in accordance with the data sheet

17. Infection control

To prevent an infection outbreak, higher standards of cleaning are essential in first aid rooms, kitchens and toilets, and following incidents involving bodily fluids.

Areas of this nature require a deeper than usual level of cleaning whereby surfaces are rendered microbiologically sterile through disinfection.

During an outbreak, cleaning standards may be increased in all areas.

18. Hand washing

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 in dispenser and disposable hand towel dispensers are clean and wellstocked.
- Disposing of discarded towels.

19. Pest control

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
- Effective pest control will be achieved by:
- Maintaining clean premises.
 - Ensuring the appropriate storage of foodstuffs.
 - Disposing of waste on a regular basis in to designated areas.
 - Each Academy will contract in a recognised pest controller to inspect the school on a regular basis.

20. Graffiti

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

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

21. Chewing gum

The Academy operates a full ban on chewing gum. If removal of chewing gum is required, it should be initially scraped or a dry steam machine may be hired to disintegrate the gum.

22. Toilets

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

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

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 will report cracks, leaks and broken surfaces to the Premises Team who will record them on the Every system as soon as possible and address the issue.

23. Kitchens

The Academy will ensure high levels of cleanliness in any kitchen environment. The caterer is responsible for the main kitchen and associated equipment. They will highlight faults in all areas that they use. All other areas are the responsibility of the Academy.

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 is provided within this document that provides guidance on 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 Academy.

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 the Premises Teams as soon as possible.

24. Computer equipment

When cleaning computers, staff should:

- Turn off the computer before cleaning.
- Use a vacuum to remove dirt, dust and hair from around the computer, on the casing, and on the keyboard.
- Be careful not to adjust any controls or disconnect any leads.
- White boards, interactive boards and computer screens should be wiped over using the correct wipes which the Academy will provided

When cleaning computers, staff should never:

- Cause any component inside the computer to be damp or wet.
- Vacuum the inside of a computer.
- Spray or squirt any liquid onto or into computer equipment.

25. Carpets

To avoid dirt being transferred to carpets, matting is placed for six to nine steps at all significant entrances to the building.

Carpets can be spot hoovered daily, unless otherwise stated or required.

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.

Where necessary, immediate spot cleaning of spillages will take place to prevent their spread.

Dust bags will be changed when they are two-thirds full.

Where appropriate, wet extraction cleaning will take place every 6-12 months

26. Windows

Low level window cleaning is undertaken by the cleaning staff where practicable. The Academy will ensure that employees comply with all work at height regulations and issue appropriate equipment.

Glass panels in doors and entrance areas must be cleaned daily

External high level window leaning will be undertaken by contractors who will complete a risk assessment and have the necessary insurances in place on an annual basis or as planned by the Academy.

27. Toys and equipment

Toys can easily become contaminated with organisms from infected children so it is important that the Academy has a written schedule in place for regular cleaning. The cleaning schedule should identify who, what, when and how toys should be cleaned and be monitored.

If toys are shared, it is strongly recommended that only hard toys are made available because they can be wiped clean after play. The condition of toys and equipment should be part of the monitoring process and any damaged item that cannot be cleaned or repaired should be discarded.

Soft modelling and play dough should be replaced regularly or whenever they look dirty and should be included in the schedule.

Sandpits should be securely covered when not in use to protect from animals contaminating the sand. Sand should be changed regularly; 4 weekly for indoor sandpits and as soon as it becomes discoloured or malodorous for outdoor sandpits. Sand should be sieved (indoor) or raked (outdoor) regularly to keep it clean.

The tank should be washed with detergent and water, and dried before refilling with sand. Water play troughs or receptacles should be emptied, washed with detergent and hot water and dried and stored inverted when not in use. The water should be replenished either daily or twice daily when in use and it should always be covered when not in use.

28. 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. As necessary seek professional advice by dialing 999 and ask for the Ambulance Service.

In all circumstances the medical section of the data sheet should be followed at all times, as guidance only, see below:

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 and ensure they then 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.

29. 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.

30. Animals in the Academy

Pets and other animals can enhance the learning environment. However, contact with animals can pose a risk of infection including gastro-intestinal infection, fungal infections and parasites. Some people, such as pregnant women and those with a weakened immune system, are at greater risk of developing a severe infection. However, sensible measures can be taken to reduce the risk of infection to the children and to staff.

Only mature and appropriately toilet trained pets should be considered and the Principal should complete a risk assessment before allowing animals in to the Academy. They should ensure that a knowledgeable person is responsible for the animal. There should be a written agreement detailing:

- the types of animals allowed in the Academy
- how to manage them and permitted behaviour whilst on the premises
- where they can go and where they cannot go when in the Academy
- any insurance liability of owners and handlers

Animals should always be supervised when in contact with the children and those handling animals advised to wash their hands immediately afterwards. Animals should have recommended treatments and immunisations, be regularly groomed (including claws trimmed) and checked for signs of infection. Bedding should be laundered regularly.

Cat litter trays should be cleaned daily wearing disposable gloves. It should not be placed near food preparation, storage or eating areas. Wash hands immediately after removing gloves but pregnant staff members should not carry out this task because of the risk of toxoplasmosis.

Feeding areas should be kept clean and their food stored away from human food. Food not consumed in 20 minutes should be taken away or covered to prevent attracting pests¹.

A suitable and sufficient risk assessment must be completed prior to any animals being allowed on site. The animal wellbeing to include feeding, watering and cleaning up after them remains the responsibility of the staff member (teacher)

31. Personal protective equipment (PPE)

PPE includes disposable aprons, disposable gloves, face masks (for toilet areas) and will extend to goggles if required.

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.

32. 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.

33. Measuring performance

The Premises Team alongside supervisors are responsible for the continuous monitoring of cleaners' performance.

The Principal/Head of Estates will respond promptly to any reports or complaints of inadequate cleaning standards.

The Principal/Head of Estates will carry out occasional no notice inspections to monitor if the work schedule is being followed.

The Head of Estates when conducting termly Health and Safety inspections alongside Governors will also comment on cleaning standards.

The Premises Teams are accountable for monitoring Deep Cleaning and commenting that standards have been met.

34. Training

Cleaning staff will be appropriately trained and this may be delivered by internal colleagues or external parties. New staff will be given induction training by the Premises Teams, which will include all the information needed to safely and effectively begin their duties. All cleaning staff will be trained in the Trusts 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 (As necessary for their work)
- Lone working
- Emergency procedures

Staff will undertake formal training as necessary.

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.

35. Productivity

The Premises Team, alongside Supervisors are responsible for ensuring cleaning staff meet the expected standards of productivity.

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

36. Assisting cleaning staff

All Academy staff are required to help keep the Academy clean and tidy. Staff should liaise with cleaning staff to ensure that chairs are stacked, placed close to desks or placed on top of desks at the end of the day. Children should be encouraged to remove paper waste from their desks at the end of every day.

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

37. Environmentally friendly cleaning

The Academy must ensure 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.

38. Enhanced cleaning during an outbreak of infection

In the event of an outbreak of infection at the Academy, Public Health England will recommend enhanced or more frequent cleaning, to help reduce transmission. Advice may be given to ensure twice or more daily cleaning of areas (with particular attention to door handles, toilet flushes and taps) and communal areas where surfaces can easily become contaminated such as handrails. The Academy should draw up plans for such an event on how they might carry this out, which could also include using external parties.

39. Why is a school deep-clean so important

A deep clean supplements the normal clean inclusive of shampooing carpets or polishing floor.

And, aside from the highly obvious and visible issue of an untidy appearance, an Academy that is left too long between proper deep-cleans can harbor hidden health hazards to both staff and children's.

Every summer holiday the Academy will undertake a deep clean and is free to plan additional cleaning during other holidays. This way, every area can be properly cleaned with no danger of children or staff slipping on wet floors or tripping over cleaning equipment.

What can teaching staff do to help?

Staff can support the cleaning of rooms by disposing of items that are no longer required and removing displays that are no longer required. Items that they wish to keep for the following year such as pens, pencils and books should be placed in cupboards or stored securely.

What does it involve?

This will depend on the needs of the Academy and will be tailored accordingly, but these are the main areas covered by a thorough deep-cleaning project:

- Classroom carpets shampooed and vacuumed
- Chewing gum removed from desks and floors using steam technology
- Toilets deep-cleaned and disinfected
- Kitchens and canteens deep cleaned
- Parquet floors stripped and polished
- Sports hall and corridor floors cleaned and polished
- Office areas cleaned including desks, monitors and keyboards air pressure cleaned.
- Manual handling where furniture is moved from its location and then returned
- Ensuring cupboards on wheels are moved forward
- Ensuring skirting is cleaned so that it can be painted
- Fabric furniture steam cleaned
- Rugs in Early Years settings are shampooed or replaced
- External glazing is subject to a clean
- Large screens

40. Operating a colour coding system

A proper colour coding system is recommended by the Health and Safety Executive¹. As an Academy we have chosen to employ a colour system in our workplace which can make cleaning easy, efficient and in turn, increase general hygiene and cleanliness. Colour-coded equipment will be used in different areas with separate equipment for kitchen, toilet, classroom and office areas (red for toilets and wash rooms; yellow for hand wash basins and sinks; blue for general areas and green for kitchens). Cloths should be disposable (or if reusable, disinfected after use). Where practicable gloves should be colour coded as well.



BLUE

General low risk areas



GREEN

General food and bar use

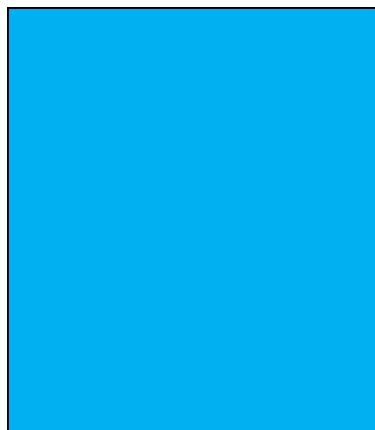


RED

General Washroom



Yellow Clinical



Blue cloths are to be used across the Academy for general and low risk areas; this may include classrooms, offices, halls and corridors.

		Green cloths are to be used for general food preparation areas i.e. Staffrooms, kitchens, kitchenettes and dining halls.
		Red cloths are to be used in general washrooms, toilets, and shower rooms also to be used on sanitary fittings.
		Yellow cloths are to be used in medical or first aid areas, such as welfare rooms. And where body fluids require cleaning. Also sinks in all areas

Disposable cleaning cloths are used whenever possible. If reusable cloths are used, they must be decontaminated after each use and at least once a day. (Cloths and other cleaning utensils can be decontaminated by hot machine-washing at least 60°C.)

41. Academy cleaning schedule

Location	Description	Frequency	Action
Entrance, reception areas, hallways and corridors.	These areas are generally the first areas seen by anybody visiting the Academy including children, visitors and staff colleagues. They offer a first impression.	Daily	• Sweep. • Vacuum. • Mop. • Clean entrance door glass and entrance hatch • Wipe down surfaces and dry • Empty bins • Wipe door handles and plates • Dust radiators and ledges • Clean glass panels in all doors
		Weekly	• Dust tops of lockers/cabinets. • Clean glass partitions, display cases and interior door glass. • Spot-clean finger marks from surfaces including seating □ Dust furniture. • Polish floors in non-carpeted areas. • Wipe down protective surfacing • Clean PCs and wipe down telephones with sanitisers (staff may wish to undertake this themselves, so consider providing wipes)
		Monthly	• Dust vents, lights, pipes, window blinds and door frames. • High dusting of areas above 5 feet. • (staff to be trained on working at height and use steps)

Classrooms; group rooms IT 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	• Empty bins. • Dust and wipe down desks • Dust PCs • Clean white boards and/or chalkboards. • Vacuum all areas. • Spot cleaning soiled areas of carpet. • Dry mop tiled floors. • Wet mop tiled floors. • Clean glass in doors and partitions. • Wipe down sink areas and surrounds with disinfectant wipe/solution • Wipe door handles with disinfectant wipe/solution • Wipe down white goods
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			☐ Report faults to your Premises Teams
		Weekly	☐ Dust furniture surfaces. ☐ Damp clean desk and table tops ☐ Damp clean chairs ☐ Clean door surfaces
		Fortnightly	☐ Clean vinyl floors with floor cleaning machine
		Monthly	☐ Dust vents, lights, pipes, window blinds, door frames. ☐ High dusting of areas above 5 feet. ☐ Vacuum upholstered furniture ☐ Wipe down cupboards ☐ Toys can easily become contaminated with organisms from infected children so it is important that a written schedule is in place for regular cleaning. The cleaning schedule should identify who, what, when and how toys should be cleaned and be monitored. ☐ If toys are shared, it is strongly recommended that only hard toys are made available because they can be wiped clean after play by Academy staff.

			☐ Cleaners and staff are to ensure the condition of toys and equipment should be part of the monitoring process and any damaged item that cannot be cleaned or repaired should be discarded. ☐ Soft modelling and play dough should be replaced regularly or whenever they look dirty and should be included in the schedule.
		Termly	☐ Clean carpets ☐ Clean soft toys ☐ Clean rugs
Offices, library, training room and resources 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	☐ Empty bins. ☐ Dust and wipe down desks, radiators and ledges ☐ Dust PCs ☐ Clean whiteboards and/or chalkboards. ☐ Vacuum all areas. ☐ Spot cleaning soiled areas of carpet. ☐ Dry mop vinyl floors. ☐ Wet mop vinyl floors. ☐ Clean glass in doors; partitions and lifts.

		Weekly	☐ Dust furniture surfaces and window sills. ☐ Damp clean desk and table tops. ☐ Vacuum all carpeted areas. ☐ Clean door surfaces.
		Monthly	☐ Dust vents, lights, pipes, window blinds and door frames. ☐ High dusting of areas above 5 feet.
Halls	These areas are generally used for PE, assemblies and dining areas	Daily	☐ Empty bins ☐ Wipe down window ledges ☐ Sweep floors ☐ Mop floors – either by cleaners or Premises Teams ☐ Wipe doors and handles and glass in door frames

			☐ Dust ledges and radiators
		Termly	☐ Polish floors
Outdoor sand pits	Typically used by Early Years	Monthly	☐ Sandpits should be securely covered when not in use to protect from animals contaminating the sand. Sand should be changed regularly; 4 weekly for indoor sandpits and as soon as it becomes discoloured or malodorous for outdoor sandpits. Sand should be sieved (indoor) or raked (outdoor) regularly to keep it clean. ☐ The tank should be washed with detergent and water, and dried before refilling with sand. Water play troughs or receptacles should be emptied, washed with detergent and hot water and dried and stored inverted when not in use. The water should be replenished either daily or twice daily when in use and it should always be covered when not in use.
General exterior, playground and front car park	Used by all	Daily	☐ Litter pick ☐ Bins to be emptied ☐ Ice treatment as necessary ☐ Disinfect play areas in case animals have been on the equipment ☐ Disinfect drinking fountains.
Lavatories, showers and changing rooms	These are high traffic areas as well as susceptible to bacteria and germs	Daily	☐ Empty bins. ☐ Thoroughly clean and disinfect toilets and urinals. ☐ Thoroughly clean and disinfect shower rooms and changing rooms.
	and require regular disinfecting.		☐ Clean disabled toilet support bars ☐ Replenish Toilet rolls ☐ 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 ☐ Wipe door handles with disinfectant wipe/solution
		Weekly	☐ Damp clean and wipe cubicle partitions thoroughly. ☐ Dust walls and ceiling vents. ☐ Clean doors and wall tiles. ☐ Check drains and clean if necessary
		Fortnightly	☐ Descale fixtures. ☐ Scrub floor.
Food preparation, staffroom and lunch areas	These are high traffic areas where food is eaten and as such require regular disinfecting.	Daily	☐ Disinfect table tops. ☐ Empty bins. ☐ Dry mop floors. ☐ Wet mop floors. ☐ Vacuum carpets and mats. ☐ Disinfect drinking fountains. ☐ Clean sinks ☐ Wipe down surfaces with disinfectant wipes/solution ☐ Wipe door handles with disinfectant wipe/solution ☐ Wipe down white goods and wipe clean internal of microwave
		Weekly	☐ Clean glass partitions, display cases and interior door glass. ☐ Spot clean walls. ☐ Dust furniture and fire extinguishers. ☐ Wash vinyl floors with floor cleaning machine
		Fortnightly	☐ Dust vents, lights, pipes, window blinds and door frames. ☐ High dusting of areas above 5 feet.
		Monthly	☐ Thoroughly clean furniture.

42. Daily Toilet Cleaning Guidance

The provision of clean and well maintained toilets and hand washing facilities is a basic requirement in any workplace or educational setting but takes on an added importance in our academies. Toilets should be clean, maintained, in good repair, well ventilated and monitored.

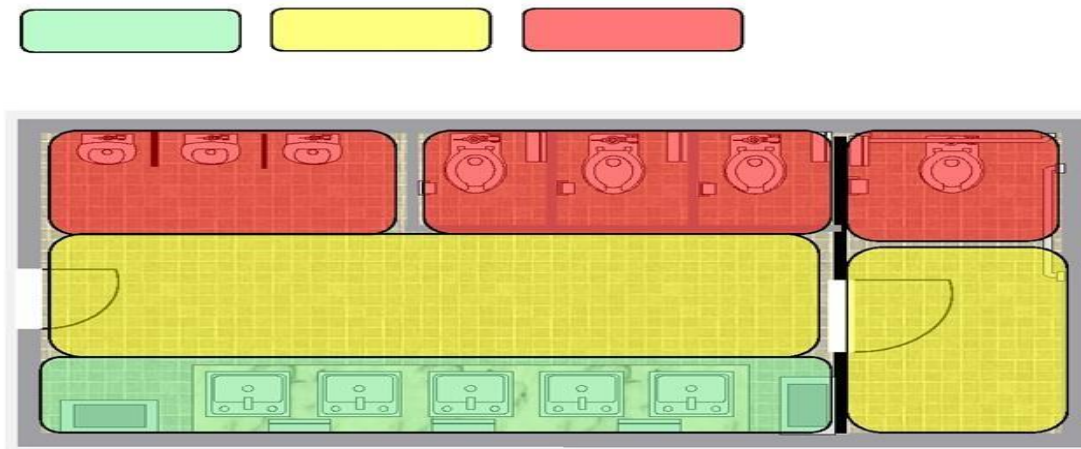
Organisms that can be harmful to health can survive on environmental surfaces. Viruses, in particular, can be excreted in large numbers in respiratory secretions and stools and can stay on surfaces for hours and days. School children are recognized as at particular risk of contracting and passing on infections (such as E.coli) which can be contracted by frequent hand contact surfaces (such as toilet flushes, door handles, locks, taps or hand dryers).

Personal hand washing and hygienic toilet and hand washing facilities are vital to prevent the person-to-person spread of infections.

The toilets should be cleaned at least twice daily.

Always start from the least dirty then move on to most dirty...leaving the cleaning and mopping of the "traffic" areas" till last. Green representing least and red the dirtiest.

Ensure that you have the correct colour coordinated equipment to tackle the areas.



Start cleaning the toilets from in the green area, then move on to the red areas. The yellow area, or walkway, should be done last to prevent slips and trips. You should apply the toilet bowl and urinal cleanser / sanitiser to these units before commencing with the washbasin area. This will allow the disinfectant enough contact time to be effective.

Remember that appropriate cloths should only be used for WC's and urinals and SHOULD NOT be used in the other areas.

Cleaning cloths should be colour coded and only used in appropriate areas to avoid cross-contamination (the spread of germs from one area to another). Red buckets and red handled mops only are to be used in the toilets.

43. Sanitary facilities for girls

It is recommended that a sanitary disposal unit is provided in each cubicle to provide privacy and protect the modesty of girls menstruating at a sensitive age. Sanitary disposal facilities will be provided for all girls aged eight and over.

- Ordinary bins are not sufficient
- Sanitary disposal units will be emptied and cleaned sufficiently often by a registered company to stop them becoming over-full or odorous.

44. Maintenance

- Toilets should be maintained in good repair
- Ensure supplies of toilet paper, soap, paper towels are stocked throughout the day
- Ensure emergency repairs of toilets are done promptly to minimise disruption to the service
- The premises teams should hold spare cubicle locks and toilet seats
- Ensure planned maintenance takes place outside of school hours

45. Ventilation

Windows should be opened during cleaning work

Toilets are required to have mechanical ventilation. Where toilets do not have windows the mechanical ventilation should be switched on during cleaning work

46. Monitoring

Toilets will be monitored regularly as part of a documented rota by a cleaner in charge or the Premises Team.

- A cleaning audit checklist should be located in the toilets, dated and signed at regular intervals throughout the day
- A faults and repair audit checklist should be maintained on Every

47. Safety

- Cleaning equipment should be colour coded (e.g. blue for toilets areas including basins, taps and cubicle locks; red for toilet pans, cisterns and urinals)
- Cleaners should follow all COSHH Regulations and ensure the correct use and storage of detergents and chemicals.
- All cleaning materials should be out of reach and stored locked away from contact with children
- Commercial brands are advocated over 'home mixed' products in bottles or containers as they can readily become contaminated during the 'topping up' process.
- Do not pour any waste water into urinals or toilets; this should be emptied into a butler cleaner's sink

- Bleach (hypochlorite) is not permitted in all academies. If permitted, bleach can be used where there is a known infection risk and after ensuring that all Health and Safety, including COSHH issues, are addressed.

Where practicable the Academy will provide different colour disposable gloves to match the hazards. When cleaning toilets always start with a low risk area and move to high, this will minimise the risk of cross contamination and at the end of the clean please dispose of your gloves or thoroughly clean and reusable gloves.

48. Daily cleaning of a toilet guidance

Cleaning equipment to be used	Mops and bucket, Brooms Sponges Cleaning cloths Dusters Cleaning Hazard signs– to be fully visible throughout the cleaning process for all directions	Mops need to be rinsed in clean water in a sluice room to remove all trace of cleaning products. Wring out until almost dry, stand mops on bucket strainer to dry. Cleaning cloths should be disposed of or washed appropriately in washing machines.	PPE Disposable apron, gloves, closed toe shoes, masks and safety spectacles.
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Colour coding	Cleaning Equipment / Materials	Instructions	PPE	Health & Safety Measures
Washroom sinks	Toilet and washroom cleaner Yellow sponge, Yellow sponge scourer, yellow cloth	Spray toilet and washroom cleaner Make sure all the sink is covered with cleaner. Leave for 5 min then wipe off and rinse with warm water. Use scourer if needed	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	Keep cleaning fluids away from children, animals and food. Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. Ensure that lids are secured on cleaning bottles

Toilets	Germicidal washroom cleaner, toilet descaler, Perfumed toilet cleaner red cloth, Red sponge, Red sponge scourer	Always flush toilets to start. Wipe down Start by spraying down the toilet with an appropriate germicidal cleaner, making sure to get the tank, handle, seat, rim and base. It's important to let the cleaner sit long enough to do its job properly. After a few minutes, it's time for the wipe down. This could be by disposable cloths or using a	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	Keep cleaning fluids away from children, animals and food. Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. Ensure that lids are secured on cleaning bottles
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		microfibre cloth to do the job. Wiping down the entire toilet from top to bottom ensures any stray urine residue is accounted for. Remember to start at the top of the toilet and work your way down. Once you're done with the microfibre, be sure to put it in your soiled linen bag. This cloth should not be used again until it's been laundered properly to eliminate the spread of germs and bacteria. Toilet pan Take your plunger and plunge it downwards into the bottom of the bowl. This will lower the water level after only two or three plunges. This is an important step that will allow bowl cleaner to make direct contact with the bowl. Now, take your bowl cleaner and squirt it up under the rim around the entire bowl. To get hard-to-reach areas, use your bowl mop to spread the cleaner. Be sure to let the bowl cleaner work for 5 minutes before rinsing away. Time to rinse! Simply dip the bowl mop into the water at the bottom of the bowl and use it to wipe away any cleaner. Make sure that all chemical is gone		
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Washroom Floors And cubicle doors (Daily)	Red soft broom, dust pan and brush, Red mop and bucket, Neutral floor cleaner black bin liner, Multi cleaner for doors	Sweep floor and remove debris using dustpan. Dilute the neutral floor cleaner in a red bucket of hot water according to instructions on the bottle and mop floor. Replace water with clean warm water and mop floor leaving damp. Cleaning of mops etc. must take place in the designated sluice room Wipe down all cubicle doors with appropriate disinfectant.	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	Keep cleaning fluids away from children, animals and food. Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. Ensure that lids are secured on cleaning bottles
Washroom Walls (Daily)	Germicidal washroom cleaner, yellow cloth, yellow sponge scourer	Spray wall with Germicidal washroom cleaner, wipe walls with yellow cloth and use scourer for stubborn stains, rinse with warm water	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required.	Keep cleaning fluids away from children, animals and food. Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. Ensure that lids are secured on cleaning bottles
Mirrors (Daily)	Blue cloth, Glass cleaner	Spray with glass cleaner Wipe off, and leave clean and free from smears	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required.	Keep cleaning fluids away from children, animals and food. Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. Ensure that lids are secured on cleaning bottles

49. Daily cleaning of a classroom guidance

Where practicable the Academy will provide different colour disposable gloves to match the hazards. However, as long as you start with a low risk area and move to high, then it will be fine to use the one pair of disposable gloves and please change gloves if working on toilet areas.

Cleaning equipment to be used	Mops and bucket, Vacuum cleaner Sponges Cleaning cloths Dusters Cleaning chemicals (multi surface cleaner) Cleaning chemical spot cleaner for fabric chairs Cleaning Hazard signs—to be fully visible throughout the cleaning process for all directions	Mops need to be rinsed in clean water in a sluice room to remove all trace of cleaning products. Wring out until almost dry, stand mops on bucket strainer to dry. Cleaning cloths should be disposed of or washed appropriately in washing machines.	PPE Disposable apron, face masks, gloves, closed toe shoes and safety spectacles if required.
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Colour coding	Cleaning Equipment / Materials	Instructions	PPE	Health & Safety Measures
Tables and Low cupboards (Daily)	Blue cloth, Blue sponge scourer, hot water, blue bucket, Multi surfaces cleaner	Dust as necessary Spray multi surface cleaner and leave for 2minutes. Use sponge scourer for stubborn stains, wipe table top with cloth. Rinse cloth in hot water and wipe leaving damp.	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	☐ Keep cleaning fluids away from children, animals and food. ☐ Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. ☐ Ensure that lids are secured on cleaning bottles
Hard Chairs and window ledges (weekly)	Blue cloth, Spray and wipe Duster	Spray wipe chairs Use sponge scourer for stubborn stains and marks Dust ledges and radiators	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	☐ Keep cleaning fluids away from children, animals and food. ☐ Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. ☐ Ensure that lids are secured on cleaning bottles

Floors (Daily)	Vacuum cleaner, broom or mop on hard surfaces	When using cleaner make sure all edges, corners, and under furniture are cleaned	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	☐ Follow the instruction for vacuum cleaners carrying out a pre user check; ☐ Take care of the lead to the vacuum cleaner.
Utility Sinks (Daily)	Warm water, Multipurpose cleaner, Blue sponge scourer	Spray multi-purpose cleaner and leave for 5 min using sponge scourer and warm water free from dirt and leave dry	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required.	☐ Keep cleaning fluids away from children, animals and food. ☐ Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. ☐ Ensure that lids are secured on cleaning bottles
Vinyl floors By sink (Daily)	Blue broom Blue mop and bucket. Blue dust pan and brush. neutral floor cleaner	Sweep floor and remove debris using dust pan and brush. Follow instructions for neutral floor cleaner on bottle	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required.	☐ Use the “wet floor” sign ☐ Keep cleaning fluids away from children, animals and food. Do not over fill the bucket. Lift bucket carefully. ☐ Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. ☐ Ensure that lids are secured on cleaning
Door handle and push plates (Daily)	Yellow cloth, Spray and wipe	Spray and wipe door handle and push plates	Yellow gloves Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	☐ Keep cleaning fluids away from children, animals and food. ☐ Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. ☐ Ensure that lids are secured on cleaning bottles

Bins (Daily)	White bin liner Spray and wipe Yellow cloth	Take out bin liner, spray and wipe with yellow cloth ,leaving bin clean and with a new bin liner	Yellow gloves, Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	☐ Keep cleaning fluids away from children, animals and food. ☐ Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. ☐ Ensure that lids are secured on cleaning bottles ☐ Do not touch the contents of the bin
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50. Daily cleaning of a staffroom guidance

Cleaning equipment to be used	Mops and bucket, Vacuum cleaner Sponges Cleaning cloths Dusters Cleaning Hazard signs– to be fully visible throughout the cleaning process for all directions	Mops need to be rinsed in clean water to remove all trace of cleaning products. Wring out until almost dry, stand mops on bucket strainer to dry.	PPE Disposable apron, face masks, gloves, closed toe shoes and safety spectacles if required.
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Colour coding	Cleaning Equipment / Materials	Instructions	PPE	Health & Safety Measures
Tables and Low cupboards (Daily)	Blue cloth, Blue sponge scourer, hot water, blue bucket, Multi surfaces cleaner	Always dust first Spray multi surface cleaner and leave for 2min. use sponge scourer for stubborn stains, wipe table top with cloth. Rinse cloth in hot water and wipe leaving damp	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	☐ Keep cleaning fluids away from children, animals and food. ☐ Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. ☐ Ensure that lids are secured on cleaning bottles
Hard Chairs, radiators and window ledges (weekly)	Blue cloth, Spray and wipe	Always dust first Spray wipe chairs Use sponge scourer for stubborn stains and marks	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	☐ Keep cleaning fluids away from children, animals and food. ☐ Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. ☐ Ensure that lids are secured on cleaning bottles
Fabric seating	Duster Cloth Sot cleaners	Dust down seating Use cleaning materials for spot cleaning	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	☐ Keep cleaning fluids away from children, animals and food. ☐ Follow instructions for removing cleaning fluids if accidentally splashed

				onto skin, eyes or into mouth.
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				☐ Ensure that lids are secured on cleaning bottles
Floors (Daily)	Vacuum cleaner, broom or mop on hard surfaces	When using cleaner make sure all edges, corners, and under furniture are cleaned	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	☐ Follow the instruction for vacuum cleaners carrying out a pre user check; Take care of the lead to the vacuum cleaner. ☐
Sinks (Daily)	Warm water, Multipurpose cleaner, Blue sponge scourer	Spray multi-purpose cleaner and leave for 5 min using sponge scourer and warm water free from dirt and leave dry	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	☐ Keep cleaning fluids away from children, animals and food. ☐ Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. ☐ Ensure that lids are secured on cleaning bottles
Vinyl floors By sink (Daily)	Blue broom Blue mop and bucket. Blue dust pan and brush. neutral floor cleaner	Sweep floor and remove debris using dust pan and brush. Follow instructions for neutral floor cleaner on bottle and mop.	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	☐ Use the “wet floor” sign ☐ Keep cleaning fluids away from children, animals and food. Do not over fill the bucket. Lift bucket carefully.

				☐ Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. ☐ Ensure that lids are secured on cleaning
Door handle and push plates White goods (Daily)	Yellow cloth, Spray and wipe	Spray and wipe door handle and push plates Clean microwaves internally with appropriate cleaning material	Yellow gloves Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	☐ Keep cleaning fluids away from children, animals and food. ☐ Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. ☐ Ensure that lids are secured on cleaning bottles
Bins (Daily)	White bin liner Spray and wipe Yellow cloth	Take out bin liner, spray and wipe with yellow cloth ,leaving bin clean and with a new bin liner	Yellow gloves, Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	☐ Keep cleaning fluids away from children, animals and food. ☐ Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. ☐ Ensure that lids are secured on cleaning bottles ☐ Do not touch the contents of the bin

51. Daily cleaning of corridors guidance

Cleaning equipment to be used	Mops and bucket, Vacuum cleaner Sponges Cleaning cloths Dusters Cleaning Hazard signs – to be fully visible throughout the cleaning process for all directions	Mops need to be rinsed in clean water to remove all trace of cleaning products. Wring out until almost dry, stand mops on bucket strainer to dry.	PPE Disposable apron, face masks, gloves, closed toe shoes and safety spectacles if required.
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Colour coding	Cleaning Equipment / Materials	Instructions	PPE	Health & Safety Measures
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Vacuuming carpet	Vacuum cleaner	Vacuum skirting boards carpet edges corners around and under fixtures	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	Carry out visual checks prior to using electrical equipment avoid trailing wires and trip hazards Keep equipment away from children
Hard surface corridors	Brooms and mops	Sweep and mop	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required if required	Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. Ensure that lids are secured on cleaning bottles
Walls and wood work	Multi-purpose cleaner, Blue cloth, blue scorer, blue bucket, warm water	Use flick duster to remove dust, Spray cleaner and leave for 5 min wipe off with cloth, use scorer for stubbing marks, rinse cloth in warm water and wipe leaving walls clean and free from dirty water.	Blue gloves, Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	Keep cleaning fluids away from children, animals and food. Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. Ensure that lids are secured on cleaning bottles

Door glazed screens window mirrors	Glass and mirror cleaner, blue cloth,	Spray cleaner on to glass and use the cloth to wipe dry leaving glass free from smears	Blue gloves, Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	Do not use spray in the vicinity of children, ensure that the cap is secured on the bottle and do not leave the bottle within reach of children
Door handle and push plates	Yellow cloth, spray and wipe	Spray door handles and push plate with spray and wipe, use the yellow cloth and wipe dry	Yellow gloves, Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	Do not use spray in the vicinity of children, ensure that the cap is secured on the bottle and do not leave the bottle within reach of children

52. Daily cleaning of Hall, Studio and Canteen (not commercial kitchen area) guidance

Cleaning equipment to be used	Mops and bucket, Vacuum cleaner Sponges Cleaning cloths Dusters Cleaning Hazard signs– to be fully visible throughout the cleaning process for all directions	Mops need to be rinsed in clean water to remove all trace of cleaning products. Wring out until almost dry, stand mops on bucket strainer to dry.	PPE Disposable apron, face masks, gloves, closed toe shoes and safety spectacles if required.
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Colour coding	Cleaning Equipment / Materials	Instructions	PPE	Health & Safety Measures
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Floors	Blue Broom, Blue dust pan and brush, Blue mop and bucket, floor cleaner Rotowash	Sweep floor and remove debris using dust pan and brush. Follow instructions for neutral floor cleaner on bottle, Use Rotowash once a week, following machine instructions	Blue gloves, Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	Use the “wet floor” sign Keep cleaning fluids away from children, animals and food. Do not over fill the bucket. Lift bucket carefully. Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. Ensure that lids are secured on cleaning
Walls	Multi-purpose cleaner, Blue cloth, blue scorer, blue bucket, warm water	Use flick duster to remove dust, Spray cleaner and leave for 5 min wipe off with cloth, use scorer for stubbing marks, rinse cloth in warm water and wipe leaving walls clean and free from dirty water.	Blue gloves, Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	Keep cleaning fluids away from children, animals and food. Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. Ensure that lids are secured on cleaning bottles

Doors glazed screens window, mirrors	Glass and mirror cleaner, blue cloth,	Spray cleaner on to glass and use the appropriate cloth to wipe dry leaving glass free from smears	Blue gloves, Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	Do not use spray in the vicinity of children, ensure that the cap is secured on the bottle and do not leave the bottle within reach of children
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Canteen furniture, tables and chairs, should be subject to the same clean as classroom tables and chairs with all moving parts from the tables being thoroughly cleaned on a daily basis. Care should be taken when undertaking manual handling.

53. Daily cleaning offices guidance

Cleaning equipment to be used	Mops and bucket, Vacuum cleaner Sponges Cleaning cloths Dusters Cleaning Hazard signs– to be fully visible throughout the cleaning process for all directions	Mops need to be rinsed in clean water to remove all trace of cleaning products. Wring out until almost dry, stand mops on bucket strainer to dry.	PPE Disposable apron, face masks, gloves, closed toe shoes and safety spectacles if required.
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Colour coding	Cleaning Equipment / Materials	Instructions	PPE	Health & Safety Measures
Tables and Low cupboards (Daily)	Blue cloth, Blue sponge scourer, hot water, blue bucket, Multi surfaces cleaner	Dust as necessary Spray multi surface cleaner and leave for 2minutes. Use sponge scourer for stubborn stains, wipe table top with cloth. Rinse cloth in hot water and wipe leaving damp.	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required.	☐ Keep cleaning fluids away from children, animals and food. ☐ Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. ☐ Ensure that lids are secured on cleaning bottles

Hard Chairs and window ledges (weekly)	Blue cloth, Spray and wipe Duster	Spray wipe chairs Use sponge scourer for stubborn stains and marks Dust ledges and radiators	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	☐ Keep cleaning fluids away from children, animals and food. ☐ Follow instructions for removing cleaning fluids if accidentally splashed
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				onto skin, eyes or into mouth. ☐ Ensure that lids are secured on cleaning bottles
Floors (Daily)	Vacuum cleaner, broom or mop on hard surfaces	When using cleaner make sure all edges, corners, and under furniture are cleaned	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	☐ Follow the instruction for vacuum cleaners carrying out a pre user check; ☐ Take care of the lead to the vacuum cleaner.
Utility Sinks (Daily)	Warm water, Multipurpose cleaner, Blue sponge scourer	Spray multi-purpose cleaner and leave for 5 min using sponge scourer and warm water free from dirt and leave dry	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	☐ Keep cleaning fluids away from children, animals and food. ☐ Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. ☐ Ensure that lids are secured on cleaning bottles
Vinyl floors (Daily)	Blue broom Blue mop and bucket. Blue dust pan and brush. neutral floor cleaner	Sweep floor and remove debris using dust pan and brush. Follow instructions for neutral floor cleaner on bottle	Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	☐ Use the “wet floor” sign ☐ Keep cleaning fluids away from children, animals and food. Do not over fill the bucket. Lift bucket carefully.

				☐ Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. ☐ Ensure that lids are secured on cleaning
Door handle and push plates (Daily)	Yellow cloth, Spray and wipe	Spray and wipe door handle and push plates	Yellow gloves Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	☐ Keep cleaning fluids away from children, animals and food. ☐ Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. ☐ Ensure that lids are secured on cleaning bottles
Bins (Daily)	White bin liner Spray and wipe Yellow cloth	Take out bin liner, spray and wipe with yellow cloth ,leaving bin clean and with a new bin liner	Yellow gloves, Disposable gloves, apron, face masks, closed toe shoes and safety spectacles if required	☐ Keep cleaning fluids away from children, animals and food. ☐ Follow instructions for removing cleaning fluids if accidentally splashed onto skin, eyes or into mouth. ☐ Ensure that lids are secured on cleaning bottles ☐ Do not touch the contents of the bin

54. Toilet Inspection check sheet

Location			
Date			
Person conducting inspection			
	Yes	No	Comments
Are hand wash basins and fittings clean?			
Are all taps working?			
Are Urinals clean?			
Are toilets clean inclusive of Pan, handles and cistern?			
Are soap dispensers full?			
Are bins empty?			
Are floors clean?			
Are cubicle doors clean?			
Are hand dryers clean?			
Are mirrors clean?			
Are sanitary bins in place?			
In disabled toilets are hand rails clean?			
Do all cubicles have toilets rolls?			

55. General area Inspection check sheet

Location				
Date				
Person conducting inspection				
	Yes	No	N/A	Comments
Are floors clean?				
Are chairs clean?				
Are tables clean?				
Are radiators dust free?				
Are bins empty?				
Are PCs dust free?				
Are telephones clean?				
Are window ledges clean?				
Are picture frames clean?				
Are mirrors clean?				

56. Cleaning Risk Assessment

Risk Ratings

Probability – based on the existing control measures determine the likelihood of the hazard causing injury or ill health.

- 1 – Very unlikely (i.e. occurs once every 10 years or so)
- 2 – Possible (i.e. occurs once per year or so)
- 3 – Probable (i.e. occurs daily or weekly)

Severity – if the hazard was to cause injury or ill health, determine the likely injury or illness type.

- 1 – Minor i.e. could return to normal duties after treatment (e.g. minor cut that needs a plaster)
- 2 – Significant i.e. injured person cannot return to normal duties (i.e. sprained ankle or deep cut)
- 3 – Major i.e. disabling injury or fatality (e.g. amputation of limb)

Risk = Probability x Severity

Risk Matrix	1 (Major)	2 (Significant)	3 (Minor)
3 (Probable)	3	6	9
2 (Possible)	2	4	6
1 (Very Unlikely)	1	2	3

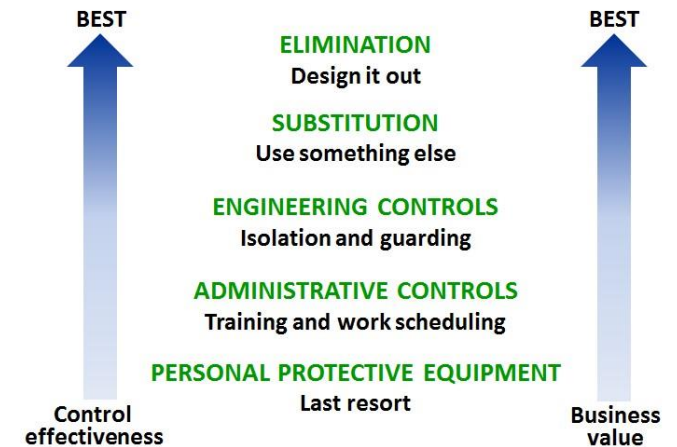
Risk Rating Definitions:

1 – 3: Low risk i.e. tolerable and only needs to be reduced if it can be done easily and cheaply.

4 – 6: Medium risk i.e. should be reduced to a tolerable level within an agreed time frame.

7 – 9: High risk i.e. operation should be stopped immediately until appropriate controls are in place.

When choosing additional controls, the hierarchy detailed below should be applied:



Risk Assessment for: Cleaning of the Academy and site

Academy Name:			Assessment by: Hazel Ryder, Head of Estates	Date: 11 th July 2022
Review date: 02 July 2025			Reviewed by Jas Sohal, Chief Operating Officer	Date: 02 nd July 2024
			Persons consulted: CEO, Principals, Premises Teams	
Next Review due: 02 July 2025 or in light of new guidance or an incident				

- The Cleaning Risk Assessment will be reviewed annually.
- All chemical data sheets must be followed at all times – inclusive of use, storage, disposal, PPE requirements etc.
- If instructions on cleaning chemicals recommend that eye protection should be worn, this must be done. ☐ Products must be diluted as directed.
- Cleaning products must not be mixed.
- Bodily fluids, blood and vomit must be cleaned as soon as possible after they are discovered to prevent the spread of communicable diseases.
- To avoid cross-contamination, colour coding will apply - different cloths and mops must be used for different areas.
- The Academy will be cleaned according to the Academy Cleaning Schedule.
- During outbreaks of infectious disease, the CEO has the authority to close the Academy and mandate a deep clean.
- During outbreaks, the cleaning regime may change and an emergency clean will be instigated where necessary.
- Ladders should only be used if necessary and the correct ladder for the job must be used as per Working at Heights training. – For persons who have not undertaken Working at Height, cleaning should be achieved by use of equipment for staff to be able to clean from floor level using extendable feather dusters etc. premises team have had high level ladder training so they will do major high level works
- Cleaners will refer to COSHH (Control of Substances Hazardous to Health) Regulations for further guidance on cleaning chemicals. ☐ All staff will receive COSHH Training on appointment or an annual Toolbox Talk
- All staff will be issued with PPE and wear it whilst carrying out their duties. For toilets, gloves, safety spectacles, masks and closed toe shoes and aprons must be worn.

Hazard/Risk	Who might be harmed?	How might they be Harmed?	What are the Normal control measures?	Probability	Severity	Risk	Are further measures required? Y/N See action plan	By whom?	By when?	Date completed
Use of electrical equipment	Cleaning staff, Colleagues, Contractors, Children, Visitors	Electrical shock, Burns, Fire Power leads present a tripping hazard (Cuts / abrasions, muscular skeletal and other physical injuries, repetitive strain injuries)	- Users conduct a preuse check of equipment. - Electrical equipment is subject to regular safety inspection and testing ('PAT testing'). - Keeping trailing leads to a minimum. The nearest available socket will always be used. - 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.	1	2	2				

			There is a system in place for reporting faults and removing faulty/out-of date equipment.							
			Cleaning signs must be used at all times during the cleaning operation							

Hazard/Risk	Who might be harmed?	How might they be Harmed?	What are the Normal control measures?	Probability	Severity	Risk	Are further measures required? Y/N See action plan	By whom?	By when?	Date completed
Exposure to diseases	Cleaning staff, Colleagues, Contractors, Children, Visitors	Disease/infection	- Staff advised to ensure cuts are covered - Potential hazardous waste, such as vomit and bodily fluids, must be disposed of correctly in the yellow hazardous waste bins provided and contaminated surfaces properly disinfected. - Disposable gloves, aprons, closed toe shoes and where required safety glasses and masks must be used for all activities that may result in contamination of clothing with blood, bodily fluids or faeces. - Staff wash hands and exposed skin and the gloves and aprons are 'double bagged' and disposed of appropriately after a single use. Safety glasses to be washed in warm soapy water and dried after each use	1	2	2				

			• Regular waste collections are scheduled for Clinical waste. • Adequate provision for hand washing (soap, hot water) is readily available. • All wounds on exposed skin are suitably covered. • The Head of Estates to be contacted should there be confirmation of a communicable diseases to the HSE • Welfare are informed of any wounds, accidents on site and an accident form is completed by the staff member. • Head of Estates is notified of any accidents/incidents on site and an investigation is carried out.								
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Hazard/Risk	Who might be harmed?	How might they be Harmed?	What are the Normal control measures?	Probability	Severity	Risk	Are further measures required? Y/N See action plan	By whom?	By when?	Date completed
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Slips trips and falls	Cleaning staff, Colleagues, Contractors, Children, Visitors	Cuts / abrasions, muscular skeletal and other physical injuries	• All spillages must be dealt with immediately. • Wet floor signs to be used. • Floors are dry mopped after cleaning up initial spillage. • Appropriate footwear worn at all times. • Pupils, visitors etc. are kept away from spillage area during cleaning. • There is adequate external lighting during working hours. Regular site inspections are completed by the Premises Teams and issues are raised on the recording system. All emergencies are dealt with straight away.	1	2	2				
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			☐ Staff should not use mobile phones or earphones during cleaning								
Use of cleaning chemicals / detergents	Cleaning staff, Colleagues,	Irritation / harm to eyes, nose and upper respiratory tract Skin sensitisation / disorders	☐ Less hazardous chemicals used wherever possible. ☐ Material Safety Data Sheet for substances obtained from supplier and guidance followed. ☐ COSHH Assessment completed for all hazardous chemicals and control measures implemented. ☐ Appropriate Personal Protective Equipment (e.g. aprons, gloves, masks, safety glasses etc.) provided and worn where identified in a COSHH assessment. ☐ Chemicals stored appropriately and access restricted when in use. Activities undertaken outside of school hours where possible. ☐ All spillages are cleaned immediately. ☐ All containers are clearly labelled.	1	2	2					

			☐ Labels must be read before using potentially harmful substances.								
Lone working - working alone in isolated locations	Premises Teams	Accident / injury, Physical assault, delayed assistance in an emergency Cuts / abrasions, muscular skeletal and other physical injuries	☐ Ensure there is adequate lighting. If possible, follow different procedure daily. ☐ On site security system, controlled access to building e.g. through Paxton doors etc. ☐ Challenging unknown visitors, where safe to do so. ☐ A mobile phone is carried by the lone worker. Time spent working alone is reduced as far as is reasonably practicable. ☐ The manager is notified at the start and end of shifts. Only agreed tasks are to be undertaken. ☐ High risk activities are avoided (e.g. working at height).	1	2	2					

Manual handling	Cleaners	Muscular skeletal and other physical injuries	☐ Reduce the need for manual handling where practicable and ensure a risk assessment is in place and consideration given to the tile system as per the training. ☐ Manual handling training is provided annually or by appointment – TILE system is in place and followed	1	2	2				
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Review and record

Additional Control Measures	Action by Whom?	Action by When?	Action Completed?

57. Risk Assessment Communication

All employees undertaking the activity must have read and understood the risk assessment. If there are any questions or concerns, these must be raised with the risk assessor before the activity begins.

Employee Name	Signature	Date
