

**Three Counties Academy Trust**



# School Cleaning Policy

## #ST3

Last amended 13<sup>th</sup> February 2026 (v1.1)

**Subject to annual amendment. To be reviewed in full no later than February 12<sup>th</sup> 2027**

**Version history**

Date	Version	Details	Actioned by	PDF to Websites	Word to Governor Hub
13.02.26	1.1	Formatted to house style and checked against model for updates	MF	✓	✓

## **Contents:**

Version history

Common abbreviations and acronyms

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Cleaning standards
4. Work schedules
5. Work method statements
6. Cleaning procedures
7. Risk assessments
8. Cleaning equipment and materials
9. COSHH
10. Reporting

11. Infection control

12. First aid

13. Personal protective equipment (PPE)

14. Measuring performance

15. Training

16. Assisting cleaning staff

17. Environmentally friendly cleaning

Monitoring and review

Appendices

A. School Cleaning Schedule Template

B. Cleaning Risk Assessment National College Template

## Common abbreviations and acronyms

<b>AA</b>	Admissions Authority	<b>GPA</b>	Government Procurement Arrangement
<b>AAI</b>	Adrenaline Auto-Injector (Epi Pen)	<b>HASH</b>	Herefordshire Association of Secondary Heads
<b>ACM</b>	Asbestos Containing Materials	<b>HBV</b>	Honour Based Violence
<b>AFH</b>	Academies Financial Handbook	<b>HR</b>	Human Resources
<b>AHT</b>	Assistant Headteacher	<b>H&amp;S</b>	Health and Safety
<b>AIR</b>	Attendance Intervention Reviews	<b>HoS</b>	Head of School
<b>APIs</b>	Application Programme Interfaces	<b>HSE</b>	Health and Safety Executive
<b>BAME</b>	Black, Asian and Minority Ethnic Backgrounds	<b>ICO</b>	Information Commissioners Office
<b>BCP</b>	Business Continuity Plan	<b>IHP</b>	Individual Healthcare Plan
<b>BFR</b>	Budget Forecast Return	<b>IRMS</b>	Information and Records Management Society
<b>CAMHS</b>	Child and Adolescent Mental Health Services	<b>IWF</b>	Internet Watch Foundation
<b>CEO</b>	Chief Executive Officer	<b>KCSIE</b>	Keeping Children Safe in Education
<b>CFO</b>	Chief Financial Officer	<b>KS1/2/3/4</b>	Key Stage 1/2/3/4
<b>CIF</b>	Condition Improvement Fund	<b>LAC</b>	Looked After Child
<b>CIN</b>	Child in Need	<b>LADO</b>	Local Authority Designated Officer
<b>CLA</b>	Children Looked After	<b>LGB</b>	Local Governing Body
<b>CMIE</b>	Child Missing in Education	<b>LLC</b>	Low-Level Concerns

<b>COO</b>	Chief Operating Officer	<b>LSA</b>	Learning Support Assistants
<b>COSHH</b>	Control and Substances Hazardous to Health	<b>MASH</b>	Multi-Agency Safeguarding Hub
<b>CP</b>	Child Protection	<b>MAT</b>	Multi-Academy Trust
<b>CPD</b>	Continuing Professional Development	<b>MFA</b>	Multi-Factor Authentication
<b>CSCS</b>	Children's Social Care Services	<b>MFL</b>	Modern Foreign Language
<b>CSE</b>	Child Sexual Exploitation	<b>NCSC's</b>	National Cyber Security Centres
<b>CTIRU</b>	Counter-Terrorism Internet Referral Unit	<b>NPQEL</b>	National Professional Qualification in Executive Leadership
<b>CWD</b>	Children with Disabilities	<b>PA</b>	Persistent Absence
<b>DBS</b>	Disclosure and Barring Service	<b>PAN</b>	Published Admission Number
<b>DDSL</b>	Deputy Designated Safeguarding Lead	<b>PECR</b>	Privacy and Electronic Communications Regulations
<b>DfE</b>	Department for Education	<b>PEP</b>	Personal Education Plan
<b>DHT</b>	Deputy Headteacher	<b>PEEP</b>	Personal Emergency Evacuation Plan
<b>DSE</b>	Display Screen Equipment	<b>PEx</b>	Permanent Exclusion
<b>DSL</b>	Designated Safeguarding Lead	<b>PLAC</b>	Previously Looked After Child
<b>DPO</b>	Data Protection Officer	<b>PP</b>	Pupil Premium
<b>EAL</b>	English as an Additional Language	<b>PSHE</b>	Personal, Social and Health Education
<b>ECT</b>	Early Career Teacher	<b>PSED</b>	Public Sector Equality Duty

<b>EHA</b>	Early Help Assessment	<b>PTFA</b>	Parent, Teacher and Friends Association
<b>EHCNA</b>	Education, Health and Care Needs Assessment	<b>RIDDOR</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
<b>EHCP</b>	Education, Health and Care Plan	<b>RHE</b>	Relationships and Health Education
<b>EHE</b>	Elective Home Education	<b>RSHE</b>	Relationships, Sex and Health Education
<b>ELSA</b>	Emotional, Literacy and Support Assistant	<b>SALT</b>	Speech and Language Therapist
<b>ESFA</b>	Education and Skills Funding Agency	<b>SARC</b>	Sexual Assault Referral Centre
<b>EVC</b>	Educational Visit Coordinator	<b>SBM</b>	School Business Manager
<b>EWO</b>	Education Welfare and Safeguarding Support Officer	<b>SCCs</b>	Standard Contractual Clauses
<b>EYFS</b>	Early Years Foundation Stage	<b>SDQ</b>	Strengths and Difficulties Questionnaire
<b>FBV</b>	Fundamental British Values	<b>SEMH</b>	Social, Emotional, and Mental Health
<b>FGM</b>	Female Genital Mutilation	<b>SENCO</b>	Special Educational Needs Coordinator
<b>FOI</b>	Freedom of Information	<b>SEND</b>	Special Educational Needs and Disabilities
<b>FSM</b>	Free School Meals	<b>SLA's</b>	Service Level Agreements
<b>FTS</b>	Find a Tender Service	<b>STEM</b>	Science, Technology, Engineering and Maths
<b>GAG</b>	General Annual Grant	<b>TA</b>	Teaching Assistant
<b>GDPR</b>	General Data Protection Regulation	<b>TCAT</b>	Three Counties Academy Trust
<b>GIAS</b>	Get Information about Schools	<b>VSH</b>	Virtual School Headteacher

## **Statement of intent**

Three Counties Academy Trust (TCAT) is committed to ensuring our schools are clean and safe for all members of the TCAT community. This policy outlines the measures in place to ensure our schools are cleaned in line with legislation and guidance.

TCAT does not use a cleaning contractor, choosing instead to employ our own team of cleaners across the TCAT estate. For specific purposes that can not be use in house staff, TCAT reserves the right to employ outside contractors.

**NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.**

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory and non-statutory guidance including, but not limited to, the following:

- 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
- The Control of Substances Hazardous to Health (COSHH) Regulations 2002
- DfE (2015) 'Advice on standards for school premises'

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

- Cleaning Risk Assessments
- COSHH Risk Assessments
- Health and Safety Policy (HS1)
- First Aid Policy (HS2)
- COSHH Policy (HS7)
- Infection Control Policy (SG32)

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

## 2. Roles and responsibilities

The employer, who is the TCAT Trust Board, has a duty to provide:

- Cleaning schedules that meet the statutory requirement for clean and safe working environments
- Appropriate training for staff
- Additional training in the handling of cleaning chemicals and dangerous substances
- Material Safety Data Sheets (MSDS) in line with the COSHH Regulations 2002
- Appropriate protective clothing
- Personal protective equipment (PPE)
- All equipment required to meet the requirements of the cleaning schedule
- Secure storage for cleaning materials and equipment

Cleaning staff have a duty to:

- Work to the standards outlined in the cleaning schedule
- Attend appropriate training as required
- As necessary, wear any PPE provided by the employer
- Report incidents to the Trust Estate Manager as soon as possible

The Executive Headteacher/CEO in collaboration with the Chief Finance Officer is responsible for:

- The overall implementation of this policy and ensuring it is implemented consistently and correctly

The Trust Estate Manager is responsible for:

- Monitoring the performance of cleaning staff
- Ensuring cleaning standards and work schedules are adhered to
- Managing cleaning materials and equipment

### **3. 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 each TCAT school, which includes:

- Non-complex but labour-intensive cleaning (such as in classrooms and corridors)
- Specialised cleaning of surfaces (such as high-storey windows and air conditioning ducts)
- High-level cleaning and dust control (such as in kitchens, food technology classrooms, gymnasiums and computer rooms)
- The sterilisation of surfaces and instruments (such as in science laboratories and medical rooms)

When inviting additional contractors to tender for cleaning work, TCAT will request the following information:

- The number of staff that will be employed on site
- The length of time the specified cleaning will take
- The recruitment methods used
- Types and levels of staff training, supervision, and PPE
- The supplier's health and safety policy
- Details of the equipment and supplies to be used, and whether these are included in the price
- The extent of the contractor's insurance cover
- References from two similar clients

### **4. Work schedules**

Cleaning Schedules will ensure that:

- Daily requirements are completed; these include emptying of rubbish bins and the cleaning of changing rooms, washrooms and corridors/walkways
- Weekly requirements are completed; these include the vacuuming of all carpets

- Monthly requirements are completed; these include the deep cleaning of sanitary ware, and external window cleaning
- High level cleaning is completed in 6 to 12-week cycles; these include the dusting of venetian blinds, carpets and fabric cleaning, and the deep cleaning of kitchens and equipment

## **5. Work method statements**

Work method statements will be provided to cleaning staff and include the following information:

- 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

Cleaning staff will be made aware that if work method statements are not adhered to, it may cause the manufacturers or supplier's warranties to be invalidated.

## **6. Cleaning procedures**

Cleaning staff will be instructed to:

- Work from the cleanest area to the dirtiest area
- Refer to manufacturers' instructions
- Use safe and appropriate equipment
- Ensure equipment is clean and dry before starting a task

- Plan their work route
- Use hazard warning signs when the cleaning involves wet floor surfaces
- Check all cleaning equipment for damage or wear
- Report any defective or damaged equipment to their supervisor or the Trust Estate Manager
- Ensure all electrical equipment has been tested for safety
- Perform necessary safety checks
- Briefly test each machine after performing a safety check
- Ensure cables are kept behind machines and do not present trip hazards
- Avoid adjusting fittings on a machine that is plugged in
- Wear appropriate PPE at all times
- Ensure no mixing of cleaning agents
- Ventilate any area where cleaning chemicals are being used
- Add a cleaning agent to water, rather than adding water to the agent, to prevent the possibility of the agent being splashed into the eyes/onto skin

## **7. Risk assessments**

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 cleaning job.

All risk assessments will be reviewed regularly to ensure that they still adequately control all risks involved and will be held by the Trust Estate Manager.

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

If an additional contractor's activities may introduce new risks to TCAT staff, the contractor will be required to inform the Trust Estate Manager so that effective controls can be put in place.

## **8. Cleaning equipment and materials**

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.

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

Cleaning materials are commonly supplied in large containers and decanted into smaller containers for ease of use. Where cleaning agents are decanted:

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

Cleaning staff will be required to check and maintain electrical equipment, including the following:

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

Equipment will be disposed of in adherence with manufacturers' instructions and relevant regulations.

## **9. COSHH**

Cleaning 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 Classification, Labelling and Packaging (CLP) regulations.

TCAT will be provided with Material Safety Data Sheets (MSDS) 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.

## **10. Reporting**

All accidents and incidents will be immediately reported to the Trust Estate Manager, who will follow the accident reporting procedure outlined in the TCAT Health and Safety Policy.

## **11. Infection control**

Higher standards of cleaning will be required 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 of an infection, cleaning standards will be increased in all areas of school premises, in line with TCATs Infection Control Policy.

## 12. 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.

First aid will be delivered in line with the TCATs First Aid Policy.

If a corrosive cleaning agent is inhaled by an individual, the following procedure will be adhered to:

- 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, the following procedure will be adhered to:

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

If a corrosive cleaning agent comes into contact with an individual's skin, the following process will be adhered to:

- 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

### **13. Personal protective equipment (PPE)**

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

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

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

### **14. Measuring performance**

The Trust Estate Manager in collaboration with the Cleaner in Charge will monitor the performance of cleaning staff and cleaning procedures.

The Trust Estate Manager will respond promptly to any reports or complaints of inadequate cleaning practices.

The Trust Estate Manager and/or Chief Finance Officer will carry out occasional no-notice inspections to monitor if the work schedule is being followed.

### **15. Training**

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

All cleaning staff will be trained in health and safety procedures and arrangements, prior to beginning work. Health and safety training will include the following:

- Manual handling
- The safe use of equipment and PPE
- COSHH regulations and handling chemicals
- Fire safety arrangements

- Working at height
- Lone working
- Emergency procedures

Supervisory 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.

## **16. Assisting cleaning staff**

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

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

## **17. Environmentally friendly cleaning**

TCAT will 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

## Monitoring and review

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Executive Headteacher/CEO in collaboration with the Board appointed Trustee, the Trust Board and Executive and Senior Leadership.

Any changes made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to Executive Leaders, the TCAT Central Team and to Headteachers/Heads of School, who, in turn, will alert school-based staff.

The next scheduled review date for this policy is 12<sup>th</sup> February 2027.

Signed by:

\_\_\_\_\_ Executive Headteacher/CEO

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

\_\_\_\_\_ Board appointed Trustee

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

## Appendix A: School Cleaning Schedule Template

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

Location	Description	Frequency	Action
		Twice monthly	<ul style="list-style-type: none"> <li>• Descale fixtures</li> <li>• Scrub floors</li> </ul>
Food preparation and lunch areas	These are high traffic areas where food is eaten and, as such, require regular disinfecting.	Daily	<ul style="list-style-type: none"> <li>• Disinfect tabletops</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>
		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>• Polish floors in non-carpeted areas</li> </ul>
		Fortnightly	<ul style="list-style-type: none"> <li>• Dust vents, lights, pipes, window blinds and door frames</li> <li>• High dust areas above five feet</li> </ul>
		Monthly	<ul style="list-style-type: none"> <li>• Thoroughly clean furniture</li> </ul>
Workshops	These areas contain machinery and equipment, and safety precautions should be taken when cleaning.	Daily	<ul style="list-style-type: none"> <li>• Empty bins</li> <li>• Dry mop or sweep floors</li> <li>• Wet mop areas that require it</li> </ul>
		Fortnightly	<ul style="list-style-type: none"> <li>• Dust windowsills and ledges</li> <li>• Spot clean walls</li> </ul>
		Monthly	<ul style="list-style-type: none"> <li>• Mop floors with detergent solution</li> <li>• Polish floors</li> </ul>
Gym, hall, and sports hall	In addition to cleaning and sanitising, it is the cleaner's responsibility to check for burned out light bulbs on a daily basis.	Daily	<ul style="list-style-type: none"> <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>• Dry mop and wet mop tiled floors</li> <li>• Spot clean walls and remove any graffiti</li> </ul>

Location	Description	Frequency	Action
		Weekly	<ul style="list-style-type: none"> <li>• Vacuum carpeted areas thoroughly</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, door frames</li> <li>• High dust areas above five feet</li> </ul>
		Annually	<ul style="list-style-type: none"> <li>• Reseal floor using manufacturer's recommended products</li> </ul>

## Appendix B: Cleaning Risk Assessment National College Template

**Important note:** *This risk assessment identifies typical examples and controls to illustrate how schools may manage certain risks. These can be used as a guide to think about hazards in your school and the steps needed to manage those risks. In order to be compliant with the law and protect your community, you must consider the specific hazards and controls your school needs and **must not** use this template without assessing your school's risks.*

### Name of school

Assessment conducted by:	Job title:	Covered by this assessment:
Date of assessment:	Review interval:	Date of next review:

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill health.	High (H)	H	Medium (M)
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor:</b> Causes physical or emotional discomfort.	M	L	L

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
Insufficient awareness of school procedures	Staff, pupils and visitors	<u>M</u>	<ul style="list-style-type: none"> <li>• The school has due regard for all relevant legislation, including:               <ul style="list-style-type: none"> <li>○ Health and Safety at Work etc. Act 1974</li> <li>○ The Control of Substances Hazardous to Health (COSHH) Regulations</li> <li>○ The PPE at Work Regulations 1992</li> <li>○ The Workplace (Health, Safety and Welfare) Regulations 1992</li> </ul> </li> <li>• The school has clear and effective procedures in the <a href="#">School Cleaning Policy</a> that all cleaning staff are familiar with.</li> <li>• Responsibility for ensuring cleaning is undertaken in line with the school's policies and procedures is assigned to the <a href="#">Trust Estate Manager</a>.</li> <li>• Cleaning staff raise any questions or concerns about school procedures with the Trust Estate Manager.</li> </ul>	<p><b>[Outline what additional steps are required in line with an assessment of your school's specific circumstances to eliminate the hazard or control the risk.]</b></p>	<u>Trust Estate Manager</u>	<u>Signature</u> <u>Date</u>

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
Manual handling	Cleaning staff		<ul style="list-style-type: none"> <li>• Cleaning staff follow procedures in the <a href="#">Manual Handling Policy</a>.</li> <li>• Basic manual handling training is provided to all cleaning staff.</li> <li>• Manual handling is minimised, with loads broken down into smaller, more manageable loads.</li> <li>• Cleaning equipment and supplies are stored on each floor level to avoid carrying up and down stairways.</li> <li>• Heavy items are stored at waist level.</li> <li>• Trolleys are used to help carry items and supplies.</li> <li>• Cleaning staff take care not to overfill containers, e.g. waste bags, buckets.</li> <li>• Long handled equipment, e.g. brushes and mops, are used where possible to minimise the need to stretch and stoop.</li> </ul>			
Improper use of equipment	Cleaning staff		<ul style="list-style-type: none"> <li>• Cleaning staff are provided health and safety training and instructed on the safe use of equipment.</li> <li>• Equipment is visually inspected prior to use, and any damage or defects are</li> </ul>			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<p>reported to the Trust Estate Manager for repair or replacement.</p> <ul style="list-style-type: none"> <li>The Trust Estate Manager undertakes monthly inspections of equipment and ensures it is maintained in line with the manufacturer's instructions.</li> </ul>			
COSHH	Staff, pupils and visitors		<p>Cleaning staff follow procedures in the <a href="#">COSHH Policy</a>.</p> <p>An up-to-date COSHH assessment is in place for each hazardous substance used.</p> <p>COSHH assessments accurately reflect the use and handling of the substance.</p> <p>A safety data sheet is kept and easily accessible for each hazardous substance used.</p> <p>Hazardous substances are stored in line with the manufacturer's instructions.</p> <p>Hazardous substances are clearly labelled.</p> <p>Cleaning items are stored securely in a <a href="#">locked cupboard</a> when not in use.</p>			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<p>No eating or drinking is permitted at the same time or in the same area that cleaning is taking place.</p> <p>All cuts, abrasions and grazes are suitably covered before cleaning.</p>			
Inadequate PPE provision	Cleaning staff		<p>A <u>PPE Risk Assessment</u> Form is completed for all cleaning activities to determine the PPE, if any, required.</p> <p>PPE is properly assessed before use to ensure it is fit for purpose.</p> <p>The need for PPE is reviewed in response to a change to the activity, conditions or if current PPE is deemed ineffective.</p> <p>The school provides all necessary PPE free of charge.</p> <p>PPE is stored and maintained in line with the manufacturer's instructions.</p> <p>Cleaning staff do not use PPE where it is damaged or defective.</p> <p>The <u>Trust Estate Manager</u> replaces PPE as required.</p>			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
Improper use of PPE	Cleaning staff		<p>Cleaning staff wear PPE as required at all times.</p> <p>Cleaning staff are instructed on the correct and safe use of PPE.</p> <p>Cleaning staff wash their hands before and after using PPE.</p> <p>The <b>Trust Estate Manager</b> supervises the use of PPE where appropriate to ensure it is used correctly.</p>			
Cuts and abrasions	Cleaning staff		<p>Cleaning staff follow procedures in the <b>First Aid Policy</b> for any incidents requiring treatment.</p> <p>Suitable PPE is worn, e.g. gloves, when handling potentially sharp items.</p> <p>Cleaning staff handle any sharp objects with care and wrap it securely before following appropriate disposal procedures.</p> <p>Fully stocked first aid kits are available throughout the school and clearly signposted.</p> <p>Where hazardous substances may have entered broken skin, cleaning staff follow the manufacturer's instructions</p>			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			and the COSHH assessment and seek medical advice as appropriate.			
Infectious diseases	Cleaning staff		<p>Cleaning staff follow procedures in the <a href="#">Infection Control Policy</a>.</p> <p>Sufficient handwashing facilities and disinfectant materials are available for cleaning staff to practice effective personal hygiene.</p> <p>Where enhanced cleaning regimes are required, cleaning staff are provided with clear instructions on any changes to the normal routine and procedures.</p> <p>Cleaning staff are advised on symptoms and advised to remain alert.</p> <p>Cleaning staff report any health concerns to their <a href="#">line manager</a>.</p> <p>Cleaning staff follow control measures in the <a href="#">Bodily Fluids Risk Assessment</a> and complete a <a href="#">Bodily Fluids Incident Reporting Form</a> as required.</p>			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
Lone working	Lone workers		<p>Cleaning staff follow procedures in the <u>Lone Worker Policy</u> as required.</p> <p>Lone working for cleaning staff is avoided wherever possible.</p> <p>Lone workers carry a mobile phone at all times.</p> <p>The lone worker notifies their <u>line manager</u> once their shift has finished.</p> <p>High-risk activities, e.g. cleaning at height, are not undertaken during lone working.</p>			
Slips, trips and falls	Staff, pupils and visitors		<p>Cleaning staff follow control measures in the <u>Slips, Trips and Falls Risk Assessment</u>.</p> <p>Suitable footwear is worn during cleaning.</p> <p>Cleaning staff ensure there is sufficient lighting available while cleaning.</p> <p>Cleaning staff use electrical sockets nearest to where they are working.</p> <p>Basic supplies to clean spillages are available in each area of the school.</p>			

Hazard	Who may be harmed	Risk rating L/M/H	Existing controls	Further action required	Assigned to	Completed
			<p>All staff spot clean spillages promptly and practice good housekeeping.</p> <p>Cleaning takes place outside of school hours as much as possible.</p> <p>Floors are dry mopped after cleaning.</p> <p>Wet floor signs are used as necessary.</p>			