



# School Cleaning Policy

## #ST3

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## **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.

## 1. Legal framework

This policy has due regard to all relevant legislation and 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'

This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- First Aid Policy
- COSHH Policy
- COSHH Risk Assessment
- Cleaning Risk Assessment
- Infection Control Policy

## 2. Roles and responsibilities

The employer, who is the TCAT Governing Board, 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 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 Site 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 Site 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**

The Cleaning Schedule 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 manufacturer's 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 Site 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 annually to ensure that they still adequately control all risks involved and will be held by the Trust Site 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 Site 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 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.

## **10. Reporting**

All accidents and incidents will be immediately reported to the Trust Site 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 the school premises, in line with the 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 TCAT 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 Site Manager in collaboration with the Cleaner in Charge will monitor the performance of cleaning staff and cleaning procedures.

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

The Trust Site 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 safely and effectively begin their duties.

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

## **18. 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 and Chief Finance Officer in conjunction with Headteacher/Heads of School, Trust Site Manager, and the Governing Board. Any changes made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to all members of staff.

The next scheduled review date for this policy is 31<sup>st</sup> August 2026.

Signed by:

_____	Executive Headteacher/CEO	Date: _____
_____	Chair of Governing Board	Date: _____

## Schedule of revisions

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## 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	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>

Location	Description	Frequency	Action
	be taken in situations where specialist equipment is present.	Weekly	<ul style="list-style-type: none"> <li>• Dust furniture surfaces</li> <li>• Damp clean desk and table tops</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> <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 table tops</li> <li>• Vacuum all carpeted areas</li> <li>• Clean door surfaces</li> </ul>
		Monthly	<ul style="list-style-type: none"> <li>• Dust vents, lights, pipes, window blinds, 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> </ul>

Location	Description	Frequency	Action
			<ul style="list-style-type: none"> <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>
		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 table tops</li> <li>• Empty bins</li> <li>• Dry mop floors</li> <li>• Wet mop floors</li> <li>• Vacuum carpets and mats</li> <li>• Disinfect drinking fountains</li> </ul>
		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	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> </ul>

Location	Description	Frequency	Action
	check for burned out light bulbs on a daily basis.		<ul style="list-style-type: none"> <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>
		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>