



Diocese of Norwich
St Benet's
Multi Academy Trust

[Academy Name]

Trust Wide Cleaning Policy

Policy Type:	Model Policy
Approved By:	Board of Trustees Finance, Audit and Resources Committee
Approval Date:	04/02/2019
Date Adopted by LGB:	dd/mm/yyyy
Review Date:	February 2021
Person Responsible:	Head of Operations

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Aims and objectives

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

Key roles and responsibilities

- 1.1. The Head Teacher has overall responsibility for the implementation of the Cleaning and Maintenance Policy of the academy.
 - 1.2. The Head Teacher has overall responsibility for ensuring that the Cleaning and Maintenance Policy, as written, does not discriminate against any of the protected characteristics.
 - 1.3. The Head Teacher has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.
 - 1.4. The Site Manager will be responsible for overseeing the day to day cleaning and for organizing a scheduled deep clean annually or in accordance with the cleaning schedule.
 - 1.5. The cleaning and maintenance staff are managed by the Site Manager.
 - 1.6. The Site Manager will be responsible for the day-to-day implementation and management of the Cleaning and Maintenance Policy of the academy
 - 1.7. The Site Manager will be responsible for any and all equipment used in the maintenance of the school premises.
2. Maintenance
- 2.1. Maintenance tasks will be recorded via the Premises Record which can be accessed [\[insert location of records here\]](#).
 - 2.2. Equipment used to maintain school premises must be checked before use. If there is any damage or deterioration, this must be reported immediately to the Site Manager and the equipment must not be used.
 - 2.3. Ladders and other equipment designed for working at height must be checked prior to use and regularly maintained as per the School Maintenance Plan.
 - 2.4. Outside contractors must have their own insurance to work on the premises.
3. Cleaning
- 3.1. The school's Cleaning Risk Assessment will be reviewed annually.
 - 3.2. If instructions on cleaning chemicals recommend that eye protection should be worn, this must be done.
 - 3.3. Products must be diluted as directed.
 - 3.4. Cleaning products must not be mixed.
 - 3.5. Bodily fluids, blood and vomit must be cleaned as soon as possible after they are discovered to prevent the spread of communicable diseases.
 - 3.6. To avoid cross-contamination, different cloths must be used for different areas.
 - 3.7. The school will be cleaned according to the School Cleaning Schedule.

- 3.8. During outbreaks of infectious disease, the academy must contact the Head of Operations at the Trust to determine if the outbreak is reportable to Public Health England. The Trust and the Headteacher have the authority to close the school and mandate a deep clean. Further information and guidance on control of diseases can be found [here](#)
- 3.9. Ladders should only be used if necessary and the correct ladder for the job must be used as per Working at Heights training.
- 3.10. Cleaners will refer to COSHH (Control of Substances Hazardous to Health) Regulations for further guidance on cleaning chemicals.

Appendix 1 – School cleaning schedule

School cleaning schedule

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

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

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

School deep clean schedule

Action	Initials	Comments
Preparing rooms		
Take digital photos of all aspects of room for easy re-setting of furniture and wall art.		
Remove artwork, bulletins and paperwork from notice boards.		
Remove artwork, bulletins and paperwork from doors.		
Remove artwork, bulletins and paperwork from windows and glass panels.		
Remove all detritus from table tops, work benches and desks.		
Temporarily store books and folders from book cases and cupboards (including walk in cupboards).		
Temporarily store all stationery.		
Dry Rooms: Once per year		
Furniture - classroom and specialist seating/OT equipment		
Scrape gum from all furniture (if required).		
Remove tape, glue, paint and dirt from tops, sides, bottoms and insides of all furniture.		
Remove residue of tape and cleaning chemicals.		
Report any broken or damaged furniture to the Site Manager.		
Vacuum upholstered chairs and curtains.		
Vacuum tops of tall fixtures.		
Clean fire extinguishers.		
Steam clean all OH seating and equipment		
Floors		
Remove all furniture not fixed to the ground.		
Remove all excessive (chemical) build-up from floor.		
Thoroughly scrub and disinfect floor.		
Refinish floor as per manufacturer guidelines.		
Vacuum carpets and rugs.		
Wet vacuum carpets and rugs.		
Clean grouting.		

Action	Initials	Comments
Surfaces		
Wash all painted surfaces.		
Replace light bulbs that no longer work.		
Clean and grout all tiled areas.		
Report graffiti that cannot be removed to the Site Manager.		
Windows		
Wash windows inside.		
Wash non-porous blinds.		
Clean all interior glass.		
Wet rooms: Three times per year		
Lavatories and showers		
Scrub and disinfect all fixtures.		
Scrub and disinfect all surfaces.		
Remove smudges, fingerprints and graffiti from dispensers.		
Empty and disinfect all bins.		
Remove mould and disinfect tiled areas.		
Grout tiled surfaces.		
Clean, disinfect and remove graffiti from partitions, doors and door handles.		
Clean, disinfect and polish chrome and metal work.		
Vacuum vents and tops of tall fixtures.		
Eliminate unpleasant odours.		
Report graffiti that cannot be removed to the Site Manager.		
Report any broken or damaged furniture or fixtures to the Site Manager.		
Kitchens and dining areas		
Dismantle and thoroughly clean all kitchen appliances.		
Unplug all electrical equipment and check for damage.		
Cover all plug sockets with waterproof tape.		
Power wash or spray walls, racks and other fixed items removing dust, grease and other debris.		
Disinfect all food preparation areas.		
Steam clean and wet-vac all floors.		
Check ceiling for dust, debris and grease build up.		
Report any damaged electrical equipment, surfaces or fixtures to the Site Manager.		
Scrape gum from all furniture (if required).		
Remove residue of cleaning chemicals.		
Report any broken or damaged furniture to the Site Manager.		
Clean fire extinguishers.		

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

Appendix 2 – Cleaning risk assessment

Risk Assessment for: Cleaning of the school and school site		
School Name:	Assessment by:	Date:
1st Review Date Due :	Approval by:	Date:

Hazard / Risk	Who might be harmed?	How might they be harmed?	What are the Normal control measures?	What, if any, further measures	By whom	By when	Completed
Use of electrical equipment	Cleaning staff, Colleagues, Children, Visitors	Electrical shock, Burns, Fire Power leads present a tripping hazard (Cuts / abrasions, muscular skeletal and other physical injuries)	<ul style="list-style-type: none"> • Users conduct a pre-use check of equipment. • Electrical equipment subject to regular safety inspection and testing ('PAT testing'). • Extension leads and adaptors are used only where necessary – 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. • There is a system in place for reporting faults and removing faulty/out-of-date equipment. 				

• Hazard / Risk	Who might be harmed?	How might they be harmed?	What are the Normal Control Measures?	What, if any, further measures	By whom	By when	Completed
Exposure to diseases	Cleaning staff, Colleagues, Children, Visitors	Disease / infections	<ul style="list-style-type: none"> • Potential hazardous waste, such as vomit and bodily fluids, must be disposed of correctly and contaminated surfaces properly disinfected. • Disposable gloves and aprons must be used for all activities that may result in contamination of clothing with blood, bodily fluids or faeces. • The gloves and aprons are 'double bagged' and disposed of appropriately after a single use. • 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. 				
Slips trips and falls	Cleaning staff, Colleagues, Children, Visitors	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> • All spillages must be dealt with immediately. • Wet floor signs to be used when appropriate. • 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. 				

• Hazard / Risk	Who might be harmed?	How might they be harmed?	What are the Normal Control Measures?	What, if any, further measures	By whom	By when	Completed
<p>Use of cleaning chemicals / detergents</p>	<p>Cleaning staff, Colleagues, Children, Visitors</p>	<p>Irritation / harm to eyes, nose and upper respiratory tract</p> <p>Skin sensitization / disorders</p>	<ul style="list-style-type: none"> • 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. gloves, goggles 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. • Labels must be read before using potentially harmful substances. 				
<p>Lone working – working in school alone in isolated locations</p>	<p>Cleaning staff, Colleagues, Children, Visitors</p>	<p>Accident / injury, Physical assault, delayed assistance in emergency</p> <p>Cuts / abrasions, muscular skeletal and other physical injuries</p>	<ul style="list-style-type: none"> • Ensure there is adequate lighting. If possible, follow different procedure daily. • On site security system, controlled access to building e.g. through coded 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). 				

Additional Control Measures	Action by Whom?	Action by When?	Action Completed?
Comprehensive induction process for new staff members undertaking cleaning duties.	Site Manager	Within 1 week of commencing role	
COSHH training for premises staff	All staff		Training completed April 2014 On-line training available for new staff