



# Newport Infant School

## Cleaning and Maintenance Policy

Date of Policy Creation/Last Review	May 2020
Policy Lead	Chris Pierce
Date of Policy Adoption by Governing Body	June 2020
Frequency of Review	Three yearly
Next Review Date	May 2023
Policy Category	Health and Safety

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## **Aims and Objectives**

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

## **Key roles and responsibilities**

- The Headteacher has overall responsibility for the implementation of the Cleaning and Maintenance Policy of Newport Infant School
- The Headteacher has overall responsibility for ensuring that the Cleaning and Maintenance Policy, as written, does not discriminate against any of the protected characteristics
- The Headteacher has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy
- The Caretaker will be responsible for overseeing the day to day cleaning and for organising a scheduled deep clean annually or in accordance with the cleaning schedule
- The cleaning staff are managed by the Senior Administrator
- The Caretaker will be responsible for the day-to-day implementation and management of the Cleaning and Maintenance Policy of Newport School
- The Caretaker will be responsible for any and all equipment used in the maintenance of the school premises.

## **Maintenance**

- Maintenance tasks will be recorded via the issues logging system
- 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
- Ladders and other equipment designed for working at height must be checked prior to use and regularly maintained as per the School Maintenance Plan
- Outside contractors must have their own insurance to work on the premises.

## **Cleaning**

- The school's Cleaning Risk Assessment will be reviewed annually
- 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, different cloths must be used for different areas.
- The school will be cleaned according to the School Cleaning Schedule
- During outbreaks of infectious disease, the Chair of the Governing Board has the authority to close the school and mandate a deep clean
- Ladders should only be used if necessary and the correct ladder for the job must be used as per Working at Heights training
- Cleaners will refer to COSHH (Control of Substances Hazardous to Health) Regulations for further guidance on cleaning chemicals

## Appendix 1 Checklist to clean and disinfect surfaces after a suspected case of COVID-19.

### Deep clean: checklist

#### Equipment

#### Personal protective equipment (PPE)

For all of the tasks below, you need to wear:

- Disposable gloves and apron - wash your hands with soap and water for 20 seconds once you remove these
- If there's a higher level of contamination (e.g. if the individual with suspected coronavirus has slept somewhere) or there's visible contamination with body fluids, you might need to wear a surgical mask or full-face visor. Speak to Chris Pierce to find out if you need one

#### Cleaning equipment

To clean all hard surfaces, you need to use **disposable** equipment including:

- Cloths/paper roll
- Mop heads

#### Cleaning requirements

ITEMS TO COVER	MEASURES TO TAKE	CLEANING PRODUCTS	✓
All objects which are visibly contaminated with bodily fluids	<ul style="list-style-type: none"><li>• Clean and disinfect</li><li>• Avoid creating splashes and spray when cleaning</li></ul>	<ul style="list-style-type: none"><li>• A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine</li></ul>	
All potentially contaminated high-contact areas, including: <ul style="list-style-type: none"><li>• Bathrooms</li><li>• Door handles</li><li>• Telephones</li><li>• Grab-rails in corridors and stairwells</li><li>• Floors</li><li>• Chairs</li></ul> You don't need to specially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids	<ul style="list-style-type: none"><li>• Clean and disinfect</li><li>• Avoid creating splashes and spray when cleaning</li></ul>	Use the same product as above	

ITEMS TO COVER	MEASURES TO TAKE	CLEANING PRODUCTS	✓
<p>All potentially contaminated fabric items, including:</p> <ul style="list-style-type: none"> <li>• Curtains</li> <li>• Cushion covers</li> </ul> <p>Plus anything used for transporting the fabric items</p>	<ul style="list-style-type: none"> <li>• Wash items in accordance with the manufacturer's instructions</li> <li>• Use the hottest setting you can</li> <li>• Dry items completely</li> <li>• Clean and disinfect anything used for transporting laundry</li> </ul>	<ul style="list-style-type: none"> <li>• Standard detergent</li> <li>• Standard cleaning products to clean and disinfect anything used to transport the items</li> </ul>	
Items that can't be laundered, e.g. upholstered furniture	Steam clean	N/A	
Items that are heavily soiled or contaminated with body fluids	Dispose of these items (see instructions below)	N/A	

### Waste disposal requirements

MEASURES TO TAKE	✓
Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full	
<p>Place these bags in a suitable and secure place away from children and mark them for storage.</p> <p>Wait until you know the person's coronavirus test results to take the waste out of storage</p>	
<ul style="list-style-type: none"> <li>• If the individual tests negative, put the bags in with the normal waste</li> <li>• If the individual tests positive: <ul style="list-style-type: none"> <li>• store it in the Boiler Room for at least 72 hours before putting in with the normal waste</li> </ul> </li> </ul>	

## Appendix 2 – School cleaning schedule

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

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Location	Description	Frequency	Action
		Weekly	<ul style="list-style-type: none"> <li>Dust furniture surfaces.</li> <li>Damp clean desk and table tops</li> <li>Damp clean chairs</li> <li>Clean door surfaces</li> </ul>
		Fortnightly	<ul style="list-style-type: none"> <li>Clean vinyl floors with floor cleaning machine</li> </ul>
		Monthly	<ul style="list-style-type: none"> <li>Dust vents, lights, pipes, window blinds, door frames.</li> <li>High dusting of areas above 5 feet.</li> <li>Vacuum upholstered furniture</li> </ul>
Offices, Library and Staffroom	In addition to cleaning and sanitising, it is the cleaner's responsibility to check for light bulbs that no longer work on a daily basis.	Daily	<ul style="list-style-type: none"> <li>Empty bins.</li> <li>Vacuum all areas.</li> <li>Spot cleaning soiled areas of carpet.</li> <li>Dry mop vinyl floors.</li> <li>Wet mop vinyl floors.</li> <li>Clean glass in doors; partitions and lifts.</li> <li>Vacuum upholstered furniture</li> </ul>
		Weekly	<ul style="list-style-type: none"> <li>Dust furniture surfaces and window sills.</li> <li>Damp clean desk and table tops.</li> <li>Vacuum all carpeted areas.</li> <li>Clean door surfaces.</li> </ul>
		Monthly	<ul style="list-style-type: none"> <li>Dust vents, lights, pipes, window blinds and door frames.</li> <li>High dusting of areas above 5 feet.</li> </ul>



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Lavatories, and First Aid Room	These are high traffic areas as well as susceptible to bacteria and germs and require regular disinfecting.	Daily	<ul style="list-style-type: none"> <li>• Empty bins.</li> <li>• Thoroughly clean and disinfect toilets</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> <li>• Wipe door handles with disinfectant wipe/solution</li> </ul>
		Weekly	<ul style="list-style-type: none"> <li>• Damp clean and wipe cubicle partitions thoroughly.</li> <li>• Dust walls and ceiling vents.</li> <li>• Clean doors and wall tiles.</li> <li>• Check drains and clean if necessary</li> </ul>
		Fortnightly	<ul style="list-style-type: none"> <li>• Descale fixtures.</li> <li>• Scrub floor.</li> </ul>

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Location	Description	Frequency	Action
School Hall, Great Grub Club Staffroom	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 and spot clean floors using recommended solution.</li> <li>• Wet mop floors.</li> <li>• Vacuum carpets and mats.</li> <li>• Clean sinks</li> <li>• Wipe down surfaces with disinfectant wipes/solution</li> <li>• Wipe door handles with disinfectant wipe/solution</li> <li>• Remove scuff marks from floor</li> </ul>
		Weekly	<ul style="list-style-type: none"> <li>• Clean interior door glass.</li> <li>• Spot clean walls.</li> <li>• Dust furniture and fire extinguishers.</li> <li>• Wash vinyl floors with floor cleaning machine</li> </ul>
		Fortnightly	<ul style="list-style-type: none"> <li>• Dust vents, lights, pipes, window blinds and door frames.</li> <li>• High dusting of areas above 5 feet.</li> </ul>
		Monthly	<ul style="list-style-type: none"> <li>• Thoroughly clean furniture.</li> </ul>

**School deep clean schedule**

Action	Initials	Comments
<b>Dry Rooms: Once per year</b>		
<b>Furniture - classroom and specialist seating/OT equipment</b>		
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 Caretaker.		
Vacuum upholstered chairs and curtains.		
Vacuum tops of tall fixtures.		
Clean fire extinguishers.		
<b>Floors</b>		
Remove all furniture not fixed to the ground.		
Remove all excessive (chemical) build-up from floor.		
Thoroughly scrub and disinfect floor.		
Refinish floor as per manufacturer guidelines.		
Vacuum carpets and rugs.		
Wet vacuum carpets and rugs.		
Clean grouting.		
<b>Surfaces</b>		
Wash all painted surfaces.		
Replace light bulbs that no longer work.		
Clean and grout all tiled areas.		
Report graffiti that cannot be removed to the Site Manager.		
<b>Windows</b>		
Wash windows inside.		
Wash non-porous blinds.		
Clean all interior glass.		

<b>Wet rooms: Three times per year</b>		
<b>Lavatories and showers</b>		
Scrub and disinfect all fixtures.		
Scrub and disinfect all surfaces.		
Remove smudges, fingerprints and graffiti from dispensers.		
Empty and disinfect all bins.		
Remove mould and disinfect tiled areas.		
Grout tiled surfaces.		
Clean, disinfect and remove graffiti from partitions, doors and door handles.		
Clean, disinfect and polish chrome and metal work.		
Vacuum vents and tops of tall fixtures.		
Eliminate unpleasant odours.		
Report graffiti that cannot be removed to the Site Manager.		
Report any broken or damaged furniture or fixtures to the Site Manager.		

Appendix 3 - Cleaning Risk Assessment

<b>Risk Assessment for:</b> <b>Cleaning of the school and school site</b>		
<b>School Name:</b>	<b>Assessment by:</b>	<b>Date:</b>
<b>1<sup>st</sup> Review Date Due :</b>	<b>Approval by:</b>	<b>Date:</b>

Hazard / Risk	Who might be harmed?	How might they be harmed?	What are the Normal control measures?	What, if any, further measures are Required?	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"> <li>• Users conduct a pre-use check of equipment.</li> <li>• Electrical equipment subject to regular safety inspection and testing ('PAT testing').</li> <li>• Extension leads and adaptors are used only where necessary - keeping trailing leads to a minimum.</li> <li>• The nearest available socket will always be used.</li> <li>• Mains powered portable equipment to be protected by a RCD (Residual Current Device) in higher risk situations, e.g. equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed.</li> <li>• There is a system in place for reporting faults and removing faulty/out-of-date equipment.</li> </ul>				

<b>Hazard / Risk</b>	<b>Who might be harmed?</b>	<b>How might they be harmed?</b>	<b>What are the Normal Control Measures?</b>	<b>What, if any, further measures are required?</b>	<b>By whom?</b>	<b>By when?</b>	<b>Completed</b>
<b>Exposure to diseases</b>	Cleaning staff, Colleagues, Children, Visitors	Disease / infections	<ul style="list-style-type: none"> <li>Potential hazardous waste, such as vomit and bodily fluids, must be disposed of correctly and contaminated surfaces properly disinfected.</li> <li>PPE must be used for all activities that may result in contamination of clothing with blood, bodily fluids or faeces.</li> <li>PPE is 'double bagged' and disposed of appropriately after a single use.</li> <li>Regular waste collections are scheduled for clinical waste.</li> <li>Adequate provision for hand washing (soap, hot water) is readily available.</li> <li>All wounds on exposed skin are suitably covered.</li> </ul>				
<b>Slips trips and falls</b>	Cleaning staff, Colleagues, Children, Visitors	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> <li>All spillages must be dealt with immediately.</li> <li>Wet floor signs to be used when appropriate.</li> <li>Floors are dry mopped after cleaning up initial spillage.</li> <li>Appropriate footwear worn at all times.</li> <li>Pupils, visitors etc. are kept away from spillage area during cleaning.</li> <li>There is adequate external lighting during working hours.</li> </ul>				

• Hazard / Risk	Who might be harmed?	How might they be harmed?	What are the Normal Control Measures?	What, if any, further measures are required ?	By whom?	By when ?	Completed
<b>Use of cleaning chemicals/ detergents</b>	Cleaning staff, Colleagues, Children, Visitors	Irritation / harm to eyes, nose and upper respiratory tract  Skin sensitisation/ disorders	<ul style="list-style-type: none"> <li>• Less hazardous chemicals used wherever possible.</li> <li>• Material Safety Data Sheet for substances obtained from supplier and guidance followed.</li> <li>• COSHH Assessment completed for all hazardous chemicals and control measures implemented.</li> <li>• Appropriate Personal Protective Equipment (e.g. gloves, goggles etc.) provided and worn where identified in a COSHH assessment.</li> <li>• Chemicals stored appropriately and access restricted when in use. Activities undertaken outside of school hours where possible.</li> <li>• All spillages are cleaned immediately.</li> <li>• All containers are clearly labelled.</li> <li>• Labels must be read before using potentially harmful substances.</li> </ul>				

<b>Lone working</b> - working in school alone in isolated locations	Cleaning staff, Colleagues, Children, Visitors	Accident / injury, Physical assault, delayed assistance in emergency  Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> <li>• Ensure there is adequate lighting. If possible, follow different procedure daily.</li> <li>• Onsite security system, controlled access to building e.g. through coded doors etc.</li> <li>• Challenging unknown visitors, where safe to do so.</li> <li>• A mobile phone is carried by the lone worker.</li> <li>• Time spent working alone is reduced as far as is reasonably practicable.</li> <li>• The manager is notified at the start and end of shifts.</li> <li>• Only agreed tasks are to be undertaken.</li> <li>• High risk activities are avoided (e.g. working at height).</li> </ul>				
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<b>Additional Control Measures</b>	<b>Action by Whom?</b>	<b>Action by When?</b>	<b>Action Completed?</b>
Comprehensive induction process for new staff members undertaking cleaning duties.	Headteacher	Within 1 week of commencing role	
COSHH training for premises staff	All staff		Training completed May 2020 On-line training available for new staff

**DATE OF REVIEW:**