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'Every child, every chance, every day'
'Pob plentyn, pob cyfle, pob dydd'

Policy Number	Date Reviewed	Date Adopted	Date of Next Review
YBGP13	June 2020	July 2020	June 2023

Model Cleaning and Maintenance Procedure for Schools



1. Introduction

Under the Workplace (Health, Safety and Welfare) Regulations 1992 (as amended), the adequate cleaning of work premises is a legal requirement. This document is designed to manage the cleaning and maintenance of [insert school name]. It should be used in conjunction with the school's Health and Safety Policy.

The staff, pupils and parents at [insert school name] have the right to expect an attractive, clean and safe environment. The governing body is dedicated 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 standard are to:

- Enhance the appearance of the school, 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 school property including fabrics, fixtures and fittings.
- Ensure warranties are not invalidated.

This document is distributed to all cleaners working at the school when they begin their employment. It must not be viewed as a final job description; all cleaning staff can be called upon by their supervisor to undertake additional tasks within their competence.

2. Legislative framework

This document 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 Education (School Premises) Regulations 1999
- 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 This document will be

implemented in conjunction with the school's:

- Health and Safety Policy.
- First Aid arrangements.

3. Responsibilities

The Headteacher has a duty to provide:

- Competent cleaning staff who have been subject to appropriate DBS checks.
- 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.

[The above duties may be delegated to the School Business Manager].

Cleaning staff 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 to them.
- Report incidents to the School Business Manager as soon as possible.

4. 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 school, 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 in science laboratories and medical rooms).

5. Work schedules

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.
- 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 6-12 week cycles; these include the dusting of venetian blinds, carpets and fabric cleaning, and the deep cleaning of kitchens and equipment.

An example cleaning schedule for a typical school is provided in Appendix 1.

6. 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.

7. 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 when the cleaning involves wet floor surfaces.
- Check all cleaning equipment for damage or wear.
- Report any defective or damaged equipment to the School Business 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.
- 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.

8. 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.

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 the school's staff, the School Business Manager must be informed so that effective controls can be put in place.

A selection of model risk assessments for various cleaning activities are available for viewing on the Hwb website.

9. 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.

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

10. COSHH (See also Appendix 4)

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 school 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.

11. Reporting

All accidents and incidents will be immediately reported to the School Business Manager, who will follow the accident reporting procedure outlined in the school's Health and Safety Policy.

12. Storage areas

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

13. Use of containers

Cleaning materials are commonly supplied in large drums or 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.

14. Infection control

To prevent an infection outbreak (e.g. COVID-19), 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.

Further information on cleaning requirements related to COVID-19 can be found in Appendix 2.

15. 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 and disposable hand towel dispensers are clean and well-stocked.
- Disposing of discarded towels.

16. 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.
 - Contracting a recognised pest controller to inspect the school on a regular basis. **17.**

Graffiti

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

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

18. Chewing gum

The school operates a full ban on chewing gum. If removal of chewing gum is required, a dry steam machine may be hired to disintegrate the gum.

19. 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 are required to replenish and dispose of sanitary products.

Cleaners will report cracks, leaks and broken surfaces to the School Business Manager as soon as possible.

Guidance on cleaning standards for school toilets may be found on the Hwb website.

20. Kitchens

The school will ensure high levels of cleanliness in any kitchen environment. 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 will list 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 school.

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 School Business Manager and/ or NEWydd Catering and Cleaning as soon as possible.

A guide to colour coding for cleaning equipment is included in Appendix 3.

21. Computer equipment

When cleaning computers, staff should:

- Use a vacuum to remove dirt, dust and hair from around the computer, on the casing, and on the keyboard.
- Turn off the computer before cleaning.
- Be careful not to adjust any controls or disconnect any leads.

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.

22. Toys and Equipment

All toys and equipment must be safe for use and well maintained to reduce the risk of spreading harmful germs. All toys must carry a BS, BSI or CE mark. Where possible buy toys and equipment that can be easily cleaned. Store toys in a clean container and don't let children take toys into toilet areas.

N.B. Reusable equipment that has been cleaned but is not in use will be stored separately from used equipment and away from where equipment cleaning takes place.

Equipment must be cleaned:

- Between use
- After blood and/body fluid contamination
- At regular intervals as part of an equipment cleaning schedule

- Before servicing and repair

See Appendix 9 [here](#) for information on Keeping Toys and Equipment Clean.

23. Carpets

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

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.

24. Windows

Window cleaning is undertaken by the cleaning staff.

The school will conduct a risk assessment to ensure that all legal duties are being met.

The school will ensure that employees comply with all Work at Height Regulations.

25. 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.

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.
 - Get them 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.

26. 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.

27. 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 reminded of their responsibilities, including:

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

Guidance on donning and doffing PPE be found [here](#).

28. 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.
- Ensuring equipment such as floor buffer machines have low vibration and noise characteristics.
- Cleaning equipment after use.

29. Measuring performance

The School Business Manager is responsible for the continuous monitoring of school cleaners' performance.

The School Business Manager will respond promptly to any reports or complaints of inadequate cleaning standards.

The School Business Manager will carry out occasional no-notice inspections to monitor if the work schedule is being followed.

30. Training and supervision

Cleaning staff will be appropriately trained and supervised.

Training will be conducted in-house and obtained from a number of external providers e.g. NEWydd Catering and Cleaning **[name of other providers if relevant]**.

New 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 the school's 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.

For information and advice on training opportunities for cleaners please contact NEWydd Catering and Cleaning on XXXXXXXX or via e-mail contact@newydd.wales

31. Productivity

The Headteacher/School Business Manager is 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

32. Assisting cleaning staff

All school staff are required to help keep the school clean and tidy. School 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.

School staff can 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.

33. Environmentally friendly cleaning

The school ensures 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.

34. Document review

This document is reviewed [insert frequency of review e.g. every two years] by [insert reviewer e.g. Headteacher and/ or School Business Manager].

Ratification

This cleaning procedure was agreed and adopted by our Governing Body (optional).

School Cleaning Schedule Example (normal operations)

Location	Description	Frequency	Action	Monitor and record (signed by the person responsible for the cleaning)						
				Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Entrances, hallways and corridors	These areas are generally the first areas seen by anybody visiting [insert school name] including pupils and staff members. They offer a first impression of [insert school name].	Daily	<input type="checkbox"/> Sweep <input type="checkbox"/> Vacuum <input type="checkbox"/> Mop Remove chewing gum Clean entrance door glass							
		Weekly	<input type="checkbox"/> Dust tops of lockers/cabinets Clean glass partitions, display cases and interior door glass Spot-clean finger marks from surfaces <input type="checkbox"/> Dust furniture <input type="checkbox"/> Polish floors in non-carpeted areas							
		Monthly	<input type="checkbox"/> Dust vents, lights, pipes, window blinds, door frames <input type="checkbox"/> High dust areas above five feet							
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"> • <input type="checkbox"/> Empty bins Clean whiteboards and/or chalkboards • <input type="checkbox"/> Vacuum high traffic areas • <input type="checkbox"/> Spot clean soiled areas of carpet <input type="checkbox"/> Dry mop tiled floors Wet mop tiled floors Clean glass in doors and partitions 							

APPENDIX 1

		Weekly	<input type="checkbox"/> <input type="checkbox"/> Dust furniture surfaces Damp clean desk and table tops								
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			<input type="checkbox"/> Vacuum all carpeted areas <input type="checkbox"/> Clean door surfaces								
		Monthly	<input type="checkbox"/> Polish floors in non-carpeted areas <input type="checkbox"/> Dust vents, lights, pipes, window blinds, door frames <input type="checkbox"/> High dust areas above five feet <input type="checkbox"/> Vacuum upholstered furniture								

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"> • <input type="checkbox"/> Empty bins Clean white boards and/or chalkboards • <input type="checkbox"/> Vacuum high traffic areas • <input type="checkbox"/> Spot clean soiled areas of carpet <input type="checkbox"/> Dry mop tiled floors Wet mop tiled floors Clean glass in doors and partitions 								
		Weekly	<input type="checkbox"/> <input type="checkbox"/> Dust furniture surfaces Damp clean desk and table tops <input type="checkbox"/> Vacuum all carpeted areas <input type="checkbox"/> Clean door surfaces								
		Monthly	<input type="checkbox"/> Dust vents, lights, pipes, window blinds, door frames								

APPENDIX 1

			<input type="checkbox"/> High dust areas above five feet							
Lavatories, showers and changing rooms	These are high traffic areas and require regular disinfecting.	Twice Daily	<input type="checkbox"/> Empty bins <input type="checkbox"/> Thoroughly clean and disinfect toilets and urinals <input type="checkbox"/> Thoroughly clean and disinfect shower rooms and changing rooms <input type="checkbox"/> Restock dispensers <input type="checkbox"/> Clean mirrors <input type="checkbox"/> Clean sinks <input type="checkbox"/> Polish stainless steel and							
			chrome surfaces <input type="checkbox"/> Spot wash walls, lockers and partitions <input type="checkbox"/> Dry mop floors <input type="checkbox"/> Wet mop floors with disinfectant							
		Weekly	<input type="checkbox"/> Damp clean and polish partitions thoroughly <input type="checkbox"/> Dust walls and ceiling vents <input type="checkbox"/> Clean doors and wall tiles <input type="checkbox"/> Check drains and clean if necessary							
		Twice Monthly	<input type="checkbox"/> Descale fixtures <input type="checkbox"/> Scrub floors							

APPENDIX 1

Food preparation and lunch areas	These are high traffic areas where food is eaten and, as such, require regular disinfecting.	Daily	<input type="checkbox"/> <input type="checkbox"/> Disinfect table tops <input type="checkbox"/> <input type="checkbox"/> Empty bins <input type="checkbox"/> <input type="checkbox"/> Dry mop floors Wet mop floors Vacuum carpets and mats Disinfect drinking fountains							
		Weekly	<input type="checkbox"/> Clean glass partitions, display cases and interior door glass <input type="checkbox"/> <input type="checkbox"/> Spot clean walls Dust furniture and fire extinguishers <input type="checkbox"/> Polish floors in non-carpeted areas							
		Fortnightly	<input type="checkbox"/> Dust vents, lights, pipes, window blinds and door frames <input type="checkbox"/> High dust areas above five feet							
		Monthly	<input type="checkbox"/> Thoroughly clean furniture							
Workshops	These areas contain machinery and equipment and safety precautions should be taken when cleaning.	Daily	<input type="checkbox"/> <input type="checkbox"/> Empty bins <input type="checkbox"/> Dry mop or sweep floors Wet mop areas that require it							
		Fortnightly	<input type="checkbox"/> Dust windowsills and ledges							
			<input type="checkbox"/> Spot clean walls							
		Monthly	<input type="checkbox"/> Mop floors with detergent solution <input type="checkbox"/> Polish floors							

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"> • <input type="checkbox"/> Empty bins Dry mop and spot clean floors using recommended solution <input type="checkbox"/> Clean glass in doors and partitions <input type="checkbox"/> Vacuum high traffic carpeted areas • <input type="checkbox"/> Dust furniture <input type="checkbox"/> Dry mop and wet mop tiled floors Spot clean walls and remove any graffiti 							
		Weekly	<ul style="list-style-type: none"> <input type="checkbox"/> Vacuum carpeted areas thoroughly <input type="checkbox"/> <input type="checkbox"/> Clean door surfaces <input type="checkbox"/> Vacuum upholstered furniture <input type="checkbox"/> Clean and polish brass or chrome <input type="checkbox"/> Remove scuff marks from floors 							
		Monthly	<ul style="list-style-type: none"> <input type="checkbox"/> Dust vents, lights, pipes, window blinds, door frames <input type="checkbox"/> High dust areas above five feet 							
		Annually	<ul style="list-style-type: none"> <input type="checkbox"/> Reseal floor using manufacturer's recommended products 							

***NOTE:** The cleaning schedule shown above is an example that has been adopted by another Primary School (non-Flintshire). Each school in Flintshire is different and you will therefore need to develop a cleaning schedule to suit your own particular situation / circumstances. If you require further advice or guidance on this please contact NEWydd Catering and Cleaning.

Cleaning Requirements for COVID-19

Background

Experience of new coronaviruses (SARS-CoV and MERS-CoV) has been used to inform this guidance. The risk of infection depends on many factors, including:

- the type of surfaces contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

Principles of cleaning

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- **all potentially contaminated high-contact areas such as bathrooms, door handles, light switches, telephones, handrails, grab-rails in corridors and stairwells**

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

or

- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

or

- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Further information can be found in Public Health England guidance document [Covid-19: Decontamination in non-healthcare settings](#)

A Guide to Colour Coding for Cleaning Equipment

Cross-contamination is one of the highest risks in the spread of infection. To most effectively reduce this risk, we strongly recommend that everyone in the cleaning industry follows the same procedures that have been outlined by the British Institute of Cleaning Science.

To standardise cleaning practices in terms of the prevention of cross-contamination in an easy-to-understand way, the British Institute of Cleaning Science (BICSc) developed and refined their Recommended Colour Chart for the Cleaning Industry. Particular colours are designated to cleaning areas in which certain risks have been identified. These colours can then be transferred as colour coding on cleaning equipment and products which are to be used in these areas only (see below). This will help to set apart these cleaning items so helping to prevent the transfer of bacteria through cross contamination to other areas. The need for colour coding is particularly significant in hospitals and other healthcare sites where it is especially important to promote thorough hygiene standards but this is of course good practice in any setting.

The Four Colours

There are four colours in the BICSc colour scheme: red, blue, yellow and green. The chart below shows which janitorial areas each of the colours correspond to:



High Risk Areas/Restroom Cleaning
(Toilets, Urinals)



General Lower Risk Areas
Excluding Food Areas)



Food Processing/Servicing
General Food and Bar Use



Washbasins, Sinks, Cabinets and
Other Washroom Surfaces

Red

Red is a colour that is universally associated with hazards. This red colour code has been assigned to areas such as urinals, toilets and washroom floors. The reason for this is that these areas are regarded as posing a high-risk of bacterial contamination, particularly in hospitals. By using only red-coded cleaning products such as cloths, mops, buckets and gloves to clean them, the risk of spreading bacteria outside of these areas is minimised.

Yellow

The yellow colour code is associated with clinical use. In terms of cleaning it has been assigned for use on all other washroom surfaces, including sinks, mirrors, cubicles, tiled walls, glass and metal. Two different colour codes for high risk areas such as washrooms ensures that the same cleaning products are not used, for example, on toilet seats and bowls as on sinks and taps so helping to further prevent the spread of infection.

Green

The colour green has been assigned to food and drink preparation areas. These areas include kitchens and bars, but also other areas such as factories where food is processed. Exposure of uncooked meat and fish to surfaces and utensils poses a particularly high risk in terms of cross-contamination. It is therefore vital to regulate the use of cleaning equipment and products in these areas.

Blue

The colour blue has been coded for low-risk area. These include areas such as office and classroom desk tops, window ledges, hallways, and for general dusting and polishing. These are areas where there is generally a lower risk of bacterial contamination than in other areas e.g. washrooms or kitchens. Blue coded cleaning products and equipment can be used across a broader range of surfaces.

These BICSc guidelines are relatively to understand and use yet have still not been adopted by all contract cleaning companies. If you wish to use the BICSc colour coding system for your cleaning, NEWydd Cleaning Ltd stock a wide variety of buckets, microfibre cloths, brushes and brooms and many more red, yellow, green and blue-coded cleaning products. They also offer a selection of janitors trolleys which enables you to neatly keep all of your colour coded cleaning products in one place.

COSHH Regulations – brief summary

What is a substance hazardous to health under COSHH?

COSHH covers the use of substances or mixtures that are hazardous to health. Substances are defined as individual chemical compounds. Mixtures are mixtures of two or more substances, e.g. paints, cleaning products and many pesticides.

Substances or mixtures hazardous to health are defined in five categories.

Substances which have certain dangers: these will be classified under European Regulation (EC) No 1272/2008 on classification, labelling and packaging of substances and mixtures (CLP Regulation) as very toxic, toxic, harmful, corrosive, or irritant.

Substances with a workplace exposure limit (WEL) assigned to them under COSHH are classified as hazardous to health.

Substances which are biological agents, whether exposure results from a deliberate intention to work with a biological agent or exposure is incidental to the work activity. Examples of biological agents include tetanus, Legionnaires' disease, anthrax, Lyme disease, etc. It does not include exposure which does not arise out of the work activity, e.g. if an employee catches a respiratory infection from another employee.

Dusts. This category covers all types of dusts that are not classified as very toxic, toxic, harmful, corrosive, or irritant under the CLP Regulation or have a WEL and are present at a concentration in air above:

10mg/m³ as a time-weighted average over an eight-hour period, of inhalable dust.

4mg/m³ as a time-weighted average over an eight-hour period, of respirable dust.

Dusts and respirable dusts which can be inhaled are defined in BS EN 481:1993, BS 6069-3.5:1993 Workplace Atmospheres. Size Fraction Definitions for Measurement of Airborne Particles.

Substances which otherwise create a risk to health. Substances which are not covered by the other four groups but, because of their hazardous properties and the way they are used, create a comparable risk to health are also included in COSHH.

What is not a substance hazardous to health under COSHH?

COSHH does not apply to substances which are covered by separate legislation, eg lead or asbestos.

Nor does COSHH cover substances and mixtures which are hazardous solely because of their physical properties, eg substances and mixtures that are:

- hot, e.g. molten metals
- cold, e.g. liquid nitrogen and other liquid gases
- pressurised, e.g. gas cylinders
- flammable, e.g. solvents □ explosive □ Radioactive.

Substances and mixtures with hazards not covered by COSHH are still subject to the general requirements of the Health and Safety at Work, etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended). Some are also subject to specific regulations, eg radioactive substances are

covered by the Ionising Radiations Regulations 2017 and flammables and explosives are covered by the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).