



Cleanliness and Order Policy

This policy is made available to all staff.

1. Introduction

We recognise that compliance with health and safety and ensuring that high standards of cleanliness and order are essential to ensure the health, safety and welfare of the pupils and staff at our school. Overall responsibility for the cleaning function (including health and safety) lies with the School Principal. The school's cleaning is carried out by a cleaning contractor and her team. The cleaning contractor reports to the School Principal who has ultimate responsibility for the cleaning function.

2. Cleaning Policy

The School is cleaned thoroughly at the end of every day and a 'spring clean' is carried out during every school holiday.

3. Role of Teachers and Members of Staff in General

Teachers are to assist the cleaners by ensuring that their classrooms are left tidy at the end of each day and that the children's chairs are stacked. Rubbish should be placed in the bins and mugs and glasses taken to the staff room. Glue and paint should be wiped from the tables before it dries. All forms where 'messy work' is carried out have sinks and a supply of blue cloths.

All members of staff are expected to keep the staff room in a tidy state and to ensure that all rubbish is put in the bin, mugs washed up and dirty plates are put on the lunch trolley. While members of staff are welcome to use the fridge in the staff room, they must ensure that food is disposed of once it has passed its sell-by date. Under no circumstances should food be left out overnight.

All members of staff are asked to keep an eye out for litter and to dispose of any that they find lying around.

The school office staff and teachers must operate a 'clear desk policy' so that at the end of each day all paperwork is stored in trays or filed away, mugs and glasses taken to the staff room and all rubbish placed in bins.

The appointed person is responsible for ensuring that the medical room is kept in good order and that supplies are stored neatly and hygienically in the cupboards. Rubbish must be placed in the bin.

Colour coded equipment:

In order to reduce the risk of cross-contamination, we operate a colour coding policy for cleaning materials which must be followed at all times.

- Red - Toilets
- Blue - Classroom, other teaching areas and admin areas.
- Yellow - Kitchen
- Green - Body fluids

4. Cleaning the cloakrooms

The procedure for this is as follows:

Daily:

- empty waste bins and dispose of rubbish to recycling bin.
- clean WC, urinals, washbasins, showers and other fixtures and fittings to remove stains, dirt and lime scale.
- scour WC pans using a mild acid toilet cleanser. Then wash both sides of toilet seats using germicidal disinfectant and dry polish.

- dry-polish mirrors.
- damp wipe and polish sink and taps.
- spot clean walls, doors and partitions to remove stains, dirt and marks.
- thoroughly sweep or vacuum and then wash all floors using germicidal disinfectant detergent and leave smear free.
- wipe down all toilet flushes, cubicle door locks, taps and door handles with anti bacterial wipes.

Weekly:

- dust all surfaces above normal reach.
- damp-dust doors including doorjambs, kick plates, ironmongery and frames.

Monthly:

- clean air vents and window sills.
- full clean of all partitions.

In addition to this all of the toilets are cleaned by members of staff at lunchtime. Toilet flushes, cubicle handles, door furniture and taps are all wiped with anti-bacterial wipes and litter collected up and thrown away. Disposable gloves and antibacterial wipes are provided for this purpose.

Sanitary disposal units are located in all staff toilets, one of the toilet cubicles on the second floor, and the ground floor toilet in the Church Hall.

5. Cleaning the classrooms and corridors:

The procedure for this is as follows:

Daily:

- empty waste bins and dispose rubbish to outside recycling or normal waste bins.
- dust tops of furniture and all flat surface including window sill to remove dust, stains and grime.
- sweep and or vacuum all floors and, where appropriate, wash using a germicidal disinfectant detergent every night if require but at least twice a week.
- wash all desk surfaces using a germicidal disinfectant detergent.
- damp wipe PC monitors and keyboards to remove any dirt and grime this includes all of the computers in the computer rooms.
- clean all door furniture and light switches with anti-bacterial wipes.
- vacuum all rugs and door mats thoroughly.
- clean thoroughly all handrails using a germicidal disinfectant detergent.

Weekly

- all skirting boards, lockers, pictures etc to be wiped down once a week.
- Stair balustrades are to be dusted.
- Machine clean all corridor floors at least once a week.
- damp wipe external casing of desks, legs of tables and chairs.
- Clean all glass panels in internal doors.

Monthly:

- wash all door mats
- dust all surfaces above 2 meters
- spot clean and remove to marks from walls, doors and switches

6. Cleaning the offices and medical room:

The procedure for this is as follows:

Daily:

- empty all waste bins and dispose rubbish to outside recycling or normal waste bins.
- dust tops of furniture and all flat surface including window sill to remove dust, stains and grime.

- disinfect all surfaces in the medical room and clean floor with germicidal disinfectant detergent.
- sweep and or vacuum all floors and, where appropriate, wash using a germicidal disinfectant detergent every night if require but at least twice a week.
- wash all desk surfaces using a germicidal disinfectant detergent.
- clean all door furniture and light switches with anti-bacterial wipes.
- vacuum all rugs and door mats thoroughly.
- disinfect telephones.
- Ensure all dirty cups, mugs and plates have been place in the dishwasher if on the top floor and turn it on or in the school kitchen for the ground floor offices.

Weekly

- all skirting boards, lockers, pictures etc to be wiped down once a week.
- damp wipe PC monitors, keyboards and other office equipments to remove any dirt and grime.
- damp wipe external casing of reception desk, legs of tables and chairs.
- spot clean and brush upholstered furniture and curtains to remove stains, dirt and dust

Monthly:

- dust all surfaces above 2 meters
- spot clean and remove to marks from walls, doors and switches

8. Bins and recycling

Each classroom should have 2 bins; one for recycling paper and plastic and one for general waste.

- The recycling bin does not need to have a bin bag lining it as it should not be used to dispose of any 'wet' items. The rubbish from these bins should be put into the large clear refuse sacks at the end of the day and place in the recycling bins outside the kitchen.
- The general waste bag should have a bin liner in it and this should be collected up and thrown away into the general waste bin outside the kitchen each night.

9. Cleaning jobs during the school holidays:

- rugs in classrooms should be cleaned using a carpet cleaner.
- corridors and cloakrooms should be cleaned using the steam cleaner and electric floor cleaner.
- clean inside of microwaves in 2nd floor office and staffroom.
- clean insides of fridges in 2nd floor office and staffroom.
- Wipe frames and fronts of all picture frames within reach.
- Wash the inside and outside of all the waste bins in the school with the exception of those in Early Years.

The classroom floors are stripped each Summer holiday and re-polished.

10. Our Grounds

Our School Caretaker is responsible for ensuring that our playground, nature garden and other exterior parts of the School are kept clean and tidy. He is responsible for checking all areas every morning and evening.

11. Children

We teach our children to:

- Wash their hands thoroughly after using the toilet and before break and lunch.
- Dry their hands thoroughly using disposable paper towels.
- Use hand sanitizer before using the computers and musical instruments and in some cases before eating their snacks.
- Flush the toilet
- Throw hand towels into the bins provided.

12. De-scaling appliances

Kettles and water heaters are de-scaled every half term or more often if necessary.

13. COSHH

All members of the maintenance department are provided with information and, where appropriate, training regarding any chemical substances used in their working practice. The caretaker is responsible for overseeing this and arranging appropriate training as necessary. Training certificates are held in the Principal's office.

Date created: Autumn 2009

Date of last review: October 2017

Date of next review: June 2019