

A close-up photograph of various cleaning supplies. In the foreground, a yellow spray bottle with a red trigger is on the left, and a purple spray bottle with a green trigger is in the center. A yellow brush with a grey handle is positioned in front of the purple bottle. In the background, several other spray bottles in white, blue, and green are visible, some with different shaped triggers. The scene is brightly lit, and the items are arranged in a slightly overlapping manner.

Cleaners Handbook

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INTRODUCTION

Welcome to West Sussex County Council

Whether you have cleaned before or are new to cleaning; a school can be a very imposing environment this handbook is designed to introduce you to the school and the high standards we expect, and what you can expect from the school.

This handbook includes a lot of information which is intended as a guide to be kept as a reference. I hope you will enjoy working with the School in their small friendly teams and if you need help please do not be afraid to ask.



INFORMATION SHEET

School Address

Telephone Number

Fax Number

School Times

Head teacher

Premises Manager

Term dates

Spring Term

Inset Days

Half Term

Summer Term

Inset Days

Half Term

Autumn Term

Inset Days

Half Term

School Plan

A plan of the school indicating the area of responsibility should be included here

Health and Safety is Your Number One Priority

It is vital that all School staff work in a safe environment and that they understand the importance of taking responsibility for their own wellbeing and that of those around them.

It is paramount that all staff follows the controls shown in the Schools Risk and Method statements and the training given.



Use the Personal Protective Equipment (PPE) provided at all times.



Always use clearly visible warning signs when carrying out your duties.



Ventilate your work area where appropriate and/or as required.

ALWAYS WASH YOUR HANDS BEFORE AND AFTER EVERY TASK

All staff must ensure that they understand these requirements and that they adhere to them at all times.

It is also important that equipment and machinery is used with care and is stored safely in a clean and dry condition. Micro fibre cloths must be laundered in accordance with the manufacturer's instructions.

All cleaners are required to read COSHH information sheets regarding chemical in use within the school and relevant safety precautions which should be observed. A copy of these is supplied at the back of this handbook and a master is held in the Premises Managers Office, which can be viewed at any time. The school provides any safety equipment required within these regulations (e.g. goggles and gloves etc...) in order to carry out their duties, and it is the cleaner's responsibility to abide by these safety precautions.

Whilst cleaners are carrying out their duties they must be aware of any hazards created by their work and take steps to limit and warn of such dangers. Some important rules to remember are:

- NEVER – Trail cables across doorways
- NEVER – Leave cleaning equipment lying around, especially in doorways
- NEVER – Mix chemicals and only use as per instructions
- ENSURE – All equipment is put away after use and cupboard is locked
- CHEMICALS – Must be locked away from children
- WARNING SIGNS – Must be used when mopping floors
- ALWAYS – Leave cleaning cupboards clean and tidy
- ALL – Machinery must be put away and cable stowed properly
- CODE – The code of safe working practice for the Educational Caretaking and Cleaning Service is available at any time to be seen in the Premises Managers Office, as well as the schools Health and Safety policy.

EMERGENCY FIRST AID



All accidents must be reported to the Premises Manager and the accident book completed.

Any cause of the accident should be removed or made safe as appropriate.

The duty first aiders on site are the Welfare Staff and when they go home the Premises Manager.

This is what to do if you have any accident with chemicals. Always get treatment from a nurse or doctor afterwards. Act as quickly as possible.

Eye splashes

Flood the eye with running water

Use a gently running tap or eyewash bottle

Keep the water flowing for several minutes

Skin Splashes

Flood the skin with running water

Continue this for several minutes

Remove any contaminated clothing

Inhaling Gases

Get out of the area where the gas is

Loosen clothing to allow easy breathing

Swallowing substances

Drink a large glass of water

Get to hospital and tell them what you have swallowed

Do NOT try to make yourself sick

In the mouth

Wash out the mouth with plenty of water

Do not swallow the water

SECURITY & TRAINING



Cleaners are required on completion of areas as far as possible to close all windows and doors and extinguish all lights.

Children are not allowed back into the building after hours unless they are attending official school events.

Any person coming into school after the finish of school hours should report their presence to the Premises Manager.

Cleaners should challenge any stranger on the premises after school hours and report their presence to the Premises Manager.

No cleaner should be working in the school alone at any one time. The Premises Manager must be aware of anyone working in the school after school hours.

All cleaners will be trained in the cleaning procedures and standards required by the school. This will include the proper use of cleaning chemicals and machinery and the appropriate safety measures.

Cleaners should only use chemicals and machinery which they have been trained to use and therefore properly familiar with.

In order that satisfactory standards are maintained throughout the school, all cleaners will have their work checked and any areas in need of improvement will be brought to their attention.

Most importantly of all, if you don't know or unsure please ask!

CLASSROOM EXPECTATIONS



Teachers are required to ensure that at the finish of school, their classrooms are left tidy, cups etc. taken to kitchen and all equipment put away.

Windows should be shut, tables are to be left clear and all electrical equipment turned off.

If possible all chairs should be stacked no more than 6 high at the side of the room, this will enable cleaners to do their jobs more effectively, chairs should not be left on tables as this is a health & safety hazard.

Cleaners are not expected to "CLEAR UP" behind children or staff and areas left in a poor state will not be cleaned. Any such areas should be reported to the Premises Manager.

Cleaners should make every effort to avoid damage to work left out, but cannot be held responsible for damage to work not put away.

Teachers may request cleaners to leave a particular area whilst activities are in progress, but this should be cleared away as soon as feasible.

Any spillages onto carpeted areas must be reported to the Premises Manager and immediate action taken to avoid staining.

Before the commencement of an end of term, teachers are expected to make sure that all tops area cleared and displays removed.

All equipment should be put away and all rubbish put out so a proper clean can be completed during the holiday.

Teachers are discouraged from coming in during this time as this can restrict progress and many areas have wet polish applied or need to be kept clean before the application of polish to the floor.

NB: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Head teacher to undertake work of a similar level that is not in this job description.

Colour Coding



Colour coding is used to help eliminate the possibility of cross contamination/infection between different areas of a school site.

Each area has a different colour code and all equipment used to clean these areas must be of the correct colour. Correct use of the colour coding system is a vital part of your role and is seen as the basis of skills training.

Each cleaner should be given a clear description of the colour coding system scheme used by the School. If you are in doubt, please refer to your site supervisor.

In general the recommendation is that:

Blue is used in General areas.

Red/Pink is used in Washrooms.

Green is used in Kitchen/Food Preparation areas.

Yellow is used in Isolation/Clinical/Toilet areas

White is site specific

Chemical and Product Safety, Use, Care and Storage



It is important that you use the correct chemicals/products for the area to be cleaned. Incorrect use of chemicals/products can cause serious injuries, damage to property and/or prevent the cleaning solution from working properly. Therefore only use chemicals/products that are specific to the task you are carrying out.

All staff must be made aware that PPE must be used at all times and that only products approved for use on the School site can be used. All chemical products must have a COSHH assessment.

If you come across a product that does not have a COSHH assessment, it **MUST NOT** be used, likewise, you are not permitted to bring products in from home unless approved by the School Management and can provide the COSHH assessments for each chemical.

Always check and read the instructions on each individual chemical/product before use.

All chemicals/products should be prepared using the manufacturer's instructions.

All containers must be returned to the correct storage area once the cleaning solution has been prepared.

You must know where the COSHH/Safety Data Sheets are stored and understand the relevant precautions /procedures.

The correct chemicals/products are used for each individual task.

Washroom/Toilet Cleaning

Equipment Required:

PPE, Warning Signs, Correct Chemicals/Products, Colour Coded Gloves, Colour Coded Bucket, Colour Coded Cloths, Toilet Brush, Tweezers

Method

- Always add water to your bucket/spray bottle prior to adding any chemicals/products.
- Do not apply cleaning solutions directly to the surfaces to be cleaned, always use a cloth. The only exception to this is the inside of the toilet bowl.
- Never mix two different chemicals/products.
- Always ensure that consumables are replenished as required.

Toilet Cleaning



- Always wear the PPE provided.
- Flush the toilet with the lid closed.
- Push the water level down using the toilet brush.
- Apply the cleaning solution into the bowl remembering to go under the rim.
- Agitate the cleaning solution.
- Leave the brush in the bowl and close the lid.
- Apply the cleaning solution to the cloth and wipe the walls ensuring that you clean the pipework
- Wipe around the cistern avoiding the flush handle.
- Wipe behind the seat, around the sides and front of the toilet base.
- Wipe the outer and inner lid, seat top and under the seat.
- Wipe around the top of the toilet bowl.
- Close the toilet lid and flush.
- Remove the toilet brush and place back in the holder.
- Wipe the toilet flush and door handle.
- Once all toilets have been cleaned for the day, remember to wash out the bucket and any cloths, turn the bucket upside down to drain and hang the cloths and allow to dry.
- Remove your PPE and wash your hands.

Urinal Cleaning



- Always wear the PPE provided and display the warning signs.
- Prepare chemical solutions in accordance with the manufacturers guidelines.
- Do not apply the cleaning solution to surfaces, except the inside of the urinal
- Add solution to the inside of the urinal and agitate with a toilet brush.
- Rinse the toilet brush and leave the solution to work.
- Apply the chemical to a cloth and wipe the urinal from the outside to the inside.
- Wipe the pipework and walls around the urinal.
- Once all urinals have been cleaned, remember to wash out the bucket and cloths and drain upside down ensuring that the cloths are hung up to dry.

Sink and Basin Cleaning



- Always wear the PPE provided and display the correct warning signs
- Mix the chemicals according to the manufacturers guidelines.
- Do not apply cleaning solution directly on to the surfaces, only on to the cloths.
- Never mix the chemicals/products.
- Always ensure that consumables are replenished as required.
- Wipe the walls and mirrors.

- Wipe the vanity surfaces and outside of the sinks.
- Remove hair and other objects from the plug hole using the tweezers.
- Wipe the inside of the sink with attention being paid to the overflow.
- Wipe the taps and dry using the correct colour coded cloth.
- Ensure that all surfaces are left as dry as possible.
- When the task is complete, rinse the bucket and cloths, allow to drain upside down and hang the cloths.
- Remove your PPE and wash your hands.

Single Solution Mopping

Equipment Required



Colour Coded PPE, Warning Signs, Colour Coded Mopping Systems, Correct chemicals/Products, Colour Coded Dustpan and Brush, Refuse Sack, Scraping Tool, Abrasive Pad

- Always wear the PPE provided and display the correct warning signs.
- Add water to the bucket or spray bottle before adding any chemical solution.
- Sweep/brush the floor to remove dirt and debris.
- Scrape away any sticky areas such as gum using a scraping tool.
- Remove stubborn marks with an abrasive pad, taking care not to damage the surface.
- Apply the cleaning solution to the floor using the colour coded mop, ensuring that the edges are done first. Then starting at the furthest point from the exit, work your way back towards the door.
- Use systematic overlapping passes (figure of 8 movements).
- Never stand on a wet floor.
- Leave the floor as dry as possible after mopping. **DO NOT** remove the warning signs, until the floor is completely dry.
- When the task is complete, rinse and wring out the mop ensuring that the bucket is left upside down to drain and the mop head is facing upright to dry.
- Remove PPE and wash your hands.

Damp Wiping

Equipment Required



Colour Coded PPE, Warning Signs, Colour Coded Buckets and Spray Bottles, Colour Coded Cloths, Chemical/Product

- Always wear the PPE provided and display the correct warning signs.
- Use Micro fibre cloths where possible.
- Avoid splashing the cleaning solution onto the furniture, curtains, floors etc. if this does occur, wipe up immediately to prevent damage.
- Do not apply the cleaning solution directly onto the surface, always use a cloth.
- When using a spray bottle, always apply the cleaning solution to the cloth to prevent the solution making contact with the floors etc.
- When using a bucket, always soak the cloth in the solution before wringing out to avoid using excess liquid on surfaces.
- Wipe the surfaces using a systematic overlapping figure of 8 pass ensuring that the surface edges are wiped.
- Always wipe table and chair legs from top to bottom.
- When the task is complete, rinse and wring out the mop ensuring that the bucket is left upside down to drain and the mop head is facing upright to dry.
- Remove PPE and wash your hands.

Machine Safety, Care and Storage

Tools Required



PPE, Warning Signs, Machinery – Vacuum, Buffer, Scrubber Dryer, Tools and attachments, Colour Coded Cloths, Chemical/Product, Extension Cable with Circuit Breaker (if required)

- Always wear the PPE provided and display the correct warning signs.
- Check the Portable Appliance Test (PAT) is in date on all machinery including any extension cables.
- Check plugs, leads and cabling for kinks, breaks, snags and knots.
- Check the collection bags and filters to ensure they are not full, dirty or split.
- Check all attachments are present and not broken or damaged.
- Check all other relevant attachments are present – brushes, blades, hoses, pipes, lights, pads etc.
- Do not plug an appliance into a socket that is already turned on.
- Only one extension lead per machine should be used.
- All machinery should be wiped clean with a damp cloth after use.
- Any machinery with water tanks must be drained and cleaned at the appropriate disposal point.
- All machinery must be stored in a designated area, away from any potential hazards such as water.
- Remove PPE and wash your hands.

Buffing/Spray Cleaning



Tools Required

PPE, Warning Signs, Required Machinery – buffer Required Attachments – pads ensuring the relevant colour is used for the task, Chemical/Product Spray Bottle with the correct solution, Colour Coded Cloth, Dustpan and Brush, Extension Cable with Circuit Breaker

- Always wear the PPE provided and display the correct warning signs.
- Check the Portable Appliance Test (PAT) is in date on all machinery including any extension cables.
- Check plugs, leads and cabling for kinks, breaks, snags and knots.
- Check the pad to be used is in good clean condition.
- Pick up any large pieces of debris and ensure that the floor to be cleaned is free from furniture and obstacles where possible.
- Use the dustpan and rush to remove debris and dust from hard to reach areas such as corners.
- Do not plug an appliance into a socket that is already turned on.
- Ensure the machine is at the correct height for the user.
- **Both hands must be kept on the machine at all times whilst it is in operation.**
- The area to be cleaned systematically starting with the edges working back to the exit door.
- When spray cleaning, the machinery must be stationary whilst applying the cleaning solution to the floor.
- Once finished, wipe down the machinery with a damp cloth before returning the equipment to the designated storage area.
- Carry out a quick safety check of the leads etc. remove the pad, wash and leave to dry.
- Remove PPE and warning signs.
- Wash your hands.

Waste Removal

Tools Required



PPE, Warning Signs, Litter Pickers, Colour Coded Cloth, Chemical/Product, Correct Refuse Sacks

- Always wear the PPE provided and display the correct warning signs.
- Never put your hands inside bins
- Practice good manual handling techniques – hold the sack away from your body. Use lifting and moving equipment if provided. Test the weight of the load before attempting to lift it. Don't overload refuse sacks which may make them too heavy to lift.
- Pick up litter using the litter picker if necessary.
- Empty the bins and replace the liners ensuring that all rubbish is removed to the central collection area.
- Place broken glass/ceramics into a sturdy and rigid container using a dustpan and brush.
- Report any suspicious/contaminated waste or sharp objects immediately for example syringes or medical waste.
- Remove refuse sacks to the designated waste container, skip, compactor or bin. **Do not stand on waste inside a container.**
- Ensure you comply with your Schools segregated waste policy.
- Check and clean any equipment used.
- Return the equipment to the designated storage area.
- Remove PPE and wash hands.

Dust Control Mopping

Tools Required



PPE, Warning Signs, Dust Control Mop, Dustpan and Brush, Refuse Sack, Scrapping Tool.

- Always wear the PPE provided and display the correct warning signs.
- Use the dustpan and brush to clean under heavy furniture and in the corners.
- Scrape away sticky areas on the floor such as chewing gum.
- Remove stubborn marks with an abrasive pad.
- Always start at the furthest point and work back toward the exit door.
- The head of the mop must be in contact with the floor at all times, ensuring that the leading edge is maintained.
- If the mop head gets clogged with dirt and debris, clean with a vacuum cleaner before continuing.
- When completed, pick up the dirt with a dustpan and brush or vacuum cleaner.
- Clean the mop head using a vacuum cleaner before returning the equipment to the designated storage area, ensuring that the mop head is stored upright.
- Remove PPE and warning signs.
- Wash your hands.

Vacuum Cleaning



Tools Required

PPE, Warning Signs, Dustpan and Brush, Refuse Sack, Vacuum Cleaner/Suction Machine including attachments, Colour Coded Cloth

- Always wear the PPE provided and display the correct warning signs.
- Ensure all safety checks are carried out on the machine before use.
- Pick up any large pieces of debris that may block the machine.
- Do not plug into a socket that is already switched on.
- Ensure that cable is kept behind the machine during use.
- Start with the edges and then move to the furthest point from the door working your way back.
- When finished, switch off the socket before unplugging.
- Wipe the machine clean using a damp cloth before returning it to the designated storage area.
- Remove PPE and Wash your hands.

Stair Cleaning

Tools Required



PPE, Warning Signs, Colour Coded Equipment – mops, buckets, spray bottle, cloths, Chemical/Product, Vacuum Cleaner, Dustpan and Brush, Refuse Sack, Scrapping Tool

- Always wear the PPE provided and display the correct warning signs.
- Work should be carried out systematically from top to bottom.
- Attention should be paid to handrails and spindles – ensuring that these are damp wiped using the correct colour coded cloth and cleaning solution.
- Pay attention to the edges, corners and risers.
- Ensure that your mop bucket or vacuum is placed behind you at the foot of the stairs or on a landing below you to prevent trip hazards.
- Sweep/brush the floor to remove dust and debris and place the waste in a refuse sack.
- Scrape away sticky areas on the floor such as chewing gum.
- Remove stubborn marks using an abrasive pad, taking care not to damage the surface.
- When damp mopping, apply the cleaning solution to the stairs ensuring that the edges are cleaned first.
- **Never stand on wet stairs.**
- Always leave stairs as dry as possible after mopping.
- **Do not remove the warning signs until the floor is completely dry.**
- When the task is complete, rinse and wring out the mop ensuring that the bucket is left upside down to drain and the mop head is facing upright to dry.
- Remove PPE and wash your hands.

Wall Washing

Tools Required



PPE, Warning Signs, Chemicals/Products, Colour Coded Cloths, Buckets, Spray Bottles, Refuse Sack

- Always wear the PPE provided and display the correct warning signs.
- Always make up chemical solutions in accordance with the manufacturers guidelines, ensuring that you add the chemical to water.
- When using spray bottles, always spray the chemical solution onto the cloth first.

- All electrical socket points must be switched off first and taped up.
- Clean the surfaces from bottom to top using overlapping figure of 8 movements.
- When the task is complete, rinse the buckets and store upside down to allow to drain. Cloths should be rinsed and hung up to dry. Remove any tape from the sockets.
- Remove PPE and warning signs and wash your hands.

Glass Cleaning

Tools Required



PPE, Warning Signs, Colour Coded Buckets, Cloths and Spray Bottles, Scraping Blade, Chemical/Product

- Always wear the PPE provided and display the correct warning signs.
- Remove any items stuck on the glass such as stickers or glue, use the scrapping tool if necessary.
- If using a bucket, ensure the cloth is saturated before wringing out.
- If using a spray bottle, always spray onto the cloth first.
- Remove dirt and finger marks from the surface, using systematic overlapping figure of 8 passes, paying particular attention to the corners and edges.
- Ensure the glass is left smear and streak free.
- When the task is complete rinse any buckets and cloths ensuring that the buckets are stored upside down to drain and cloths are hung up to dry.
- Remove PPE and warning signs.
- Wash your hands.

Staffrooms and Kitchen Areas

Tools Required

PPE, Warning Signs, Colour Coded Mops, Buckets, Cloths and Spray Bottles, Correct Chemical/Product, Tweezers

- Always wear the PPE provided and display the correct warning signs.
- Turn off electrical appliances where possible – Not fridges or freezers.
- Dilute the chemical products ensuring that you follow the manufacturer's guidelines.
- Agree with the School for the disposal of any food left out if necessary.
- Report any signs of damage or pest infestations to your line manager.

Microwave

- Remove any loose food and debris from the microwave before commencing.
- Remove the turntable and place in the sink for cleaning.
- Clean inside the microwave using the correct cleaning solution and a non-abrasive pad on stubborn areas.
- Rinse and dry in inside of the microwave using a separate clean cloth.
- Apply cleaning solution to a cloth and wipe down the external casing ensuring that particular attention is paid to the keypad/dial and door handle. Dry immediately.
- Turn the appliance back on.

Refrigerator

- Remove and dispose of any out of date food.
- Remove any loose debris from the shelves.
- Remove the shelves and place in the sink for washing.

- Clean inside the fridge using the correct chemical/product using a non-abrasive pad on stubborn areas, ensuring that particular attention is paid to the door shelves and shelf supports.
- Dry inside using a separate dry cloth.
- Replace all the shelves/items removed.
- Apply the same method to the external casing of the fridge, paying particular attention to the door handle and seals.

Sink Area

- Remove any debris from the plughole using the tweezers.
- Wipe the inner surface of the sink using the correct cleaning solution/cloth paying particular attention to the overflow.
- Wipe the taps and dry.
- Ensure all surfaces are left as dry as possible to prevent streaking.
- When the task is complete, rinse out any buckets and cloths and store correctly for drying and drainage.

Work Surfaces

- Remove loose food and debris from the work surfaces.
- Clean the surface systematically back to front using the correct cleaning solution and cloth.
- Pay attention to the corners and edges of the surface tops.
- Rinse the surface and leave to air dry.
- When the task is complete, rinse out any buckets and cloths and store correctly for drying and drainage.

CLEANING SCHEDULES

CLASSROOMS

(Minimum required cleaning standard)

Daily Tasks

- Sweep vinyl floors with dry mop
- Vacuum carpets and mats and spot clean stains or spillages
- Spot clean walls, partitions, paintwork and doors
- Wipe over tables with sanitizer and remove any glue or paint
- Check paper towel dispensers and replenish
- Collect rubbish and replenish old bags
- Collect recycling
- Pull out moveable cabinets and ensure they are hovered
- Remove dirty cups from classrooms/rooms
- Ensure that all doors are locked and windows are secure before turning out all lights and closing door to classroom/room
- Please report any electrical items that have been left running

Weekly Tasks

- Lift mats and Vacuum floor wells
- Clean door glass, partitions and mirrors
- Damp dust all ledges/window sills

Periodic tasks

- Vinyl floor – complete clean. Carpeted areas – full clean
- Wash down walls, frames, all paintwork, glass and pipe work. Descale sinks and taps and treat drains
- Wash down all furniture and move out all units where possible. Ensure there are several assistants for heavy items
- Wash down light covers and ceiling beams
- Wash blinds where possible

NB: Follow Health & Safety advice for lifting heavy Items (see Premises Manager)

TOILETS

(Minimum required standard)

Daily Tasks

- Sweep floors
- Clean basins inside and out
- Clean around taps and overflow outlet, surrounding tiles, pipes, windows sills, mirrors, hand driers and towel dispensers
- Clean toilet bowl inside and out, wipe around seat, lid, toilet roll holder and flushing handle (using red cloth only)
- Wash door handle, hand plate and surrounding walls
- Mop over floor (using designated mops and buckets)
- Restock toilet paper, paper towels and soap
- On completion turn out lights and close all windows and doors

Weekly Tasks

- Clean door frames
- Use toilet cleaner on bowls and urinals
- Damp dust all ledges and cisterns

Periodic tasks

- Vinyl floors – full clean
- Wash down all walls and partitions, cisterns, ledges, mirrors and glass panels
- Wash down all light covers
- Remove any scale from around sinks, taps and treat drains

CORRIDORS

(Minimum required standard)

Daily Tasks

- Vacuum carpets throughout
- Spot clean spillages
- Spot clean glass panels on doors, partitions, door handles and finger plates
- Ensure that all rubbish is cleared away and no obstructions are left out
- On completion ensure windows and doors are secure and lights are turned out

Weekly Tasks

- Damp dust ledges and use aerial mops on walls and skylight

Periodic tasks

- Wash walls, frames, doors, partitions and furniture
- Wash external glass panels
- Wash light covers

STAFF ROOM & OFFICES

(Minimum required standard)

Daily Tasks

- Vacuum or sweep floors and remove spillages and debris
- Spot clean walls, partitions, doors and glass panels
- Clean sinks inside and out and wash round taps and overflows
- Replenish paper towels and soap as required
- Empty bins and clear away rubbish
- Mop floors
- On completion ensure windows and doors are secure and turn out lights

Weekly tasks

- Lift mats and clean wells
- Damp dust desks, chairs, tops and ledges at least twice a week

Periodic tasks

- Floors full clean
- Wash down walls, paintwork, partitions and window sills
- Wash glass panels
- Wash down furniture, tops and sinks and remove any scale
- Wash light covers
- Wash out bin in kitchen

CLEANERS HOURS

Cleaner's normal hours and areas will be agreed before commencement of their employment. Areas of work within the school may be changed from time to time to meet the needs and requirements of service. Any changes to the normal working hours will only be allowed after agreement of the Premises Manager and the cleaner concerned.

The school will only pay for hours worked on site regardless of contractual hours.

During the autumn, spring and summer breaks all cleaners will make themselves available to complete periodic cleaning schedules of the school in preparation for the new school term.

Times will be agreed with the Premises Manager prior to commencement of the holiday.

Sickness

All cleaners must report sickness from work by 10:00am each day to facilitate alternative cover being arranged or as soon as possible after that time.

After the first five days of any illness a doctor's certificate must be supplied to the school. The first five days of any sickness are unpaid and thereafter sick pay will as set out as in the contract of employment. On return to work after any absence, an absence form must be completed and given to the Premises Manager.

Holidays

Leave cannot be taken during term time. Only in exceptional circumstances and with prior consent of the Premises Manager and Headteacher will holidays during term time be allowed, and this would be unpaid.

	SCHOOL NAME
	STAFF INDUCTION AND TRAINING RECORD

NAME	
START DATE	
CONTRACT	

INDUCTION	DATE COMPLETED	TRAINING PROGRAMME	DATE COMPLETED
Introductions to Key Staff		Waste Collection and Disposal	
Building Security/Locking Up		Surface Cleaning	
Evacuation Procedures		Sanitising	
First Aid Points/Designated First Aider		Sweeping	
Explanation of Cleaning Specification		Mopping (Wet and Dry)	
Cleaning to County Standard		Vacuuming	
Correct Use of Equipment		Lifts, Stairs, Landings ad Balustrades	
Correct Use of Machinery		Washroom Cleaning	
Correct Use of Chemicals (COSHH)		High Level Cleaning	
Correct Storage of Chemicals (COSHH)		Stain Removal	
Cleaners Handbook		Carpet Cleaning	
Smoking Policy		- De-Scaling	
Telephone/Internet/Computer Policy		Machine Burnishing	
Uniform/ID/Fobs Provision		PC Cleaning	
Health and Safety		Scrubbing and Sealing	
Fire Procedures		Telephone Cleaning	
First Aid Arrangements		Window Cleaning	
COSHH - Implementation SDS/MDS			
Safe Working Methods		Date Completed	
Known Site Specific Hazards		Trainers Signature	
Accident and Near Miss Reporting		Employee Signature	
Risk Assessments			
Manual Handling			
Slips, Trips and Falls			
PPE			
Lone Working Policy		I confirm I have received and understood:	
Environmental			
Disposal of Waste Water		Contract of Employment	
Energy Saving - Lights		Employee Handbook	
Recycling Procedures		Cleaners Handbook	
Rubbish/Waste Procedures		Uniform (list)	
Spills		PPE (list)	
Computers - Turn off/Leave on			

Date Completed	
Trainers Signature	
Employee Signature	

COSHH

New Hazardous Symbols

Traditional COSHH Symbols: Many of us will be familiar with the age old orange and black hazardous substance symbols - they have been around for years and are instantly recognisable to all. They are found on everything from basic cleaning products to acids and have been with us since 1967 when the Dangerous Substances Directive (67/548/EEC) was passed.



Old Hazard Symbols



New Hazard Symbols

<p>Hazardous to the aquatic environment</p> <p>Example - Toxic to the aquatic life with long lasting effects</p>	
<p>Acute toxicity</p> <p>Example - Toxic if swallowed</p>	
<p>Gases under pressure</p> <p>Example - Contains gas under pressure; may explode when heated</p>	

<p>Corrosive</p> <p>Example - Causes serious eye damage</p>	
<p>Explosives</p> <p>Example - Heating may cause an explosion</p>	
<p>Flammable</p> <p>Example - Heating may cause a fire</p>	
<p>Caution</p> <p>Example - May cause an allergic skin reaction</p>	
<p>Oxidising</p> <p>Example - May intensify fire; oxidizer</p>	
<p>Longer term health hazards</p> <p>Example - May cause allergy or asthma symptoms or breathing difficulties if inhale</p>	