



**PAGE
SCHOOLS**
Nurturing for Excellence

PAGE SCHOOLS SCHOOL'S CLEANING POLICY

POLICY FOR SCHOOL CLEANERS AT PAGE SCHOOLS SCHOOL

Introduction

This policy is given to all cleaners who work at the school when they start their contract/employment. It is linked to the school's health and safety policy and is monitored by the senior leadership team and the [Administrative officer] on behalf of the school. **The policy is by no means to be interpreted as a final job description. All cleaning staff can be called upon by their immediate supervisor or the head teacher to undertake other tasks within the individual's competence.**

Objectives and targets

The staff, pupils and their parents at PAGE SCHOOLS school have the right to expect a working environment that is attractive, clean and safe. The management of the school regard it as their duty to provide the best possible standards of cleanliness everywhere on the school site.

The cleaning of the school is of paramount importance, because it is the first line of defence against communicable diseases and any other problems that an untidy and dirty area can provide. Therefore, the highest standards of cleaning are expected at all times.

Cleaning services at PAGE SCHOOLS school are provided by outsource service. A training programme for new cleaning staff is operated by the in-house line manager.

Organisation of cleaning areas – Refer to cleaning schedule

Protective clothing

It is school policy that cleaners wear overalls/ designated uniforms and safety footwear at all times when undertaking work duties. These and other items of protective clothing are issued by the school for the protection of cleaning staff and, because of the nature of the job, must be worn at all appropriate times. Failure to do so would be a contravention of the health and safety responsibilities of cleaning staff. Once issued, his/her protective wear and equipment is the responsibility of each individual cleaner.

It is a legal requirement that cleaning staff have their overalls/apron, footwear and any other relevant protective equipment ready to wear if and when required to work. Gloves should be worn when handling waste materials or using authorised cleaning material issued to you by the school. When sweeping or working in a very dusty area, cleaning staff should wear a dust mask. For certain tasks, they could be required to wear goggles, which will be supplied as necessary.

Reporting of health and safety issues

Under the school health and safety policy, there is a clear chain of reporting by cleaning staff whenever an accident or dangerous occurrence takes place. New cleaning staff will be informed how this system operates before they start to work in the school. Any minor repairs needed that cleaning personnel come across should be reported to Administrative officer or at the school office.

School cleaning policy

- Chemicals used on premises Due to cleaning specifications, certain permitted chemicals are used on the premises e.g. bleach, acid.
- These should never be left unattended and never used when pupils are still in the area.
- Containers of chemicals are clearly marked and if the chemicals have to be diluted and transferred into spray bottles, the bottles should be clearly marked with an indelible marker stating which chemical is contained within.
- When not in use, all bottles and containers, plus any equipment, should be locked away. Some chemicals should never be mixed as they can release toxic fumes.
- Cleaning staff should always ask their supervisor before mixing any chemicals .The names and properties of the chemicals used in school are listed in the health and safety policy.
- Maintenance of equipment All electrical cleaning equipment should be cleaned down once a week and if applicable, filters should also be cleaned through.
- All dust control texture mops should be brushed after usage for the day is finished and, if desired, a mop dressing can be applied.
- Separate cleaning cloths should be used for different purposes and should never be stored in the same pile/container. Examples of different purposes could be:

- Toilet and toilet areas.

- General damp wiping of surfaces.

- Table tops and chairs.

Mop heads should be regularly changed for hygiene reasons. The cleaning of toilet areas should always be done with separate mops and water. Throughout the school, the water should be changed every time a different area is cleaned.

Replenishment of sanitary combustibles

It is up to the cleaning person assigned to a particular area to ensure that soap, toilet tissue, roller towels and personal hygiene wear are kept replenished and that stocks are monitored.

Daily Cleaning schedule

- Empty bins.
- Wash and disinfect toilets, urinals, sinks.
- Damp mop toilet area flooring.
- Damp mop all floors daily
- Dusting must be done daily
- Clean and buff other floors.
- Arrange furniture as required for the start of the school day.
- Floor must be scrubbed every Wednesday and Friday
- Windows to be cleaned weekly
- Cob web cleaning must be done weekly
- Compound and surrounding must be cleaned daily
- Outdoor equipment to be cleaned daily
- Picking of litter is on going
- Every Friday – bedsheets should be washed (as given by the head of department).
- Washing of the children's plate after eating .
- Cleaning of the children's table after eating and after activities .
- All classrooms should be cleaned after the close of work daily .
- All corridor should be cleaned at intervals
- ONLY female janitors should assist only female pupil in the toilet .
- NOTE: NO male janitor should accompany any female student to toilet.
- Toilet must be cleaned at every use .
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General Rules and Regulations

- All helps must be at work by 6:50am, this is to ensure that you are at the gate at 7am prompt.
- Full and approved uniform must be worn daily

Please note that Helps are not to run personal errands in school. School starts for Helps at 7am, you must not be seen going to buy anything before break time which starts at 10am.

Uniforms – (will be sorted out as required)

- T-shirt on jeans
- Tabard
- Shoes – slip-ons, rubber slip-ons (rainy season) or flip flops
- Hair covers when in the kitchen

Helps are to work in their assigned classes.

You must not be out of your assigned class without permission from the class teacher.

You must not be found in the kitchen if you have no reason to be there.

You can and will be called upon to move things within the school or to do other things by your class teacher or line manager. (You have no excuse what so ever to refuse as long as the errand is not personal).

At close of business, all Helps should ensure that electricals in their various areas are switched off before the generator goes off at 5pm.

The last Help must ensure that the security lights are on and the pumping machine is off.

Please note that you are not allowed to:

- Give information to parents about a child in your assigned class, except the teacher in class left such a message due to closing at 3pm.
- You are not allowed to beat or use abusive words when working with a child.
- Never leave a child alone in the toilet.
- Take any school property home without permission.
- Eat children's food, with or without permission.
- Solicit any form of gratification (money, gifts etc) from any parent.
- Take school documents to give outsiders.
- Receive visitors during school hours.
- Leave work before closing time without permission.