



Cleaning Policy 2023



Purpose

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

Key roles and responsibilities

1. The Head of Education has overall responsibility for the implementation of the Cleaning and Maintenance Policy of Lantern Academy.
2. The Head of Education has overall responsibility for ensuring that the Cleaning and Maintenance Policy, as written, does not discriminate against any of the protected characteristics.
3. The Head of Education has responsibility for handling complaints regarding this policy as outlined in the Academy's Complaints Policy.
4. The Head of Education 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.
5. The cleaning and maintenance staff are managed by the Head of Education.
6. The Head of Education will be responsible for the day-to-day implementation and management of the Cleaning and Maintenance Policy of Lantern Academy.
7. The cleaner will be responsible for all equipment used in the maintenance of the school premises.

Cleaning

1. The school's Cleaning Risk Assessment will be reviewed annually.
2. If instructions on cleaning chemicals recommend that eye protection should be worn, this must be done.
3. Products must be diluted as directed.
4. Cleaning products must not be mixed.

5. Bodily fluids, blood and vomit must be cleaned as soon as possible after they are discovered to prevent the spread of communicable diseases.
6. To avoid cross-contamination, different cloths must be used for different areas.
7. The school will be cleaned to the highest of standards.
8. During outbreaks of infectious disease, the President of Golden Mosque has the authority to close the Academy and mandate a deep clean.
9. Cleaners will refer to COSHH (Control of Substances Hazardous to Health) Regulations for further guidance on cleaning chemicals

Location	Description	Frequency	Action
Entrances, hallways, and corridors.	These areas are generally the first areas seen by anybody visiting Lantern Academy including pupils and staff. They offer a first impression of Lantern Academy.	Daily	Vacuum Clean entrance door, glass
		Weekly	Clean glass bannister, display cases and interior door glass. Spot-clean finger marks from surfaces Dust furniture.
		Monthly	Dust window blinds and door frames High dusting in areas above 5ft
Classrooms	In addition to cleaning and sanitising, it is the cleaner's responsibility to check for light bulbs that no longer work daily.	Daily	Empty bins. Vacuum all areas. Spot cleaning soiled areas of carpet. Clean glass in doors Wipe door handles with disinfectant wipe/solution

		Monthly	<p>Dust lights, window blinds, door frames.</p> <p>High dusting of areas above 5 feet.</p>
Offices and resource room	In addition to cleaning and sanitising, it is the cleaner's responsibility to check for light bulbs that no longer work daily.	Weekly	<p>Empty bins.</p> <p>Vacuum all areas.</p> <p>Spot cleaning soiled areas of carpet.</p> <p>Clean glass in doors; partitions and lifts</p>

<p>Toilets</p>	<p>These are high traffic areas as well as susceptible to bacteria and germs and require regular disinfecting.</p>	<p>Daily</p>	<p>Empty bins.</p> <p>Thoroughly clean and disinfect toilets.</p> <p>Thoroughly clean and disinfect wudhu stations</p> <p>Restock dispensers.</p> <p>Clean mirrors.</p> <p>Clean sinks.</p> <p>Polish stainless steel and chrome surfaces.</p> <p>Spot wash walls</p> <p>Dry mop floors.</p> <p>Wet mop floors with disinfectant</p> <p>Wipe door handles with disinfectant wipe/solution</p>
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Cleaning Risk Assessment

Risk Assessment for: Cleaning of Lantern Academy		
Name: Lantern Academy	Assessment by:	Date:
1 st Review due:	Approved by Mohammed Shahid	Date:

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, students, staff, and visitors	Electrical shock, Burns, Fire Power leads present a tripping hazard (Cuts / abrasions, muscular skeletal and other physical injuries)	Users conduct a pre-use check of equipment. Extension leads and adaptors are used only where necessary – keeping trailing leads to a minimum. The nearest available socket will always be used There is a system in place for reporting faults and removing faulty/out-of-date equipment.				

Exposure to diseases	Cleaning staff, students, staff, and visitors	Disease/infection	<p>Potentially hazardous waste, such as vomit and bodily fluids, must be disposed of correctly and contaminated surfaces properly disinfected.</p> <p>Disposable gloves and aprons must be used for all activities that may result in contamination of clothing with blood, bodily fluids or faeces.</p> <p>The gloves and aprons are 'double bagged' and disposed of appropriately after a single use.</p> <p>Regular waste collections are scheduled for clinical waste.</p> <p>Adequate provision for hand washing (soap, hot water) is readily available.</p> <p>All wounds on exposed skin are suitably covered.</p>				
Slip trips and	Cleaning staff,	Cuts / abrasion, muscular skeletal	All spillages must be dealt				

falls	students, staff, and visitors	and other physical injuries	<p>with immediately.</p> <p>Wet floor signs to be used when appropriate.</p> <p>Floors are dry mopped after cleaning up initial spillage.</p> <p>Appropriate footwear worn always.</p> <p>Pupils, visitors etc. are kept away from spillage area during cleaning.</p> <p>There is adequate external lighting during working hours.</p>				
Use of cleaning chemicals / detergents	Cleaning staff, students, staff, and visitors	Irritation / harm to eyes, nose, and upper respiratory tract Skin sensitisation / disorders	<p>Less hazardous chemicals used wherever possible.</p> <p>COSHH Assessment completed for all hazardous chemicals and control measures implemented.</p> <p>Appropriate Personal Protective Equipment (e.g. gloves, goggles etc.) provided and worn where</p>				

			<p>identified in a COSHH assessment.</p> <p>Chemicals stored appropriately and access restricted when in use. Activities undertaken outside of Academy hours where possible.</p> <p>All spillages are cleaned immediately.</p> <p>All containers are clearly labelled.</p> <p>Labels must be read before using potentially harmful substances.</p>				
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Reviewed by:

Tahir Mahmood (President of Golden Mosque)

Mohammed Shahid (Head of Education)

Spring 2023