

SAFE USE OF CHEMICALS USED FOR INFECTION CONTROL POLICY

AIMS

To ensure the highest possible standards of cleanliness. Cleanliness contributes to the provision of a pleasant environment for students and staffs, minimises the spread of infections and reduces the risk of infestations.

PURPOSE

The main purpose of the policy are to:

- Control bacteria and the spread of infection.
- Reduce the risk of slips, trips and falls.
- Enhance the appearance of the school, ensuring a healthy and productive learning environment.

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).

WORK SCHEDULES

The cleaning schedule will ensure that:

1. Daily requirements are completed; these include the daily emptying of rubbish bins and the cleaning of changing rooms, washrooms and corridors/walkways.
2. Weekly requirements are completed; these include the vacuuming of all carpets.
3. Monthly requirements are completed; these include the deep cleaning of sanitary ware, and external window cleaning.
4. High level cleaning is completed in 4 week cycles or as needed; these include the washing of carpets and fabric cleaning, and the deep cleaning of kitchen and equipment.

CLEANING PROCEDURES

Cleaning staff should:

- ✓ Always work from the cleanest area to the dirtiest area.
- ✓ 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.
- ✓ Ensure cables are kept behind machines and do not present trip hazards.

- ✓ 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.

COSHH

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.
1. All cleaning chemicals will be labelled in accordance with Dubai Municipality regulations.
 2. The supplier should provide MSDS for all the chemicals supplied to the school.
This includes:
 - ✓ 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.
 3. Where cleaning chemicals are being used, students inside the building should be excluded from the immediate area whilst cleaning is in progress.
 4. Cleaning chemicals, cleaning products and equipment will only be used by trained individuals.

REPORTING

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

STORAGE AREAS

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

USE OF CONTAINERS

- Cleaning materials are commonly supplied in large 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.

INFECTION CONTROL

1. To prevent an infection outbreak, 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.
2. 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.
3. 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
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.

11. PPE includes uniforms, safety shoes and equipment such as gloves and goggles.

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.

Implementation Date: September 2020

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Reviewed by: _____

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Approved By: _____

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