ROUTINE CLEANING POLICY

The Workplace (Health Safety and Welfare) Regulations 1992, apply to a broad range of workplaces including schools and Colleges. The requirements of these regulations are absolute, therefore they must be legally achieved.

Recent outbreaks of contagious viruses such as the avian influenza (H5N1) have highlighted the need for premises to be routinely cleaned to a high standard.

The Regulations demand that workplaces and inherent furniture, furnishings and fittings must be kept sufficiently clean. Floor, wall and ceiling surfaces of internal workplaces must be capable of being cleaned. It is therefore important that all premises are cleaned to a high standard in order to minimise the risks of spreading infection.

Waste materials should not, so far as is reasonably practicable, accumulate in workplaces except in suitable receptacles.

Annex “A” Cleaning Schedules” lays down the cleaning frequencies for Lews Castle College premises.

It is important that the cleaning method itself should not create any health and safety risks such as dust, fumes, slippery surfaces and other slip and trip hazards.

RISK ASSESSMENT

Suitable and sufficient risk assessment must be conducted for routine cleaning tasks.

Appropriate and safe cleaning equipment, materials and substances will be provided by Lews Castle College, Cleaning operatives must not introduce any other equipment, materials or substances to the workplace.
COLOUR CODING OF CLEANING EQUIPMENT

Colour coding of cleaning equipment ensures a separation of equipment used for the various cleaning tasks. Consequently to ensure that contamination and infection is not spread from one area to another, all cleaning equipment has been colour coded.

The colour coding system adopted by the British Institute of Cleaning Science is interpreted as follows

- RED: for cleaning toilets
- BLUE: for general cleaning
- YELLOW: for all sinks
- GREEN: for cleaning kitchens and other food preparation areas.

For colour coding to operate properly and reduce the risk of cross contamination cleaners must work from the cleanest area towards the dirtiest area.

MOP CLEANING SCHEDULE

All mop heads must be washed and dried using a pre-designated washing machine and tumble dryer on a weekly basis and recorded using the LCC form “Mop Cleaning Schedule”.

WORKING AT HEIGHT

Only those staff members who have been trained and authorised by LCC are to conduct any work at height. Such staff members will be listed within the Competent Persons Register available on the LCC “S” Drive, Health and Safety Folder.

CLEANING OF KITCHENS AND FOOD PREPARATION AREAS

The Hazard Analysis and Critical Control Point (HACCP) approach to food safety provided a systematic way of identifying food safety hazards and makes sure that they are being controlled on a daily basis.

An important control point includes the maintenance of premises to ensure food hygienic practices. All kitchens and food preparation areas at LCC must be cleaned to comply with ANNEX A – “Kitchen Cleaning Schedule” and cleaning records kept to provide evidence of routine cleaning using the LCC forms “Kitchen Cleaning Schedule”.

COOKER HOODS AND GREASE FILTERS

In the interests of food hygiene and fore prevention it is necessary to routinely clean and degrease cooker hoods and grease filters. This task will be undertaken by estates and maintenance and records maintained using the LLC forms:

- Cleaning Record of Cooker Hoods and Grease Filters - F Block Kitchens
- Cleaning Record of Cooker Hoods and Grease Filters - C Block Cafeteria/Kitchen
WASTE DISPOSAL BINS

Bins used for the disposal of food waste must be segregated from other general purpose bins and must be cleaned and sanitised on a monthly basis.

General purpose rubbish bins must be cleaned and sanitised every 3 months.

SPECIALIST WASTE

To comply with the Special Waste Regulations 1996 special waste must not be disposed in general purpose bins.

Batteries, waste oil and computer monitors are examples of special waste that must be disposed of in a responsible manner.

The disposal of special waste will be managed by Estates and Maintenance. Staff who require the disposal of special waste must complete the LCC Form – “Disposal of Special Waste Request”.

RECYCLING

Every effort must be made to recycle as much as possible.

Staff and students are to be encouraged to maximise the use of recycling bins located throughout LCC premises.