



SCHOOL CLEANING - HEALTH AND SAFETY ISSUES.

The School as employer to KM Cleaning & Maintenance Services LTD (KMCS) will:

1. Insist on the use of only cleaning products that are in most cases 100% safe. KMCS will supply cleaning products that are very carefully selected, that will always be safe in use, when used in accordance with manufacturer's instructions and where protective clothing/gloves are worn (PPE).
2. Ensure all products fall within COSHH Regulations and assessments and have copies of such products on file.
3. Insist all stored products are clearly labelled in containers showing what its use is intended.
4. KMCS will provide labelling, which gives clear guidelines on dilution rates.
5. KMCS will provide protective clothing and all warning signs.
6. KMCS will provide adequate advice required on all health and safety matters to the Premises Manager at regular meetings

The Cleaning staff will:

1. KMCS will insist all cleaners will wear, at all times protective clothing and rubber gloves issued to them.
2. KMCS will insist all products must be used and handled in accordance with the manufacturers instructions.
3. KMCS will insist all warning signs must be placed out BEFORE starting work on ALL cleaning tasks.
4. Always ensure the area you are working on is properly ventilated.
5. When cleaning toilets cleaning staff must use colour coded materials and equipment to avoid crossed contamination.
6. Never use scrubbing/buffing machines without proper training from the Area Managers.
7. before and after using electrical equipment:
 - (i) Do a safety check on leads and plugs making sure it is unplugged first.
 - (ii) If using a vacuum cleaner also check filter and bag.
8. When using a spray - wear a mask. Spray onto cloth, not over surfaces
9. Never use any products other than those given to you by KMCS or the School and never mix products.
10. Never use any products in unmarked containers nor give anyone else products from the same.
11. Do not lift any article likely to cause any injury to yourself. Always seek assistance or use a hand trolley if required. Manual Handling procedures comply.
12. Always lock away materials and equipment tidily and neatly in the store/ cleaning cupboards provided. **NEVER leave the materials where children may touch or find them.**
13. In the event of a fire leave the building by the nearest fire exit and go to the assembly point (the assembly points are located in the KS1 and KS2 playgrounds).

Signed this form to state that you have read & understood the above:

Name:..... Company:..... Signature:.....

Federation Premises Manager:..... Date:.....