



Policy Area:	Infection control and cleaning Policy		
Date:	September 2016	Policy code:	I1
Last reviewed:	September 2025	Reviewed by:	Anthony Thomas (C...
Next review:	September 2026	<i>(For all review dates see end of document)</i>	

Policy statement

Viruses and infections can be easily passed from person to person by breathing in air containing the virus which is produced when an infected person talks, coughs or sneezes. It can also spread through hand/face contact after touching a person or surface contaminated with viruses.

The best way to prevent a virus or infection from moving around the school environment is to maintain high hygiene standards in the setting. To do this we will follow **ten key principles** and adopt a **4 stage cleaning procedure**.

Cleaning procedure:

Our cleaning procedure has 4 steps-



Preparation



Cleaning



Documentation



Audit and review

These four steps are further explained in this policy on the next pages.

CLEANING PROCEDURE STEP ONE



Cleaning preparation:

Preparation is key to ensuring procedures are clear and easy to follow. It is also essential for the avoidance of cross contamination.

On arrival each day

The cleaners should remind themselves of the work schedule for the day. They should wear the appropriate PPE and follow the cleaning schedule to prepare all cleaning equipment needed for the task.

At the end of the day:

The school cleaner should ensure that all the mop pads and reusable cloths used from the day are placed in the washing machine. Clean mop heads should be placed on mops or disinfected ready for use the next day.

Classroom staff should take their dirty washing to the utility room and place it in the washing machine. They should collect clean class cloths at this time to replenish their rooms

CLEANING PROCEDURE STEP TWO



Cleaning:

- Using the materials for the allocated area carry out through cleaning.
- Follow the cleaning work plan and schedule
- **Gloves and aprons should be changed and hands washed when moving from one zone to another.**

CLEANING PROCEDURE STEP THREE



Documenting:

It is the duty of the person responsible for the cleaning to document that the cleaning has been done. A cleaning checklist is present in reception each week.

CLEANING PROCEDURE STEP FOUR:



Auditing and review:

At the end of each half term the administrator will conduct an audit of the cleaning file. They will check:

- ✓ Cleaning has taken place according to the schedules and has been documented and note any trends where this has not been occurring.
- ✓ Spot checks will take place once a week to determine procedures are being followed. The findings for these spot checks will be documented.
- ✓ A stock check of cleaning materials will be done every half term
- ✓ An annual infection control audit is done using the “The Infection Control Audit INTRODUCTION Tool – Early Years Settings”

These audits will be made available to the headteacher and senior management for review and actions.

10 Key principles:







- 1) **Always follow good hygiene.** Handwashing is one of the most important ways of controlling the spread of infections, especially those that cause diarrhoea and vomiting, and respiratory disease. The recommended method is the use of liquid soap, warm water and paper towels. Always wash hands after using the toilet, before eating or handling food, and after handling animals. Cover all cuts and abrasions with waterproof dressings. Outdoor footwear should be changed to indoor foot wear. Guests and visitors should be encouraged to use shoe covers.
- 2) **Respiratory hygiene.** Please ensure if you cough or sneeze you catch it in a tissue and dispose of it in a black lined bin then wash hands. Please ensure you are familiar with the school coronavirus 19 policy and do not enter the premises if you have a fever , cough or any symptoms of covid19.
- 3) **PPE- all visitors/ external cleaners to CMS as asked to sanitise their hands on entry and wear a face mask.** Please wear the correct PPE for the task being carried out. This will usually be gloves and aprons.
- 4) **Cleaning-** Please adhere to the cleaning schedules and manufacture instructions of all products used. Potties or changing mats when used must be disinfected after each use. Toilets and frequently touched areas should be cleaned at least twice a day.
- 5) **Blood and bodily fluids-** if dealing with blood / vomit please use the spill packs and ensure eye protection is worn
- 6) **Laundry-** items used for cleaning, such as cleaning cloths, mop heads etc must be washed at 60 degrees. These must be washed separate to “clean” items such as children’s high visibility vests, cloths used by children for water spills. Soiled linen should be washed separately at the hottest wash the fabric will tolerate. Wear PPE when handling soiled linen. **Children’s soiled clothing should be bagged to go home**, never rinsed by hand
- 7) **Clinical waste** and sharps- in the event of a student or staff member having requirements for disposing of such items e.g. requiring injectable medication, this policy will be reviewed. Currently this is not applicable.

- 8) **Avoid cross contamination.** The school uses a colour coded system for cleaning. **Yellow:** Dining hall and food prep areas, **Blue:** General and common areas such as corridors and classrooms, **Red:** Toilets
- 9) **Sickness policy.** When students are ill we will follow the sickness and illness policy to prevent the spread of any infection in the nursery and school. Staff are also requested to stay at home if they are contagious. Please our sickness and illness policy and coronavirus policy.
- 10) **Collective responsibility:** It is the duty of all staff to keep areas free of clutter, to tidy as they go along and ensure adherence to cleaning and infection control policies. Staff will ensure they develop children's understanding of the above and the need for good hygiene procedures in helping them to stay healthy. Cardiff Montessori will ensure stocks of tissues, hand washing equipment, cleaning materials and sterilising fluid are maintained at all times and increased during the winter months or when flu and cold germs are circulating

Handwashing:

Hands should be washed:

1. **BEFORE** touching or handling any food, especially ready-to-eat food (e.g. cooked meat) and
2. **AFTER** touching raw meat, poultry, fish, eggs, unwashed vegetables or any packaging used for raw foods.
3. When entering the kitchen e.g. after a break or going to the toilet.
4. After touching or emptying bins.
5. After touching a cut or changing a dressing.
6. After touching items such as phones, light switches, door handles, cash registers and money.
7. After touching your hair, face or blowing your nose.
8. After any cleaning.

WASHING HANDS EFFECTIVELY			
<p>Step 1: Wet your hands thoroughly under warm running water and squirt liquid soap onto your palm.</p> 	<p>Step 2: Rub your hands together palm to palm to make a lather.</p> 		
<p>Step 3: Rub the palm of one hand along the back of the other and along the fingers. Repeat with the other hand.</p> 	<p>Step 4: Put your palms together with fingers interlocked and rub in between each of the fingers thoroughly.</p> 		
<p>Step 5: Rub around your thumbs on each hand and then rub the fingertips of each hand against your palms.</p> 	<p>Step 6: Rinse off the soap with clean running water and dry your hands thoroughly on a disposable towel. Turn off the tap with the towel and then throw the towel away.</p> 		

Cleaning colour coding:

At Cardiff Montessori use a colour coded system when cleaning. Colour coded cleaning is the process of designating colours to cleaning equipment in certain areas of the school, reducing the spread of germs across areas and increasing hygiene throughout.

Yellow: Dining hall and food prep areas

Blue: General and common areas such as corridors and classrooms

Red: Toilets

There are colour coded mops, buckets, dustpans and brushes, brooms and cloths to use in areas.

Cleaning effectively

Cleaning and disinfection needs to be carried out in two stages:

1. Clean: Using either hot, soapy water or a cleaning product (such as a sanitiser), remove visible dirt, grease and debris from surfaces/ equipment and wipe off or rinse.

2. Disinfect: Following the manufacturer's instructions, apply a disinfectant (such as a sanitiser) all over the surfaces/equipment and leave on for the required contact time.

Manufacturer's instructions/BS EN standards:

When using disinfectants or sanitisers, always follow the manufacturer's instructions on the label. These instructions should tell you how to correctly dilute the product and how long you need to leave the product on the surface/ equipment for harmful bacteria to be reduced to safe levels. Sanitisers and disinfectants should meet relevant standards, either BS EN 1276 or BS EN 13697. Product information can be found in the cleaning and infection control drive.

Cleaning in food areas:

1. We regularly wash/wipe and disinfect all the items people touch frequently, such as work surfaces, sinks, taps, door handles, switches, can openers, cash registers, telephones and scales.
2. All staff should clear and clean as they go
3. Fridges are cleaned regularly at a time when they do not contain much food. We transfer food to another fridge or a safe cold area and keep it covered. Fridges are cleaned at the end of each half term.
4. Ideally staff use a dishwasher. If the dishwasher is not available, wash plates, equipment, etc, in hot soapy water using bactericidal detergent.
5. If the same sinks needs to be used for washing up equipment, raw foods and equipment used for ready to eat foods the water must be changed and the sink (including all taps/fittings) must be thoroughly cleaned and disinfected using a two stage clean between uses.
6. Kitchens are to be kept free from clutter and rubbish. Clear away dirty kitchen equipment as soon as possible.
7. All staff keep sinks clear and clean them regularly.
8. We wash or wipe away spills as soon as they happen. Clean and then disinfect work surfaces after wiping up spills from raw food
9. Scrape food waste into the bin before washing. Ideally, use a separate a bin just for food waste.
10. Use a strainer over the plughole to stop food going down the sink.

11. Food waste should be stored in a specific place, away from food preparation, before it is collected. This area should be cleaned and disinfected regularly.
12. Food waste collection is weekly

Cleaning products:

Please refer to the cleaning schedule for details of which products are to be used for which cleaning tasks.

When areas require a deep clean, for example due to concerns re covid19, **areas will be cleaned with Milton** (at a dilution of 30ml of Milton added to 500mls of cold water in accordance with the government guidance "Covid19: Cleaning in non-healthcare settings outside the home- Updated 15 July 2020" which advises a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) or **alternatively with the Ultra-AX spray** by clover which has been certified as effective on coronavirus (as well as other viruses and bacteria) may be used. When these products are used they should be used in accordance with the manufacture instructions. Clinell universal wipes are available in all classes for use for areas / materials where Milton or Ultra-Ax are not appropriate. They are certified as effective against covid with a contact time of 60 seconds. This means the material should remain wet from the wipe for 60 seconds to be disinfected.

When Milton is used at this concentration it should be rinsed off using water after 15 mins of contact time. Ultra-Ax does not need to be rinsed off (even in food prep areas) and only requires a contact time of 60 seconds.

Further technical info:

Milton Kills 99.9% of germs including bacteria, fungi and viruses. It is effective on Rotavirus (N°1 cause for gastroenteritis), MRSA and the swine flu virus. Proofs of efficacy according to European norms is that it is Bactericidal : in 5 minutes EN1040, EN1276 (including MRSA), EN 14561 and at 1.8% V/V EN13697. Fungicidal : in 15 minutes EN1275, EN 1650 and EN14562 on Candida albicans (agent responsible for thrush). Virucidal : in 15 minutes NF T72-180. Effective on Rotavirus and Coronavirus.

Ultra-AX Kills 99.999% of bacteria (Passes BS EN1276:1997) Contact Time: 60 seconds Conditions: Clean Kill Rate: 99.999% Virucidal activity against all enveloped viruses (Passes EN 14476:2013 + A1:2015/prA2:2016) Contact Time: 60 seconds Conditions: Dirty Inactivation: >99.99%

Cleaning equipment:

Mop head pads should be changed and washed after every cleaning session and should not be used across zones.

For most cleaning tasks disposable blue cloths should be used

There is a cleaning caddy for use by cleaners for each of the different zones. Each class / room also has a cleaning box in the room with materials for use in the class.

Cloths:

Reusable cloths may be used for one cleaning task in one area as per details contained in the cleaning schedule. Reusable cloths should never be used in bathrooms, sinks or areas of high risk (such as confirmed covid cases / cleaning areas contaminated by bodily fluids etc. even if disinfection has been applied). There should also be a basket for dirty cloths and a separate one for clean cloths in each classroom and areas where access to cloths are needed and access to disposable cloth and aprons. Further stock of cloths are available in the utility room.

1. We use disposable cloths wherever possible, and throw them away after each task.
2. Staff always use a new or freshly cleaned and disinfected cloth to wipe work surfaces, equipment or utensils that will be used with ready-to-eat food. Yellow microfibre cloths are dedicated for food areas,
3. Cloths can't be used for both floors and other surfaces.
4. Re-usable cloths are taken away for thorough washing and disinfection after using them with eggs or raw vegetables – and surfaces that have touched these foods.
5. If using re-usable cloths, we ensure they are thoroughly washed, disinfected and dried properly between tasks (not just when they look dirty).
6. Usually, we wash cloths in a washing machine on a very hot cycle. A suitably high temperature can be obtained using a hot cycle of 90°C. If staff wash and disinfect cloths by hand, they make sure all the food and dirt has been removed by washing in hot soapy water before they disinfect them. After washing, disinfection is done by using boiling water or a suitable disinfectant, following the manufacturer's instructions (bleach is not a suitable disinfectant).
7. Each room has a labelled dirty cloths basket. Dirty cloths are taken to the utility room at the end of each day for washing.
8. Clean cloths are available in each room required and further stock is available from the utility room

Physical and chemical contamination:

1. Staff follow the manufacturer's instructions on how to use and store cleaning chemicals. Store cleaning chemicals separately from food and make sure they are clearly labelled.
2. Staff ensure that any chemicals you use to control pests are used and stored in the correct way and clearly labelled.
3. All staff are expected to clear and clean as they go and take care to throw away packaging, string etc. as soon as they remove it.
4. Staff repair or replace any equipment or utensils that are damaged or have loose parts.

Pest control:

1. We keep external areas tidy and free from weeds. When staff take bins out they make sure bins are kept closed
2. Bins have close-fitting lids and are easy to clean and clean and disinfect regularly.
3. Deliveries are checked thoroughly for signs of pests. We do not accept a delivery if it shows signs of pests such as gnawed packaging or insects, e.g. beetles.
4. An annual pest control visit is carried out by a contractor or more frequent if required.

Maintenance:

1. We repair structural damage as soon as it happens, e.g. damp/chipped plaster, broken tiles, holes in walls or windows.
2. Replacement of chopping boards that are scratched, pitted or scored should occur straight away.
3. Staff are advised to throw away any cracked or chipped dishes and other tableware.
4. Equipment is well maintained and working properly
5. Maintenance occurs every half term or sooner if required
6. All staff are advised to report any issues that require repair or replacement when it becomes apparent

COSHH

The occupational use of nanomaterials is regulated under the Control of Substances Hazardous to Health (COSHH). COSHH is the law that requires employers to control substances that are hazardous to health and includes nanomaterials. You can prevent or reduce workers' exposure to hazardous substances by:

- finding out what the health hazards are;
- deciding how to prevent harm to health (risk assessment);
- providing control measures to reduce harm to health;
- making sure they are used;
- keeping all control measures in good working order;
- providing information, instruction and training for employees and others;
- providing monitoring and health surveillance in appropriate cases;
- planning for emergencies.

A COSHH assessment is completed annually or sooner if changes are made. It is saved on the school Drive along with safety data sheet for the substance.

Review of policy dates:

Date of review	Reviewed by	Notes
09/2017	Esma Izzidien	
09/2018	Esma Izzidien	
09/2020	Esma Izzidien	
10/2020	Esma Izzidien	
09/2021	Esma Izzidien	
01/2022	Esma Izzidien	
September 2025	Anthony Thomas (CMS)	

