

The definitive cleaning standards for school toilets

Compiled by:

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In conjunction with:

**British Institute of Cleaning Science, BICSc,
British Toilet Association, BTA and Bog Standard**

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Introduction

Schools are required by the 1999 Education (School Premises Regulations) to ensure the health, safety and welfare of pupils. The provision of clean and well maintained toilet and hand washing facilities is a basic requirement in any workplace or educational setting but takes on an added importance in schools.

Organisms that can be harmful to health can survive on environmental surfaces. Viruses, in particular, can be excreted in large numbers in respiratory secretions and stools and can stay on surfaces for hours and days. School children are recognized as at particular risk of contracting and passing on infections (such as E.coli) which can be contracted by frequent hand contact surfaces (such as toilet flushes, door handles, locks, taps or hand dryers). Personal hand washing and hygienic toilet and hand washing facilities are vital to prevent the person-to-person spread of infections.

This document discusses and documents the definitive cleaning standards for toilets in any school wishing to comply with the standards as endorsed by:

BOG Standard

British Toilet Association – BTA

British Institute of Cleaning Sciences - BICSc

The document is divided into three main sections, comprising of:

1. General principles of cleaning and maintenance
2. Standards specification table
3. Frequency and method table
4. Detailed description of the methods to be employed

It is highly recommended that the people charged with the cleaning responsibilities are suitably trained to the BICSc level of competence; and that they have attended and completed the Cleaning Operators Proficiency Certificate (COPC). If they are not yet qualified, they should be encouraged and supported to do so. In order to raise and maintain the desired standards, it is suggested that people involved in cleaning have been trained in BICSc and found competent in the following BICSc tasks:

AA1 – Chemical competence

AA2 – Machines: Safe use and care

AA3 – Storage of equipment.

In addition to the COPC qualification, it is recommended that the Sanitary Cleaning Proficiency Certificate (SCPC) also be considered for cleaners that are responsible mainly for the upkeep and cleaning of toilets; they are likely to be Operators or Attendants toilets.

The modules that are required to be completed include the following:

BTA1	F6	Floor Sweeping and refuse collection
BTA2	F4	Control of body fluids, contamination and sharps
BTA3	C2	Wall washing
BTA4	D3	Sanitary ware (toilets, urinals, basins, replenishment of toilet requisites)
BTA5	A2	Single solution mopping
BTA6	C4	Pressure washing

It is also encouraged that the supervisors in charge of the cleaning staff have successfully completed the entire certificate which covers, amongst other modules, chemical competence and the storage of the equipment.

General principles of cleaning and maintenance

Toilets should be clean, maintained, in good repair, well ventilated and monitored

Cleaning

- a. Schools toilets should be cleaned at least twice a day, including between peak periods of use (such as mid-morning, after lunch break and end-of-day)
- b. Not all be cleaned at the same time to ensure adequate access for pupils
- c. Remain open to pupils throughout the school day
- d. Restrict closures to temporary cleaning purposes
- e. Ensure provision for extra spot cleaning as needed
- f. Be deep cleaned during school holidays by a specialist, registered company, at least three times a year.

Sanitary facilities for girls

It is recommended that a sanitary disposal unit is provided in each cubicle to provide privacy and protect the modesty of girls menstruating at a sensitive age. Sanitary disposal facilities should be provided for all girls aged eight and over.

- a. Ordinary bins are not sufficient
- b. Sanitary disposal units should be emptied and cleaned sufficiently often by a registered company to stop them becoming over-full or odorous

Maintenance

- a. School toilets should be maintained in good repair
- b. Ensure supplies of toilet paper, soap, paper towels are stocked throughout the day
- c. Ensure emergency repairs of toilets are done promptly to minimise disruption to the service
- d. The school should hold spare cubicle locks
- e. Ensure planned maintenance takes place outside school hours

Ventilation

- a. Windows should be opened during cleaning work
- b. Toilets are required to have mechanical ventilation. Where toilets do not have windows the mechanical ventilation should be switched on during cleaning work

Monitoring

- a. School toilets should be monitored regularly as part of a documented rota and policy.
- b. A cleaning audit checklist should be located in the toilets, dated and signed at regular intervals throughout the day
- c. A faults and repair audit checklist should be maintained

Drinking water

Drinking water supplies and facilities of any sort should not be located in the toilets

Safety

- a. Cleaning equipment should be colour coded (e.g. blue for toilets areas including basins, taps and cubicle locks; red for toilet pans, cisterns and urinals)
- b. Cleaners should follow all COSHH Regulations and ensure the correct use and storage of detergents and chemicals.
- c. All cleaning materials should be out of reach and stored locked away from contact with pupils
- d. Commercial brands are advocated over 'home mixed' products in bottles or containers as they can readily become contaminated during the 'topping up' process.
- e. Do not pour any waste water into urinals or toilets; this should be emptied into a butler cleaner's sink
- f. Bleach (hypochlorite) is not permitted in all schools. If permitted, bleach can be used where there is a known infection risk...and after ensuring that all Health and Safety, including COSHH issues, are addressed.

Cleaning Standards Specification Table

	ACCEPTABLE ON COMPLETION OF TASK	UNACCEPTABLE
GENERAL		
Removal of loose debris	Free from litter, debris, dust and loose foreign matter	Build up of litter, debris, dust and loose foreign matter
Removal of impacted debris	Free from impacted debris e.g. chewing gum, labels etc	Build up of impacted debris
HARD FLOORS		
1) Mopping	Dry and free from spillages, removable stains, superficial marks and loose debris.	Build up of spillages, removable stains, superficial marks and loose debris.
a) Spot mop		
b) Full mop	Has uniformed appearance and is dry and free from spillages, removable stains, superficial marks and loose debris.	Build up of spillages, removable stains, superficial marks and loose debris. Having a non-uniform finish.
2) Scrub	Dry and free from removable stains, spillages, ingrained dirt, scuffmarks and impacted debris. Of uniform appearance.	Build up of removable stains, spillages, ingrained dirt, scuffmarks and impacted debris. Of non-uniform appearance.
VERTICAL SURFACES AND HIGH LEVEL		
1) Dust	Free from visible loose debris, dust and cobwebs.	Build up of loose debris and dust on vertical surfaces and at points of contact with horizontal surfaces.
2)		
a) Damp wipe / spot wash	Free from impacted debris, dust cobwebs and removable stains / graffiti.	Build up of impacted debris and dust on vertical surfaces. Removable stains.
b) Damp wipe / full wash	Free from impacted debris, dust cobwebs and removable stains/ graffiti. Uniform appearance.	Build up of impacted debris and dust on vertical surfaces and at points of contact with horizontal surfaces. Removable stains, smears.
FURNITURE, FIXTURES AND FITTINGS		
Dust	Free from visible loose debris, dust and cobwebs.	Build up of loose debris and dust on horizontal surfaces and at points of contact with vertical surfaces.
1) Damp wipe / wash	Free from impacted debris, dust, and cobwebs and removable stains Uniform appearance. Dry.	Build up of impacted debris and dust on vertical surfaces and at points of contact with horizontal surfaces. Removable stains, smears.
2) Polish	Dry and free from removable stains, spillages and debris. Has bright even sheen.	Non-uniform appearance, build up of removable stains, spillages, loose debris, marks and excess polish.
SANITARY FITTINGS		
1) Damp wipe / wash	Free from impacted debris, dust, removable stains, body fats and fluids. Uniform appearance. Dry. Odour free.	Build up of impacted debris, dust and fats on all surfaces and at points of contact with horizontal surfaces. Removable stains, smears.
2) Deep clean	Free from impacted debris, dust, removable stains, body fats and fluids, scale and verdigris (green deposit or powder formed on copper). Uniform appearance. Dry. Odour free.	Build up of impacted debris, dust, fats, scale and verdigris on all surfaces and at points of contact with other surfaces. Removable stains, smears.

Frequency and Method Table

Item	Frequency	Method	
1	General environmental surfaces	At least daily	<p>Surface areas must be manually cleaned and dried between uses and/or at end of day (depending on surface) using general purpose detergent & hot water. Ensure that you use the correct coloured cloth. Red cloths should be used for high risk areas (toilets and urinals), whilst yellow cloths should be used for fixtures and basins. Ensure that all areas are thoroughly dry.</p> <p>Disposable cloths/paper towels could be used, but it is imperative that the correct sequence of cleaning is followed, from lower risk to high risk.</p> <p>Disinfectant to be used if known infection risk and then rinsed.</p> <p>NB disinfectants will not work on dirty surfaces.</p>
2	Frequent hand contact sites, such as toilet flush handles, taps and door knobs.	At least daily and it is advisable for toilets to be cleaned twice or three times daily	<p>As above re: detergent and hot water. Cream cleanser can be used for sinks and basins. Ensure both sides of toilet seats and handles are cleaned. Clean and dry basin taps. Clean toilet flush handles and door knobs. Attention should be made to the sides and underside of hand dryers.</p>
2a	Wash hand basins lower risk	Constant use:- at least twice, or advisable, 3 times	<p>All surfaces of urinals are to be washed down using a detergent and hot water. Attention should be paid to the underside and surround of urinals.</p> <p>Disabled persons' grab rails should be cleaned with detergent and hot water.</p>
2b	Urinals / Toilets higher Risk	Constant use:- at least twice, or advisable, 3 times	<p>All surfaces to be cleaned with detergent and dry polished. Disinfectant/hypochlorite to be used if known infection risk and then rinsed.</p> <p>Hand soap, preferably liquid soap, should be available for all hand washbasins. Hygienic hand drying facilities should be in close proximity to hand basins.</p>
3	Floors	Daily	<p>Wash with hot water and detergent.</p> <p>Disinfectant is required only after contamination with blood spillages.</p>
4	Refuse bins	Daily	<p>Empty bins at least twice daily.</p> <p>Clean the outside of the bins daily. Clean inside with hot water and detergent, if contaminated.</p> <p>Liners to be renewed daily.</p>

Item		Frequency	Method
5	Feminine hygiene bins	Daily	Clean outside of bins daily Lift bins off the floor during wet mopping Sanitary product disposal bins are emptied and cleaned sufficiently, often by a registered company to prevent them becoming over-full or odorous.
6	Mirrors	Daily	Mirrors to be polished and any stainless steel should be kept bright.
7a	Walls	Walls / partitions spot cleaned daily	Check walls and partitions for marks and stains and clean as required, using detergent and a cloth with warm water.
7b	Ceilings / windows / lights / air vents / fittings	Periodically	Routine cleaning not required. Clean periodically with hot water and general purpose detergent. Clean with a disinfectant if contaminated with blood. Stainless steel should be kept bright.
8	Pipe work (external)	Weekly	Clean weekly with hot water and general purpose detergent.
9	Drinking water facilities	Daily	Water facilities should be cleaned daily. If children drink directly from a spout, the detergent needs to be safe. Peroxide sprays and/or proprietary wipes (of a kind intended for water cooler use) should be used daily to keep cooler taps/spouts in hygienic condition.
			Drinking water facilities (including taps, fountains and coolers) must not be located in toilets areas. Drinking water facilities should be cleaned daily, including outdoor facilities.
10	Blood or bodily fluid spills	Immediately	Where there is known blood or bodily fluid contamination (e.g. spills of vomit or faecal matter) spills should be cleaned immediately and any contaminated surfaces cleaned and disinfected

NOTE: BLEACH should be used very carefully following COSHH procedures, and must not be mixed with any other cleaning products. The possible combination of hypochlorite and ammonia could be fatal! It is strongly advised not to use bleach; it should only be used after the relevant training. It must not be used on metal surfaces.

Do not pour any waste water into the urinals; this should be disposed of in a butler's sink. If this is not

available, the waste water should be emptied into the toilet.

Cleaning and maintenance tasks

The cleaning solutions, chemicals and disinfectant that are used should ideally be ones that provide at least a 99.9% effective sterility and germ kill and are effective against MRSA, E Coli, and other forms of bacteria. The onus is on the suppliers of these products to provide the relevant safety data sheets, as well as any other pertinent literature.

Always work from the cleanest area to the dirtiest area in the following group order:

Frequency	Order and colour	Items
Daily	Clean 1st Yellow cloth with red border	<ul style="list-style-type: none"> • Taps • Wash basins (including undersides), splash backs and vanity tops • Butler sinks • Soap dispensing facilities • Hand drying facilities, including underside and surround of hand dryers • Cubicle door handles and locks, including undersides • Toilet flush handles (including undersides) or knobs • Mirrors • Internal glass e.g. on entrance/exit doors • Bins; clean outside; clean inside if visibly dirty • Exterior of sanitary product dispensers
	Clean 2nd Red cloth	<ul style="list-style-type: none"> • Exterior of sanitary disposal facilities • WCs, including under the rim, and not forgetting the underside of seats and lids • Urinal privacy dividers • Urinals, including underside and surround • Pipe work around WCs, urinals, washbasins and sinks
	Clean Last Red handled mop and bucket	<ul style="list-style-type: none"> • Floors • Skirting
Notes:	Remove any marks from <ul style="list-style-type: none"> • Walls • Cubicle partitions • Doors Also: <ul style="list-style-type: none"> • Remove graffiti 	

	<ul style="list-style-type: none"> • Report problems and defects • Refill toilet paper, soap, paper towels and air fresheners • Fill in cleaning audit checklist and the faults and repair form.
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Frequency	Order and colour	Items
Weekly	Yellow cloth with red border	<ul style="list-style-type: none"> • Washing walls • Radiators • Wipe clean ledges, tops of door frames, tops of cubicles • De-scale build-up of lime scale on washbasin and sink bowls, taps and urinals

Frequency	Order and colour	Items
Monthly	Yellow cloth with red border	<ul style="list-style-type: none"> • Windows (included in regular window cleaning schedule) • Behind radiators • Lights • Air vents and ventilation systems • Ceilings

Frequency		Items
Every Term	Deep clean using a specialist service provider and equipment	<p>Tasks that the deep clean company should carry out:</p> <ul style="list-style-type: none"> • Remove the hidden build-up of uric scale and lime scale in the pipes and traps, wall / floor and WC / urinal and washbasin junctions. • De-scale and steam wash at high temperature to remove accumulated dirt and stains, including in hard to clean places: <ul style="list-style-type: none"> ○ All WCs, urinals, washbasins, showers, mechanisms, floors and wall and floor junctions • Scrub and leave spotless <ul style="list-style-type: none"> ○ Ceilings, walls, tiles, grouting, lights, vents, windows, mirrors, ventilation systems

Detailed Description of Methods

See the following guidelines as to how these tasks are to be carried out:

1. General Environment
2. Basins, sinks, urinals and toilets
3. Floors
4. Refuse bins
5. Feminine hygiene bins



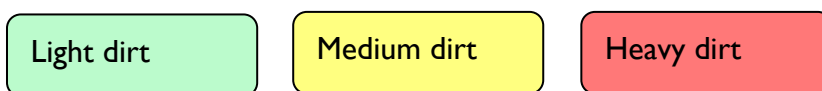
6. Walls, ceilings, windows, mirrors etc

I. General environment

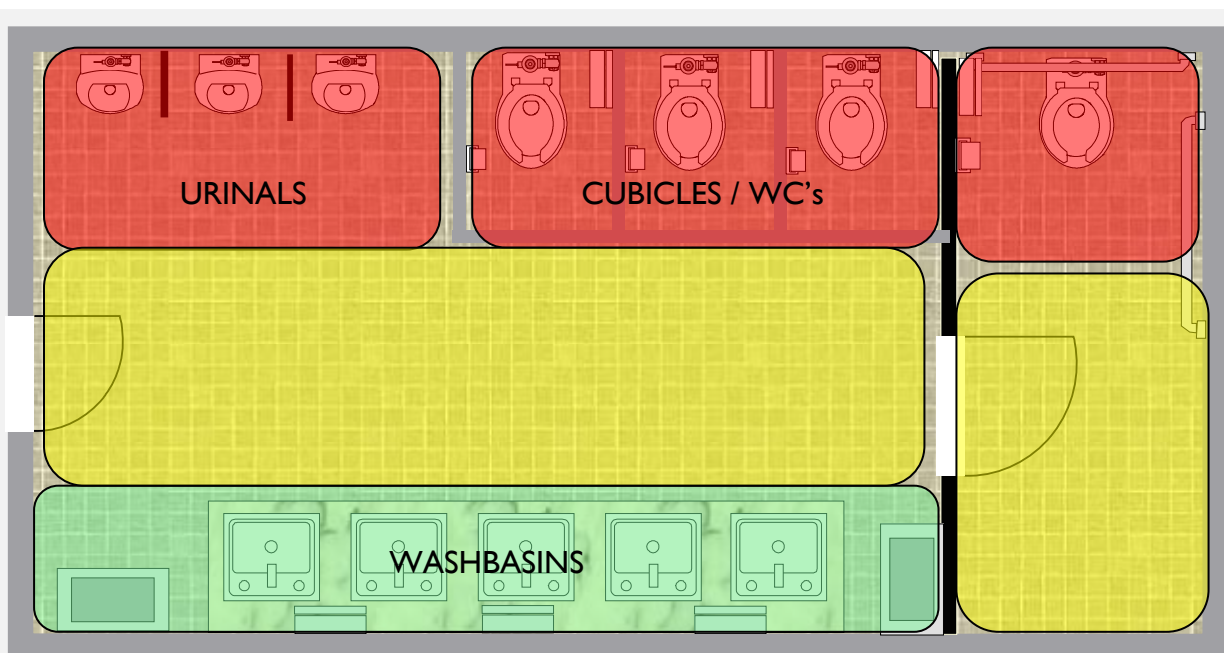
- a. The toilets should be cleaned at least twice daily in medium to high traffic areas.

- b. Always start from the least dirty then move on to most dirty...leaving the cleaning and mopping of the " traffic" areas" till last.
- c. Ensure that you have the correct colour equipment:
RED cloths, mops and buckets for higher risk areas such as toilets, urinals and toilet floors.
Yellow cloths (with red border) for, wash hand basins, mirrors and other fixtures (including cubicle door handles), which represent lower risk areas.

The following diagram indicates the areas that are likely to be the dirtiest, or pose the highest risk:



TOILETS



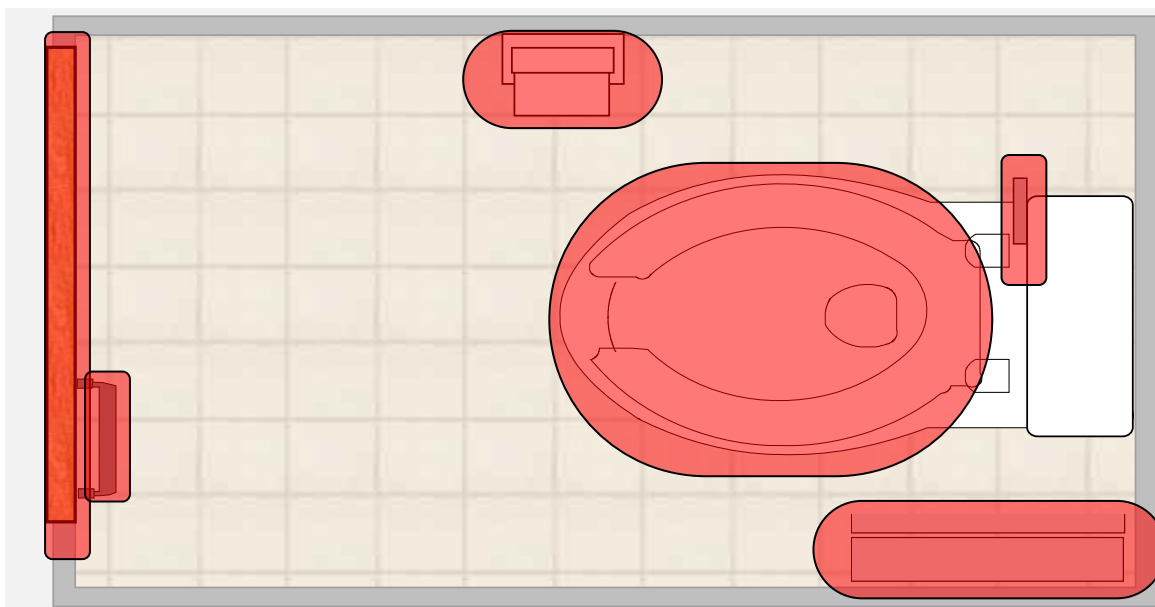
Start cleaning the toilets from in the green area, then move on to the red areas. The yellow area, or walkway, should be done last to prevent slips and trips.

You should apply the toilet bowl and urinal cleanser / sanitiser to these units before commencing with the washbasin area. This will allow the disinfectant enough contact time to be effective.

Remember that **red cloths** should only be used for WC's and urinals and **SHOULD NOT** be used in the other areas. Cleaning cloths should be colour coded and only used in appropriate areas to avoid cross-contamination (the spread of germs from one area to another).

Red buckets and red handled mops only are to be used in the toilets.

CUBICLE



II. Basins, sinks, urinals and toilets

Equipment needed

- a. Warning signs
- b. Personal Protective Equipment
- c. Toilet brush
- d. Cloths and buckets of appropriate colour
- e. Cleaning agents as well as a de-scaler for urinals and pans
- f. Measure or dispenser and a spray bottle
- g. Non abrasive pad
- h. Pair of tweezers

- i. Supply of toilet paper
- j. Sanitary bags, if appropriate bottle brush
- k. Replacement waste bags of appropriate colour

How to clean basins, sinks, urinals and toilets

- a. Assemble equipment.
- b. Inspect hands and protect as necessary. Put on personal protective equipment (PPE), such as gloves and eye protectors.
- c. Select correct chemicals, and prepare cleaning solution, adding product to water, put correct quantity into bucket.
- d. Site “closed for cleaning” sign and open windows.
- e. Turn off automatic flushing system.
- f. Clear waste outlets and channels.
- g. Empty the waste bins.
- h. Flush toilets, lower water level. Apply cleaning solution (or de-scaler) and allow sufficient contact time, about one minute.
- i. Use correct colour coded equipment.
- j. Work from clean to dirty.
- k. Using a cleaner disinfectant, wash, rinse, and wipe dry all sanitary appliances...
- l. Pay special attention to problem areas.
- m. Remove any marks from walls and wipe handles. Brush inside of toilets, including, under the rim, rinse brush and wipe holder.
- n. Turn on automatic flushing system and check final appearance and report any defects.
- o. Replace paper, etc, as necessary, clean and store all materials and equipment.
- p. Remove signs and remember to close the windows.

III. Floors

NOTE: if the flooring is special or safety flooring, the manufacturer’s instructions must be followed at ALL TIMES.

There are a number of different options for cleaning floors, and we will explore some of the most popular methods.

A. Single solution mopping unit (damp mopping)

Equipment needed

- a. Cleaning agent
- b. Measure or dispenser
- c. Abrasive pad



- d. Personal Protective Equipment
- e. Mopping unit and wringer
- f. Warning signs
- g. Bucket cloth (if necessary)

How to damp mop

- a) Assemble equipment.
- b) Put on P.P.E.
- c) Prepare cleaning solution, adding product to water, put correct quantity into bucket.
- d) Site warning signs and open windows, if they are closed.
- e) Position mopping unit and wringer behind line of work.
- f) "Cut in" parallel to skirting.
- g) Use figure of 8 strokes, with overlapping passes.
- h) Ensure that the mop is held correctly.
- i) Do a manageable area, do not overreach.
- j) Do not over wet the floor and ensure that you wring the mop out correctly.
- k) Stand in front of wringer (if applicable).
- l) Rinse mop frequently and change the cleaning solution as necessary.
- m) Use abrasive pad to remove stubborn marks.
- n) Wipe skirting after mopping.
- o) Check appearance of floor.
- p) Wash mop heads, leave buckets to drain.
- q) Clean & store all materials and equipment.
- r) Remove warning signs when floor is dry and remember to close windows.



Note: It may be necessary to keep the toilets ventilated throughout the working day. Follow the directives or instructions applicable to the site.

B. Machine scrubbing and drying

Equipment needed

- a) Rotary floor machine with tank and anti splash skirt
- b) Scrubbing brush, or drive disc with scrubbing grade pad
- c) Wet vacuum machine – or combined scrubber dryer
- d) Abrasive pad (with holder)
- e) Cleaning agent
- f) Personal Protective Equipment
- g) Cloths and buckets
- h) Warning signs
- i) Circuit breaker
- j) Measure or dispenser
- k) Plastic protective square
- l) Cloths

How to “scrub and dry”

- a. Assemble equipment.
- b. Prepare machines and carry out safety checks (float valve).
- c. Put on P.P.E.
- d. Test start wet vacuum.
- e. Prepare cleaning agent in tank, adding chemical to water, wipe up any spillages
- f. Site warning signs and open windows.
- g. Ensure hands are dry before handling plug.
- h. Start machine away from door and ensure cable is behind line of work.
- i. “Cut in” parallel to skirting and use edging tool as necessary.
- j. Maintain control of machine at all times.
- k. Avoid over application and splashing of skirting boards.
- l. Use overlapping passes and avoid standing on wet floor.
- m. Put handle in upright position, when not in use and check the condition of the pad frequently.
- n. Scrubbing machine: remove plug safely and place machine on a plastic square.
- o. Start machine drying before floor starts to dry on its own.
- p. Start wet vacuum on dry floor, work from dry to wet.
- q. Vacuum cleaner: remove plug safely and stand machine on the plastic square.
- r. Clean skirting boards and check appearance of floor.
- s. Complete the safety checks, recoil cables, and clean machines.
- t. It is important that all solution tanks are emptied, cleaned and rinsed after use or completion of tasks.
- u. Clean & store all materials and equipment.
- v. Remove warning signs and close windows.



NOTE: wherever possible, consider the use of battery-powered machines to reduce risks.

IV. Refuse / waste bins

Equipment needed

- a) Personal protective equipment (P.P.E)
- b) Cleaning agent
- c) Cloths
- d) Refuse / black bag
- e) Replacement waste bags of appropriate colour

How to clean waste bins

- a. Remove lid and look inside for dangerous or harmful objects.
- b. Carefully remove old liner from inside the bin.
- c. Put the old liner into the black bag.
- d. Spray the inside of the bin with a cleaning fluid and wipe clean with a cloth.
- e. Place a new liner bag into the bin whilst making sure that the liner is pushed to the bottom of the bin and will not obstruct waste from falling to the bottom.
- f. Replace lid.
- g. Spray fluid all over the bin and inside the lid and wipe down.
- h. Remember to clean the bottom (underside) of the bin.
- i. Also, clean the floor area where the bin usually stands.



V. Feminine hygiene bins

Equipment needed

- a) Personal protective equipment (P.P.E)
- b) Cleaning agent
- c) Red cloths

How to clean feminine hygiene bins

- a. Units should only be emptied by a registered company.
- b. If it is part of your duties to clean the outside of the units, then you should:
 - Spray fluid all over the bin and wipe down.
 - Remember to clean the bottom (underside) of the bin.
 - Also, clean the floor area where the bin usually stands.
- c. Only red cloths are to be used on the bins.



VI. Sharps units

Equipment needed

- a) Personal protective equipment (P.P.E)

Do not clean sharps units

- a. Units should only be emptied or disposed of by a registered company.
- b. Most sharps units are disposable in nature and should not normally require any cleaning.

Only suitably qualified or trained staff should deal with any sharps that may be found in washrooms, using the prescribed sharps disposal kit, pictured below.



VII. Walls, ceilings, windows, mirrors



etc

Equipment needed

- a) Platform steps, or other suitable access equipment
- b) Warning signs
- c) Personal Protective Equipment
- d) Dust covers
- e) Cloths
- f) Cleaning agent
- g) Measure or dispenser
- h) Masking tape
- i) Abrasive pad
- j) Plastic sheet, if applicable
- k) Buckets and cloths, OR wall washing machine, OR spray bottle

How to clean Walls, ceilings, windows, mirrors etc

- a. Assemble equipment
- b. Prepare wall washing machine, if applicable. Carry out the required safety checks.
- c. Put on P.P.E. Eyes, scalp and exposed skin must be protected if strong alkali chemical is to be used
- d. Prepare cleaning solution, adding chemical to water. Wipe up any spillages
- e. Site warning signs and open windows.
- f. Use dust covers, if applicable and mask electrical points etc.
- g. Erect access equipment correctly and ensure you use it safely.
- h. Clean from bottom to top.
- i. Remove drips and runs as they happen.
- j. Rinse from top to bottom.
- k. Leave surface as dry as possible.
- l. Remove plugs safely.
- m. Check final appearance.
- n. Safety checks, recoil cable, clean machine, if applicable.
- o. Clean and store all materials and equipment.
- p. Remove masking tape.
- q. Remove warning signs and close the windows.

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Annexure 1

COSHH Regulations – brief summary

What *is* a substance hazardous to health under COSHH?

Under COSHH there are a range of substances regarded as hazardous to health:

- Substances or mixtures of substances classified as dangerous to health under the Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (CHIP). These can be identified by their warning label and the supplier must provide a safety data sheet for them. Many commonly used dangerous substances are listed in the HSE publication *Approved Supply List. Information approved for the classification and labelling of substances and preparations dangerous for supply*, as part of the CHIP package. Suppliers must decide if preparations and substances that are not in the *Approved Supply List* are dangerous, and if so, label them accordingly.
- Substances with workplace exposure limits are listed in the HSE publication *EH40/2005 Workplace exposure limits*.
- Biological agents (bacteria and other micro-organisms), if they are directly connected with the work, such as with farming, sewage treatment, or healthcare, or if the exposure is incidental to the work (e.g. exposure to bacteria from an air-conditioning system that is not properly maintained).
- Any kind of dust if its average concentration in the air exceeds the levels specified in COSHH.
- Any other substance which creates a risk to health, but which for technical reasons may not be specifically covered by CHIP including: asphyxiates (i.e. gases such as argon and helium, which, while not dangerous in themselves, can endanger life by reducing the amount of oxygen available to breathe), pesticides, medicines, cosmetics or substances produced in chemical processes.

What is *not* a substance hazardous to health under COSHH?

COSHH applies to virtually all substances hazardous to health except:

- asbestos and lead, which have their own regulations;
- substances which are hazardous only because they are:
 - radioactive;
 - at high pressure;
 - at extreme temperatures; or
 - have explosive or flammable properties (other regulations apply to these risks);
- biological agents that are outside the employer's control, e.g. catching an infection from a workmate. (If in doubt, please contact HSE for advice.)

For the vast majority of commercial chemicals, the presence (or not) of a warning label will indicate whether COSHH is relevant. For example, there is no warning label on ordinary household washing-up liquid, so if it's used at work you do not have to worry about COSHH; but there is a warning label on bleach, and so COSHH does apply to its use in the workplace.

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Annexure 2

CLEANING OPERATORS PROFICIENCY CERTIFICATE

(Modules available to chose from...)

AA1 Chemical competence
AA2 Machines: Safe use and care
AA3 Storage of equipment

A1 Mop sweeping
A2 Single solution mopping
A3 Two solution mopping
A4 Buffing
A5 Spray cleaning
A6 Machine scrubbing and drying
A7 Strip, dry and reapply emulsion polish
A8A Prepare and reapply a semi permanent seal using an abrasive mesh disc
A8B Prepare and reapply a semi permanent seal using a scarifying assembly on a concrete floor
A8C Prepare and reapply a semi permanent seal using a chemical stripping agent
A9 Bonnet mopping
A10 Vitrification
A11 Scrubber drying with a battery powered scrubber drier
A12 Scrubber drying with an electrically Powered scrubber drier
A13 Machine sweeping with a battery powered sweeper
A14 Machine sweeping with a petrol/propane powered sweeper
A15 Cleaning of stairs, landings, balustrades and handrails

A16 Drum sanding
B1 Suction cleaning
B2 Spray extraction
B3 Dry foam shampooing
B4A Wet shampooing
B4B Dry powder/granules carpet cleaning
B5 Carpet skimming

C1 High level cleaning
C2 Wall washing
C3 Window cleaning
C4 Pressure washing
C5 Graffiti removal
C6 Dry steam cleaning
C7 Ventilation extract grille cleaning

D1 Dust, damp wipe, wash, polish application
D2 Upholstery shampooing
D3 Cleaning toilets, wash hand basins, urinals, washroom furniture
D4 Cleaning baths, showers, bidets, washroom furniture

E1 Stain removal
E2 Simple access equipment
E3 Cleaning personal computers
E4 Cleaning lifts
E5 Cleaning telephones

F1 Litter picking
F2 Wastes clearance
F2A Unblocking of waste chutes
F3 Cleaning bin areas
F4 Body fluid spillages and contaminated items
F6 Refuse collection and floor sweeping

- G1 Microfiber dry mop sweeping
- G2 Microfiber damp flat mopping
- G3 Microfiber dry dusting, damp wiping, drying & polishing, buffing
- G4 Microfiber cleaning stairs, landings, balustrades and handrails
- G5 Microfiber cleaning toilets, wash hand basins, urinals and washroom furniture
- G6 Microfiber cleaning baths, showers, bidets and washroom furniture
- G7 Microfiber wall cleaning
- G8 Microfiber high level cleaning
- G9 Microfiber window cleaning
- G10 Microfiber cleaning telephones

