



Horsham
District
Council

COVID-19 Aware Scheme

Cleaning and disinfection guidance



Contents

Types of cleaning product.....	2
Cleaning schedules.....	3
Training.....	3
Purchase of Cleaning Chemicals	3
Handling and keeping chemicals	3
Six key points to remember:	4
Using sanitising sprays.....	4
Cleaning schedules.....	4
Compiling a cleaning schedule.....	4
Step 1.....	5
Step 2.....	5
Step 3.....	5
Step 4.....	5
Step 5.....	6
Step 6.....	6
Example Cleaning Schedule for a food production establishment	6

It is a legal requirement that premises where food is handled are kept clean in any instances. The following is a guide to aid cleaning and disinfection in premises to promote COVID control awareness.

Types of cleaning product

- A detergent, such as soap, has cleaning properties only.
- A disinfectant, such as bleach, has disinfection properties only.
- A sanitiser, such as D10, has both cleaning and disinfection properties.

High risk hand contact surfaces should be routinely cleaned and disinfected.

The following actions are suggested to ensure that all areas of the premises are kept clean and disinfected where appropriate for staff, customers, and visitors.

Cleaning schedules

Businesses should ensure that the structure of rooms and the equipment within their control are kept clean and disinfected to control the spread of COVID-19.

A cleaning schedule should be prepared and effectively monitored. Company management will satisfy themselves that cleaning and disinfection is being carried out in accordance with the schedule.

Management will revise and vary the schedule as may be necessary.

Cleaning schedules must be available for auditing by Horsham District Council appointed officers.

Training

Staff involved in cleaning must receive adequate training in the principles of cleaning and disinfection, product use and application and health and safety with respect to cleaning chemicals and hygienic operations. Such training may include:

- Induction training by a competent member of the management team.
- Training in product knowledge and specialised cleaning tasks by the nominated cleaning chemicals supplier.

Purchase of Cleaning Chemicals

The Nominated Chemicals for use in the business are:

- 1.
- 2.
- 3.
- 4.

Suggested chemical to be used should be BS EN 14476. This will be displayed on the label of the product.

Handling and keeping chemicals

By purchasing nominated and approved products from authorised suppliers and by complying with the Control of Substances Hazardous to Health Regulations, cleaning chemicals, when used correctly by trained persons for routine cleaning purposes, will pose no threat to food prepared on your premises or to those using your services and employees.

Storage of chemicals must be such that contamination of food or other chemicals does not occur.

Only cleaning chemicals immediately necessary for maintaining cleaning standards may be kept in food handling areas i.e. prepared sanitiser. Bulk storage of chemicals must be away from food supplies and open food.

Do not accept damaged or open cleaning chemical containers on delivery. Chemicals must be kept in their original, correctly labeled containers. Under no circumstances must any food container or food contact article be used for the storage or handling of cleaning chemicals.

Six key points to remember:

- Use only approved cleaning chemicals (BS EN 14476)
- Follow all manufacturers' instructions including dilution and protective equipment procedures.
- No cleaning operations are to be carried out above open food.
- Observe the code for cleaning cloths, larder cloths must not be used for any other purpose.
- Use disposable paper wipes for final sanitising of surfaces and equipment.
- Adhere to the cleaning schedule.

Using sanitising sprays

For routinely sanitising, it is essential to keep ready made-up spray bottles containing solutions of nominated sanitiser. The chemical suppliers will supply labelled bottles with the product code clearly marked on the bottle.

The solution must be renewed every 24 hours. Proprietary solutions (from supermarkets or shops) can be kept until used up.

Before daily opening, use sanitiser in accordance with instructions on high-risk contact surfaces. Record on daily monitoring form.

Cleaning schedules

In order that every item of equipment and every part of the fabric of the premises as is reasonable are maintained in a clean condition, adequate and detailed cleaning schedules must be compiled and closely monitored. They will provide proof that cleaning and disinfection routines are in place.

Training for staff and close monitoring of their progress are essential to the success of these schedules and it is recommended that the monitoring of each day's tasks be included in the daily duties of the senior management.

To assist this monitoring, it is recommended that cleaning schedules are displayed in visible staff areas, either laminated and fixed to the wall, or placed in a plastic wallet or envelope.

Compiling a cleaning schedule

Cleaning and disinfection must be planned and controlled in much the same way as any other part of the business operation. Schedules must be prepared for the various cleaning tasks, specifying what is to be cleaned, when and by whom.

One suggested method of compiling a schedule is as follows:

Step 1

Divide areas into smaller areas. This will help to plan the schedule and assist the monitoring process. The structural layout and use of certain areas will normally determine where the divisions are made.

Step 2

Having defined the areas to be cleaned, list all items that require cleaning in each area, including hand contact points, high use areas, equipment and so on, under one of the following headings.

Preoperational/shut down	Daily	Weekly

Step 3

For each area prepare a closedown schedule for items that should be cleaned during or after each shift. The schedule should include the following information:

- The item to be cleaned
- Who should clean it
- Appropriate cleaning agent
- A checking-off column to record that each item has been cleaned to the required standard. Checks should be made by a Senior Manager who will initial the appropriate column.

An example of a suitable closedown schedule is detailed on the next page.

Step 4

For each area prepare a daily (or as required by use by customers and employees) cleaning schedule following the same procedure as step 3.

Note that items that need to be cleaned more than twice daily are listed as required because the person cleaning or checking the task may vary according to the shift pattern.

Step 5

For each area prepare a cleaning/disinfection schedule, again following the same procedure.

Items that require cleaning two or three times daily can be listed against the appropriate hours at the required frequency.

Step 6

Please ensure that the specific area is clearly identified on each schedule, together with a week ending or a week commencing date.

Consideration should be given to the manpower available and the time requirement for the completion of each task, particularly when compiling the cleaning sanitising schedule.

The cleaning schedules should be placed in an area where staff involved can clearly see at any time, when they are working, what they must do and how they are to do it.

Example Cleaning Schedule for a food production establishment

Public Areas – Periodically as required due to use

Item	Cleaning agent	Cleaned by	Completed	
			AM	PM
Toilets				
Tables				
Chairs				
Door handles				
Condiments				
Hand sanitizing stations				

DAILY

Item	Cleaning agent	Cleaned by	Completed
Walls within reach			
Door surfaces			
Cupboard doors and handles			
Staff Changing facilities			
Customer Changing facilities			