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Email: children@wirral.gov.ukto The Headteacher
ALL SCHOOLSdate 6th December 2007your ref
my ref

tel ext 4693 please ask for Mrs Debbie Todd, Principal Health & Safety Officer

Dear Headteacher

Re: Safe and Correct Use of Cleaning Chemicals

At the recent Children & Young People's Department's Health & Safety Sub-Committee meeting, concern was expressed by representatives that some staff, who are working with cleaning chemicals, are not wearing the appropriate personal protective equipment.

The following is provided as guidance for schools to ensure that the highest standards of health and safety are maintained and compliance with relevant legislation and Local Authority Policy and Guidance.

- For schools who purchase their Service Level Agreement from Metro Cleaning Services copies of the Safety Data Sheets for all recommended cleaning products are issued to the school.
- For schools who do not purchase their SLA from Metro Cleaning Services and/or choose not to use Premier Products they must seek advice from their supplier on the safe and correct use of their cleaning substances.
- The information contained in the Safety Data sheets includes guidance on appropriate personal protective equipment that must be worn when using a particular substance.
- Where it is identified that personal protection equipment must be worn, ie gloves, aprons, masks, etc, it is the responsibility of the Headteacher/Manager to provide this equipment free of charge.
- It is also the responsibility of the Headteacher/Manager to ensure that the equipment provided is fit for purpose and worn by users.
- Replacement stocks should be readily available and all staff should be informed of how to obtain/order such items.
- All cleaning chemicals should only be used by staff who have received appropriate information, instruction and training on the safe and correct use.
- Training for cleaning and caretakers can be provided by Metro Cleaning Services.
- For additional school staff, ie Teaching Assistants, Midday Supervisors, etc, please contact the Health & Safety Section.

Please find attached the following - Safe Work Practice for Use of Cleaning Chemicals, an explanation of the hazardous symbols relating all substances and Premier Products Operative Dilution Chart. For further guidance please refer to HS/ECS/010 "Control of Substances of Hazardous to Health" Policy & Guidance Document, which can be accessed from our website

<http://www.wirral-abc.gov.uk/HealthandSafety/admin/PolicyGuidlines/Files/HS-ECS-010%20-%20COSHH.pdf> .

A copy of this letter will be posted on our Website in the Bulletins file. <http://www.wirral-abc.gov.uk/HealthandSafety/index.asp>

If you require any further clarification, please do not hesitate to contact Metro Cleaning Services on 666 4416 or the Health & Safety Section.





Yours sincerely

Debbie Todd
For and on behalf of

Howard Cooper
Director of Children's Services

COSHH – Do you know all you need to know?

Under COSHH or the Control of Substances Hazardous to Health Regulations 2002, all persons at work need to know the safety precautions to take so as not to endanger themselves or others through exposure to substances hazardous to health. Below are the four general classifications of risk – know the appropriate symbol, their meaning and their safety precautions.

Meaning	Symbol	Safety Precautions
<p><u>Toxic/Very Toxic</u></p> <p>May cause serious health risk or even death if inhaled, ingested or if it penetrates the skin.</p>		<ol style="list-style-type: none"> 1. Wear suitable protective clothing, gloves and eye/face protection. 2. After contact with skin, wash immediately with plenty of water. 3. In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. 4. In case of accident or if you feel unwell, seek medical advice immediately.
<p><u>Corrosive</u></p> <p>May on contact cause destruction of living tissues or burns.</p>		<ol style="list-style-type: none"> 1. Wear suitable gloves and eye/face protection 2. Take off immediately all contaminated clothing 3. In case of contact with skin wash immediately with plenty of water. 4. In case of contact with eyes, rinse immediately (for minimum of 15 minutes) with plenty of water and seek medical advice.
<p><u>Harmful</u></p> <p>May cause limited health risk if inhaled or ingested or if it penetrates the skin</p>		<ol style="list-style-type: none"> 1. Do not breathe vapour/spray/dust. 2. Avoid contact with skin 3. Wash thoroughly before you eat, drink or smoke. 4. In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.
<p><u>Irritant</u></p> <p>May cause inflammation and irritation on immediate or repeated or prolonged contact with the skin or inhaled.</p>		<ol style="list-style-type: none"> 1. In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. 2. In case of contact with skin, wash immediately with plenty of water 3. Do not breathe vapour/spray/dust.

12 Point Plan for Safe Work Practice for Use of Cleaning Chemicals





































Good housekeeping techniques must be undertaken to ensure good work practices. Listed below are 12 points which could be the basis for a framework of such good work practice.

- 1. Always read product label or Safety Data Sheet before use.**
- 2. Ensure that the product is suitable for the intended use.**
- 3. Wear the appropriate protective clothing provided by your employer.**
- 4. Dilute products accurately, as directed on the label. Add product to water.**
- 5. Do not mix chemicals. To do so may generate a toxic gas which can KILL.**
- 6. Do not use unmarked containers. Label all trigger sprays.**
- 7. Do not use containers or bottles normally used for other purposes (e.g. food or drink).**
- 8. Store products safely and securely when not in use.**
- 9. Keep products out of reach of children at all times.**
- 10. Report all spillages or damaged containers to your supervisor.**
- 11. Avoid contact with all chemicals. Report all accidents to your supervisor or seek medical advice, showing the product label and Safety Data Sheet.**
- 12. Always use safe working practices. Obey the rules and do not take short cuts.**

OPERATIVES' DILUTION CHART

The blank charts on this page may be used to record the dilution rates for those products which are used on regular basis. The specific dilution details may be obtained from the relevant product information sheets or labels. The 4th column may be used for different containers or equipment, e.g. 20 litre mop bucket, carpet extraction machine or scrubber drier.

THIS PAGE MAY BE PHOTOCOPIED FOR USE IN CLEANING CUPBOARDS

PRODUCT	1 PART PRODUCT TO PARTS WATER		1 PART PRODUCT TO PARTS WATER		1 PART PRODUCT TO PARTS WATER	
DILUTION RATE						
CONTAINER IN USE						
PRECISE AMOUNT OF PRODUCT	ml	ml	ml	ml	ml	ml
MEASURING JUG		MEASURE PRECISE AMOUNT AS INDICATED ABOVE		MEASURE PRECISE AMOUNT AS INDICATED ABOVE		MEASURE PRECISE AMOUNT AS INDICATED ABOVE
PUMP DISPENSER		MEASURE PRECISE AMOUNT AS INDICATED ABOVE		MEASURE PRECISE AMOUNT AS INDICATED ABOVE		MEASURE PRECISE AMOUNT AS INDICATED ABOVE
CAP OR BALL		MEASURE PRECISE AMOUNT AS INDICATED ABOVE		MEASURE PRECISE AMOUNT AS INDICATED ABOVE		MEASURE PRECISE AMOUNT AS INDICATED ABOVE
PRODUCT						
DILUTION RATE	1 PART PRODUCT TO PARTS WATER		1 PART PRODUCT TO PARTS WATER		1 PART PRODUCT TO PARTS WATER	
CONTAINER IN USE						
PRECISE AMOUNT OF PRODUCT	ml	ml	ml	ml	ml	ml
MEASURING JUG		MEASURE PRECISE AMOUNT AS INDICATED ABOVE		MEASURE PRECISE AMOUNT AS INDICATED ABOVE		MEASURE PRECISE AMOUNT AS INDICATED ABOVE
PUMP DISPENSER		MEASURE PRECISE AMOUNT AS INDICATED ABOVE		MEASURE PRECISE AMOUNT AS INDICATED ABOVE		MEASURE PRECISE AMOUNT AS INDICATED ABOVE
CAP OR BALL		MEASURE PRECISE AMOUNT AS INDICATED ABOVE		MEASURE PRECISE AMOUNT AS INDICATED ABOVE		MEASURE PRECISE AMOUNT AS INDICATED ABOVE

Technical Information

MIXING CLEANING SOLUTIONS

INTRODUCTION

DILUTION RATES for detergents or disinfectants used in the cleaning industry are normally expressed as a ratio, e.g. 1:10, 1:50, 1:200. The ratio indicates that 1 part of neat product should be added to an amount of water corresponding to the indicated dilution rate as follows:-

1:10	1 part of neat product to each 10 parts of water
1:50	1 part of neat product to each 50 parts of water
1:200	1 part of neat product to each 200 parts of water

CALCULATION

The following simple calculations may be used to determine the actual amount of neat product required to achieve any specific dilution rate:-

1. TO DETERMINE THE PRECISE AMOUNT OF PRODUCT

a) Multiply the amount of water required (in litres) by 1000 to convert to millilitres (ml):-

$$10 \text{ litres} \times 1000 = 10000 \text{ ml}$$

$$5 \text{ litres} \times 1000 = 5000 \text{ ml}$$

$$\frac{1}{2} \text{ litre (0.5)} \times 1000 = 500 \text{ ml}$$

b) Divide the above answer by the second figure shown in the dilution rate:-

$$1: 10 - \text{Divide by } 10$$

$$1: 50 - \text{Divide by } 50$$

$$1:200 - \text{Divide by } 200$$

The above two calculations may be expressed in the following formula:-

$$\frac{\text{Amount of Water (litres)} \times 1000}{\text{Dilution Rate}} = \text{Precise amount of neat product (ml)}$$

Example: Calculate the precise amount of product to be added to ten litres of water in a bucket in order to achieve a dilution rate of 1:200.

$$\frac{10 \times 1000}{200} = 50 \text{ ml of neat product}$$

IMPORTANT

- It is also important that the amount of water is accurately measured. A clean, used 5 Litre container may be used for this purpose by cutting off the neck and marking with a suitable felt tip pen.
- Most vending cups hold 200 ml and may be used to dispense that amount of product, but MUST be disposed of safely after use.

2. TO PREPARE THE CLEANING SOLUTION

For practical purposes, using the previous example, 50 ml of neat product may be measured in three ways:-








Using a graduated Measuring Jug: Measure the precise amount as indicated i.e. 50 ml

Using a 25ml Dispenser Pump: Amount of neat product Capacity of Dispenser Pump $50 \text{ ml} = 2 \text{ Dispenser Pumps of product}$











Using a 5 litre container Cap or Ball Dispenser (both measure 20ml) Amount of neat product Capacity of Cap or Ball $50 \text{ ml} = 2\frac{1}{2} \text{ Caps or Ball Dispensers of product}$








MIXING CHARTS The following charts show how to mix various common dilution rates in three separate containers—a ½ litre trigger spray and a 5 litre or 10 litre bucket. The charts show the precise amount of neat product required and how to measure that amount using a Measuring Jug, Pump Dispenser and Cap or Ball Dispenser.








An asterisk (*) next to the measure indicates that it has been rounded up to the nearest one third or quarter. A blank space indicates that the method of dispensing the product is impractical since the quantity would be either a very small fraction or a large number of measures.

PRECISE AMOUNT OF PRODUCT		MEASURE PRECISE AMOUNT AS INDICATED ABOVE	1:5 <small>1 PART PRODUCT TO 5 PARTS OF WATER</small>	1:10 <small>1 PART PRODUCT TO 10 PARTS OF WATER</small>	1:15 <small>1 PART PRODUCT TO 15 PARTS OF WATER</small>	1:20 <small>1 PART PRODUCT TO 20 PARTS OF WATER</small>	
							
MEASURING JUG			100ml	50ml	34ml	25ml	
PUMP DISPENSER				20	1 1/2 * 1 3/2 *	1	10 20
CAP OR BALL			5	2 1/2	1 3/4	1 1/4	

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PRECISE AMOUNT OF PRODUCT		MEASURE PRECISE AMOUNT AS INDICATED ABOVE	1:25 <small>1 PART PRODUCT TO 25 PARTS OF WATER</small>	1:30 <small>1 PART PRODUCT TO 30 PARTS OF WATER</small>	1:40 <small>1 PART PRODUCT TO 40 PARTS OF WATER</small>	1:50 <small>1 PART PRODUCT TO 50 PARTS OF WATER</small>		
								
MEASURING JUG			20ml	17ml	12.5ml	10ml		
PUMP DISPENSER			1 *	3/4 *	1/2	1/2 *		
CAP OR BALL			10	8 1/2	3/4 *	6 1/4		
PRECISE AMOUNT OF PRODUCT		MEASURE PRECISE AMOUNT AS INDICATED ABOVE	400ml	167ml	334ml	250ml	100ml	200ml
MEASURING JUG								
PUMP DISPENSER								
CAP OR BALL								

PRECISE AMOUNT OF PRODUCT		MEASURE PRECISE AMOUNT AS INDICATED ABOVE	1:60 <small>1 PART PRODUCT TO 60 PARTS OF WATER</small>	1:75 <small>1 PART PRODUCT TO 75 PARTS OF WATER</small>	1:100 <small>1 PART PRODUCT TO 100 PARTS OF WATER</small>	1:125 <small>1 PART PRODUCT TO 125 PARTS OF WATER</small>
						
MEASURING JUG			8.5ml	67ml	5ml	4ml
PUMP DISPENSER			1/2 *	2 3/4 *	1/4 *	1 3/4 *
CAP OR BALL			4 1/4 *	7	2 1/2	2

PRECISE AMOUNT OF PRODUCT		MEASURE PRECISE AMOUNT AS INDICATED ABOVE	1:150 <small>1 PART PRODUCT TO 150 PARTS OF WATER</small>	1:200 <small>1 PART PRODUCT TO 200 PARTS OF WATER</small>	1:250 <small>1 PART PRODUCT TO 250 PARTS OF WATER</small>	1:500 <small>1 PART PRODUCT TO 500 PARTS OF WATER</small>
						
MEASURING JUG			3.5ml	2.5ml	2ml	1ml
PUMP DISPENSER			1 1/2 *	1	1 *	1/2 *
CAP OR BALL			1 3/4 *	2 1/2	1	1