

Cleaning in Early Years Provisions Policy

General Policy

This early years service is committed to ensuring that the highest standards of cleanliness in its premises are achieved at all times. The organisation recognises that the need for high standards in this area is important to the health and safety of both its children and staff. The service aims to ensure that the premises are not just clean and safe for our children to play in and for our staff to work in, but to ensure that infections and diseases are not spread through the environment.

Effective cleaning removes the dirt and contamination from surfaces where bacteria and viruses can thrive and improves hygiene. It is therefore important that the premises are kept clean at all times.

The early years service recognises that the provision of a clean workplace is a legal requirement of the Workplace (Health, Safety and Welfare) Regulations 1992. It is also a requirement of regulatory standards covering the provision of children's services.

Cleaning the Early Years Premises

- Cleaning activities and the cleanliness of the early years premises are the responsibility of all teachers and teaching assistants.
- Cleaning contracts or in-house employment arrangements will be agreed as required to ensure that sufficient numbers of trained cleaning staff are available to keep the premises clean, free from offensive odours and infection free. In-house staff will be provided with adequate resources to carry out their cleaning duties safely and effectively.
- Cleaning staff must complete all cleaning activities on a planned, regular basis according to a set schedule and to standards specified by the early years' service manager.
- A cleaning plan and schedule for the premises will be devised and implemented in collaboration with the cleaning provider, whether they are employed in-house or part of a contracted service. The plan will include:
 - a schedule of cleaning activities
 - set cleaning standards for each room and area in the premises
 - work method statements specifying how each element of cleaning should be conducted
- The performance of the cleaning services provided will be carefully monitored by the early years' service manager who will perform daily cleanliness checks and will keep

the standards under review. Any complaints or examples of standards not being met will be discussed with the cleaning provider and a plan of action agreed for improvement.

- Daily cleaning must include the emptying of bins, the cleaning of toilets and nappy changing areas, and support for handwashing, ie cleaning wash basins and taps and refilling disposable towel and liquid soap dispensers.
- Cleaning staff will be expected to use a recognised colour-coding scheme for cleaning equipment and materials, ensuring that equipment used for toilets and bathrooms is not used in kitchens or other areas where food is prepared or consumed.
- The early years' service manager will complete risk assessments of cleaning work and activities as required. Cleaning staff should collaborate with assessments as appropriate.
- Cleaning staff must fully comply with all applicable health and safety requirements and cleaning industry codes/best practice while performing their duties. This will include compliance with the:
 - Management of Health and Safety at Work Regulations 1999 (MHSWR) when completing or contributing to risk assessments
 - Control of Substances Hazardous to Health Regulations 2002 (COSHH) when handling cleaning fluids and chemicals
 - Provision and Use of Work Equipment Regulations 1998 (PUWER) when using cleaning equipment
 - Personal Protective Equipment at Work Regulations 1992 when using cleaning products such as disinfectants
- Cleaning staff must ensure that all cleaning equipment used is in a good, safe, hygienic condition before starting any cleaning procedure. They must always comply with manufacturers' instructions for all cleaning materials and equipment, especially cleaning fluids and electrical and mechanical machinery.
- Cleaning staff must use safe and appropriate methods of work for each application. They are expected to plan their work route and activities to avoid creating risks or disturbance wherever possible for early years staff, for children using the service and for visitors and parents.
- Wet floors can cause dangerous slips and falls. Wherever possible, cleaning staff should only use "wet-floor" mopping when the premises are not being used by children and visitors. During such procedures they must always use hazard warning signs, positioning the signs at the start of the task where they will be most effective in informing people that cleaning is in progress. Warning signs must be removed, cleaned and returned to an appropriate storage area when the task is completed and the floor is dry.

- All early years staff should respect hazard-warning signs displayed when cleaning staff are working in an area. When confronted with a “wet floor” sign when cleaning staff are mopping floors, staff should find an alternative route wherever possible.
- Cleaning staff need to check all cleaning equipment for damage or wear that would impair future use or endanger the safety of any individual. If it is damaged, cleaning staff should not use the equipment but should report the defect to the relevant person. Any equipment that requires replacement and is the responsibility of the early years’ service should be reported to the appropriate manager or supervisor who will arrange for repair or replacement.
- Cleaning staff should carry out a “user check” of any electrical equipment prior to use. All such equipment (eg vacuums and floor buffers) must be properly maintained and serviced according to manufacturer’s instructions. Equipment should be included in the schedule for portable appliance testing (PAT) for electrical safety and made subject to regular inspection.
- When operating electrical machinery, cleaning staff should always keep the cable behind the machine and ensure that it does not present a trip hazard. Cleaning staff should avoid adjusting or changing the fittings on a machine when it is plugged in.
- Cleaning staff should ensure that all cleaning materials, equipment and chemicals are kept in dedicated, locked storage areas when not in use. When using cleaning products and fluids, cleaning staff must never mix cleaning agents as potentially hazardous gases could result. Staff should always ventilate any area where chemicals such as disinfectants are used.
- Cleaning staff must wear appropriate personal protective equipment at all times, including non-slip shoes and, where relevant, disposable aprons and gloves.
- All early years staff and volunteers should help to keep the premises clean and tidy by co-operating with cleaning processes and procedures, and by taking care to maintain their own workspace in a clean and tidy condition.

Cleaning Spillages

This service recognises that body fluid spillages such as urine and vomit can cause the spread of infection and must therefore be cleaned up effectively as quickly as possible.

In this organisation, the following will be adhered to.

- Staff should report body fluid spills immediately.
- Spillages of blood, faeces, urine, saliva, vomit and nasal and eye discharges should be cleaned up as soon as possible using a product that contains a detergent and a disinfectant and is effective against bacteria and viruses. A spillage kit will be supplied with all required equipment and products included.

- The cleaning product should be used as per the manufacturer's instructions and staff should always wear appropriate personal protective equipment (PPE). Disposable towels should be used and the waste double bagged and disposed of as offensive/hygiene waste. The area should be well ventilated.
- Urine should be cleaned up using detergent before applying disinfectant to prevent the potential risk of irritant chlorine gases being released.
- Hands should always be washed after cleaning. Mops and buckets should never be used for cleaning up body fluid spills.

Cleaning Toys

This organisation recognises that toys used in an early years setting can easily become unsanitary unless regularly cleaned. For this reason, the following procedures will be implemented.

- Staff will clean toys whenever visibly soiled at the end of the day and on a weekly basis. General-purpose detergent and hand-hot water will be sufficient for most toys and plastic play mats. They should be dried thoroughly with paper towels or a clean towel. Soft toys and fabric play mats should be machine washable and should be washed according to manufacturers' instructions.
- Toys such as play dough and plasticine should be replaced regularly and disposed of when soiled.
- Slides, swings, climbing frames and other outdoor equipment should be cleaned with disinfectant if contaminated by birds or garden pests.

Additional Requirements During Infection Outbreaks

During a period of infection outbreak, such as an outbreak of diarrhoea and vomiting, arrangements will be in place for a stepping up of the cleaning regime of the premises, particularly in areas such as toilets and bathrooms. Such areas should be cleaned more frequently and with a suitable disinfectant product.

Training

All new staff should be encouraged to read this policy as part of their induction process. Induction will also include relevant health and safety training and training in any specific cleaning tasks that will be part of the person's job role. All new in-house cleaning staff will be trained in the safe use of cleaning chemicals and equipment.

Following induction, cleaning staff will be expected to attend health and safety training updates as required and will be offered additional training relevant to their job role.

Chitra Kripalani and Marilia Tardoc are responsible for organising and co-ordinating training.



Signed: _____

Date: _____

Policy review date: _____

Source URL: <https://dot2dot.croneri.co.uk/topics/cleaning-early-years-provisions/cleaning-early-years-provisions-policy>

Copyright © 2020
Powered by Croner-i