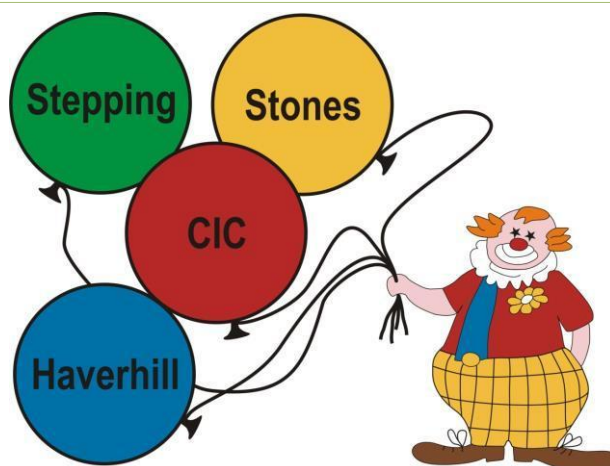


**General Welfare Requirement: Suitable premises, environment and equipment**

Outdoor and indoor spaces, furniture and toys must be safe and suitable for their purpose.



**Health and safety**

**44. Housekeeping**

**Policy statement**

The setting believes that the health and safety of the children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

- We aim to make children, parents and staff aware of health and Safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment
- Our staff member responsible for health and safety is: **Elaine McManus**

**EYFS key themes and commitments**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and well-being		3.3 The learning environment	

**Procedures**

The general cleaning of the building such as toilets and hovering will be carried out before or after a session.

The person (s) responsible for the cleaning is the preschool staff (designated person at designate time) and any issues regarding maintenance for the building should be reported to the manager /deputy at the earliest convenience. The manager / deputy will support staff in recording this in log book and manager / deputy will call designated person at Suffolk County Council.

***IMPORTANT – IT IS A DISCIPLINARY OFFENCE TO LEAVE BIO-CIDES AND OTHER CLEANING EQUIPMENT UNATTNDED IN REACH OF CHILDREN***

Cleaning products should be returned to the locked storage cupboard.

**Toilet area** – All Practitioners have a responsibility for maintaining the toilet area to a good standard of hygiene, ensuring toilets are flushed and clean, floor surfaces are kept dry and that soap is available for children to use throughout the day. Please note that staff and visitors will use the staff / accessible toilet. Bio-cide cleaning products, mop, bucket, gloves and an apron are available for this purpose.

**Cleaning up bodily liquids** –where possible flushable, disposable roll (toilet roll) will be used to clear up spills and if possible will be flushed away. Also we are able to use our ‘bodily fluids’ clean up kit which is stored within the kitchen. If this is not possible all clothes, and protective equipment (Gloves, aprons etc.) will be double bagged after use, prior to disposal by practitioner.

*We **strongly recommend** that (if possible) the practitioners use disposable gloves and aprons during the clean-up process and that hand are washed thoroughly with soap and hot water afterwards. And use of Bio-cide products is used for this purpose.*

**Floor spills** – spills in the classroom must be cleaned by the staff; it is the lead practitioner’s responsibility to ensure that any such spills are dealt with appropriately. Cloths used for table tops or dishes must not be used to clean the floor. We have dark cloths and old towels (which are kept under the sink) these can easily be laundered are available for this purpose if the floor mop is not adequate.

**Washing up** – one member of staff is responsible for loading the dish washer. The dishwasher should to be loaded during the session (it is not the responsibility for after school club staff). Food scraps are disposed of promptly to avoid flies etc.... Milton spray is for toilet use and kitchen use and is made up daily. Washing up liquid, dishwasher tablets, clothes, towels and gloves are all readily available. Used tea towels and washing up cloths should be put to laundry basket daily.

**Bins** – bins in the kitchen are for recycling & non recycling (**PLEASE MAKE SURE YOU USE THE CORRECT BIN**) Blue bin in classroom, waste paper bin in office are for recycling; also there is a nappy bin in nappy changing area (nappy bin needs emptied into outside bin after each use. All bins are emptied at the end of the day. All bin contents **ARE NOT MIXED TOGETHER WHEN THESE GO DOWN TO THE SCHOOL BINS**). Bins in kitchen need lined with newspaper after emptied (and poured with Milton or bleach and water on a Friday and left to soak).

**Cleaning cloths** – Clean cloths are placed at the start of the day and the ‘safer food better business file’ is signed by a member of staff. Cleaning cloths are bagged at the end of each day and taken home to be laundered by manager or deputy. All cloths are colour coded (white for dishes, blue for tables, yellow and pink for cleaning and dark for paint / glue or spills or heavy cleaning).

**Toys** – it is recommended that plastic toys are cleaned in warm water with Milton added, on a rolling basis as required depending on level of use. Children can be involved in helping with the cleaning process through their play. Larger items, such as play kitchen can be wiped down. It is recommended that toys that have risk of cross infection, such as play kitchen equipment, food; doctor’s kits are cleaned at the least every half term. Fabric toys, including dressing up clothes should be laundered as necessary, again with regard to level of use. All toys should be checked for signs of wear and tear and any broken toys given to manager / deputy for disposal or repair.

**Messy Play** – table tops should be initially cleaned with paper towels to remove worst and warm soapy water; then they will be wiped down with Milton.

**Food surfaces** – Food surfaces, including snack table, lunch tables and surfaces used in cooking activities and in the kitchen must be cleaned using Milton dilute suitable for all food preparation surfaces and white cloth.

**Outside play equipment** – where practical, toys not being used should be stored in shed to avoid vandalism, damage and weather exposure (But not always possible). Toys and any other equipment should be wiped down if wet (and children can help with this) prior to use and cleaned as required.

**Laundry** – All practitioners are asked to take responsibility for laundering their own uniform and these should be kept in a good tidy condition. All other laundry, such as towels and cloths and machine washable toys must be taken home daily on a rota system and should be placed in a bag in the kitchen area ready for the person taking these home.

**Nappy changing** – We have a nappy changing policy and procedure which must be followed at all times. Apron and gloves will be worn at all times and these **(AND THE NAPPY CHANGING UNIT)** will be wiped down after each and every child with CHILD'S wet wipes. Once nappy changing is complete these need wiped down with Milton.

**End of the day cleaning** – staff that are duty for cleaning and afterschool club will share responsibility of cleaning of the classroom using the cleaning schedule. All cleaning material will be diluted to the correct requirements as stated on the packaging. Staff who are on duty for after school club will make sure that toilet rolls are replenished and that all cleaning materials are not low on stock.

**USE INFORMATION SHEET WITHIN THE CLEANING SCHEDULE & END OF DAY CHECKER**

**Legal framework & Further Guidance**

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations 1992
- Electricity at Work Regulations 1992
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Manual Handling Operations Regulations 1992 (as amended)
- Health and Safety (display Screen Equipment) Regulations 1992
- Health and Safety Law: what you should know (HSE Revised 2009)
- Health and Safety Regulation... a short guide (HSE 2003)
- Working with Substances hazardous to health: what you need to know about COSHH (HSE revised 2009)
- Electrical Safety and you (HSE 1998)
- Manual Handling – frequent questions (HSE)

***Please note that all staff should read and be aware of the MASH & LADO posters within the setting.***

This policy was adopted by	Stepping Stones Childcare & Education CIC
on	28.02.2017
Date to be reviewed	September 2020
Signed on behalf of the management	
Name of signatory	ELAINE MCMANUS
Role of signatory	MANAGER
Name of signatory	ANNE JESSOP
Role of signatory	DEPUTY

Review:

This policy is reviewed every year or whenever deemed necessary by the manager in the light of events and changes in the law.

This policy was given to staff to read on 17/08/2019 and acknowledged by staff electronically.