

Happy, Confident, Independent.

Children develop a sense of belonging, respect and autonomy of voice through a varied and well-directed early education

Cleaning and Hygiene Policy and Procedure

This policy is written in conjunction with the Coronavirus Policy and Procedure and forms part of the safeguarding policy. The aim of this policy and procedure is to ensure that protective measures will be put in place for staff and children, as far as is possible, to ensure that the risk of transmission is reduced

Prior to opening

Before the nursery can open the following must occur:

- As many soft furnishings as possible must be removed from the nursery and stored securely, this will include cushions and cuddly toys.
- To minimise risk and ensure items can be cleaned regularly complex items with many pieces must be removed from the nursery this includes items such as Lego for example.
- Shared equipment such as the mud kitchen must be wiped clean with usual nursery disinfectant after each use with a group of children.
- A deep clean of entire nursery must take place to ensure that we are ready to receive children and that everything possible has been done to ensure that risk of the Coronavirus within the nursery before opening is kept to a minimum.

Once the nursery is open

- When staff arrive, they must wash their hands with soap and water for a minimum of 20 seconds. Hands must be washed before and after any intimate care procedure, before and after any meal served to the children. In addition to this hands must be washed with soap and water every hour. There will also be extra hand sanitisers around the building for staff to clean their hands.
- When a child arrives in the morning they will be taken to the bathroom and assisted in washing their hands for a minimum of 20 seconds. The same rules for hand washing will apply to the children. Due care and attention must be given to the numbers at any one time in the bathroom. Your manager will advise you on the maximum numbers allowed in the bathroom at one time.
- Children will be allocated into groups for one member of staff and will also be allocated an area of play and learning. Once a session has been completed in this area the member of staff will wipe down areas that have been used by the children and the staff member, for example tables, chairs, light switches, handles and equipment etc.
- In the past we have asked for children to be able to self-serve. This new policy replaces this requirement. Children must not be allowed to self-serve and strict supervision needs to take place at snack time. To prevent the sharing of utensils

- Staff must also not share utensils in the staff room, for example , mugs and plates. Once they have used them, they must be placed in the dishwasher
- To reduce the risk of infection staff members lunch breaks will be staggered so they are only with the team members from within their room/area of the nursery.
- Staff must follow the usual good hygiene practices and intimate care times. For example, gloves and apron worn during nappy change and all disposed of before carrying out the next nappy change.
- Aprons and gloves must be worn at snack time by the staff member serving
- The catch it, bag it, bin it, process must be followed for coughs and sneezes for adults and children. Hands must be sanitised after this.
- Bins must be emptied regularly.
- After snack Clean surfaces that children are touching, such as toys, books, tables, chairs, doors, sinks, toilets, light switches
- At the end of the nursery day once the nursery is closed for the day then the usual cleaning of the building must take place. The manager must check to ensure that the cleaning team is maintaining a high standard.

If a child or adult becomes unwell with coronavirus symptoms at the nursery

The procedure to follow in this instance is set out in the coronavirus policy and procedure. However for the cleaning of a possibly infected area the procedures followed are here:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Control of substances hazardous to health

- Our staff implement the current guidelines of the *Control of Substances Hazardous to Health Regulations (COSHH)*.
- We keep a record of all substances that may be hazardous to health - such as cleaning chemicals, or gardening chemicals if used and where they are stored.
- Hazardous substances are stored safely away from the children.
- We carry out a risk assessment for all chemicals used in the setting. This states what the risks are and what to do if they have contact with eyes or skin or are ingested.
- We keep all cleaning chemicals in their original containers.
- We keep the chemicals used in the setting to the minimum in order to ensure health and hygiene is maintained. We do not use:
 - bleach;
 - anti-bacterial soap/hand wash, unless specifically advised during an infection outbreak such as Pandemic flu; or Covid-19
 - anti-bacterial cleaning agents, except in the toilets, nappy changing area and food preparation areas. Anti-bacterial spays are not used when children are nearby.
- Environmental factors are taken into account when purchasing, using and disposing of chemicals.
- All members of staff are vigilant and use chemicals safely.

- Members of staff wear protective gloves when using cleaning chemicals.

Legal framework

- Health and Safety at Work Act (1974)
- Management of Health and Safety at Work Regulations (1999)
- Electricity at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (COSHH) (2002)
- Manual Handling Operations Regulations (1992 (As Amended 2004))
- Health and Safety (Display Screen Equipment) Regulations (1992)

Further guidance

- Health and Safety Law: What You Need to Know (HSE Revised 2009)
- Health and Safety Regulation...A Short Guide (HSE 2003)
- Electrical Safety and You: A Brief Guide (HSE 2012)
- Working with Substances Hazardous to Health: What You Need to Know About COSHH (HSE Revised 2009)
- Getting to Grips with Manual Handling - Frequently Asked Questions: A Short Guide (HSE 2011)

This policy was adopted by	Ringrose Kindergarten Chelsea
On	September 2021
Date to be reviewed	September 2022
Signed on behalf of the provider	
Name of signatory	Lucy Hustler
Role of signatory (chair, or owner)	Principal