



Wattisham Airfield Childcare Centre

Cleaning & Waste disposal

To ensure that children in our care remain safe, the building and equipment used must be fit for purpose. Staff are required to take pride in the rooms that they work in and the equipment provided. Toys and equipment should be well maintained washed at regular intervals in accordance with the age range of the child. Babies' toys and equipment must be washed more frequently and disinfected to prevent the spread of infection from one baby to another.

It is essential that the nursery is tidy and clear of clutter for the safety of the children and ease of cleaning. Cleaners are directly employed by the Ministry Of Defence and have agreed to cleaning the play rooms, toilet areas and corridors. The cleaners employed for the setting will never be left unsupervised with the children.

Staff responsibilities

It is essential that all nursery staff:

- Ensure the play rooms and communal areas are clutter free thus facilitating ease of cleaning
- Check behind and under cupboards to ensure that they are receiving regular attention
- Ensure that toys, dressing up clothes and other play equipment are regularly cleaned/washed
- Contamination with blood, faeces, vomit and other bodily fluids are cleaned immediately following bodily fluids procedures
- Empty any bins that contain heavy materials e.g. sand
- All chairs will be stacked on tables once the children have departed
- If there is chance at the end of the day, rooms will be hoovered

- Report any concerns regarding the standard of cleaning to the manager

Cleaning staff responsibilities

- Mops, cloths etc for cleaning toilet areas must not be used to clean any other equipment or areas
- The cleaning equipment must be colour coded to designate its use and all staff made aware of the coding system
- Hot water and detergent should be used for cleaning purposes
- Dirty washing water will be disposed of after use.
- Mop heads should be washed and rinsed after use and left inverted to air dry.

Cleaning/Sterilising procedures

- Toys that have been washed/sterilised will be dried before re-use
- Toys will be checked regularly for damage and removed if broken
- Sandpits must be kept clean and well maintained to avoid them becoming a source of infection
- Sandpits MUST be securely covered and sand regularly replaced when outdoors
- Playdough will be changed weekly
- Water trays will be emptied at the end of the day, cleaned and left to dry over night
- Water should be changed throughout the day if it becomes dirty
- Soft furnishings such as cushions and soft toys will be washed every 6 weeks
- Scissors, paint brushes and glue spreaders, must be cleaned after use in warm soapy water.
- Dressing up clothes used will be washed monthly
- Lino will be swept after each mealtime and messy play activity
- Shelves should be free from clutter and organised
- High chairs, tables, and chairs must be washed down after every mealtime
- Windows must be opened throughout the day to allow fresh air into the room

A cleaning rota is displayed in each room, staff note what has been cleaned and when.

Bodily fluids

All body fluids have the potential to be infectious. It is not possible to identify people who have an infection, therefore it is important for everyone to apply the principles of universal precautions. This will help protect children, staff and visitors from infection (source UK health departments 1988)

Universal precautions include the following activities:

- Hand washing
- Covering cuts and grazes with waterproof dressings
- Protective clothing e.g. gloves, aprons etc.
- Safe handling of waste, sharps and laundry
- Safe disposal of body fluids and cleaning up of body fluids
- First aid and prompt reporting of injuries involving blood and bodily fluids.

Body fluids are:

- Vomit
- Blood
- Sputum
- Urine
- Faeces
- Breast milk

When cleaning bodily fluids staff must wear protective disposable aprons and gloves.

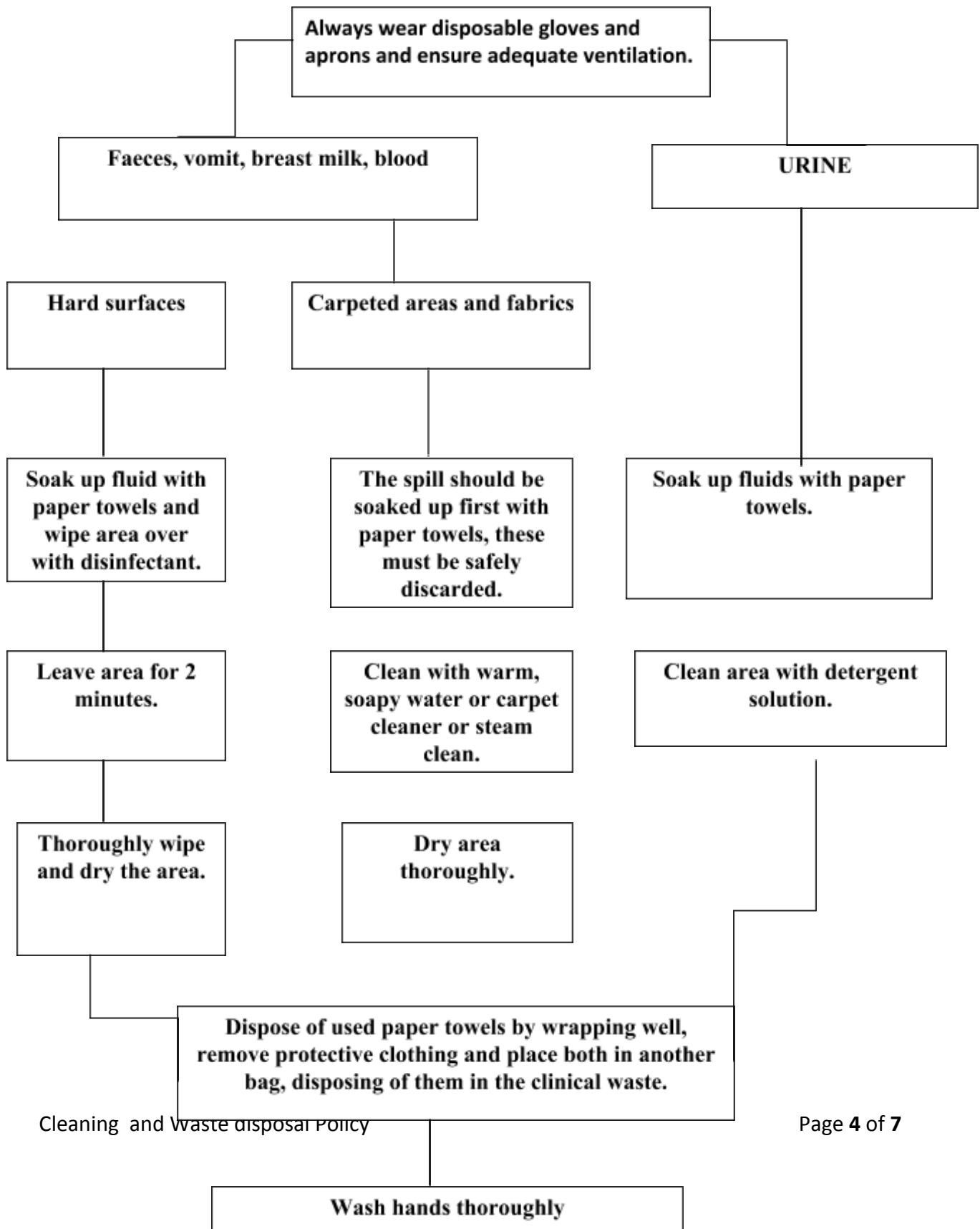
Procedures for body fluid spillage

- All body fluid spillages must be cleaned up immediately, following the cleaning body fluid spillages procedures shown below
- Under no circumstances should body fluid spillage be left to be cleaned up by the cleaners at the end of the day
- If there is broken glass **NEVER** pick it up with your fingers, even when wearing gloves.
- Use paper or plastic scoop to dispose of broken glass, where possible, in a sturdy plastic container with a lid.

Waste disposal

We have a bin store in the car park where we empty bins from the kitchen, office and staff room. The cleaner usually empties the bins from the play rooms. All waste regarding bodily fluids **MUST** be put into a separate bag and straight into outdoor bin.

Procedure for cleaning body fluid spillages



Cleaning following an infectious disease

It is important that when an outbreak of an infectious disease, sickness and/ or diarrhoea occurs within the setting, routine cleaning schedules are increased. All soft furnishings are washed immediately and the room thoroughly sterilised. Steam cleaners can be used for carpets and hard floors.

Deep cleaning of the following areas may be appropriate:

All toilets
Wash basins
Taps
Flush handles
Door handles
Light switches

Colour codes for cleaning equipment:

Red mop heads and cloths – Toilet areas only

Yellow mop heads and cloths – Food prep areas

Blue mop heads and cloths – General purpose

Green mop heads and cloths – Bodily fluids

All cleaning equipment is stored in a locked cupboard.

Control of substances harmful to health (Coshh)

The chef acquires Coshh sheets outlining ingredients for all products used for cleaning which are stored in the main kitchen.

Legal framework:

- Children Act, 1989, 2004, 2006
- Control of Substances Hazardous to Health Regulations 1988 (COSHH)
- Every Child Matters: Change for Children 2004
- Health Protection Agency Act 2004

- Health & Safety at Work Act 1974
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985

This policy was adopted at a meeting _____ name _____ of
of _____ setting
Held on _____ (date)
Date to be reviewed _____ (date)
Signed on behalf of the management _____
committee _____
Name of signatory _____
Role of signatory (e.g. chair/owner) _____

Review dates:

Date _____ signed _____

Date _____ signed _____

Date _____ signed _____

