

Policy Title and Number:

**Cleaning Policy**

**Policy Reference Number: JIC-043**

**Legislation that informs this policy**

*1989 Children's Act*

*The Early Years Foundation Stage 2017*

*Childcare Act 2006*

*Chemicals (Hazard Information and Packaging for Supply) Regulations 2002*

*Control of Substances Hazardous to Health Regulations 2002 (as amended 2004)*

*Personal Protection Equipment at Work Regulations 1992*

*Management of Health and Safety at Work Regulations 1999*

*Workplace (Health, Safety and Welfare) Regulations 1992*

*First Aid at Work. The Health and Safety (First Aid) Regulations 1981*

*Noise at Work Regulations 2005*

*General Food and Hygiene Regulations 1995*

*Electricity at Work Regulations 1989*

*Provision and use of Work Equipment Regulations 1998*

**This list is not exhaustive**

## **Policy**

*Just Imagine Day Nursery – Canvey Island* regards the provision of a clean care and working environment for children, parents, staff and service users as a core requirement of our Health and Safety Policy.

The person responsible for carrying out this policy is the Nursery Manager.

## **Procedure**

The **Nursery Manager** is required to write and review at regular intervals:

- what needs to be cleaned — this will include, area by area, equipment, machinery, surfaces, furnishings, furniture
- which items that should be sanitised
- how often each should be cleaned/sanitised
- how each should be cleaned with regard to chemicals and equipment
- a schedule of cleaning based on the above points
- the use of Personal Protective Equipment as necessary.
- ensure that nursery cleaning schedules are carried out in line with this policy
- provide Personal Protective Equipment as necessary
- provide a secure area for the storage of cleaning equipment and chemicals
- ensure that the cleaning schedules are carried out to an acceptable standard
- provide training as necessary

- maintain a library of data sheets according to the Control of Substances Hazardous to Health Regulations 2002.

All *Just Imagine Day Nursery – Canvey Island* **Staff** are required to:

- keep all areas clean and tidy as a general part of their everyday work
- undertake any cleaning duties as directed by the Area Partners where there is an immediate concern regarding cleanliness, cross contamination, spills, etc
- use, maintain and keep safe any Personal Protective Equipment
- ensure that all cleaning equipment and chemicals are securely stored and always kept out of the reach of children
- keep all areas clean and tidy as a general part of their everyday work
- undertake any cleaning duties as directed by the Area Partner in line with their contract of employment
- report any defects or concerns promptly to their Nursery manager
- attend any training as directed by their Nursery Manager

**Date updated: August 2021**

**Date for review: August 2022**

**Links to other policies**

Hygiene & Infection Control Policy

Health & Safety Policy

Illness & Contagious and Infectious Conditions Policy