

3.12 Cleaning & Taking Precautionary Measures

Policy

It is recognised that the cleanliness of the setting and its environment is important. We take the necessary steps to ensure infection prevention and controls are in place to reduce infections or risks.

Procedures

Introduction

- Whilst there are dedicated staff responsible for overall environmental cleaning, all staff are responsible for making sure the areas they work in are kept clean and free from debris.
- It is the responsibility of all staff to ensure spillages are cleaned as soon as reasonably practicable to ensure the safety of children, staff and visitors. It is the responsibility of employees in the first instance to clean up (for example: waste, body fluids, spillages, grime, messy activities).
- The settings contracted cleaning team are responsible for the follow up clean. In addition, staff involved in caring for children have a responsibility for cleaning and disinfecting the equipment they use in their roles to deliver care.
- There are specific procedures and responsibilities which are not covered in this policy:
 - General cleaning of the environment is contracted out, monitored and implemented on behalf of the company management and directors.

Purpose and Outcomes:

The purpose of this policy is to provide direction in respect of the cleanliness / decontamination of the environment and general equipment used throughout the setting. This will assist in preventing cross-infection between children and protect practitioners or any workers from potentially infected items of equipment. It applies to all staff employed within the setting.

Improving and maintaining high standards of cleanliness in childcare settings is a key element of how each settings performance is judged by its directors and is paramount in gaining parent and carers confidence.

Definitions Used

- **Cleaning:** A process which physically removes contamination but does not necessarily destroy micro-organisms. Cleaning is an essential pre-requisite of equipment decontamination to ensure effective disinfection or sterilisation.
- **Disinfection:** A process used to reduce the number of viable microorganisms, which may not necessarily inactivate some viruses and bacterial spores. This may be achieved by chemical means.
- **Contamination:** The soiling or pollution of inanimate objects or living material with harmful, potentially infectious or other unwanted material.
- **Decontamination:** A process which removes or destroys contamination and thereby prevents micro – organisms or other contaminants reaching a susceptible site in sufficient quantities to initiate infection or any other harmful response.
- **Environment:** In this context means the totality of the children's surroundings when in the setting.

Key Responsibilities/Duties:

Director:

- Has overall responsibility for ensuring that there are effective arrangements in place for the control.

Management:

- Will lead in the monitoring of employees and ensure the operational policies and procedures are in place and implemented across the setting.

Supervisors:

- Will ensure staff are aware of and adhere to this policy.
- Are responsible for ensuring adequate stock levels of appropriate disinfectants/ sundries are available in designated areas.
- Are responsible for ensuring their areas are clutter free to facilitate easy cleaning.
- Will escalate any areas of concern via appropriate reporting.
- Will ensure that all adverse incidents relating to cleanliness, infection prevention and controls are reported to the line manager.
- Will ensure that all staff understand the importance of the control of infection and the risks of not cleaning equipment.

Employees:

- Are responsible for ensuring their own practice complies with this policy and for encouraging others to do so.
- Will report any areas of concern using the appropriate reporting / escalation methods.
- Are responsible for the initial cleaning of the environment or equipment.
- Employees should check the 'Staff Portal' on a regular basis for updates and guidance:

Link: <https://www.earlylearnersnurseries.co.uk/staffportal>

General Principles:

To control infection it is important to minimise, reduce and eliminate, wherever possible, potential contamination of the environment. We advise on the following:

- When and where appropriate, PPE must be worn.
- The environment should inhibit the growth of micro-organisms by being clean and dry. Dust, dirt and liquid residue must not be allowed to accumulate.
- Work surfaces should be smooth finished, intact, durable, be impervious to liquids and not allow pooling of liquids.
- Settings should minimise the public, accessing the building/ classroom(s) wherever possible.
- Detergent and hot water is sufficient for routine cleaning of the environment. Hot water must be used in order to remove surface dust and/or dirt; therefore, the water must be changed at regular intervals. Water must also be changed between cleaning different areas, e.g. classroom and toilet areas.
- Increased cleaning should be considered in outbreaks of infection and environmental contamination may be contributing to the spread.
- Promote fresh ventilation by opening windows.
- Create hand sanitising stations prior to entry and exiting an classroom or setting.
- If a person is displaying symptoms notifiable high contagious disease/ virus prohibit access to the setting and seek advice.
- Clean and dirty equipment / items must be stored separately.
- Outside equipment must be thoroughly cleaned.
- We use signage and PHE guidance posters for employees and the public.
- Our teams will implement social distancing strategies and create bubbles to minimise groups mixing when notified by the government.
- The setting may evaluate any employee or child who may fall into a category of 'Extremely Vulnerable' and will seek advice and may potentially shield these people.

All Areas:

- To minimise the risk of cross-infection all furniture and flooring used in the settings environments must be able to tolerate disinfection.
- Carpets are not recommended in our setting because of the risk of body fluid spills. Viruses can survive in carpets for up to 12 days.
- Chairs, mattresses and pillows should be covered in impervious material that can tolerate disinfection.
- Shared equipment in the setting environment must be cleansed appropriately and regularly.
- There are designated areas for the safe storage of cleaning equipment and hazardous liquids.

Cleaning Equipment:

- Disposable aprons are provided and must be worn when cleaning.
- Buckets and other cleaning equipment should be drained, left clean and where appropriate stored dry and inverted.
- When used in situations disposable mop heads should be discarded when worn. If re-usable mop heads are used, they should be sent for laundering, if applicable.

Colour Coding for Cleaning Equipment:

In accordance with company standards all cleaning materials and equipment e.g.: brushes, mops, buckets should be colour coded this ensures that these items are not used in multiple areas, therefore reducing the risk of cross infection.

Red	Toilets, Bathrooms, Shower rooms,
Blue	General / Classrooms / Entrance(s) / Hall(s)
Green	Kitchens / Food preparation or Staff rooms
Yellow	Contaminated areas

Please note: Yellow mop heads or cloths for contaminated use must be only used once per area. When finished double bag after use and through away in the bin.

Guidance for the Decontamination of Toys

- Toys and educational resources are an established part of the settings experience for the children and families. They are seen as a source of comfort and security and form part of the child-friendly environment. However, toys may be associated with the transmission of potentially harmful pathogens and the development of infections in a vulnerable client group.
- To ensure that the risks of cross infection are reduced steps must be taken to ensure all toys are made of a material that allows for effective cleaning and decontamination.
- Toys will be taken out of use / discarded if this guidance is not adhered to and necessary investigations actioned.
- Toys available for all children must be selected for the suitability of the environment, the child or young person and be made from materials that will be able to be cleaned as stated via cleaning procedures.
- Toys must be of non-porous surfaces that can be easily cleaned.
- Children should not be encouraged to bring their own toys to the setting.
- Toys with small parts must not be offered to children under the age of three.
- Toys must be checked regularly for damage / breakages and disposed of appropriately. Toys brought in by anyone is not allowed unless approved by a director.
- Toys/games contaminated or soiled with bodily fluids must be decontaminated.

Storage of toys:

- Toys/games will be stored, cleaned and dried, in designated cupboards or in area of the classroom(s) designated for that purpose. Toys are to be cleaned on a regular basis and a record kept.
- Toys are not to be kept outside.

Virus Outbreak:

- The setting has been notified by the Government, Local Authority or PHE of an outbreak, then the setting would implement a relevant risk assessment to reduce/ minimise the spread of any potential virus.

Classroom(s)/ play area(s):

- Classroom(s) /play areas must be designed in a manner that is safe for the purpose of play opportunities for children and young people.
- Toy washing/cleaning facilities should be easily accessible and should be within a clean area. Areas should have alcohol hand sanitizers for staff and children to use before and after using the area. Hand washing with soap and water must be undertaken if visible soiling is present.
- Large play equipment / tables and chairs should be cleaned regularly.
- Clean toys at the end of each play session or if soiled.
- A system should be in place for staff to ensure toys are cleaned and inspected when necessary.

Classroom Schedule:

- Managers and supervisors need to implement a routine which ensures classrooms are being regularly cleaned and deep cleaned by the end of each term.
- Supervisors are responsible for the hygiene standards within their classrooms.
- Managers complete regular spot checks for cleanliness. This includes moving larger furniture (e.g., cupboards and nappy changing units).
- Our teams use a digital Microsoft Form checklist to ensure everything is completed correctly.
- Each classroom has a designated weekly buffing night. Staff are required to move all the furniture on rotation to a different area of the classroom.

1st September – 31st December (4 months)

Cleaned prior to New Year

1st January – 31st April (4 months)

Cleaned after Easter

1st May – 31st August (4 Months)

Cleaned prior to the new academic year

