

Centre Hygiene and Safety Policy

RATIONALE:

To ensure that procedures are in place to provide a clean, safe, and hygienic centre environment for children, whānau, and staff.

CLEANING PRACTICES:

- A cleaner is employed to carry out cleaning of the centre after the centre is closed each day. The standard is to be monitored by the teachers and communication between staff and the cleaner is via the communication book kept in the centre and also team Leader can email any queries or issues to the cleaning company on their management email.
- The Centre Director will ensure that children's resources and equipment are washed or cleaned regularly by staff, as per cleaning rosters/charts, on file in the kitchen.
- Cleaning of areas and activities are done throughout the day and as per need to reduce and eliminate slippery and unclean surfaces .
- All cleaning and hygiene chemicals will be stored safely. Either locked away in the laundry cupboard, in the kitchen cupboard, on the shelves above the art sink or out of children's reach in the toilet area.
- Laundry will be carried out throughout each day. The clothesline or clothes rack will be used when possible. A dryer is available on site also. Laundry Practices on cupboard door in laundry.
- Individual bedding will be supplied by the centre and washed weekly or more often as required. Bedding will be washed separately at the end of the child's week.
- Mattresses will be sprayed, wiped down and left to air at the end of the week (daily spray and wipe in Covid levels).
- Face cloths will be washed separately.
- Table cloths, tea towels and kitchen cloths will be washed together in a separate wash.
- Towels, cloths and art cloths used for cleaning will be washed separately daily.
- Any cloths that come into contact with blood are either soaked in a bleach/napisan solution in a bucket with a 'bleach solution' label and then washed separately or are wrapped in other paper towels/plastic bag and disposed of.
- Any soiling or vomit will be poured down toilets and 20mls of pure bleach/bleach solution will be used to pour down the toilet and spray the seated area. (See sick and Soiled Policy)
- **Different coloured cloths are used to clean:**
 - *kitchen surfaces
 - * The childrens tables after art and craft activities

- *The floors and bathroom water spill areas
- *Before kai if table cloths are not used
- *Any other surfaces.
- Separate buckets and mops are used for cleaning floors and toilet areas if needed.
- Paper towels or floor towels (stored above art sinks) are used to clean floors and then disposed of in nappy bin or placed in floor/art washing bucket. All cleaning equipment will be stored in a storage area in laundry.
- During Covid levels, all H&S criteria provided from MOE, MOH will be documented and adhered to. (see Pandemic Planning Policy)

SAFETY PRACTICES:

- A hazards checklist will be completed each morning, by a staff member, during the set up of the centre. Any hazards will be removed or isolated from children until they can be removed or dealt with. Hazards that require further attention will be reported to the Director, Team Leader or the Service provider and recorded on the maintenance book and/or in hazard record sheet.
- Outside equipment and surfaces will be regularly checked and maintained.
- Sandpit will be covered when not in use and raked as needed.
- All children must be supervised and within view of a staff member at all times, as per supervision plan.
- All cupboards containing cleaning materials etc will have childproof locks.
- All medicines will be kept in the kitchen, either in the fridge (if necessary) or in the cupboard above the fridge. out of the reach of children. Nappy/hand sanitation/ washing creams can be stored up high in the children's bathroom cupboards
- All visitors and contractors will be required to report to Director, Team Leader or member of staff and asked to fill in the details in the Visitors book. (Covid levels may also mean using contact tracing app) No visitors will be left unattended with children. Parents/whanau will only be allowed to attend to their own child in the bathroom (if other children are using the bathroom, a staff member will also be present). (See child protection policy)
- All free standing cupboards and units will be earthquake proofed as appropriate.
- All electrical sockets will be covered with safety plugs or out of reach of children.
- Children will be given clear safety rules to minimise risks to themselves and others. (See preschool rules in Positive Guidance policy))
- Staff members will be trained in emergency and evacuation procedures and carry out regular fire evacuation, earthquake drills and emergency lockdown, with the children.
- Security, Smoke and Fire Alarms are installed.

**GUIDING DOCUMENTS: Education Regulations 2008 46, HS1, HS2 HS12
Health and Safety in Employment Act 1992**

Approved by:

Centre Director: *Hilary Henderson*

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Service Provider Contact Person: *Aaron Donaldson*

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