

Hygiene Policy

Policy Number:	6 SIX
Purpose:	To ensure that high levels of hygiene are practiced and encouraged, providing all stakeholders with an environment that is clean and resistant to the growth of germs and disease
Scope:	Providing a clean and hygienic environment at all times. All Employees participate in maintaining all areas of the building inside and outside as well as all furniture, equipment, toys, and resources. All Employees will promote a hygienic environment, encouraging and supporting children to actively be involved in cleaning as well as educating children on the importance of hygiene.

Relevant Legislation

National Regulations

- 77 Health, hygiene and safe food practices
- 78 Food and beverages
- 79 Service providing food and beverages
- 82 Tobacco, drug and alcohol-free environment
- 83 Staff members and family day care educators not to be affected by alcohol or drugs
- 103 Premises, furniture and equipment to be safe, clean and in good repair
- 105 Furniture, materials and equipment
- 106 Laundry and hygiene facilities
- 109 Toilet and hygiene facilities
- 112 Nappy change facilities
- 168 Education and care service must have policies and procedures
- 170 Policies and procedures to be followed
- 171 Policies and procedures to be kept available
- 172 Notification of change to policies or procedures

National Quality Standard

- Element 2.1.2 – Health practices and procedures – Effective illness and injury management and hygiene practices are promoted and implemented.
- Element 3.1.2 – Upkeep – Premises, furniture and equipment are safe, clean and well maintained.

Supporting Documents / References:

- Revised National Quality Standard
- Education and Care Services Regulations and Laws
- Staying Healthy Edition 5
- The Department of Health – Australian Government

Related Policy or Documents:

- Safety Policy
- Health Policy
- Environment Policy
- Health Policy

Attachment One:	
Attachment Two:	
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Cleaning

Building

All areas of the building are the responsibility of management to have cleaned. Cleaning tasks will be decided by Management and responsibilities communicated to all Employees. Cleaning tasks undertaken by Employees are to be completed to a high standard and as directed by Management. Management will provide Employees with the required cleaning products, Personal Protective Equipment [PPE] and procedures to complete the cleaning. Cleaning tasks outsourced are the responsibility of management to ensure the companies legal obligations are up to date and the company completes cleaning without interruption to the children.

Cleaning of the building will include:

- All walls inside and outside
- All floors
- All fixed structures inside and outside
- All windows and flywire
- Veranda poles
- Concrete areas
- Toilets
- Fans

All cleaning will be completed using appropriate everyday cleaning product provided, unless an issue arises and deeper cleans are necessary. Employees are to monitor all areas of the building and clean when dirt, grime, animal faeces or paint are present.

Toilets

Adult toilets are to be cleaned daily by an Employee. All Employees are then required to maintain the cleanliness of the toilet, including removing any stains left by them after use, with the provided toilet brush. Ensure all rubbish is placed in correct bins. A sanitary bin is provided in one of the adult toilets and Employees are to use this toilet and dispose of all sanitary items into the sanitary bin. No sanitary item is to be placed into the toilet.

Children's toilets will be cleaned a minimum of twice a day. Further cleaning will be as required. Children's toilet areas are always to be rubbish free and all toilet bowls stain free. Employees are to monitor toilet areas and clean as required.

The Employee cleaning toilets will use a different cloth for basins, soap dispensers, walls, doors and door handles than the cloth used for toilets.

The order for cleaning toilets

- Wipe over cistern area of the toilet first
- The seat second

- The stools third
- And lastly the bowl of the toilet

This will ensure the spread of germs is limited. Both cloths will be placed in the soiled clothing bucket and washed separately to other cleaning cloths.

Cots

Cots are to be cleaned weekly when being used by one child only. If the cot is being shared during the day the cot will be cleaned in between use. Cots are to be cleaned using appropriate everyday cleaning product provided, unless an issue arises and deeper cleans are necessary. Cot mattresses are to be aired overnight by placing upright in cots. Sheets are provided by the centre and will be changed after an individual child has finished their week, or if the cot is being shared sheets need to be changed after the cleaning. Children will not be placed on sheets used by another child.

Mattresses

Children's sleeping mattresses will be cleaned daily after use. Mattresses will be cleaned using appropriate everyday cleaning product provided, unless an issue arises and deeper cleans are necessary. Any soiled mattresses will be cleaned and then disinfected before being placed in the sun to dry.

Mouthed Toys

All rooms will have a mouthed toy bucket that will be used to place mouthed toys in after the child is finished playing with the toy. Employees are to remove the toy from the play area as soon as a child who has had the toy in their mouth is finished playing with the toy. Mouthed toys are not to be left in the play area for another child to touch. All mouthed toys are to be cleaned daily, using the industrial dishwasher and placed out in the sun to air dry.

All Other Toys

All other toys will be cleaned regularly and as required. Toys will be wiped overusing appropriate everyday cleaning product provided, unless an issue arises and deeper cleans are necessary and allowed to dry.

Employees are to monitor all toys and clean when dirt, grime, or paint are present.

Equipment

Equipment will be cleaned regularly using appropriate everyday cleaning product provided, unless an issue arises and deeper cleans are necessary. Children will be encouraged to help with cleaning equipment when safe for them to do so. Employees are to monitor all equipment and clean when dirt, grime, animal faeces or paint are present.

Equipment includes:

- Balance Beams
- Frames
- Trolleys

- Home Corner Cupboards
- Fixed Structures
 - Boat
 - Fort
 - Slides
- Mats

Furniture

Furniture will be cleaned regularly and when required using appropriate everyday cleaning product provide, unless an issue arises and deeper cleans are necessary. Children will be encouraged to help with the cleaning of furniture when safe for them to do so. Employees are to monitor furniture and clean when dirt, grime, animal faeces or paint are present.

Furniture includes:

- Tables
- Chairs
- Shelves
- Cupboards
- Children's Lockers
- Gates

Sandpits

Sandpits are to be raked daily and debris removed. Sandpits are to be covered nightly and Employees are to ensure covers are covering all areas of the sandpit.

Sandpits will be disinfected weekly.

- Disinfectant spread over sand using watering can
- Sand raked
- Covers placed on sandpits
- Disinfectant spread over sand using watering can.

Cleaning Lists

Cleaning lists can be created by Employees and management to ensure all required cleaning is completed. It is the responsibility of management to ensure all cleaning is complete and to a high standard.

Infectious Control Cleaning

Any outbreak of infectious disease will require all rooms to complete daily deep cleaning as listed below, until the outbreak has passed.

- All surfaces to be wiped down using appropriate everyday cleaning product provided and then sanitized.

- All toys to be wiped down using appropriate everyday cleaning product provided and then sanitized.
- All door handles and gate latches to be wiped down using appropriate everyday cleaning product provided and then sanitized.
- Floors to be washed using appropriate everyday cleaning product and sanitizer.
- All beds and cots to be wiped down using appropriate everyday cleaning product provided and then sanitized.
- Glen 20 is to be sprayed at the end of each day in each room.
- All Educators to use gloves when blowing noses. The glove taken off bagging the tissue. The glove sealed and disposed of in the appropriate bin. Hands need to be washed or sanitized.
- All Educators changing nappies will wear gloves, follow the appropriate nappy change process. Clean the change mat and bench area using appropriate everyday cleaning product provided and then sanitize after each nappy change.
- Equipment, resources, toys that come into contact with bodily fluids will be removed from the environment immediately and cleaned using appropriate everyday cleaning product provided and then sanitized or when the item cannot be removed cleaned immediately using appropriate everyday cleaning product provided and then sanitized.

Outside Water Bubblers

Outside water bubblers will be cleaned twice daily. Educators will use the appropriate everyday cleaning product to wash over all areas of the bubblers and rinse with clear water. Educators will monitor water bubblers for grime build up and when present will use gumption or another similar product to remove the grime, rinsing with clear water.

Bins

Inside Bins

Inside bins will be emptied daily or as required, bins are not to be left over-flowing with waste. Employees will regularly check bins and remove waste to the council bins stored in the bin area outside. Inside bins are to be cleaned as required, bins will be cleaned using the appropriate cleaning product provided. Employees are to check bins daily, and if dirt, grime, food scraps, general waste or paint is present the bin will need to be cleaned and sprayed with a disinfectant before a bin liner is replaced. Bin liners will be replaced by the Employee emptying the bin.

Council Bins

Council bins are collected on a Tuesday and Thursday, the Monday and Wednesday night Employees are required to ensure bins are placed on the nature strip ready for collection. Employees are to be aware of what can be placed in recycling bins and only place appropriate items in the recycling bins. All waste in the general waste bins needs to be bagged and the bag sealed to stop leakage. Outside

bins will be cleaned and disinfected quarterly by a professional cleaning company. The outside bin area will be left clear of debris and Employees are to inform management of any large items for waste disposal and seek information on where the item is to be stored, no large items are to be left in the bin area. The bin area will be cleaned and disinfected quarterly when bins are being cleaned.

Maintenance

Wooden Toys and Equipment

All non-varnished wooden toys and equipment will be required to be cleaned and oiled once a year. Oiling will ensure toys and equipment do not splinter. Management will be responsible for obtaining a child safe oil for the required wooden toys and provide PPE equipment for Employee to use, during the cleaning and oiling. Employee will be required to sand away any splinters that may be present on toys and equipment before oiling. Wooden toys will need to be stored away from the children for the required length of time as per the manufacture's directive.

Sandpits

The sand in all sandpits are to be replaced yearly. This is a maintenance issue that will be lodged yearly with QBuild. It is the responsibility of management to ensure the maintenance request is lodged and actioned.

Cleaning Cloths

Management will provide coloured cloths for cleaning in different areas of the Centre. It is managements responsibility to ensure all Employees understand which cloth is to be used in a certain area. It is the responsibility of Employees to ensure they always use the correct cloth.

Mops

Management will provide coloured mops for cleaning different floors of the Centre. It is managements responsibility to ensure all Employees understand which mop is to be used in a certain area. It is the responsibility of Employees to ensure they always use the correct mop.

Dish Washer

The dish washer will be cleaned each week, after the clean cycle the following to be completed.

- Racks to be taken out and washed
- The filter to be removed and washed
- The inside of the dish washer to be wiped over and grime removed
- Vinegar to be wiped over all surfaces
- Filter and rack to be returned

Laundry

The laundry will always be kept clean and tidy. It is the responsibility of Management to ensure there is appropriate buckets provided in the laundry for soiled and non-soiled items. All Employees are required to ensure they use the appropriate bucket when storing laundry items. Soiled items will

be washed separate to all other items and on a hot wash. Whenever possible washing is to be hung on the clothesline.

The dryer is only to be used:

- For airing clothes not completely dry after being hung on the clothesline
- If it is raining and will continue to rain throughout the day
- For Washing completed on or after 4.30pm

Lawn Mowing

It is the responsibility of Management to ensure the lawns are maintained. Management will seek a company to complete the lawn mowing on a regular basis. Management will be required to provide the company with gate keys to complete the mowing outside of operational hours, management therefore will need to ensure the company is trustworthy and legitimate.

Air Conditioners

Air conditioners will be cleaned ½ yearly by professional air-conditioner cleaners. It is the responsibility of the Director or 2IC to organise the cleaning and ensure the cleaning is completed without interruption to the children's day.

Sheds

Sheds will remain tidy and with all toys and equipment placed into their correct spot.

Educators putting toys and equipment away, including mouthed toys, will take the time to ensure that all items in the shed are put away correctly and the shed is in a clean condition. Equipment or toys that have been used in messy play will be washed before being returned to the shed.

Art Room

The art room will remain tidy and with all equipment and resources placed into their correct spot. Educators putting equipment and resources away will take the time to ensure that all items in the art room are put away correctly and the art room is in a clean condition.

Equipment or resources that have been used will be washed before being returned to their correct position in art room.

Storage cupboards

Storage cupboards need to be kept clean and tidy and all resources stored in a manner that will make them readily available when needed. All toys and resources are to be kept in containers and need to be returned to the storage cupboards complete. Educators working in the room are responsible for maintaining storage cupboards, other Educators need to be respectful when borrowing and returning resources.

Electrical Equipment

Electrical equipment will be tested and tagged regularly. It is the responsibility of management to ensure all electrical equipment has a current test and tag sticker. Any electrical equipment without a current tag will not be used until tested.

Rafters

Management will organise the cleaning of rafters. It is the responsibility of management to use a reputable company to complete cleaning on a regular basis. Management will regularly check rafters and seek a day and time with the company to complete the cleaning task. The cleaning will not affect the children in care as it will be completed outside of operational hours.

Definitions:

Term	Definition	Source
Personal Protective Equipment [PPE]	Personal protective equipment is protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter.	www.wikipedia.com
Council Bin	Red / Green lidded bin for general waste yellow lidded bin for recycling	https://www.mackay.qld.gov.au
QBuild	QBuild is a commercialised business unit of the Queensland Government. We offer procurement management and contract management services associated with the construction, maintenance and operation of Queensland Government buildings and assets.	https://www.hpw.qld.gov.au

Policy Details:

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