

Cleaning in Early Years Provisions Policy

General Policy

The organisation recognises the need to ensure that high standards of cleanliness in the workplace are achieved. This policy is designed to ensure that the organisation attains the highest possible standards and is in accordance with its commitment to provide a safe place of work.

The person responsible for the implementation of this policy is the Area Coach.

Summary

Poor cleaning standards in the workplace can lead to disease, problems with pests and fire hazards.

There are basic precautions to prevent poor cleaning standards.

- Ensure that articles and substances are returned to designated locations after use.
- Remove waste materials on a daily basis.
- Report any spills immediately.
- Report any problems that cannot be easily rectified.

Organisational Arrangements for Cleaning

- **Cleaning contracts.** Cleaning contracts/employment arrangements will be agreed as required to ensure sufficient cleaning resources are available to keep the premises clean according to set standards.
- **Cleaning Plan.** A cleaning plan for the premises will be devised, implemented and kept under review.
- **Inspections of the workplace.** Designated personnel will carry out workplace inspections on a regular basis to identify areas where standards require improvement. These areas will be highlighted for remedial action.
- **Specifications.** Designated personnel will carry out cleanliness inspections on a regular basis to ensure that cleaning tasks are completed in accordance with any specified requirements.

- **Waste collection and removal.** Floors will be cleaned on a regular basis and waste bins will be emptied regularly. Rubbish will be kept in suitable containers and should not be allowed to overflow.

Combustible waste must be kept away from ignition sources. Large items of rubbish that pose a particular hazard, such as obsolete items of furniture, should be removed without delay.

- **Performance Monitoring.** The performance of the cleaning services provided will be monitored and made subject to periodic audit. Cleaning staff must complete all cleaning activities on a planned, regular basis according to a set schedule and to standards specified by the facilities manager.
- **Health and Safety.** Cleaning staff must fully comply with all relevant health and safety guidelines while performing their duties. The facilities manager will ensure that risk assessments are conducted and recorded and that cleaning staff and cleaning contractors are fully informed of workplace hazards and control measures.
- **Wet Floors.** Cleaning staff should always use clean hazard warning signs when their cleaning involves wet floors, positioning the signs at the start of the task where they will be most effective in informing people that cleaning is in progress. Warning signs should be removed, cleaned and returned to an appropriate storage area when the task is completed and the floor is dry.

Training

All new staff should be encouraged to read the policies on cleaning as part of their induction process. Induction will also include relevant health and safety training and training in any specific cleaning tasks that will be part of the person's job role. All new cleaning staff will be trained in the safe use of cleaning chemicals and equipment.

Suitable information and training will be provided to employees with cleaning responsibilities within the workplace and in standards that must be achieved.

Following induction, cleaning staff will be expected to attend health and safety training updates as required and will be offered additional training relevant to their job role.

The Area Coach is responsible for organising and co-ordinating training.