



# Harvard Park Policies and Procedures:

## **Cleaning**

## 57.Cleaning

We take steps to ensure that there are effective procedures in place to make sure that all cleaning for all areas and rooms have a working rota and all rooms follow protocol.

### Procedures

- The setting has an outside provider who comes in everyday to do a clean of the whole setting plus a deeper clean at weekends
- Each room will have its own cleaning rota, and it will be listed in daily and weekly – the Room Leader will be responsible to make sure this is done
- Equipment is only cleaned using MILTON
- A three monthly clean of larger items will be monitored and recorded by Management who will employ the cleaner/caretaker to ensure this is done competently
- Cleaner/caretaker are trained in what to use, how to use and how to store all cleaning materials
- COSHH folder holds all cleaning materials used on the premises
- Storage of cleaning materials – at Day Nursery they are kept in the laundry and at pre-school it is kept in a locked cupboard.

### Management of Clinical and general waste

At Harvard Park all clinical and general waste is disposed of correctly.

- Foot operational pedal bins are in use for general waste in all rooms
- Yellow refuse bags are used for nappies and are disposed of in our yellow bin which is collected weekly
- Clinical waste and general waste do not go in the same bins
- Waste bags are emptied twice a day and securely tied
- Clinical waste is stored in yellow storage bin in a designated area.
- The storage is locked and inaccessible to unauthorised persons and pests
- Bins are routinely cleaned inside and out

### Hand washing

At Harvard Park all children and staff are taught correctly how to wash and dry their hands to stop cross contamination.

We have posters around the setting to show children and staff how to do this correctly and it is also taught through activities and routines.

### Procedures

- Each sink has hand wash and dryers for staff and children
- We use hand gel for staff to use when sanitising hands going from one child to another

- When washing hands without dryers, green paper towels are used – they are kept in baskets or dispensers clearly labelled. These are easily accessible for staff and children.
- Children are taught to wash their hands before eating.
- Children are taught to wash their hands after going to the toilet
- In Baby Studio, there is a small bowl for hand washing
- In Small Steps, there is a child sized sink for hand washing.

***Laundry and Management of linen/soiled clothing***

- **DAY NURSERY** – We have a laundry room with a fully working washing machine and separate tumble dryer.
- We have a dirty wash basket for general washing
- We have a red washing bag for soiled items that goes into a separate wash
- Soiled clothing is placed in a plastic bag and sent home – we do not rinse or wash soiled clothing in our sinks or washing machines.
- Clean washing is kept on shelves in each room and off the floor.
  
- **PRE SCHOOL** – we have a fully working washing machine which is in the kitchen
- Washing is done daily and hung out to dry.
- All soiled clothing is sent home in plastic bags - we do not rinse or wash soiled clothing in our sinks or washing machines.

This Policies and Procedures pack was adjusted by Harvard Park.

Date meeting was held on 30/04/2026

Signed on behalf of the Directors and Proprietors

**Nicki Saunders and Tracey Milstead**