

POLICY STATEMENT

CLEANING AND MAINTAINING THE ENVIRONMENT

AUTHORISATION

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| POLICY TYPE: | Operational |
| POLICY LOCATION: | Corporate |
| RESPONSIBLE OFFICER: | Children Services Coordinator |
| AUTHORISED BY: | Director, Corporate and Community Services |
| DATE ADOPTED: | 4 July 2023 |
| ADOPTED BY: | Manex |
| MINUTE NO: | |
| REVIEW DUE DATE: | June 2025 |
| REVISION NUMBER: | |
| RELATIONSHIP TO THE COMMUNITY STRATEGIC PLAN | This policy supports Council's Delivery Program Strategy 4.2: Provide quality, accredited and affordable Education and Care Services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile Resource Unit and Toy Library services). |

DOCUMENT HISTORY

| VERSION NO. | DATE | DESCRIPTION OF AMENDMENTS <i>Include names of former policies that this policy will replace if applicable</i> | AMENDED BY <i>(Where required)</i> |
|--------------------|-------------|---|--|
| 0 | July 2021 | | CSU Coordinator |
| 1 | June 2023 | | CSU Coordinator |
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REVIEW OF THIS POLICY

This Policy will be reviewed within TWO (2) YEARS from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendment that are to the advantage that Council and in the spirit of this Policy.

Any amendment to the Policy must be with the approval of the General Manager/Manex.

1. Purpose:

Children have the right to an education in an environment that provides for their health and safety. Good cleaning and maintenance of the environment ensures that illness and injuries are avoided. Environmental responsibility also encompasses the cleaning and maintenance of the education and care service in ways that are sustainable and environmentally friendly.

2. Scope:

This policy document applies to all staff and Educators of the Bland Shire Council Children Services Unit and Bland Temora Family Day Care, along with children and families enrolled with Bland Shire Council Children Services Unit.

3. Outcomes:

Bland Shire Children Services Unit will provide a safe and clean environment by following procedures and schedules that ensure the building, premises, furniture and equipment are safe, clean and well maintained.

The service will promote awareness of environmental sustainability through daily practices and information sharing, whilst encouraging eco-friendly practices, and the use of chemical free cleaning options to all staff, children and families.

Children will be involved in discussions about health and safety concerns and supported to develop an understanding of sustainable practices.

4. Roles and Responsibilities:

The Approved Provider will:

- Arrange for the Children Services Unit premises to be cleaned by professional cleaners prior to children arriving each day.
- Develop systems where daily hazard checks are carried and risk assessments of the environment are documented to ensure repairs, cleaning or maintenance concerns are identified and promptly attended to.
- Provide regular maintenance checks on all systems – alarm, fire equipment, lighting, electrical cord, RCD, thermostatic mixing valve.

The Nominated Supervisor will:

- Ensure daily cleaning of the service is carried out to an acceptable standard.
- Provide Educators access to policies and procedures in relation to cleaning and maintaining a safe environment.
- Document Daily hazard check and Risk Assessments are carried out within the environment.
- Promptly respond to identified risks, repairs, cleaning and maintenance requirements.
- Support Educators in the research of sustainable cleaning options and practices.
- Arrange annual (or as identified) pest control spraying to eliminate insects and vermin.

The Educators and volunteers (as directed) will:

- Provide clean and hygienic materials and resources to children.
- Carry out and document Daily Hazard checks of the indoor/outdoor environment prior to children attending.
- Identify and report/remove furniture, equipment, building or premises requires cleaning or maintenance or items are damaged that may pose risk to children's well-being.
- Implement cleaning systems to prevent cross contamination and storage of cleaning items (mops, buckets etc) are not accessible to children.
- Maintain a clean environment throughout the day.

- Minimise the use of chemicals when cleaning the environment. Consider a two-step cleaning approach – 1. Detergent/water, followed by 2. Vinegar/water on the classroom surfaces and environment. Ensuring labels are secured to identify content.
- Follow the advice of reputable authorities of cleaning requirements to deal with infection outbreaks and hygiene control.
- Clean nappy change mats and areas after each use.
- Spot bathroom areas as required during the day
- Store and dispose of soiled items appropriately as per nappy change and toileting policy. Heavily soiled underpants will be disposed of to prevent cross contamination.
- Ensure the education and care environments are well ventilated and have adequate natural light.
- Monitor sand cleanliness. This includes wetting, raking and covering the sand.
- Ensure that all children’s play areas are kept free from pet droppings.
- Ensure animal enclosures are kept clean and hygienic. Educators must ensure they have clean bedding and water.
- Thoroughly clean any area where animals have accessed in the service with hot, soapy water. Any animal feces will be disposed of in a safe, hygienic manner.
- Involve children in discussions about health and safety issues and support children to develop an understanding of sustainable practices.
- Role model good cleaning practices for the children and encourage children to be involved in the cleaning of the environment where appropriate.
- Effectively manage bodily fluid spills and accidents. Blood or bodily fluid spills will be isolated until the educator can remove the spill hygienically.
- The educator will follow the following procedure to manage body fluid spills:
 - Attend to the child
 - When possible avoid direct contact with the spill/blood
 - Use personal protective equipment i.e. Apron, gloves, glasses
 - Contain the spill as far as possible using paper towel
 - Dispose of towel in sealed plastic bag
 - Clean the spill using neutral detergent
 - Dry and ventilate the area
 - Notify Council if there has been exposure to bodily fluids that may present the risk of the transmission of blood borne diseases
- Where blood or bodily fluids have splashed into eyes or mouth, irrigate the eyes for 5-10 minutes and/or blow nose and spit out and rinse out the mouth.

In addition Family Day Care Educators will:

- Ensure fire equipment is tested and tagged every six (6) months.
- Clean all areas of their service thoroughly at the end of the day or prior to children returning.

5. Definitions:

In this policy “staff” and “educators” refers to staff employed by Bland Shire Council Children Services Unit and Educators registered with Bland/Temora Family Day Care. “Volunteers” refers to parents/carers participating in Children Services events.

6. Legislation and Supporting Documents:

- Education and Care Services National Regulations
- Education and Care Services National Law
- Guide to the National Quality Framework 2020
- Staying Healthy in Child Care: Preventing Infectious Diseases in Child Care, 5th Edition, 2013
- The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011