



**TWO HANDS**  
PRESCHOOL

## Policy: Cleanliness and hygiene

At Two Hands Preschool we are committed to providing a clean and hygienic workplace. This requires a commitment for all staff members, both with regard to their personal hygiene and their modelling and teaching about cleanliness and hygiene to the children. We follow strict cleanliness procedures throughout the preschool. This policy should be read in conjunction with our Sickness and infection control policy.

### Personal hygiene

Staff must follow the personal hygiene code at all times and encourage children to adopt the same good personal hygiene code themselves.

All hands must be washed before handling food, after using the toilet or toileting children, after playing outside, wiping noses, messy play activities and after contact with animals.

After noses have been wiped the tissue must be disposed of hygienically and hands should be washed.

### Cleaning

The preschool is committed to providing a safe, happy and healthy environment for children to play, grow and learn. Cleanliness is an essential element of this practice. A copy of the current cleaning rota and routine is provided here:

#### After each use:

What?	How?	With what?	By whom?
Area around toaster	Ensure crumbs are swept into the bin	Paper towel	Whoever used it
Microwave	Wipe down any visible spillage	Damp paper towel	Whoever used it
Food preparation surface	2-step sanitising method	Wash with sponge and soapy water and then 60 second sanitising spray and wipe with blue cloth	Whoever used it



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Kitchen sink before and after washing fruit or vegetables	2-step sanitising method	Wash with sponge and soapy water and then 60 second sanitising spray and rinse	Whoever used it
Hob	Wipe down	Multi-surface sanitiser and blue roll	Whoever used it
Wet area tabletop	Wipe down	Multi-surface sanitiser and blue roll	Whoever used it
Changing mat	2-step sanitising method	Multi-surface sanitiser (x2 and leave for 60 seconds) and blue roll	Staff member who supervised
Potties	Flush it down the toilet, rinse in the changing area sink and then 2-step sanitising method	Multi-surface sanitiser (x2 and leave for 60 seconds) and blue roll	Staff member who supervised

**Daily:**

<b>What?</b>	<b>How?</b>	<b>With what?</b>	<b>By whom?</b>
Front courtyard and alleyway	Litter picking, sweeping leaves and checking for signs of pests	Litter-picker, bin bag and outdoor broom	Housekeeper 1
All indoors floors	Vacuum	Vacuum-cleaner	Housekeeper 2
Tables, chairs and all indoor surfaces	Wipe down	Multi-surface sanitiser and blue roll	Housekeeper 2
Toilets	Flush, pour in toilet cleaner, leave and then brush with toilet brush	Toilet cleaner and toilet brush	Housekeeper 2



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Toilet floors	Mop	Red handle mop and red bucket, disinfectant floor cleaner	Housekeeper 2
Kitchen floor	Mop	Yellow handle mop and yellow bucket, disinfectant floor cleaner	Housekeeper 2
Empty bins	Carry them to waste room without passing the kitchen	Black bin liners for food waste and normal waste and transparent ones for recycling.  Nappy bin removed, sealed and placed in locked yellow bin	Housekeeper 2
Sinks	2-step sanitising method	Multi-surface sanitiser (x2 and leave for 60 seconds) and blue cloth	Housekeeper 1
Cheeky wipes, blue cloths and sponges (aprons and tea towels as needed)	Laundry	Store in laundry basket and then 90 degree wash in the washing machine. Hang up overnight	Housekeeper 2
Check refills	Toilet rolls, paper towels, liquid soap, rinse aid / detergent		Housekeeper 1
Door handles	Wipe	Spray with sanitising spray and wipe down with blue cloth	Housekeeper 2
Dishwasher maintenance	Drain the dishwasher – press button and hold for 5 seconds  Clean around the door frame and empty the filter	Soapy hot water to clean the door frame  Rinse and soapy hot water to clean the filter after it has been removed	Housekeeper 2

**Twice a week:**



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<b>What?</b>	<b>How?</b>	<b>With what?</b>	<b>By whom?</b>
All floors (Tuesday/Wednesday and Friday)	Mop	Blue handle and green bucket mop and floor disinfectant	Housekeeper 2

**Weekly:**

<b>What?</b>	<b>How?</b>	<b>With what?</b>	<b>By whom?</b>
Fridge	Clear out use by dates and wipe surfaces	Sanitising spray and yellow cloth	Housekeeper 1
Oven	Wipe racks and bottom	Soapy water and yellow cloth	Housekeeper 1
Aprons, tea towels and bedding	Laundry	90 degree hot wash in washing machine	Housekeeper 1
Shelving throughout the preschool			Houskeeper 2
Windows and doors	Wipe down	Glass cleaner spray and blue roll	Houskeeper 2

**Preschool holidays:**

<b>What?</b>	<b>How?</b>	<b>With what?</b>	<b>By whom?</b>
Cupboards	Wipe down	Sanitising spray and blue cloth	Housekeeper 2
Full window cleaning and sills	Wash and wipe down	Glass cleaner and window cleaner	Housekeeper 2
Fridge	Empty fridge and deep clean	2 step sanitising method (soapy water and then sanitising spray for 60 seconds) and leave door open	Housekeeper 1
Freezer	Empty freezer and deep clean	2 step sanitising method (soapy water and then sanitising	Housekeeper 1



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		spray for 60 seconds) and leave door open	
Dishwasher	Remove limescale and clean blades	Use limescale tablet and lift out blades to rinse water through	Housekeeper 1
Airconditioning units	Unclip them and Hoover the filters	Hoover	Housekeeper 1

**Food hygiene:**

We follow the procedures in our Safer Food Better Business manual.

**Dummies / pacifiers**

- If dummies are used, they are cleaned and sterilised. This also applies to dummies which have been dropped on the floor
- All dummies are stored in separate labelled containers to ensure no cross-contamination occurs

**Teaching hygiene:**

Staff at the preschool are aware that they are role-models for the children in terms of personal hygiene. We also explicitly teach good hygiene, such as hand-washing, not putting items in the mouth, not eating from the floor, not sharing facial cloths, etc.

<b>This policy was reviewed on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>October 2023</i>	<i>J Shall</i>	<i>January 2026</i>