**Cleaning and Maintenance Procedures**

**Cleaning**

Cleaning of the nursery is carried out on a daily basis in term time and a more thorough spring clean in the holidays.

Suitably trained and qualified staff using chemical and cleaning products suitable for the job should carry out all cleaning in nursery. At all times the code of practice for cleaning should be adhered to. Additional information and routines should follow guidelines set out in COSHH Assessment records for cleaning toilets, nursery rooms, corridors and floors.

At all times cleaning staff must ensure that all H & S guidelines relating to Manual Handling, Working at Height and Electrical Safety are followed and adhered to.

A cleaning chemicals inventory and COSHH Risk Assessment is available from the main office.

During the Covid outbreak this policy is superseded by the Covid Risk Assessment and Procedures. During this period cleaning procedures throughout the day are more thorough in order to help prevent the spread of infection.

**Maintenance of the Buildings and Grounds**

Senior Management

* will carry out termly inspections of the grounds and buildings as per the pro forma
* will oversee the maintenance of the grounds and buildings
* will ensure annual inspection of all play equipment and gym equipment is carried out by ROSPA

The Maintenance and Grounds Managers

* will carry out weekly and monthly inspections of the grounds and buildings as written out in their procedures and check lists.
* Will ensure the playgrounds and fields are kept free of debris, dog faeces and litter and any material such as broken glass which could cause injury. Hard play surfaces to be kept clear of loose grit and gravel.
* Will check car parks are being used appropriately and that road signs and notices are in good state of repair.
* Will ensure loose roof tiles are replaced immediately, gutters are kept in good working order, broken windows are replaced immediately and regularly inspect stop cocks and valves to ensure they work.

The Nursery Staff

* will carry out weekly inspections of the play rooms, bathrooms and outdoor play areas using the sheets provided
* will keep the nursery tidy and free from obstruction of all corridors and stairwells
* will ensure the children behave in an orderly manner
* will undertake daily visual checks of all fire doors and closers, the condition of the electrical sockets and wires, especially trailing wires posing a trip hazard
* loose carpeting or tiles posing a trip hazard
* will ensure that the lighting is in good working order
* will monitor the temperature within the nursery.
* Will ensure fire, first aid and cautionary notices should be in place and in good order
* Will ensure floors should be clean and free from obstructions. They may be considered unsatisfactory if they are slippery or uneven.
* Will ensure furniture is laid out without blocking escape routes, is of a type and size suitable for the age of the children and is in a good state of repair.
* Will keep storage areas tidy and access high items on high shelves safely, not storing heavy items at heights.
* Will inspect the gates on a daily basis to ensure they are shut and each time that the children are entering the garden.
* Will check the outdoor area on a weekly basis for any damage or areas in need of repair.

Any defects found must either be rectified immediately by staff or if they are unable or unqualified to do so then the correct member of staff should be notified who will then initiate any actions. If it is unknown who is able to rectify the problem then the main office should be informed and they will initiate any necessary actions.

**Carrying out work on buildings and grounds**

Wherever possible work will be carried out outside of nursery hours. However when this is not possible precautions will be taken:

* The area in which work is being undertaken will be cordoned off and clearly marked
* Any tools being used will never be left unattended and placed in tool boxes whenever possible and only used by staff trained to do so wearing the correct protective clothing.