

Cleaning and Infection Control Policy

1. General Policy

This organisation is committed to maintaining high standards of cleanliness and hygiene across all areas of its premises. We recognise that effective cleaning and infection control are essential to safeguarding the health, safety and wellbeing of all children, staff, volunteers and visitors.

The organisation aims not only to provide a clean and safe environment, but also to minimise the risk of infection transmission through robust hygiene and cleaning practices.

Effective cleaning removes dirt and contamination from surfaces where bacteria and viruses can thrive. Maintaining a clean environment is therefore a key infection prevention measure.

This policy complies with relevant legislation, including the Workplace (Health, Safety and Welfare) Regulations 1992, and reflects best practice guidance from organisations such as the Health and Safety Executive and UK Health Security Agency.

2. Responsibilities

- Overall responsibility for cleanliness and infection control lies with **Louise Combellack, Senior Manager**.
- Cleaning may be carried out by in-house staff or external contractors, ensuring sufficient trained personnel are available.
- All staff and volunteers share responsibility for maintaining a clean and tidy environment.

3. Cleaning the Facility

- Cleaning activities will be carried out according to a **planned schedule** with defined standards for each area.
- A cleaning plan will include:
 - A schedule of cleaning activities
 - Cleaning standards for each room
 - Method statements for cleaning tasks
- Daily cleaning must include:
 - Emptying bins
 - Cleaning toilets and nappy changing areas
 - Cleaning wash basins and taps
 - Refilling soap and paper towel dispensers
- Cleaning performance will be monitored through:

- Daily checks by the Manager
- Recorded cleaning logs
- Review of any complaints or issues

4. Safe Cleaning Practices

Cleaning staff must:

- Follow all relevant health and safety legislation including COSHH, PUWER and PPE regulations
- Use a recognised **colour-coding system** to prevent cross-contamination
- Ensure all equipment is safe, clean and well-maintained before use
- Follow manufacturer instructions for all cleaning products
- Never mix cleaning chemicals
- Store all cleaning materials securely in locked areas

Wet Floor Safety:

- Wet mopping should be avoided during active sessions where possible
- Warning signs must always be used and removed once the area is safe

5. Hand Hygiene

Good hand hygiene is essential in preventing the spread of infection.

Staff and children must wash hands:

- Before and after sessions
- After using the toilet
- After contact with bodily fluids
- After cleaning tasks
- Before eating or handling food

Handwashing facilities must be maintained with:

- Liquid soap
- Running water
- Disposable paper towels

6. Cleaning Spillages (Body Fluids)

Body fluid spillages (e.g. blood, urine, vomit, faeces) must be cleaned promptly and safely.

- Spillages must be reported immediately
- A designated **spillage kit** must be used
- Staff must wear appropriate PPE (gloves, aprons)
- Disposable materials must be used and double-bagged as hygiene waste
- The area must be ventilated

Important:

- Urine must be cleaned with detergent before disinfectant to avoid chemical reactions
- Mops and buckets must not be used for body fluid spills
- Hands must be washed thoroughly after cleaning

7. Cleaning Gymnastics Equipment

Gymnastics equipment is high-contact and requires regular cleaning.

- Equipment must be cleaned:
 - When visibly soiled
 - At the end of each session
 - On a weekly scheduled basis
- High-contact equipment (e.g. bars, beams, mats):
 - Should be wiped down between sessions
 - Should be disinfected regularly during high-use periods
- Cleaning should use:
 - General-purpose detergent and warm water
 - Appropriate disinfectant where required
- Equipment must be dried thoroughly after cleaning
- Soft toys and fabric mats must be:
 - Machine washable
 - Cleaned according to manufacturer's instructions

8. Nappy Changing Areas / Changing Places

Where applicable, nappy changing areas must be kept clean and hygienic at all times.

- Surfaces must be cleaned and disinfected after each use
- Appropriate PPE must be worn
- Waste must be disposed of safely and hygienically
- Hand hygiene must be followed before and after each change

9. Ventilation

Good ventilation helps reduce the spread of airborne infections.

- Indoor spaces should be ventilated where possible
- Windows and doors should be opened when safe to do so
- Ventilation should be increased during and after sessions

10. Illness and Exclusion

To prevent the spread of infection:

- Children or staff who are unwell must not attend sessions
- Those with symptoms such as vomiting or diarrhoea must remain away for **at least 48 hours after symptoms have stopped**
- Any suspected infectious illness should be reported to the Manager

11. Infection Outbreak Management

In the event of an outbreak:

- The Manager will assess the situation and implement enhanced cleaning
- Cleaning frequency will increase, particularly in high-risk areas (e.g. toilets)
- Parents/carers will be informed where appropriate
- Advice may be sought from relevant public health authorities
- Additional control measures may be introduced if required

12. Equipment and Electrical Safety

- All electrical cleaning equipment must:
 - Be regularly inspected and maintained
 - Undergo PAT testing
 - Be visually checked before use
- Cables must be positioned safely to avoid trip hazards

13. Training

- All staff must read this policy as part of induction
- Cleaning staff must receive training in:
 - Safe use of equipment
 - Use of cleaning chemicals
 - Infection control procedures



- Ongoing training and updates will be provided as required

14. Monitoring and Review

- Cleaning schedules and records will be maintained
- The policy will be reviewed annually or sooner if required

Version	Date Approved	Approved By	Next Review
1.0	03/08/2021	Louise Combella - Manager	Aug 2022
1.0	10/08/2022	Louise Combella – Manager	Aug 2023
1.0	01/06/2023	Louise Combella – Manager	June 2024
1.0	06/06/2024	Louise Combella – Manager	June 2025
1.0	10/06/2025	Louise Combella – Manager	June 2026

Version	Date Approved	Summary of Changes
2.0	10/04/2026	<i>New section added on hand hygiene</i> <i>Reference to exclusion from participation after illness</i> <i>More detailed section on cleaning of gymnastics equipment</i> <i>Strengthening of outbreak control section</i>

Signed: *Louise Combella* Senior Manager Date: 10/04/2026