**MAINTENANCE AND CLEANING OF PREMISES AND EQUIPMENT POLICY**

Oscar Club ensures that the premises and equipment are clean and well maintained, to enable children to thrive in a healthy and safe environment.

Our risk assessment process includes checking for hazards and risks indoors and outside, deciding which areas need attention and developing an action plan which specifies the action required, the timescales for action, the person responsible for the action.

* We have a daily cleaning routine for the setting which includes the main room, kitchen, toilets and nappy changing areas.
* Our outdoor area is maintained and safe, is checked daily and clear of rubbish.
* All electrical equipment conforms to safety requirements and is PAT tested.
* All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
* All floors are checked daily to ensure they are clean and not uneven or damaged.
* The toilet area has a high standard of hygiene.
* All food preparation surfaces are clean and non-porous.
* We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
* Cleaning materials are stored out of children’s reach in a locked cupboard in the kitchen.
* Regular risk assessments are carried out on all aspects of the setting.

Signed on behalf of the voluntary management committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_