



Checking and Cleaning of Equipment

- Equipment that is out in the room every session will be checked daily. If anything is found to be faulty or dangerous it will be removed and replaced with an alternative. This will be the responsibility of all staff.
- When any equipment is brought out from storage it will be checked. This will be the responsibility of the member of staff that brings out the equipment.
- Any equipment that is found to be faulty during a session will be removed.
- All equipment will be checked for cleanliness at the end of each session. It will be taken away for cleaning if necessary. The Room Supervisors will be responsible for allocating these tasks.
- Daily cleaning is carried out with disinfectant and anti-bac sprays for main areas that the children use each session.
- Cleaners come in after session for 2.5 hours three times a week and carry out a more thorough clean with tasks ticked off as completed.
- A deep clean of the setting is carried out during the summer break by the cleaners which involves furniture being moved and hiring of any equipment as necessary.
- Each year, Little Oaks will have a "spring clean" with equipment being cleaned, checked and sorted in the Store Room. Parents and the committee will be invited to help with this via the newsletter as appropriate.
- At the same time a list of equipment that needs replacing due to age or changes in our needs will be drawn up. This will form our "wish list" and we will replace items as and when funds allow.
- All dough and similar will be made fresh each week or more frequently if needed.
- Sand, compost, etc will be replaced regularly, depending on the use they have had over the preceding weeks.

This policy was adopted at a committee meeting of Little Oaks held on.....

Signed on behalf of the committee.....

Role of signatory.....

Reviewed and updated Nov 20. Reviewed and updated Nov 2021. Reviewed Jan 2023

Reviewed by Committee Jan 2024

