

Hygiene - Nominated Supervisor

NQS 2.1.2 Health practices and procedures

NQS 3.1.2 Upkeep

NQS 7.1.2 Management systems

Name of the person conducting the checklist: _____ Date: _____

Display

Are nappy change, toileting and hand washing procedures displayed? ☐ Yes ☐ No ☐ NA

Cleaning in General

Is the Service thoroughly cleaned before the start of each day? ☐ Yes ☐ No ☐ NA

Is the Service cleaned throughout the day eg spills immediately cleaned, benches and tables wiped down? ☐ Yes ☐ No ☐ NA

Do employees adhere to cleaning schedules at all times? ☐ Yes ☐ No ☐ NA

Do employees use detergent and water to clean the service, then rinse and dry? ☐ Yes ☐ No ☐ NA

Do employees use fresh detergent and water every day? ☐ Yes ☐ No ☐ NA

Do employees use a bucket of detergent and water to clean rather than a spray bottle? ☐ Yes ☐ No ☐ NA

Do employees use disinfectants after detergent and water if surfaces have been (or may have been) contaminated with hazardous material (eg poo, urine, saliva, vomit or blood)? ☐ Yes ☐ No ☐ NA

Is there a spill kit (eg bucket filled with clean up items) to clean contaminated surfaces? ☐ Yes ☐ No ☐ NA

Do employees use disposable gloves to clean poo, urine, saliva, vomit or blood ☐ Yes ☐ No ☐ NA

Cleaning Specific Facilities/Equipment

Are sandpits cleaned regularly (refer Sand Pit policy)? ☐ Yes ☐ No ☐ NA

Do employees clean soiled cots by removing most of the soiling/spill with paper towels, placing soiled linen in a plastic lined, lidded laundry bin and cleaning soiled mattress with detergent and water? ☐ Yes ☐ No ☐ NA

Are carpets and mats vacuumed daily? ☐ Yes ☐ No ☐ NA

Are carpets and mats steam cleaned at least every 6 months? ☐ Yes ☐ No ☐ NA

Are curtains washed at least every 6 months and when visibly dirty? ☐ Yes ☐ No ☐ NA

Do employees wash linen in detergent and hot water? ☐ Yes ☐ No ☐ NA

Do employees carry soiled linen away from their bodies? ☐ Yes ☐ No ☐ NA

Do employees soak soiled linen to remove most of contamination, wash separately in hot water and detergent and dry in the sun (preferable) or on hot cycle in dryer? ☐ Yes ☐ No ☐ NA

Do employees wash their clothing or aprons daily with detergent and hot water? ☐ Yes ☐ No ☐ NA

Do all cushions, including large floor cushions, have removable covers that are changed and washed daily, as well as when visibly dirty? ☐ Yes ☐ No ☐ NA

Do you include things like ceiling fans, ventilation grills, light fittings in regular cleaning schedules? ☐ Yes ☐ No ☐ NA

Practices

Do employees store dummies in individual containers labelled with the child's name when not in use? ☐ Yes ☐ No ☐ NA

Are stored dummies inaccessible to children? ☐ Yes ☐ No ☐ NA

Illness

Are sick children and employees always excluded from the service? ☐ Yes ☐ No ☐ NA

Actions required