

47. Cloth wipes

Policy statement

Procedures –

Hand & Face wipes:

The hand & face wipes are clearly identifiable against the 'bottom' wipes. These MUST be kept separate from the 'bottom' wipes.

The hand and face wipes are kept in the white and green bucket.

- Clean wipes to be kept in the 'Wipes bucket'.
- When wipes have been used, they are then placed in the 'Wipes bin'. This is located next to the wipes bucket.
- When the bin is full, or when appropriate, staff will then tip the wipes into the 'washing bucket' located above the washing machine. This is clearly a different bucket to the 'dirty bottom wipes' bucket.
- These wipes are then to be washed at 60c using non-biological washing powder/liquid.
- The wipes are not to be washed with any other washing.
- Once clean, the wipes can then go back into the 'wipes bucket'. The wipes do not need to be left to dry after each wash.
- 4-6 drops of essential oils may be added to the 'wipes bucket' before use. (Tea tree oil/lavender oil).
- Excess water to be poured away.

Bottom/nappy changing wipes:

The bottom/nappy changing wipes are clearly identifiable against the hand & face wipes. These MUST be kept separate from the hand & face wipes.

The nappy changing wipes are kept in the black buckets.

The nappy changing wipes are to only be used for wet nappies. Disposable wipes are to be used for soiled nappies.

- Clean wipes are to be kept in the 'Wipes bucket' in the nappy changing areas. (Indoors and outside in Dome)
- When wipes have been used, they are then to be placed inside the red 'Wipes bin'. The wipes bin must contain the mesh bag insert, suitable for washing.
- At the end of the day, the mesh bag is emptied into the 'bottom dirty wipes' bucket in the washing room. This bucket is clearly different to the hand & face wipes bucket.
- Mesh bag is to be placed into the 'bottom dirty wipes' bucket at the end of each week, and placed on a 60c long wash using non-biological washing powder/liquid.
- The wipes are not to be washed with any other washing.
- Once clean, the wipes can then go back into the 'wipes bucket'. The wipes do not need to be left to dry after each wash.
- 4-6 drops of essential oils may be added to the 'wipes bucket' before use. (Tea tree oil/lavender oil).
- Excess water to be poured away.
- Wipes to then be placed into nappy changing areas.

Hand drying wipes:

Hand drying towels are blue. These may be mixed with the 'Hand & face wipes' during wash cycles, or when in the washing basket.

Clean towels are stored in the clear boxes in the bathroom and dome. Dirty towels are placed in the green wash baskets and emptied at the end of each day into the appropriate wash bin.

Cleaning Cloths:

Pink cloths- These are to be used for wiping food surfaces. For example, children's eating table, staff eating table and work surfaces.

Yellow cloths- These are to be used for washing up in the food sink.

Blue cloths- These are to be used for cleaning/wiping messy play areas, such as the craft area, painting area and mark making area. These can be used to clean resources in the messy play sink.

Dirty cloths are to be taken to the 'wet washing' laundry basket after lunch time and replaced with new cloths. These will then be washed on a hot wash.

PINK CLOTH MUST BE CHANGED EVERYDAY
YELLOW CLOTH MUST BE CHANGED EVERYDAY
BLUE CLOTH MUST BE CHANGED EVERY 3 DAYS OR WHEN NEEDED

This policy was adopted by	Daffodils Outdoor Nursery Ltd	<i>(name of provider)</i>
On	August 2019	<i>(date)</i>
Date to be reviewed	August 2020	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	