

	Procedure
	Procedure Category: HEALTH AND SAFETY
	Date Created: November 2016
	Procedure Name: Laundry Procedure

The purpose of this operational procedure is to meet the requirements of Licencing Criteria HS2

Position Statement

Our Centre has designed practices that promote the health and safety of children. By following procedures we maintain high standards and consistency amongst staff to minimise the spread of infection.

Issue Outline

To ensure the centre maintains a high level of hygiene a process will be in place whereby linen and other items used by the children and adults will be cleaned weekly (off-site or on-site).

Alignment with Policies

This procedure aligns with the following Centre Policy:

- Laundry Policy
- Sleep Space and Facilities Policy
- Health and Safety in Employment Policy

Procedure Detail

Step	Procedure
1.	To observe tikanga and avoid cross contamination, items used for food preparation and eating will be washed separately.
2.	To observe tikanga and avoid cross contamination, items used in toileting or nappy changing will be washed separately, the same will apply to items used for first aid.
3.	To observe tikanga and avoid cross contamination, bedding will be washed separately from items used for art or general cleaning.
4.	Separate labelled buckets (or other means) are supplied for soaking urine/soiled or blood contaminated items.
5.	Separate labelled baskets are used to identify dirty or clean laundry.
6.	Separate color coded or different types of cloths will be used for bathrooms, general cleaning, art tables and food.
7.	Washing machine to be set to hot wash for urine/soiled or blood items, and these items are to be washed separately.
8.	There is a chart (in sleep rooms) showing when bedding is due to be washed, all children's bedding is washed at least weekly.
9.	Staff use the required specified amount of laundry powder/liquid.
10.	To prevent cross contamination from for example soiled linen to cloths used in the kitchen, a chemical sanitizer is to be used during the washing of kitchen and food related linen.
11.	Linen washed onsite is dried on a clothing line or in a dryer that is regularly maintained, ventilated and lint removed.

Relevant Background (including Legislation/Regulation/Licensing references)

Licensing Criteria 2008, Health and Safety, Hygiene

- HS2: A procedure for the hygienic laundering (off-site or on-site) of linen used by the children or adults.

Implementation

Clear processes and procedures have been developed and staff trained to follow them.

Review

Review annually or when there is a significant change in the area of the policy topic or the procedure.

Authorised:	Vikki Cooper
Date:	
Review Date:	November 2025
Consultation Undertaken:	