

5.5 Cleaning and Sanitising Policy

The service acknowledges the need to provide a hygienic and safe environment, equipment and workplace for educators, children, families and visiting community members. Cleaning and sanitising is an important aspect of this process and will be applied to all food preparation practices and other high-risk areas at the service.



Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*
- *Work Health and Safety Act 2011*
- *Food Act 2006*
- *Australian and New Zealand Food Standards – Chapter 3 Food Safety Standards (Australia only)*
- *National Quality Standard, Quality Area 2 – Children’s health and safety*
- *Policies: 4.2.1 Covid – 19, 4.3 – Hygiene, 4.4 – Preventative Health and Wellbeing, 5.1 – Food Handling and Storage, 8.10 – Employee Orientation and Induction*



Procedures

An appropriate cleaning and sanitising process shall be applied in the following ‘high risk’ areas/circumstances:

- Food preparation surfaces, utensils and eating equipment
- Bathrooms, toilets and basins;
- First aid waste management; and
- Areas where bodily fluids have been spilt.

Regular cleaning of surfaces will be undertaken with warm soapy water in a spray bottle and for the purposes of afternoon tea. Child servers in the years 3 to 6 area will wear gloves, use serving utensils and serve their peers. Educators and/or child servers will assist serving Preps and year 1-2 children in their respective serving areas. All children are expected to clean up after themselves after they have eaten.

Educators will be trained in the cleaning and sanitising processes to be applied to food preparation surfaces i.e. benches and cutting boards:

- Cleaning – Applying warm soapy water to the surfaces to remove dirt and grime using a labelled spray bottle; and
- Sanitising – Disinfectant will be used where areas are visibly soiled. Children must not be in the immediate vicinity when disinfectant is being used.

The process for cleaning and sanitising food utensils will occur in the following way:

- Pre-clean – scrape, wipe or sweep away any food scraps and rinse with water;

- Wash – use hot water and detergent to take off any grease and dirt, soak if required;
- Rinse – rinse of detergent and any loosened residue or put in dishwasher
- Sanitise use a sanitiser or hot dishwasher to destroy any remaining bacteria
- Final rinse if required
- Air dry or dry with paper towel

The service shall follow the guidelines as recommended by Queensland Health for Cleaning and Sanitising as articulated in the resource: Cleaning and Sanitising (Food Industry Fact Sheet 11).

For services that have an installed dishwasher, the cleaning and sanitising process may be undertaken by ensuring the dishwasher has:

- A properly functioning temperature-activated sanitising cycle that has to sense a temperature of 65.6°C or above before the machine advances to the next step; or
- A water inlet temperature above 68°C if the machine has no sanitising cycle or has a sanitising cycle and forced airflow drying.

Please note: This policy and procedure shall not apply to general use/general purpose areas within the service such as tables, chairs, cupboards etc. unless the above-listed circumstances apply.

References

Queensland Health, Cleaning and Sanitising Procedure, https://www.health.qld.gov.au/_data/assets/word_doc/0040/998752/cleaning-sanitising-guide.docx, accessed 23/09/2025

Queensland Government, Food Safety Sets, <https://www.qld.gov.au/health/staying-healthy/food-pantry/training-and-teaching-resources/food-safety-information-sets>, accessed 23/09/2025

Australia New Zealand Food Standards Code – Chapter 3 (Appendix 4) – Cleaning and Sanitising Surfaces and Utensils. <https://www.foodstandards.gov.au/food-standards-code/legislation#chapter3>, accessed 23/09/2025

DATE DEVELOPED	DATE RATIFIED	DATE REVIEWED	DATE RATIFIED
August 2018	August 2018	October 2021	October 2021
		July 2023	August 2023
		September 2025	November 2025