

Hygiene Policy

Little Pippins recognises the importance of maintaining the highest possible standards of hygiene in and around the premises so as to minimise the risks posed to children, staff and other visitors.

The Manager and staff are committed to taking all practicable steps to prevent and control the spread of infectious germs, and to uphold high standards of personal hygiene in order to minimise the risk of catching or spreading infections.

Personal Hygiene

In all circumstances, staff will adhere to the following examples of good personal hygiene:

- Washing hands before and after handling food or drink.
- Washing hands after using the toilet.
- Encouraging children to adopt these same routines.
- Covering cuts and abrasions while at the premises.
- Keeping long hair tied back when preparing food.
- Taking any other steps that are likely to minimise the spread of infections.

Hygiene in the Setting

The Manager and all staff will be vigilant to any potential threats to good hygiene in the setting. To this end, a generally clean and tidy environment will be maintained at all times.

Our daily routines encourage the children to learn about personal hygiene.

We have a daily cleaning routine for the setting, which includes the play rooms, kitchen, toilets and nappy changing areas.

Our daily checks will identify any resources and equipment, dressing-up clothes and furnishings that need cleaning and items will be cleaned as required.

The toilet area has a high standard of hygiene, including hand washing and drying facilities for both adults and children and hygienic disposal facilities for nappies.

We implement good hygiene practices by:

- Cleaning tables between activities;
- Cleaning and checking toilets regularly;
- Wearing protective clothing - such as aprons and disposable gloves - as appropriate;
- Providing sets of clean clothes;

- Using colour-coded cleaning cloths and replacing them daily
- Providing tissues and wipes.

Dealing with Spillages

Spillages of substances likely to result in the spread of infections will be dealt with rapidly and carefully. Blood, vomit, urine and faeces will be cleaned up immediately using mild disinfectant solutions and disposed of safely and hygienically.

Soiled clothing will be bagged and labelled for parents to take home

Any furniture, furnishings or toys affected by blood, urine, faeces or vomit will be cleaned with disinfectant.

Staff will wear disposable plastic gloves and an apron, and wash themselves thoroughly afterwards. Cloths used will be disposed of.

Children will be kept well clear while such substances are being dealt with.

First Aid and Hygiene

Further to the provisions set out in the Health, Illness and Emergency policy, the designated First Aider will be mindful of the need to observe the highest standards of personal hygiene when administering any treatment to children. As such, they will wash their hands thoroughly both before and after giving first aid, and ensure that any cuts, wounds or skin damage are covered by plasters or disposable gloves.

Kitchen Hygiene

All areas where food and drink are stored, prepared and eaten are prone to the spread of infections. We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food. To this end the following steps will be taken:

- Waste food will be disposed of daily, safely and all bins will be kept covered.
- Food storage facilities will be regularly and thoroughly cleaned.
- Food is stored at the correct temperature and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.. The temperature of the fridges is checked daily.
- There are separate facilities for hand washing and washing up.
- Kitchen equipment will be thoroughly cleaned after every use and stored appropriately
- Food preparation areas are cleaned before and after use
- Kitchen dish cloths, wipes and towels are cleaned/replaced daily
- Staff and children will wash and dry their hands thoroughly before coming into contact with food.

- Children do not have unsupervised access to the Kitchen
- Staff who have had sickness or diarrhoea will not return to Little Pippins for 48 hours after the last episode.

All staff involved in the preparation and handling of food have received training in food hygiene in the last 3 years. Students, volunteers and parent helpers may be asked to help with preparation of snacks but this will always be under the supervision of a member of staff who has received food hygiene training.

When children take part in cooking activities, they:

- Are supervised at all times,
- Understand the importance of hand washing and simple hygiene rules,
- Are kept away from hot surfaces and hot water, and
- Do not have unsupervised access to electrical equipment, such as blenders etc.

Additionally, staff will be aware of the provisions set out in the Food and Drink policy when handling, preparing, cooking and serving food or drink at Little Pippins.

Reporting of Food Poisoning

Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the Manager will contact the Environmental Health Department to report the outbreak and will comply with any investigation.

Any confirmed cases of food poisoning affecting two or more children looked after on the premises are notified to Ofsted as soon as reasonably practicable, and always within 14 days of the incident.

Animals in the setting

Animals are sometimes brought into the setting as part of the programme of activities. This is in liaison with the Manager and only if there are no children with related allergies.

If animals or creatures are brought in by visitors to show the children, they are the responsibility of their owner. The owner carries out a risk assessment, detailing how the animal or creature is to be handled and how any safety or hygiene issues will be addressed.

Always wash hands after handling animals

Children are strongly discouraged from bringing pets or other animals to Little Pippins and parents/carers are asked to help enforce this.

Animals are not allowed on the premises at other times, and the Manager will be informed immediately if this occurs.

Daily checks of the outdoor play area, particularly the sand pit and mud areas, ensure that any animal faeces is removed and the affected area cleaned prior to the children playing outside.

This policy was adopted at a meeting of Little Pippins Management Committee

Held on: 29th January 2018

Signed on behalf of the Management Committee: *Vicky Lay*

Role of signatory: Chair

Review date: January 2019

Related Policies

Health, Illness and Emergency

Food and Drink

Nappy Changing

Health and Safety

Further Guidance

Safer Food Better Business (Food Standards Agency 2011)