



# Hygiene Policy

## Adjusted in accordance with Covid-19 guidelines

### Aim of the Policy

At Peapod Pre-School we are committed to maintaining the highest possible standards of hygiene in and around our premises. We have always aimed to prevent and control the spread of infectious germs, by carrying out practical steps to minimise the risk of catching or spreading infections.

This policy will highlight additional changes we have made in line with government guidance to minimise the risk of spreading Coronavirus. Changes will be adjusted accordingly as and when new advice is published.

## The Legal Framework

Guidance this policy is based on:

- The Food Standards Agency
- Government Guidance: *Coronavirus (COVID-19): implementing protective measures in education and childcare settings*
- Government Guidance: *Actions for early years and childcare providers during the coronavirus outbreak*
- Government Guidance: *COVID-19 Cleaning of non-healthcare settings*

## Personal Hygiene

In all circumstances, staff will adhere to the following examples of good personal hygiene for themselves and the children they care for:

- Washing hands upon entering the building.
- Washing hands before and after handling food or drink.
- Washing hands after using the toilet.
- Covering cuts and abrasions while at the premises.
- Wearing a clean, washable apron when preparing and serving food for snack.
- Wearing a white apron and gloves when changing soiled clothes or nappies.
- Carrying out good respiratory hygiene practice, following the 'catch it, bin it, kill it' guidance.
- Avoiding touching the face.
- Encouraging the children to adopt similar hygiene routines, ensuring they wash their hands upon arrival to the setting, before and after they eat, after sneezing or coughing and throughout the day when necessary.
- Encouraging children not to touch their mouth, eyes and nose.
- Encouraging children to use a tissue or elbow to cough or sneeze.
- Ensuring children are administered with hand sanitiser before they leave the setting.

## Hygiene in the Pre-School

Peapod Pre-school's Managers and all staff will continue to be vigilant to any potential threats to good hygiene in the Pre-School.

- A clean and tidy environment will be maintained at all times.
- Staff will also ensure that the toilet areas are maintained to a high standard of cleanliness, with potties and toilets being checked and dealt with on a regular basis.
- The children's toileting areas will be cleaned twice a day.
- Surfaces including tables, chairs and handles will be cleaned as part of the daily cleaning routine.
- Staff will clean the adult toilets after use using the available cleaning materials.

## Dealing with Spillages

Spillages of substances likely to result in the spread of infections will be dealt with quickly and carefully. Blood, vomit, urine and faeces will be cleaned up immediately and disposed of safely and hygienically. Staff will wear disposable plastic gloves and aprons while cleaning any such spillage and wash themselves thoroughly afterwards. PPE will be disposed of the relevant nappy bin. Children will be kept clear of any affected areas while such substances are being dealt with.

Staff will wear full PPE if dealing with substances that could be from a person with suspected coronavirus. PPE will be bagged and disposed of in the outside bin. Refer to the *Health, Illness and Emergency Policy Adjusted in line with Covid-19 Guidelines* for further details.

## First Aid and Hygiene

First Aiders will be aware of the need to observe the highest standards of personal hygiene when administering any treatment to children. As such, they will wash their hands as soon as possible and wear disposable gloves if necessary, whilst giving first aid, and will ensure that any cuts, wounds or skin damage that are not covered by the gloves are covered by plasters. Any materials that have been used to tend to wounds will be disposed of safely. Staff must wash their hands thoroughly after disposing of gloves.

## Kitchen Hygiene

All areas where food and drink are stored, prepared and eaten are prone to the spread of infections. Therefore, staff must be particularly careful to observe high standards of hygiene in such instances. The following steps will therefore be taken:

- Waste will be disposed of safely and all bins will be kept covered.
- Food storage facilities will be regularly and thoroughly cleaned.
- Kitchen equipment will be thoroughly cleaned after every use.
- Adults and children will wash and dry their hands thoroughly before coming into contact with food.

- Adults will wear clean, washable aprons while preparing snacks or doing cooking activities.
- All surfaces, (including tables, trolleys, worktops and cooker) will be thoroughly cleaned before and after cooking activities or snack and lunch times.
- To avoid cross contamination, staff will use single use disposable blue cloths when washing up.
- Staff will ensure items are rinsed with clean running water, following washing up and before they are dried with a clean tea towel.

Additionally, staff will be aware of the guidelines set out in the **Food and Drink Policy** when handling, preparing, cooking and serving food or drink at the Pre-School.

Peapod Pre-school will inform Ofsted of any food poisoning affecting two or more children looked after on the premises within 14 days of the incident occurring.

## Other Related Policies & Procedures

The following policies provide additional information:

- Food and Drink Policy
- Health, Illness and Emergency (Including First Aid) Policy Adjusted in Accordance with Covid-19 Guidelines

**Authorised by Managers: Sarah Riley & Fran O'Neill and Chair, Katie Moore**

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