



**COUNTESS GYTHA**  
PRIMARY SCHOOL &  
FOUNDATION UNIT

## Health and Hygiene Policy

### Policy Statement

We believe that the health of children and adults is of paramount importance. We intend to make our preschool a healthy place for our children, parents/ carers, staff and visitors.

We aim to make children, staff and visitors aware of healthy lifestyles, including hygiene, to enable children to thrive in a healthy environment.

### Procedures

#### Personal hygiene

To prevent all types of infection staff will regularly seek advice from the Environmental Health Department for up to date information and will also ensure the following are observed:

- Avoid touching face or nose, or coughing or sneezing over food
- A disposable apron and blue gloves will be worn when preparing food
- Cuts and sores should be covered with a waterproof dressing, and when preparing food, blue gloves are to be worn
- Staff are not to prepare food if they have diarrhoea and/ or vomiting, and should not do so until there have been no symptoms for 48 hours.

#### Hand washing

- Hands should always be washed properly before preparing food or touching ready to eat foods
- Hands should be washed after:
  - Going to the toilet
  - Touching raw meat/ poultry/ eggs
  - Emptying bins
  - Cleaning
  - Touching a cut or changing a dressing
  - Handling pets
  - Contact with potties, nappies and changing mats
  - Cleaning up after accidents (e.g. vomit or diarrhoea)
  - Helping a child use the toilet

- Wiping or blowing your nose or a child's nose
- Outside activities
- Touching dirty laundry

Good hygiene practices are implemented by:

- Thoroughly cleaning tables between activities and at the end of every session
- Wearing protective clothing such as disposable aprons and gloves where appropriate
- Providing tissues and wipes
- Washing hands regularly

## Cleaning

- When cleaning up accidents (e.g. vomit or diarrhoea) the area must be cleaned, washed and disinfected thoroughly to prevent harmful bacteria from spreading
- Cleaning cloths from the kitchen area should not be used elsewhere
- Manufacturer's instructions should be followed on how to use and store cleaning chemicals/products
- Spills of bodily fluids such as blood, faeces and vomit will be cleaned up immediately. This will be done wearing disposable gloves, using suitable disinfectant
- Mops used to clean up bodily fluids should be thoroughly cleaned and rinsed with disinfectant
- Spare cloths are available in the event of accidents. Fluid contaminated clothes should be rinsed where appropriate and placed into a plastic bag to be sent home
- Floors and other surfaces are disinfected using cleaning products diluted according to the manufacturer's instructions
- All surfaces are cleaned on a regular basis throughout the day
- Effective handwashing is an important method of controlling the spread of infections
- Work tops, chopping boards and knives should be thoroughly washed before use
- A clean cloth must be used to wipe worktops, equipment or utensils
- Wash cloths, tea towels etc. in a washing machine on a hot cycle above 60 degrees to disinfect them

## Food

We provide and/or serve food for children on the following basis:

- Snacks.
- Meals.
- Packed lunches.

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

We are registered as a food provider as part of the primary school registration with the local authority Environmental Health Department.

- Our staff with responsibility for food preparation understand the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to our setting. This is set out in Safer Food, Better Business (Food Standards Agency 2011). The basis for this is risk assessment of the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
  - All our staff follow the guidelines of Safer Food, Better Business.
  - All our staff who are involved in the preparation and handling of food have received training in food hygiene.
  - We use reliable suppliers for the food we purchase.
  - Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
  - Packed lunches are stored in a cool place
  - Food preparation areas are cleaned before and after use.
  - There are separate facilities for hand-washing and for washing-up.
  - All surfaces are clean and non-porous.
  - All utensils, crockery etc. are clean and stored appropriately.
  - Waste food is disposed of daily.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Children do not have unsupervised access to the kitchen.
- 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.

### Reporting of food poisoning

Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.

- 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 our setting, the manager will contact the Environmental Health Department to report the outbreak and will comply with any investigation.
- We notify Ofsted as soon as reasonably practicable of any confirmed cases of food poisoning affecting two or more children looked after on the premises, and always within 14 days of the incident.

Updated: October 2018

Date of next review: October 2019