



Batford Day Care

BATFORD DAY CARE LIMITED HYGIENE AND CLEANLINESS POLICY

Version	2.0
Based on Model Policy	N/A
Review body:	Day Care Manager
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Target audience:	Staff

Version	Date	Notes
V2.0	September 2024	New Format

Batford Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole Batford Day Care community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any staff member, child or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN

Batford Day Care, Holcroft Road, Harpenden AL5 5BQ

Contents

1. Policy statement.....	3
2. Procedure.....	3
Personal Hygiene.....	3
Washing Hands	3
Hygiene in the setting	4
Dealing with Spillages.....	4
Cleaning Procedure for Spillages	4
Dealing with Contaminated Clothing.....	4
Care of Cleaning Equipment and Food Hygiene.....	4
Dangerous substances	4
Food hygiene	5
Procedure for reporting food poisoning	5

1. Policy statement

Batford Day Care is committed to creating an environment with the highest possible standards of hygiene in and around the premises, to ensure the health and safety of all people who are involved at the setting.

All practical steps will be taken to prevent the spread of germs and infections and to maintain the highest possible standards of cleanliness and personal hygiene at Batford Day Care.

A safe working environment will be maintained, and we will ensure that all associated environmental factors offer no risk to the individual, or when risks are inherent, to ensure that individuals are kept fully informed, and all safeguards are taken.

Provision will be made for the implementation of any relevant future regulations or legal requirements.

2. Procedure

Batford Day Care will ensure that all staff are provided with appropriate information, instruction, training and supervision upon induction.

Staff will ensure that all systems of work for providing food and drink are safe and offer no risk to a person's health or safety. All staff are required to obtain and keep up to date a certificate of food hygiene and must adhere to the requirements of Batford Day Care's Health & Safety Policy.

Personal Hygiene

- Staff must wash and dry their hands thoroughly after using the toilet and prior to administering first aid, preparing or handling food or assisting children with an intimate care procedure.
- Staff will ensure that any open wounds and cuts are covered with a waterproof adhesive dressing prior to starting work in the setting.
- Staff will encourage children and visitors to hold a tissue to their mouth when they cough or sneeze and to dispose of it afterwards. Hands should also be washed after the episode has finished.
- Staff should ensure there is adequate ventilation and open windows to allow air to circulate around the setting
- Staff will contact parents/carers to collect children who are unwell or have an infectious illness to prevent further spread to other setting users. Parents/carers who are unwell will be asked not to attend the setting.
- Staff cover will be organised as necessary to allow unwell members of staff to go home.

Washing Hands

Staff must ensure that children:

- Wash and dry their hands after using the toilet.
- Wash their hands before and after eating.
- Wash their hands after touching animals or playing outside.

Staff should wash and dry their hands:

- Before preparing or serving food.
- After going to the toilet.
- After cleaning or using cleaning chemicals.
- After disposing of medical waste or bodily fluids.

Hygiene in the setting

All staff will be vigilant to any situations which may prevent good hygiene in the setting.

- The premises are checked prior to the start of every session to ensure that they are clean, hygienic and safe from potential hazards.
- The toilets, baby changing areas and washing facilities are cleaned daily and checked regularly throughout the day.
- All toilets and rooms have adequate supplies of soap, antibacterial hand wash and paper towels.

Dealing with Spillages

Precautions

- Members of staff cleaning up spillages must ensure that they have covered any skin lesions or open wounds and must wear a pair of disposable gloves.
- If any spillage or bodily fluid comes into contact with skin, the member of staff must wash it off immediately.
- Members of staff disposing of broken glass must never pick up the glass by hand. A plastic scoop should be used to scoop the glass into a box for it to be disposed of safely.

Cleaning Procedure for Spillages

- Members of staff responsible for cleaning must wear PPE.
- The spillage must be cleared initially with paper towels to absorb as much liquid as possible.
- The spillage must be cleared up using a solution of water and detergent and the cloth must be disposed of after use.
- The member of staff must dispose of the PPE and cloths in a clinical waste bag which must be tied securely and disposed of correctly.
- If bodily fluids have been spilt on carpets or furniture the items will be made out of use and cleaned immediately.

Dealing with Contaminated Clothing

- Contaminated items of clothing from children, staff or parents/carers should be removed immediately and placed into a plastic bag. The items should then be taken home.
- The parent/carer should be advised to wash the item of clothing separately from other items on a hot wash.

Care of Cleaning Equipment and Food Hygiene

Dangerous substances

- Dangerous substances must not be used in the setting during opening hours. These include cleaning materials and any product which carries a hazard warning mark. Cleaning materials must be returned to the cleaner's cupboard before the Day Care opens.
- Relevant COSHH information of cleaning materials used by contracted cleaners is kept in the cleaner's cupboard.
- Relevant COSHH information of cleaning substances used by staff members is stored in Batford Day Care's **COSHH Folders** located in Batford Nursery School's Site Manager's file. Haywards COSHH file is stored in the cleaner's cupboard.
- All cleaning equipment will be securely stored away when not in use.

Food hygiene

- Children are not permitted to enter the kitchenette areas in classrooms
- Kitchenettes will be kept clean and tidy at all times (*See Food and Drink Policy*)
- After the preparation of snack or meals, all surfaces will be thoroughly wiped down with antibacterial spray, adhering to the colour code (Appendix 1) and guidance for disposal of cloths.
- Kettles, toasters and all other electrical equipment will be switched off at the mains when not in use.
- Staff will possess adequate qualifications and training in basic food preparation and hygiene.
- Members of staff preparing or handling food must ensure that all skin lesions or open wounds are covered with a blue waterproof dressing and wear disposable gloves.
- Adults and children participating in cooking activities or courses must observe strict personal hygiene procedures including washing and drying their hands thoroughly.
- Staff will check and complete the Environmental Check list each day ensuring that the rooms and areas are fit for purpose prior to every session.
- Temperatures from fridges and freezers in the day care will be checked and recorded each day. The fridge temperature should be 5^oc or less and the freezer should be -18^oc or below. Any fluctuation in temperatures will be reported to the management team.

Procedure for reporting food poisoning

- The Day Care Manager will notify Ofsted of any food poisoning affecting two or more children attending the setting. Notification will be made as soon as practicable but within 14 days of the event occurring.

Appendix 1

Cleaning cloth colour code:

