St Thomas’ Parish Pre-school

Hygiene & Cleanliness Policy

Designated Health & Hygiene Co-ordinator: Mrs Heather Rowland

Date agreed: September 2014

Date of next review: August 2015
Policy statement

St Thomas’ Preschool is committed to creating an environment with the highest possible standards of hygiene in and around the premises to ensure the safety and health of all people who are involved in the Pre-School.

St Thomas’ Preschool has written this policy to ensure that best practice and procedures are carried out at the Pre-School. This policy complies with the legal requirements of EYFS Section 3 – The Safeguarding and Welfare Requirements.

Procedures

The Pre-School Head and staff at St Thomas’ will take all practical steps to prevent the spread of germs and infections and to maintain the highest possible standards of cleanliness and personal hygiene at the Pre-School.

The Named Person: Mrs Heather Rowland of St Thomas’ Preschool 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.
- Maintain all machinery and equipment utilized for the preparation of food and snacks at the pre-school.
- Ensure the lowest possible risk when individuals are handling, transporting or storing articles of food and substances connected with the business of the pre-school.
- Provide information, instruction, training and supervision to each individual, based on the need of the individual.
- Maintain a safe working environment and 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.
- Maintain and review Food Hygiene Codes of Practice, Health & Safety Policy Statements.
- Provide for the implementation of future regulations or legal requirements.

Personal Hygiene

Staff at St Thomas’ will adhere to the following examples of good basic hygiene:

- Members of 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.
- Member of staff will ensure that open wounds and cuts are covered with a waterproof adhesive dressing prior to starting work at the Pre-School.
- Staff members will encourage children and Pre-School users to hold a tissue to their mouth when they cough or sneeze and dispose of it afterwards. Hands should also be washed after the episode has finished.
- Members of staff should ensure that there is adequate ventilation and windows open to allow air to circulate around the Pre-School.
- Staff members will send children and parents home who are unwell of have an infectious illness to prevent further spread to other Pre-School users.

Washing Hands

Staff supervising children must:
- Wash and dry their hands after using the toilet.
- Wash their hands before eating.
- Wash their hands after touching animals.
Staff should:
• Wash and dry their hands before preparing or serving food
• Wash and dry their hands after going to the toilet
• Wash and dry their hands after cleaning or using cleaning chemicals.
• Disposing of medical waste or body fluids

Hygiene in the Pre-School
The Pre-School Head and all staff will be vigilant to any situations which may prevent good hygiene in the Pre-School.

The Pre-School Head will ensure that;
• The Pre-School premises will be checked prior to the start of every session to ensure that they are clean, hygienic and safe from potential hazards.
• The toilets and washing facilities are cleaned daily and checked regularly throughout the day.
• All toilets have adequate supplies of antibacterial hand wash and paper towels.

Dealing with Spillages
All spillages and body fluids will be cleaned up immediately and following the guidance which is displayed in the cleaning cupboard and manual.

Precautions
• Members of staff cleaning up spillages must ensure that they have covered any skin lesions or open wounds and wear a pair of disposable gloves.
• If any spillage or body fluid comes into contact with skin, the member of staff member 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.

Spillages Cleaning Kit
Heather Rowland will keep a spillage kit which is clearly labelled in the cleaning cupboard.

The contents of a spillage kit will include:
• Disposable plastic apron and gloves
• Medical waste disposal bags
• Antibacterial cleaner
• Paper towels
• Bucket

Cleaning Procedure for Spillages of Body Fluids
• Members of staff responsible for cleaning must wear protective gloves and an overall to protect skin and clothing.
• The Pre-School has a strict policy that mops must never be used to clear up body fluids.
• 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 overall, gloves and cloths in a waste bag which must be tied securely and disposed of correctly.
• If body fluids have been spilt on carpets or furniture the Pre-School will remove the items from use and steam clean the items immediately.
Dealing with Contaminated Clothing

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

Care of Cleaning Equipment
St Thomas’ Preschool has the following procedures for care of cleaning materials and equipment;

- Items of cleaning equipment should be marked and colour coded to identify the area it is used for and to prevent cross contamination (for example toilet areas to kitchens.)
- The staff members responsible for cleaning should thoroughly wash buckets after each use with a detergent and ensure they are dry before the next use. Mops will be washed in warm water and detergent after each use.
- The Pre-School will use disposable cloths and dusters which will be disposed of after every session. Separate cloths will be used for each area to avoid cross contamination.
- Air filters will be replaced on vacuum cleaners regularly and attachments cleaned with detergent each week.

First Aid and Hygiene

- Members of staff responsible for First Aid will maintain the highest possible standards of hygiene when administering medicines and First Aid at the Pre-School.
- First Aiders will wash their hands thoroughly before administering First Aid and wear disposable gloves at all times.

Animals
St Thomas Preschool has a policy that no animals will be allowed on the premises without the prior knowledge and permission of the Pre-School Head. If an animal does come onto the premises, a member of staff will immediately inform the Pre-School Head who will ensure the children are safe, and then take appropriate action to deal with the situation.

If an animal enters the Pre-School as part of a planned activity the children will be encouraged to follow the guidance set out by the animal’s owners and ensure that the children wash their hands after handling the animal.

Policy adopted by St Thomas’ Pre-School

Signed

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Date

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