

Hygiene Policy – POL014

Action for Children and Happy Bananas Holiday Club recognise 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.

All Children and family service staff are committed to taking all practical 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, all staff, and students 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.
- Taking any other steps that are likely to minimise the spread of infections.

Hygiene in the Children and family service

All staff will be vigilant to any potential threats to good hygiene in the Children and family service. A generally clean and tidy environment will be maintained at all times. More specifically, the toilets will be cleaned daily and ensure that there is always an adequate supply of soap and hand drying facilities for staff, visitors and children. Staff will also be vigilant to any sharp objects, such as glass, which may be on the premises.

All baby changing facilities must be cleaned with anti-bacterial spray after every use. All children and family services will have suitable resources for the safe disposal of nappies and sanitary items in the form of nappy bins and sanitary bins.

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 and disposed of safely and hygienically. Staff will wear disposable plastic gloves while using a disinfectant solution, and wash themselves thoroughly afterwards. Children will be kept well clear while such substances are being dealt with. It is the responsibility of the Instructor to ensure this.

First aid and hygiene

All First Aiders will be mindful of the need to observe the highest standards of personal hygiene when administering any treatment. 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 dressings.

Food preparation 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 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.
- Staff and children will wash and dry their hands thoroughly before coming into contact with food.
- If cooking is done as an activity, all surfaces and equipment involved will be thoroughly cleaned before and after the session.

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 the Children and family service.

Animals

No animal will be allowed on the premises without the prior knowledge and permission of the Management team

Where organised animal entertainment and workshops take place, relevant and appropriate Risk Assessment forms will be completed to ensure the safety of all people involved in regards to hygiene.

If for any reason an animal does come onto the premises, the Children and Family Service management team will be immediately informed.

Linked policies:

Food and Drink – POL011

Infectious Diseases –POL016

Physical environment – POL023

Health and Safety – POL012

Health, Illness and Emergency – POL013