



Hygiene Policy

Aim

To ensure that both staff and people using our services have the necessary information to enable them to work in a safe and healthy environment.

Personal Hygiene

- **Illness:** Staff suffering from a cold, diarrhoea, vomiting, or any illnesses must inform their manager and not commence food preparation nor assist children with eating. They must leave the site and return when symptoms have gone to avoid passing on their illness to the children or other members of staff.
- **Injuries:** Cuts or scrapes must be covered with a blue waterproof plaster.
- **Nails:** Fingernails should be kept clean and trimmed.
- **Hand Washing:** Hands should be washed regularly before preparing food, between jobs, especially when switching between raw and cooked food, and after eating, drinking, smoking, using the toilet, changing a nappy, wiping children's noses, handling rubbish or dirty dishes, scratching your head or face, using the phone, etc. Use where available the basin provided for hand washing, not the kitchen sink.
- **Shoes:** Keep outside shoes off indoors, you may wear slippers inside.
- **Preparing Food:** Wear an apron and tie hair back. All staff preparing food should hold a level 2 Food Hygiene and Allergen Awareness Certificate.
- **Staff uniform** to be clean before starting shift. Staff to bring in spare uniforms in case their uniform becomes soiled during shift. Staff may not smoke in their uniform.

Washing Up

- **By Hand:** Utensils and cutlery should first be washed in hot water containing detergent, then rinsed in clean hot water, and left to dry naturally. Cups and glasses should be stored facing down, and utensils with their handles facing out.
- **Using a Dishwasher:** Dishes must be scraped and rinsed before placing in the dishwasher, which must be operated according to the manufacturer's instructions, ensuring the machine finishes each cycle.



Cleaning Food

- Keep washed and unwashed food separate to prevent germs from spreading.
- Wash food thoroughly in the kitchen sink – not the one reserved for hand washing.
- Wash hands before and after cleaning food.

Cutting and Chopping Food

Use the appropriate coloured chopping board for different foods:

- **Green** – salad and fruit produce
- **Yellow** – cooked meat
- **White** – bakery and dairy produce
- **Brown** – vegetables
- **Purple** - anti-allergen foods i.e. gluten free

Meal and Eating Times For Children

- All children wash their hands before they eat.
- Staff wash their hands before they prepare, serve and feed children.
- Childrens tables and high chair trays to be cleaned with anti bacterial spray before they sit down to eat. The spray is to be sprayed onto the surfaces then left for 30 seconds then wiped with blue roll or paper towels.
- Food temperature for hot lunches is checked and recorded before the food is served. (Guidelines set out by the food catering company to be followed)
- Any foods not consumed during the lunch period to be thrown away.
- Any left over snack foods to be stored correctly and labeled.
- When the children have finished eating the children are to be taken away from the eating area so the area can be cleaned thoroughly before it can be used again by the children.

Nappy Changing and Toileting Children

- Before a nappy is changed, ensure the area is clean.
- Wear PPE when changing a nappy or assisting with a child toileting.



Puddle Ducks Nursery
Salehurst

- When you have finished changing a nappy, clean the area using antibacterial spray (leaving for 30 seconds before wiping) and dispose of the PPE and nappy in the correct way. (Nappies are to be disposed in the yellow bin)

Cleaning the nursery

- The nursery must be cleaned at the end of each day. Follow the cleaning schedule.
- Any spillages to be cleaned immediately.
- All cleaning supplies to be used in the appropriate way for the task.
- Outside shoes are not to be worn inside the building.