



Hail Weston Pre-School, The Village Hall, High Street, Hail Weston, Cambs. PE19 5JS, Tel: 01480 214574

## Hygiene Policy

### Policy statement

Hail Weston Pre-School Activity Group (HWPAG) wants all children and their families to enjoy their time at the preschool, and to feel and be safe in the environment provided.

### Aim

To provide a hygienic and safe environment for children and other users of HWPAG. To educate the children of HWPAG in good hygiene practices.

### Methods

- The premises are cleaned regularly by cleaning staff and other user groups of the building are encouraged to clean after themselves. General cleanliness is checked each morning before the equipment is set up by the member of staff opening the building.
- Children are encouraged to wash their hands after using the toilet or being changed. Staff models this good practice. Paper towels are used for drying hands to prevent cross contamination.
- Hand washing is a routine event before children and staff enjoy their snack or lunch.
- Children are encouraged to use tissues to wipe their own nose and to dispose of the tissue in the bin.
- Where a child needs assistance wiping their nose, adults assist and model correct disposal of the tissues afterwards.
- All cleaning equipment is colour coded for use in specified areas. This prevents cross contamination.
- Rubbish is disposed of in bins, which are emptied outside after the session. All food and drink waste is taken outside for disposal.
- Rubbish which has been contaminated by bodily fluids (including used nappies) is disposed of in our nappy bin or in a yellow bio bag.
- When dealing with bodily fluids (administering First Aid, changing a child, etc) staff wear gloves which are disposed of in our nappy bin or in a yellow bio bag.
- Staff wash hands and wipe all surfaces before preparation of food and drinks. Staff follow their Food Hygiene training good practices. Tables for eating snack from are wiped before snack is served.
- Toys and other equipment are cleaned and replaced on a regular basis and as required.
- The Hygiene Policy is an integral part of the induction of a new member of staff.
- Good hygiene is regularly discussed at staff meetings and with children through general conversation or through planned activities.
- Soiled clothing is bagged for children to take home and put directly in their own bag.
- Soiled nappies are given directly to parents to dispose of at their own home.

***This policy was adopted at a committee meeting of HAIL WESTON PRE-SCHOOL ACTIVITY GROUP held on January 2020***

Date to be reviewed: January 2021

Signed on behalf of the Management Committee:.

Lizzie Spear

Signatory:.....

Role of signatory: Chairperson