



## 5. Hygiene Policy

This policy was adopted by *Wigod Way Wallingford Family Centre* on January 2023.

### Rationale

Wigod Way Wallingford Family Centre (WWWFC) recognises the importance of maintaining the highest possible standards of hygiene in and around the premises to minimise the risks posed to children, staff and other visitors.

WWWFC are committed to taking all practicable 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, staff 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.
- Covering cuts and abrasions while at the premises.
- Taking any other steps that are likely to minimise the spread of infections.

### Hygiene in WWWFC Sessions

All staff will be vigilant to any potential threats to good hygiene in WWWFC sessions. To this end, a generally clean and tidy environment will be maintained at all times. More specifically staff will ensure that toilets are cleaned daily and that there is always an adequate supply of soap and hand drying facilities for both staff and users.

### 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 and an apron while using anti-bacterial solution, and wash themselves thoroughly afterwards. Children will be kept well clear while such substances are being dealt with.

## **Nappy Changing**

All nappy changing should take place in the toilet/nappy changing area and staff and volunteers should encourage families to use this area for nappy changing. A handwashing facility is provided in the nappy change area.

## **First Aid and Hygiene**

Further to the provisions set out in the Health and Safety policy, the designated First Aider will be mindful of the need to observe the highest standards of personal hygiene when administering any treatment to children. As such, they will wear disposable gloves before giving first aid and ensure that any cuts, wounds or skin damage are covered by plasters where appropriate.

## **Kitchen 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. To this end the following steps will be taken:

- WWWFC will comply with the guidance contained in the document 'Safer Food, Better Business and any advice given by South Oxfordshire District Council Food Safety Team
- Staff preparing food will hold a Food Hygiene Certificate
- Waste will be disposed of safely.
- Food storage facilities will be regularly and thoroughly cleaned using antibacterial spray.
- 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 with antibacterial spray.

## **Animals**

No animal will be allowed on the premises (with the exception of Guide Dogs) without the prior knowledge and permission of WWWFC. If animals are invited to a session as part of the planned activities a full risk assessment will be carried out.