



Cyngor Bwrdeistref Sirol  
**MERTHYR TUDFUL**  
**MERTHYR TYDFIL**  
County Borough Council

## **People and Performance Directorate**

### **Schools Department**

#### **Health and Hygiene Policy**



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It is the aim of the People and Performance Directorate to provide the children, staff and volunteers in our schools, an environment where they are able to prevent the spread of infection, by ensuring that the following good practices are observed. To do this there needs to be certain guidelines as follows.

*These guidelines are for activities within the main school; there are regulations and special requirements covering school kitchens*

#### **HEALTH**

1. Only staff with an appropriate food hygiene certificate may prepare food and drinks for children and staff.
2. All kitchen surfaces need to be wiped down with anti-bacterial spray
3. Disposable aprons to be worn by staff
4. Hands should be washed before preparing any food/drinks; all cuts need to be covered with a waterproof (blue plaster) and disposable gloves to be worn.
5. Prepare raw and cooked food separately.
6. After food preparation is complete wipe down surfaces.
7. Perishable goods need to be stored correctly, dry ingredients stored and dated, in airtight containers.
8. The fridge temperature should be between 1°C and 4°C, if your fridge is not meeting this requirement please report to the head teacher.
9. At the end of the week the fridge should be wiped clean and all unwanted items discarded.
10. Cook food thoroughly the temperature at the centre should reach 80c for at least 2 minutes and at the point of service 63°C or above.
11. Milk and butter are to be stored in the fridge rotating daily
12. Cupboards need to be kept clean and tidy.
13. Read the instructions for making up the sterilising solution. (the wrong dilution rate will make the chemical inactive).
14. Cups and plates should be sterilised after use, and left to air dry.
15. Use disposable dishclothes.
16. All *hazardous materials/solutions* e.g. cleaning fluids must be kept in a locked cupboard.
17. Sweep and Mop floor of cooking area after use.
18. The kitchen mop must be used for the kitchen only and washed and left to dry after use. Do not leave standing in water/ detergents overnight.
19. First Aid equipment to be kept replenished and sterile items to be kept sealed in their packages until needed.

#### **TOILETS**

1. Gloves need to be worn.
2. Toilets need to be cleaned, mopped and disinfected on a daily basis.
3. The toilet mop must be used for the toilets only and left to dry after use. Do not leave standing in water/ detergents overnight.
4. All children need to wash and dry their hands after visiting the toilet areas.
5. All toilets must have toilet paper, hot and cold water, liquid soap and paper towels or hand blowers available at all times.
6. Should it be necessary to change children's clothing/nappy because they are wet or soiled, this should be done in accordance with child protection guidance. Gloves and aprons

should be used and once the child has been changed the clothing should be rinsed, sealed in a carrier bag and hung onto the child's peg.

7. If the nappy mat/bed is used, it must be wiped before and after use with anti bacterial spray.
8. Dispose of gloves, aprons, and nappies in the appropriate bin provided.
9. It is advised to keep separate colour coded mop heads & handles, mop buckets, gloves and cloths for cleaning toilet areas only.

### **TOYS AND PLAY EQUIPMENT**

1. Toys should be sterilised on a regular basis (at least each half term) using liquid /tablet steriliser in accordance with the manufacturer's instructions.
2. Play dough renewed weekly.
3. Sand to be sterilised (at least each half term).
4. Dressing up clothes, hats and dolls regularly washed (at least each half term).
5. PE mats should be wiped with anti bacterial spray (at least each half term).
6. Indoor soft play areas should be steam cleaned (at least each term).

### **STAFF ROOMS**

1. After use all kitchen surfaces need to be wiped down with anti-bacterial spray.
2. The fridge temperature should be between 1°C and 4°C, if your fridge is not meeting this requirement please report to headteacher.
3. At the end of the week the fridge should be wiped clean and all unwanted items discarded.
4. All food to be covered when placed in the microwave.
5. Clean the inside of the microwave after use following the manufacturer's recommendations.
6. Staff cups may be dried with a clean tea towel that must be renewed on a daily basis
7. All dinner plates and cutlery from the school canteen must be returned daily for the kitchen staff to wash and sterilise.

### **DRINKING WATER (DISPENSERS, FOUNTAINS, BOTTLES ETC.)**

1. Disposable cups, if provided, are to be kept in their protective sleeves/or cup dispenser prior to use.
2. Drinking bottles must be washed and cleaned on a daily basis.
3. All drinking water machines are to be regularly maintained and sanitised (the supplier of the dispenser should be able to provide advice about maintenance and cleaning of their equipment).
4. The dispenser will require regular cleaning and/or sanitisation in between its inspection by the supplier's engineers, the drip tray will need emptying, and the taps and machine buttons/panels are required to be wiped down at least weekly using a food-standard antibacterial cleanser.
5. Following periods of little or no use (e.g. after school holidays, weekends) or following any periods of disruption supply, draw approximately 2 - 3 litres of water into a bucket before using water dispensed for consumption.

### **SCHOOL FETE / PARTY FOOD**

1. Food prepared by Catering Services can be served at Christmas parties.
2. Party food should be individually plated, rather than buffet style to prevent children putting their hands into foods on communal serving trays.
3. No parents/carers, volunteers, children or school staff should be involved in the preparation or cooking of any food at school premises unless they hold an appropriate food hygiene certificate and have appropriate facilities for preparing, cooking and storing high risk food.
4. Adequate hand washing, drying facilities must be provided at all times.

5. No parents/carers, volunteers, school staff or children should bring in any food for Christmas parties (or similar) other than for their own personal consumption.
6. Sealed or packaged products (including cakes, sweets, confectionery, fruit, vegetables and tinned products) can be brought into school if they are pre-wrapped, in their original packaging and within their 'use by' date.
7. The school can collect and donate food to community groups, the elderly or any other group or organisation only if it is pre-wrapped, in its original packaging and within the "use by" or "best before" date.
8. Fruit tuck should be washed following delivery and pupils encouraged to wash again before consumption.

### **BBQs**

1. Only person/s with an appropriate food hygiene certificate may prepare food.
2. Cook food thoroughly; the temperature at the centre should reach 80°C for at least 2 minutes and probed at the point of service.
3. Aprons of a suitable material i.e., cotton to be worn.
4. Hands should be washed before preparing any food.
5. Open or infected wounds e.g., cuts boils etc, need to be covered with a waterproof (blue plaster) and disposable gloves to be worn.
6. Prepare raw and cooked food separately.
7. Use separate utensils for cooked and raw food to avoid cross contamination.
8. Disposable aprons to be worn for food preparation.
9. Adequate hand washing, drying facilities must be provided at all times.

### **REMEMBER TO WASH AND DRY YOUR HANDS:-**

1. Before starting any food related task.
2. After touching raw food or high risk food during any work with food.
3. When switching between handling raw and cooked food.
4. After handling raw eggs in their shells.
5. After coughing or sneezing into hands or handkerchief.
6. After touching your hair or face.
7. After carrying out cleaning jobs or touching cleaning chemical containers.
8. After handling rubbish/waste and bins.
9. After you have been to the toilet or changed a child's nappy
10. Before and after administering giving first aid
11. After contact with pets and other animals

**ANYONE WHO IS, OR HAS BEEN RECENTLY ILL WITH DIARRHOEA OR VOMITING MUST BE KEPT OUT OF THE KITCHEN UNTIL THEY HAVE BEEN SYMPTOM FREE FOR 48 HOURS.**

### **Roles and responsibilities**

The above tasks should be discussed and confirmed with the person who is to carry out the task. Below is a suggested list of the employee(s) who could be required to undertake this role as part of their duties.

<b>Task</b>	<b>Note</b>	<b>Who?</b>
<b>HEALTH</b>	This refers to food/drink preparation in main school NOT school kitchens	By staff undertaking the food/drink preparation. They would be expected to clean the area as indicated before and after preparation.

<b>TOILETS</b>		By caretaking and cleaning staff. By Nursery Assistants, Learning Support Assistants for particular pupils, or under certain circumstances (eg to avoid spread of infectious disease when there is an outbreak) or when caretaking and cleaning staff not on premises.
<b>TOYS AND PLAY EQUIPMENT (1-5)</b>		By Nursery Assistants, LSAs
<b>TOYS AND PLAY EQUIPMENT (6)</b>		By arrangement with cleaning staff.
<b>STAFF ROOM</b>		By staff using the area. It is not part of the duties of the cleaning staff to carry out these tasks unless the school has arranged this.
<b>DRINKING WATER (DISPENSERS, FOUNTAINS, BOTTLES ETC.)</b>		By designated members of staff. Schools may have to make appropriate arrangements with contract cleaners.
<b>SCHOOL FETE/PARTY FOOD</b>	For example pre-packaged birthday cake	By school staff accepting pre packaged goods into school or by catering staff (by agreement with cook).
<b>SCHOOL FETE/PARTY FOOD (8)</b>	Fruit purchased for sale through fruit tuck shop. . Fruit that is naturally pre wrapped (bananas, oranges, etc) does not need washing.	By Nursery Assistant/LSAs or staff taking receipt of delivery
<b>BBQs</b>		By staff undertaking the food/drink preparation.