

Safe and Healthy Setting

We are committed to providing a workplace which supports and encourages a healthy staff team through staff training, health and safety awareness, annual supervision and an open door policy for staff to discuss issues or concerns as they happen.

Dress code

Staff must follow our dress code at all times, wearing clothing that is suitable and appropriate for the workplace.

Staff breaks

Sessional staff hours are less than 2.5 hours per session the majority of time. However, it is the responsibility of the Children and Young People's Development Officer to ensure that all staff working six hours or more take an unpaid break of 20 minutes, 30 minutes or 60 minutes dependant on hours worked and ensuring that ratios are maintained.

Staff under 18 require a break of 30 minutes in circumstances where they work 4.5 hours a day. All breaks should be taken away from an employee's normal work area (where this is applicable).

Personal hygiene

Staff must follow the personal hygiene code at all times and encourage children to adopt the same good personal hygiene code themselves.

All hands must be washed before handling food, after using the toilet or after supporting children and young people with toileting, after playing outside, wiping noses, messy play activities and after contact with animals.

After noses have been wiped the tissue must be disposed of hygienically and hands should be washed.

Cleaning

The GGCA is committed to providing a safe, happy and healthy environment for children and young people to engage in activities including open access play. Cleanliness is an essential element of this practice. The setting will be cleaned daily and regular checks will be made to the toilet areas. These will be cleaned at least daily (and more if necessary i.e. at lunch time). The changing facility will be cleaned after every use. Any mess caused throughout the day will be cleaned up as necessary to ensure that a hygienic environment is provided for the children in our care.

Kitchen

Staff are made aware of the basic food hygiene standards through appropriate training and this is reviewed every three years.

- Fridges to be cleaned out weekly
- Microwave to be cleaned after every use
- Oven to be cleaned out regularly and recorded
- Freezers to be cleaned out every three months and recorded
- All cupboards to be cleaned out monthly
- Fridge and freezer temperatures must be recorded first thing in the morning by the manager/cook and last thing at night
- All food to be covered at all times in and out of the fridge and dated to show when each product was opened
 - Care must be taken to ensure that food is correctly stored in fridges
- When re-heating food, it should be over 75°C, checked with the probe thermometer and recorded, then cooled down before serving. Food prepared on the premises must be checked with the probe thermometer before serving
- Food served but not used immediately should be appropriately covered and placed in the fridge/freezer within 60 minutes. If this is not followed, food should be discarded immediately
- All opened packets to be dated when opened and placed in an airtight container.
- Surfaces to be cleaned with anti-bacterial spray
- Only appropriate coloured kitchen cloths to be used (please follow the chart on the wall). These must be washed daily on a hot wash
- Windows protected by fly guards to be opened as often as possible along with the vents

- All plugs to be pulled out of their sockets at the end of each day and switches switched off where practicable (with the exception of the fridge and freezer)
- Children must NOT enter the kitchen except for supervised cooking activities ☐ Doors/gates to the kitchen to be kept closed/locked at all times.

The Setting

- Staff must be aware of general hygiene in the setting and ensure that high standards are kept at all times
- Regular toy washing rotas must be established in all rooms and recorded. Toys should be washed with sanitising fluid
- Floors should be cleaned during the day when necessary. Vacuum cleaner bags (where used) should be changed frequently
- Staff are requested to use the appropriate coloured mop for the task or area (see chart on wall) and mop heads should be washed in a separate wash at least weekly
- All surfaces should be kept clean and clutter free
- Children must always be reminded to wash their hands after using the bathroom and before snacks or at times where meals may be provided. Staff should always encourage good hygiene standards, for example, not eating food that has fallen on the floor
- Children should learn about good hygiene routines and why they need to wash their hands, wipe their noses and cover their mouths when coughing.

Staff Offices

- It is the responsibility of every member of staff to ensure that their staff office is kept clean and tidy ☐ Staff fridges must be cleaned out weekly
- Staff microwave to be cleaned after every use
- Surfaces to be wiped down daily
- All implements used for lunch or break to be washed and tidied away.

This policy was adopted on 13.10.2025 and will be reviewed on or before 13.10.2026

Name and Position	Signed	Date
Kate O'Sullivan Community Association Manager	<i>Kate O'Sullivan</i>	13.10.2025
Olive Frances Vice Chair of Trustees	<i>Olive Frances</i>	13.10.2025