

**GUIDANCE NOTES:**

**FOR NURSERY STAFF**

**1. Introduction**

- 1.1 These guidance notes apply to childcare provision businesses, such as nurseries and pre-schools. They describe how to implement good general hygiene policy and good food hygiene practice.
- 1.2 These guidance notes require the employer to assess what level of food hygiene training is appropriate for each employee.
- 1.3 In addition, the guidance notes assist the employer in deciding what type of staff training is required to ensure good general hygiene in the workplace.

**2. Staff training in food hygiene**

- 2.1 Each member of staff must receive training in food hygiene that is appropriate to the type of work they carry out.
- 2.2 Each member of staff must be aware of the limits of their job description and what standards (if any) need to be followed when doing their job.
- 2.3 In order to identify the appropriate level of food hygiene training for each employee, the first step is a job assessment of the duties relevant to that role.
- 2.4 The following categories of staff are defined:
  - 2.4.1 A lower risk role is one where the member of staff is involved in serving food to children. This role is essential for the provision of essential food and drink to children. Training should be provided to the member of staff performing the lower risk role.
  - 2.4.2 High risk roles are those where the member of staff prepares food. People in this category need to receive essential training as described in 2.4.1. above and in addition to this they must also complete the training such as obtaining the Elementary Food Hygiene Certificate (EFHC) within 3 months of starting the high risk role.
  - 2.4.3 Supervisors and catering managers in larger nurseries and pre-schools need to receive the same training as lower risk staff and are advised to complete a further level of training such as, the Intermediate Food Hygiene Level 2 Certificate (IFHC).

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3. **Staff training in general**

3.1 Each new starter should be given general hygiene procedures clearly explained to them.

general hygiene procedures clearly

3.2 It is recommended that new starters are given the hygiene policy together with their colleagues. A record should be kept detailing that the relevant member of staff has been provided with a copy of the hygiene policy and has signed to confirm they have read and understood the hygiene rules.

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3.3 The following aspects should be covered in the hygiene policy:

the hygiene policy:

3.3.1 good personal hygiene

3.3.2 good nappy changing

3.3.3 awareness of common transferred diseases;

transferred diseases;

3.3.4 how to recognise signs and symptoms of illnesses such as meningitis, hepatitis B and other

of illnesses such as meningitis,

3.3.5 how to recognise common illnesses;

illnesses;

3.3.6 how to deal with common

3.3.7 food handling

3.3.8 food serving

3.3.9 cleaning and disinfection

3.4 Use regular staff meetings to identify further needs for hygiene training. During meetings encourage staff to discuss any concerns they may have raised. There should be regular health and safety assessments of the staff to help to prevent the spread of

identify further needs for hygiene  
encouraged to discuss any concerns  
ene. There should be regular  
and personal health of staff in order

4. **Training for volunteers**

4.1 Regular volunteers should receive hygiene training according to the level of risk associated with their role. They should receive the same level of hygiene training as the rest of the non-volunteer staff.

of hygiene training according to the  
ailed in 2.3 above, and they should  
al hygiene as the rest of the non-

4.2 Casual volunteers should be given the same level of training as those that help out with activities need to do so under the direction of appropriately trained staff.

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ppriately trained staff.

5. **Certification**

5.1 It is good practice to ensure that all staff working in the workplace where parents and carers can see their children are certified in hygiene.

the workplace where parents and

5.1.1 all hygiene certificates should be held by current staff members,

urrent staff members,

5.1.2 details of the training should be kept in a file, with the person principally responsible for health and safety.

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6. **Fines and Sentencing**

6.1 Failure to carry out health and safety in the workplace, resulting in people being injured or property being damaged or harm was in fact caused. In February 2016 for the first time, the Food Safety and Hygiene Act 2005 was amended. Fines levied will be based on the size and financial strength of the business. Fines could potentially be levied altogether if the Court considers the committing of the offence

was or not properly managing health and safety in the workplace. An accident occurring and people being injured or property damaged can be committed even if no fault can be proved. New sentencing guidelines were introduced in 2016. For the most serious offences, Corporate Manslaughter and Corporate Homicide Act 2007. Under the guidelines the size of any fines levied will be based on the size of the incident, why it occurred, and the size of the business. In the most serious cases the Court can order the offender out of business. This is not an acceptable consequence of the offence.

6.2 In addition, if the offender is a director or officer of a company, they can be liable for "consent, connivance or neglect". They can potentially be liable for a fine or a sentence up to a maximum of 2 years in prison. It is important to ensure that suitable arrangements

are in place to prevent the directors of a company to be guilty of an offence. In addition to a fine or a sentence with the most serious offences, the Court can order an unlimited fine or even a prison sentence. There are many reasons to make sure that suitable arrangements are in place.