



HEALTH AND SAFETY

We will always aim to provide a safe play environment for all children in our care. Children must be supervised at all times, with correct staffing ratios of 1 to 3 for children under two, 1 to 4 for children aged 2 to 3, and 1 to 8 for children aged 3 to 5. When going on outings such as trips to the town centre, the correct ratio's must be maintained in line with the outings policy.

Regular checks must be made by staff and students to ensure that all play equipment is clean and safe.

Staff must carry out daily checks on their rooms ensuring that all room temperatures are maintained, and that all fire exits are free from obstruction.

Please ensure you are not distracted from the safety of the children in your care by telephone calls, or personal chatting etc. All personal mobile phones must be switched off when in nursery and locked in the nursery office.

Any maintenance work that is required in the nursery and has been reported to the Estates department.

Staff will be advised with regard to health and Safety issues e.g. inoculations, sunscreens, lifting, V.D.U operation etc for your own personal protection and safety. Please adhere to any advice given and let a member of the Management Team know if there are any Health and Safety issues which need bringing to our attention, or if you feel you need more training on specific issues.

All parents/carers must be informed in the event of their child having an accident at nursery e.g. bumps and falls (however minor). A record will be kept informing the parent of the accident, how it was treated and by whom. You must ask parents/carers to read and sign the accident form.

In the event of an emergency situations arising all staff and students can contact security on 01922 657050. If an ambulance is needed security staff will call one for you, also they will notify the police should any incident occur which requires it. Staff must notify parent if a child is taken to hospital. If parents/carers cannot be contacted a qualified member of staff who is Paediatric first aid trained will go with the child until a parent arrives.

Please do not open the door to anyone you are unsure of or do not recognise. In this event please contact a member of the Management Team.

The nursery has a Panic Alarm situated in each room. There are also portable alarms for the staff to take outside during outside activities. All staff are instructed on the use of these alarms as part of their induction.



It is an important part of your induction to Little Professors Nursery that you are made aware of the Health and Safety policy.

PLEASE READ AND DIGEST CAREFULLY YOU WILL BE ASKED TO SIGN TO SAY YOU HAVE DONE SO.

PLEASE REMEMBER YOU'RE SAFETY AND THE SAFETY OF THE CHILDREN IN YOUR CARE IS OF PARAMOUNT IMPORTANCE TO US.

HYGIENE

Little Professors Nursery is committed to providing and promoting a clean hygienic environment to safeguard the physical and emotional well-being of all children and families using the nursery. This means ensuring that all staff, students and parents are aware of the following hygiene procedures, and that children are shown the importance of good hygiene practices.

Aims:

At Little Professors Nursery we aim to:

- Safeguard the health and well-being of children and families using the Nursery by maintaining a hygienic environment, preventing unnecessary spread of infection, raising children's awareness of good hygiene practices, and preparing and handling food and bottles safely.
- Ensuring that all parents using the nursery are aware of and have access to our hygiene policies and procedures.
- Ensuring that all staff are aware of their responsibilities in relation to hygiene and that they have relevant training and qualifications. All new staff will be made familiar with hygiene protocols during their induction period.
- Ensure all staff are kept up to date with the latest information and advice from local authority health services and/or other health organisations.

Strategies for maintaining hygiene standards:

Education:

- Children will be shown good hygiene practices, and be told why they are important, e.g. when to wash hands, how to use toilets correctly, not to use utensils or eat food that has been dropped on the floor or handled by other children.
- All children will be encouraged to follow basic hygiene rules independently when they are at an appropriate age.
- The nursery will ensure parents/carers are aware of the hygiene policies and will provide appropriate information and advice concerning hygiene.

Personal Hygiene:



- Children will be shown how to use the toilet correctly, and wash and dry hands after using the toilet
- A box of tissues is available and children are encouraged to blow and wipe their nose when necessary. Soiled tissues to be disposed of hygienically.
- Children are encouraged to shield their mouths when coughing or sneezing.
- Hygienic rules relating to bodily fluids to be followed with particular care, and all staff, students aware of how infection, including Hepatitis B and HIV infections, can be transmitted.
- Any cuts or open wounds are appropriately cleaned, and dressed with a waterproof covering. Where possible, this should be carried out by staff with relevant first-aid certificates. Staff should always wear disposable gloves and/or appropriate protective barriers (e.g. Apron) to do this.
- Staff are instructed to wash hands:
 - Before preparing or serving children's food
 - After assisting children using the toilet
 - After giving first aid
 - After wiping children's noses
 - After changing soiled clothes
 - After dealing with any spillages
 - Staff should use disposable gloves when coming into contact with bodily fluids.

Clean environment:

- All cleaning equipment to be checked regularly to ensure it is clean and appropriate for use.
- All cleaning chemicals must be labelled and stored safely in a lockable cupboard
- All toys and outdoor play equipment will be cleaned and checked daily for defects.
- Sand/water play areas will be checked daily and sand/water is regularly changed.
- All surfaces cleaned daily with appropriate cleaner, and tables on which children eat will be cleaned with Milton and correct coloured cloth before and after use.
- All rubbish will be disposed of safely to ensure that children do not have access to rubbish.
- Any spills of bodily fluids to be wiped up and disposed of in the appropriate bin. Disposable rubber gloves will always be used when cleaning up spills of bodily fluids and disposed of in the appropriate manner. Floors and other affected surfaces to be cleaned using appropriate cleaning products diluted to the manufacturer's instructions.
- Spare laundered underwear, and other clothing, are available in the case of accidents and nappy sacs available in which to wrap soiled garments.



Food Hygiene:

- All areas where food/ bottles are prepared must be cleaned before and after use daily with Milton
- All spillages to be cleaned up immediately
- All fridges to be cleaned out weekly or as required
- All microwaves to be cleaned out weekly or as required
- All cupboards to be cleaned weekly or as required
- All adults and children should wash their hands before eating food
- All adults and children must wash their hands before preparing food.
- All tables/table cloths to be wiped with Milton prior and after children have eating on them
- All food to be served on plates or bowls
- No children to be allowed into the kitchen areas
- All staff involved in the preparation of food to be aware of and follow good hygiene practices (e.g. separate chopping boards, covering foods) and clear routines for food storage. Staff should hold relevant qualifications where appropriate.
- All staff must wear appropriate protective clothing e.g. aprons and gloves when preparing food.
- Pre-prepared food brought into the nursery should be refrigerated on arrival and reheated to correct temperature to avoid bacterial growth
- Food handling procedures should be monitored and reviewed regularly
- All bottles/ feeding equipment/ dummies are appropriately stored, sterilised before use, and thoroughly cleaned if dropped on the floor, and are cleaned after use.
- Food is to be kept covered when transported. Temperatures will be checked on arrival and recorded. Food which does not reach required temperature will be returned to the coffee shop.
- Minimum temperature 63°C. All meat must be well over 70°C.
- All food needs to be warmed to 75°C or above, and served no higher than 50°C
- DO NOT REHEAT PROTEIN FOODS
- Fridge temperatures to be checked and recorded daily, should not be higher than 8°C
- All food should be stored appropriately at the correct temperature and in appropriate containers to avoid cross contamination.
- No bags or personal belongings to be kept in the kitchen.
- No clothes to be left in the kitchen
- No clean washing to be left in the kitchen once dry
- No plants to be kept in the kitchen
- All food to be labelled with opening date and use by date
- All staff food to be clearly labelled and stored appropriately.
- Waste bins to be kept covered and clean and emptied daily.

Bathroom Facilities:

- Signs in place to encourage staff and children to wash their hands
- Potty's to be washed and sprayed with Milton after every use, and at the end of each day.
- Foot stools to be washed and sprayed with Milton
- Changing mat and unit to be sprayed and wiped with Milton, after every use.
- All mops to be rinsed after use.
- Mops covered in washing powder daily and washed in the washing machine weekly.
- Bathroom cupboards to be cleaned and tidied weekly.
- Nappy baskets to be checked daily.
- Ensure enough P.P.E equipment is readily available for the day ahead.
- All toilets to be checked on a regular basis throughout the day.

PLAY ROOM HEALTH AND SAFETY MEASURES

- Staff should ensure that children are supervised at all times, in line with the Nurseries Health and Safety policy, and that correct ratios maintained.
- 0-1yr 1-3
- 1-2yrs 1-3
- 2-3yrs 1-4
- 3-4yrs 1-8
- Rooms must be kept clean and tidy to reduce the risk of accidents. Children should be encouraged to help to tidy up.
- Staff should ensure that arrangement of activities is such that the risk of accidents is minimised.
- Hot drinks are only allowed in the playrooms, when in sealed thermal mugs, and when the children are sitting down. Staff must drink their drink near to the work surface, and not sit at the tables, floor, computers etc with hot drinks.

DO NOT TAKE YOUR DRINK TO THE CHILDREN

Tables

Must be wiped with Milton before and after use for snacks and meals, using the correct colour cloths

Cots & Beds

Cots and beds must be wiped over between use with Milton, and paper towels.

Tables, Chairs and High Chairs

These must be kept clean, wiped down on a daily basis after activities, breakfast, dinner and snack times.



Meals and Snacks

1. Children must be encouraged to wash their hands before eating
2. Children should not be allowed to walk about whilst eating or drinking.
3. Children should be given the option of what they would like to eat, and how much
4. Beakers, plates etc should be washed and dried properly before storage. Washing up should be done in kitchen sink only.
5. All feeding equipment for children under 1 should always be sterilized.

Toileting

All toilet areas must be kept clean at all times (any problems report to estates).

1. Ensure adequate toiletries are available.
2. Individual paper towels are required
3. Any paper towels needed please ring duty cleaner on EXT 4394 and ask them to fill required dispenser.
4. Children should be supervised when toileting and good hygiene practice encouraged
5. Children should be encouraged to be independent when using the potty or toilet.
6. Staff and children should wash their hands after toileting
7. Staff should wear disposable gloves and aprons, changed after each child, when changing nappies or soiled clothing or emptying potties.
8. All nappies must be placed in nappy sacs and disposed of in the nappy unit in the bathroom.
9. Changing mats must be cleaned with Milton using paper towels after every use.
10. All toilet areas must be left clean at the end of every session.
11. Potties should be cleaned with Milton using paper towels after every use

CLEANING MATERIALS

Any potentially dangerous substances, toilet cleaner's disinfectant etc will be kept in a locked cupboard. All cleaning materials are clearly labelled with contents, dilution and uses. All staff to be made aware of risk and how to use the product safely; it is also the responsibility of the staff to instruct students on the correct use of chemicals. Staff and students MUST wear gloves and disposable aprons when using all cleaning substances. Directions for use should also be displayed in the areas of work. Staff and students must declare any allergies towards any personal protective equipment or cleaning materials.

PLEASE CHECK ALL INSTRUCTIONS BEFORE USE

Milton spray bottles

- Dilution ¼ cap of Milton to 600ml of cold water
- Milton can be used for all surfaces and is safe with the children.
- Milton can be used on body fluids, Blood, and Vomit.
- To be used for general cleaning
- All bottle to be emptied, and refilled daily



Toilet cleaner

Please read label. DO NOT mix with any other chemical, only to be used on toilets if needed, as the cleaning staff are responsible for all cleaning of bathrooms. Any problems found in the morning please report to estates.

Milton sterilisers

Half a cap full to every 4 pints (2.3 litres) of fresh cold water.
Half a cap =15mls

Code of practice when dealing with bodily fluids

Employees such as care workers, first aiders, cleaners, caretakers and others who come into contact with blood and bodily fluid of others in the course of their duties may be at risk from blood borne viral infections such as HIV or hepatitis B and others.

The most likely means of transmission of these viruses is by blood or other bodily fluid, contacting broken skin or mucous membrane such as those in the mouth or nose.

Since it is important to identify all those who are suffering from or carrying HIV or Hepatitis B or other viruses it is recommended that every blood or bodily spill should be regarded as a potential hazard.

The following precautions should be followed.

Skin

Cut or abrasions in any area of exposed skin should be covered with a sterile waterproof plaster.

Gloves

Seamless latex gloves should be worn where there may be contamination of hands by blood or bodily fluids. The gloves must be discarded at the end of each procedure in the appropriate bins.

Hand washing

The use of gloves does not preclude the need for hand washing between procedures.

Aprons

Disposable plastic aprons may be worn if there is a possibility of splashing of blood/ bodily fluids.

Eyes

Where there is danger of flying contaminated debris or blood or bodily fluids, eye protection may be necessary.

Sharps

Extreme care must be exercised during the use and disposal of sharps. Needles are to be disposed of in approved sharp boxes. These boxes are never to be overfilled.



Needle stick injury

In the event of sharps or needle stick injury.

1. Encourage bleeding from the puncture wound. Do not suck the wound
2. Cover with a waterproof dressing
3. fill out accident form

Conjunctiva/ mucous membrane

If splashed with bodily fluids/ blood irrigate with copious amounts of saline

Fill out accident form

Spillages

Wear disposable latex gloves and plastic aprons. The spillage should be covered with disposable towels to soak up excess. The spillage should be cleared up with the gloved hand and the debris treated as clinical waste. The area should be then cleaned with the appropriate domestic cleaning product for the surface.

Clinical Waste

All contaminated waste must be placed in appropriate disposable sacks and placed in the Nappy waste bins

Locations of clinical waste bins.

Nursery in the Disabled toilet, under 2s bathroom and over 2s bathroom

First aid room, the first aid room is situated in the atrium.

All of the items that are needed for dealing with spillages and the cleaning up of bodily fluids such as:

Nappy sacs

Paper towels

Latex gloves

Waterproof plasters

Can be obtained from the Health and Safety officer Jayne Malia Ext 1143 whose office is situated on the fourth floor of Walsall College (Wisemore Campus)

Please ensure you have enough for your needs

Toy Safety Policy

All staff ensure that all the play equipment is checked fully for breakages and cleaned on a weekly basis using Milton solution, in accordance with cleaning rota's. Every term all of the play equipment within the nursery has a deep clean. Both of these measures eliminate any opportunity for cross infection.

All outside play equipment, both large and small must also be checked for breakages and damages and cleaned on a regular basis. Please see the Outside Garden Policy.



All of the play equipment within the nursery **MUST** have a recognised safety kite mark on it and be sturdy, hard wearing and practical for use. When purchasing or receiving any new play equipment for the nursery it must be suitable for the age and stage of development and all abilities of the children it is intended for.

