

Safe and Healthy Nursery

EYFS 3.44, 3.47, 3.48

At **Coin Street Nursery** we are committed to providing a workplace which supports and encourages a healthy staff team through staff training, health and safety awareness and supervisions.

Dress code

Staff must always follow our dress code. The dress code is detailed in the staff handbook.

Staff breaks

It is the responsibility of the nursery manager to ensure that all staff working more than six hours take an uninterrupted break of at least 20 minutes, or a longer contractual break of 30 or 60 minutes depending on hours worked, while ensuring that staff-to-child ratios are maintained.

Staff under 18 require a break of 30 minutes where they work more than 4.5 hours a day; this should be one continuous break where possible. All breaks must be uninterrupted and taken away from the employee's normal work area where possible.

Personal hygiene

Staff must always follow the personal hygiene code 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 toileting children, 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 nursery is committed to providing a safe, happy and healthy environment for children to play, grow and learn. Cleanliness is an essential element of this practice. The nursery is cleaned daily and regular checks are made to the bathrooms. These are cleaned at least daily and more often where necessary, for example at lunchtime. The nappy changing facility are cleaned and disinfected after every use. Any mess caused throughout the day is cleaned up as necessary to ensure that a hygienic environment is provided for staff and the children in our care.

Kitchen

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

- Fridges are cleaned out weekly
- Microwaves are cleaned after every use

- Toasters are cleaned after every use
- The oven is cleaned out regularly and details recorded
- Freezers are cleaned out every three months and details recorded
- Plates, utensils and other items are rinsed before being placed in the dishwasher; the dishwasher is cleaned regularly
- All cupboards are cleaned out monthly
- Fridge and freezer temperatures are recorded first thing in the morning by the chef and last thing at night
- All food is covered at all times in and out of the fridge, dated when opened and used in date order
- Care is taken to ensure that food is correctly stored in fridges
- When reheating food, it is checked with a clean, disinfected probe thermometer and recorded. Food must reach a safe core temperature, for example 75°C for at least 30 seconds, and is served immediately or cooled safely before serving where appropriate. Hot food prepared on the premises is checked before serving.
- Food served but not used immediately is appropriately covered and placed in the fridge or freezer within 60 minutes. If this is not followed, food is discarded immediately
- All opened packets are dated when opened and placed in an airtight container, for example baby food, raisins and cereal
- Blended food is placed in suitable airtight containers, named and dated
- Surfaces are cleaned with antibacterial spray
- Only appropriate coloured kitchen cloths are used, following the chart on the wall. They are washed daily on a hot wash
- All plugs are pulled out of their sockets at the end of each day and switches are switched off where practicable, except for the fridge and freezer
- Children do not enter the kitchen
- Doors and gates to the kitchen are kept closed or locked at all times
- Kitchen bins are emptied when full and at the end of each day

Laundry room

- Washing machine drawers and other components are cleaned regularly
- Tumble dryer lint filters are cleared after every use
- Staff follow the manufacturer's instructions and the nursery's fire risk assessment for safe tumble dryer use. The full drying and cool-down cycle must finish before items are removed, and hot items must not be stacked
- Only items suitable for tumble drying, as shown on the care label, are placed in the dryer
- Staff are responsible for filling and emptying the washing machine and tumble dryer and for folding clean clothing and other items

Baby room

- Bottles of formula milk are made up only as and when the child needs them. Feeds are prepared one at a time using fresh tap water that has been boiled once and left to cool for no more than 30 minutes, so that it remains at least 70°C when mixed with the powder. The water is placed in the bottle before the formula, following the manufacturer's instructions.

- The prepared bottle is cooled under cold running water with the cap on and tested on the inside of the wrist; it should feel warm or cool, but not hot.
- Bottles and teats are thoroughly cleaned with hot soapy water and sterilised after use; they are not washed in the dishwasher
- Any formula left in the bottle after a feed is discarded immediately
- A designated area is available for parents who wish to breastfeed or express milk
- Clearly labelled expressed breast milk is stored in the fridge
- If dummies are used, they are cleaned and sterilised. This also applies to dummies that have been dropped on the floor
- All dummies are stored in separate labelled containers to prevent cross-contamination
- Sterilisers are washed out daily

Nursery

- Staff are trained to be aware of general hygiene in the nursery and ensure that high standards are maintained 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
- Face cloths should be washed on a hot wash after every use and not shared between children
- Low/highchairs must be cleaned thoroughly after every use. Straps and reins must be washed weekly or as required
- Every child should have its own cot sheet which should be washed at the end of every week or whenever necessary
- All surfaces should be kept clean and clutter free
- Children must always be reminded to wash their hands after using the bathroom and before meals. Staff should always encourage good hygiene standards, for example, not eating food that has fallen on the floor
- Staff are positive role models and talk to children about good hygiene routines and why they need to wash their hands, wipe their noses and cover their mouths when coughing.

Staff rooms

- It is the responsibility of every member of staff to ensure that their staff room is kept clean and tidy
- Fridges must be cleaned out weekly
- 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	Signed on behalf of the nursery	Date for review
<i>August 2021</i>	<i>Jane Christofi</i>	<i>September 2027</i>