



Safety, health and hygiene policy

February 2018

Toileting facilities and hand washing

Toilet facilities are easily accessible for children; they adjoin the children's areas. Low set hand basins are provided with paper towels to dry hands; staff should encourage children to hand wash in a positive manner whether they have used a toilet or potty.

Children, depending on their age will be encouraged, with support given if necessary, to manage their own toileting needs. Staff will however always supervise the bathroom areas but not in an intrusive manner and will treat each child's needs accordingly.

Parents/carers may wish to support their child with toileting when arriving or leaving the centre, but staff must ensure that parents/carers do not enter the area if a child that does not belong to them is using the facilities; this is to safeguard the other children.

Laundry

Nursery laundry rotas and routines are managed by Room Seniors.

Guidelines for hygiene practice

The following hygiene precautions are aimed at the prevention and control of any illness whether it originates from a bacterial or viral source; these include the normal childhood illnesses; hepatitis B; meningitis, food poisoning such as salmonella and listeria; cross contamination from unhygienic practice.

- Use different cleaning cloths for kitchen and bathroom areas; the cleaning operatives will supply appropriate cleaning materials. Before using substances staff must ensure they have signed the COSHH sheet.
- Make sure all food preparation and eating areas are cleaned before and after use.
- Wash hands before and after handling food.
- Do not leave snacks out for the whole session
- Make sure any frozen food is properly defrosted and cooked at the appropriate temperature.
- Throw away any leftover food making sure plates and containers are free from any food deposits.
- Ensure that the bibs worn by children are completely cleared of food deposits before they are thoroughly washed.
- Cover cuts, whether on adults or children, with a sterile dressing. Blue plasters for kitchen staff.
- Wash up thoroughly in hot water and detergent, use gloves routinely; staff are encouraged to use the dishwasher to ensure utensils and crockery are thoroughly cleaned.
- Wash hands thoroughly after using the toilet; hand washing guidance is displayed in the staff toilet area.

- Telephone for a cleaning operative to disinfect floors and areas affected by spills of blood, vomit or excrement. If a cleaning operative is not available use disposable gloves when cleaning up spills of body fluids using the yellow bodily fluid bags for materials used to clean the areas; Flush vomit or excrement down the toilet. Always wash hands when finished even though gloves must be worn.
- Potties must be emptied and cleaned as soon as they have been used.
- Keep tissues available at a child's height and encourage children to wipe their noses when necessary.
- When wiping a child's nose, or supporting them, please place the used tissues in the bins that are marked 'used tissues' and contain a yellow bag; these bags will be disposed of by the cleaning operatives.
- Hands must be washed/sanitised when a child's nose has been wiped this will prevent infection spreading.
- Encourage children to shield their mouths when coughing.
- Maintain a supply of bags to wrap soiled garments in. To avoid cross-contamination we do not rinse out soiled underwear/clothing, but put this in a labelled bag for the parents/carers to take home and wash.
- Do not allow children with pierced ears to try on or share each others earrings.
- It is the responsibility of Amy Finnemore to ensure first aid boxes holds sufficient supplies and an audit of supplies is kept. However staff will need to inform her if stocks are getting low before she monitors the boxes each term.
- Within the nursery, every accident that requires first aid is entered onto the appropriate sheet; parents need to sign this as does the Room Senior. The accident files will be monitored at different intervals to ensure consistency is happening across the Nursery by senior management or one of the room seniors. In the case of a major injury/accident the Room Senior needs to be alerted and reference to the Accident, Illnesses and Injuries Policy should be made.

It is important that toys, furniture and equipment are cleaned regularly to prevent the spread of infection.

Cleaning Toys

Toys and resources are to be wiped over weekly, or more regularly as the need arises, using materials supplied by the cleaning operatives. Furniture such as tables and chairs, within the dining area, are to be cleaned daily.

Any members of staff using substances are to sign a COSHH sheet which shows they are carrying out safe practice. On occasions it will be necessary for cleaning operatives to undertake a full cleanse of the room and the rooms will be vacated on these occasions.

The school has a steam mop for use by staff which steam cleans toys, furniture and equipment; this, like substances, must be used in an area away from children. When staff use the steam mop they must wear protective clothing to ensure they are protected from steam; the cleaning operatives will provide you with the appropriate protective clothing.

If a member of staff is unsure of which materials to use to clean, toys, furniture or equipment they must liaise with the cleaning operatives for guidance.

There are 'Hygiene MUST' reminders in every room and around the setting.

Policy reviewed: February 2018

Head Teacher: _____

The Academy of Woodlands Director: _____

HYGIENE 'MUSTS'

All staff must make themselves aware of excellent hygiene practice.

(Refer to Safety, Health & Hygiene, Toileting, Hand Washing & Laundry Facilities Policy).

Hand washing must take place, even if gloves are worn, for the following:

- Handling food.
- Feeding a child.
- Changing a nappy or helping a child use a toilet/potty.
- If a child is sick.
- First aid.
- Wiping a child's nose or mouth.
- Cleaning potties or when undertaking other cleaning practises.

Hand sanitising solution is available in all rooms/areas for additional hygienic practice.

Please dispose of nappies and any other materials used for bodily fluids in the yellow bags provided. Tissues are to be disposed of in yellow bags in the 'used tissue bins' around the setting this reduces the risk of cross contamination.

Cleaning operatives will advise/support staff in cleaning practises as necessary. It is important that toys, furniture and equipment are cleaned regularly to prevent the spread of infection.

Toys and resources are to be wiped over weekly, or more regularly as the need arises, using materials supplied by the cleaning operatives. Furniture such as tables and chairs, within the dining area, are to be cleaned daily.

Any members of staff using substances are to sign a COSHH sheet which shows they are carrying out safe practice. On occasions it will be necessary for cleaning operatives to undertake a full cleanse of the room and the rooms will be vacated on these occasions.

The site has a steam mop for use by staff which steam cleans toys, furniture and equipment; this, like substances, must be used in an area away from children. When staff use the steam mop they must wear protective clothing to ensure they are protected from steam; the cleaning operatives will provide you with the appropriate protective clothing.

If a member of staff is unsure of which materials to use to clean, toys, furniture or equipment they must liaise with the cleaning operatives for guidance.