



Norfolk House Nursery
**General Health and Safety
Policy and Procedure**

The Safeguarding and Welfare Requirements

3.79 / 3.80 / 3.84 / 3.86 / 3.88 / 3.91 / 3.105

Norfolk House knows that the health and safety of children is of paramount importance, it is everyone's responsibility to keep the nursery clean and safe at all times. All staff must practice a high standard of health and safety and personal hygiene at all times.

Please also see Norfolk House Nursery's Policies and Procedures.

Protective Equipment

Norfolk House Nursery provides protective equipment which must be worn by staff.

White aprons and gloves are provided and must be worn when:

- Changing a nappy/pull up
- Completing the toilet/nappy area checks.
- Cleaning up any bodily fluids.
- Assisting a child when toileting
- Emptying the nappy bin
- Administering medication

Blue aprons and gloves are provided and must be worn when:

- Preparing/warming a bottle (Blue tabards must be worn when feeding bottles to babies for comfort and safety)
- Serving/preparing food
- Entering the kitchen
- When washing up, it is essential that the water is hot enough to prevent the spread of germs and bacteria. Industrial rubber gloves must be provided and must be worn for protection.
- Protective masks must be provided and must be worn for protection when using cleaning materials.
- Shoe covers are provided for visitors into the Baby Rooms due to outdoor shoes being prohibited. All Baby Room staff must wear slippers or indoor shoes. The children must also be encouraged to wear slippers, indoor shoes or socks with grips (slippers must be a full shoe and have hard bottoms).

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Colour Coding

(Please see posters situated around nursery)

- It is essential that colour coding is in place at all times to prevent cross contamination.
- Mop buckets must not be left in the children's room, and cloths must be disposed of after every use- no cloths should be left on any side at any point.

Hand Hygiene

(Please see posters)

- Regular and effective hand washing among adults and children is one of the most effective ways of controlling the spread of germs.

Children should be encouraged to wash their hands:

- Before and after meals/snacks
- Before and after a cooking activity
- After they have visited the toilet or had their nappy changed.
- After a creative activity.
- After they have wiped their nose etc.
- After they have coughed or sneezed
- All staff must ensure that good hand washing procedures are implemented at all times.

Slips Trips and Falls

All staff have a responsibility to keep floors and surfaces free from hazards that may cause slips, trips or falls. Where areas have become slippery or uneven a sign must be displayed informing people, it must be reported to the Nursery Manager immediately and dealt with.

Opening Checklists

Prior the children entering the nursery in any area, it essential that all areas are risk assessed (this acts as a daily risk assessment). The early staff have responsibility for this and children must not enter any area that has not being safety checked.

Laundry

It is imperative that the laundry is kept clean and tidy at all times, it is everyone's responsibility to ensure that there are always clean blankets and bibs available.

It is essential that:

- The correct baskets are used to avoid cross contamination
- Laundry is not left to dry around the nursery.
- Kitchen laundry must not be washed with nursery laundry

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- Laundry is put on a minimum 60oc wash to ensure that the spread of germs is contained (a 90oc wash will be required if there is an outbreak of an infectious condition-along with anti-bacteria detergent)
- Plastic backed bibs must not be put in the dryer
- Staff must wash/sanitise their hands after handling soiled laundry
- The washer and the dryer must not be left on overnight
- Staff must always be trained on how to operate both the washer and the dryer before using them
- The Housekeeper must ensure that the machine is cleaned and maintained at all times
- Food from bibs must be removed before they go in the washing machine
- The Nursery Manager must ensure that guidelines are displayed by washer/dryer.

Manual Handling

All staff must be vigilant and take responsibility when lifting; staff must not lift heavy loads.

Staff must make a judgment on how heavy a child or an object is and if they are able to lift as an individual.

As with any manual handling task, each member of staff must perform a visual risk assessment before lifting a child or an object, the following points must be taken into consideration:

- How much the child or object weighs
- What are their lifting capabilities as an individual?
- The environment
- The task
- If the lifting is necessary
- If a risk assessment has been carried out

Toys, Equipment and Resources

- All toys, equipment and resources offered to children must be safe and conform to safety regulations.
- All equipment and resources available at the nursery must be in good condition, safe for children to use and age appropriate.
- Choke testers must be situated in every room and must be used to ensure that all equipment is suitable for the age of the children and that nothing poses a choking hazard.
- Equipment, toys and other resources must be maintained, and where necessary discarded if worn or damaged and cannot be repaired.
- All toys and resources must be kept clean, and they must be washed and sanitised at least once a month. They should be washed in hot soapy water and sterilised with Milton (using the guidelines as stated on the bottle). If an outbreak of anything contagious breaks out the above must be implemented immediately. The Housekeeper and Nursery Manager must ensure that a cleaning record is complete.
- All equipment that is unsafe or in need of repair must be either made safe or removed from the area.
- All damaged, worn or unsuitable toys/equipment must be reported immediately to the Nursery Manager.
- All toys must be risk assessed prior to any children having access to them.
- Batteries are extremely dangerous to children, no toys within the any room should allow children access to them.

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- **ALL staff have responsibility for replacing and disposing of the old batteries. Old batteries must be disposed of using the designated bucket. This must not be done in the presence of children. The basket must be stored out of reach of children.**

Doors/Finger Guards

- All doors throughout Nursery are fitted with finger guards to prevent children from trapping their fingers. Should these fail at any time, all staff s must be notified and it should be reported to the Nursery Manager immediately. While arrangements are being made for the guard to be repaired/ replaced, a poster must be displayed on both sides of the door informing everyone that the guard is currently broken and to take extra care. All staff and parents should also be notified and a Risk Assessment complete.
- Care should be taken when entering and leaving rooms ensuring there is no risk of children exiting the room unsupervised or getting their fingers trapped.

Deep Clean

The Nursery and kitchen must undergo a deep clean annually and this must be organised by the Nursery Manager in conjunction with the Administration team. If there is an outbreak of a contagious illness/disease a deep clean may also be required.

Electrical Appliances

All electrical appliances must be maintained and checked, a PAT test must be completed annually and the results filed and any action taken where applicable.

COSHH (Control of Substances that are Hazardous to Health)

- All COSHH data sheets must be stored with the cleaning materials.
- Cleaning materials must not be used if we do not have a COSHH data sheet.

When using chemicals, staff must remember to:

- Check the label and data sheet.
- Never allow children to use the cleaning materials.
- **Keep all cleaning materials out of reach of children.**
- Never use cleaning materials around the children or in areas they will access e.g. children toilets
- Wear protective clothing.
- Never leave cleaning materials in direct sunlight.

This policy is not exhaustive, and it is everyone’s responsibility for Health and Safety matters within nursery.

Health and Safety Support

Norfolk House offers support for all staff and are members of the below, staff are encouraged to use them to support them within their role.

- Citation are our Health and Safety consultants and offer advice and guidance.
- Norfolk House are also members of ROSPA.

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Insurance

Appropriate insurance (e.g. public liability insurance) must be sought to cover all premises from which they provide childcare and must be displayed

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