



QUEENS PARK MONTESSORI DAY NURSERY

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HEALTHY WORKPLACE POLICY

At Queens Park Montessori Day 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 follow our dress code at all times. The dress code is detailed in the staff induction pack.

Staff breaks

It is the responsibility of the nursery manager to ensure that all staff working six hours or more take a break of 20 minutes, 30 minutes or 60 minutes dependant on hours worked and ensuring that staff:child ratios are maintained.

Staff under 18 require a break of 30 minutes in circumstances where they work 4.5 hours a day.

All breaks should be taken away from an employee's normal work area (where this is possible).

Personal hygiene

Staff must follow the personal hygiene code at all times and encourage children to adopt the same good personal hygiene code themselves. This involves:

- Washing hands for 20 seconds using soap
- Drying hands with disposable towels
- Wearing gloves and aprons when changing nappies and dealing with soiled clothes
- Wearing gloves and aprons when dealing with bodily fluid spillages including blood
- Disposing of waste in sealed bags in the disposal bin
- Cleaning all surfaces with diluted Milton/disinfectant solution
- Clearing up spillages with appropriate disinfectant
- Maintaining a clean environment

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 (more if necessary i.e. at lunch time). The nappy changing facility are cleaned after every use and potties are cleaned out 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 the staff and the children in our care.

Kitchen

Staff are made aware of the basic food hygiene standards through appropriate training and this is reviewed every three years. In addition, we ensure:

- Fridge and freezer temperatures are recorded first thing by the responsible person opening up
- All food is covered at all times in and out of the fridge, and dated to show when it was opened
- Fridges are cleaned out weekly
- Microwave are cleaned after each use
- **Toasters are cleaned after every use**
- Oven is cleaned out regularly and recorded
- Freezers are cleaned out every three months and recorded
- **Plates, utensils etc. are rinsed before putting in the dishwasher and the dishwasher is cleaned out regularly and details recorded**
- Care must be taken to ensure that food is correctly stored in fridges
- When re-heating food it must be done until over 75°C, checked with the probe thermometer and recorded, then cooled down before serving. Food prepared on the premises is checked with the probe thermometer before serving
- All opened packets are dated when opened and placed in an airtight container e.g. baby food, raisins, cereal etc
- Blended food must be placed in suitable airtight containers, named and dated
- Surfaces are cleaned with diluted Milton/disinfectant solution/antibacterial spray
- Windows to be kept open
- All plugs to be pulled out of their sockets at the end of each day and switched off where practicable
- Children do not enter the kitchen except for supervised baking/tea preparation activities
- All cupboards are cleaned out monthly
- Doors/gates to the kitchen is kept closed/locked at all times
- Food served but not used immediately is appropriately covered and placed in the fridge/freezer within 60 minutes. If this is not followed, food is discarded immediately.
- Kitchen bins are emptied when full and at the end of each day

Baby room

- Bottles and teats are cleaned out thoroughly then sent home for sterilising (they will not be washed in the dishwasher)
- Content of bottles are disposed of after two hours
- Labelled mother's breast milk is stored in the fridge
- If dummies are used they are cleaned and sterilised. This also applies to dummies which have been dropped on the floor
- All dummies will be named and stored separately to ensure no cross-contamination occurs

- Bottles of formula milk are only be made up as and when the child needs them. These are cooled to body temperature (37°C) and tested with a sterilised thermometer to ensure they are an appropriate temperature for the baby to drink safely
- Following the Department of Health guidelines, we only use recently boiled water to make formula bottles (left for no longer than 30 minutes to cool). We do not use cooled boiled water and reheat
- A designated area is available for mothers who wish to breastfeed their babies or who wish to express milk
- Care is taken to ensure that babies/toddlers do not have access to activities containing small pieces, which could be swallowed or otherwise injure the child
- Babies under two years are not given pillows, cot bumpers or any soft furnishings to prevent risk of suffocation
- All highchairs are fitted with restraints and used at all times
- Babies are never left propped up with bottles as it is both dangerous and inappropriate
- Sleep room checks are completed every 10 minutes. These are to be documented with the time and staff initials on the form in the sleep room.

Nursery

- Staff are trained to be aware of general hygiene in the nursery and ensure that high standards are kept at all times
- Regular toy washing rotas are established in all rooms and recorded. Toys are washed with diluted Milton solution or disinfectant solution
- Floors are cleaned during the day when necessary. Vacuum cleaner bags and mop heads are changed frequently
- Flannels are washed weekly and are not shared between children
- Low/high chairs are cleaned thoroughly after every use. Straps and reins are washed as required
- Every child has their own cot sheet which is washed at the end of every week or whenever necessary
- All surfaces are kept clean and clutter free
- Children are always reminded to wash their hands after using the bathroom and before meals. Staff always encourage good hygiene standards, for example, not eating food that has fallen on the floor
- Staff are positive role models and talk to the children about good hygiene routines and why they need to wash their hands, wipe their noses and cover their mouths when coughing.

Staff room

- It is the responsibility of every member of staff to ensure that their staff room is kept clean and tidy
- Fridges are cleaned out regularly
- Microwave are cleaned after every use
- Surfaces are wiped down daily
- All implements used for lunch or break are washed and tidied away.

This policy was adopted on:

Signed on behalf of the nursery:

Date for review: