

Seedling Nursery

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Seedling Nursery Leamington Spa
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Healthy Workplace

At Seedling Nursery we are committed to providing a workplace which supports and encourages a healthy staff team through staff training, health and safety awareness and supervision.

Dress code

Staff must follow our dress code at all times. Jewellery must be limited and not hang loose to be a hazard. Shoes should be flat and staff should be able to run/play football/partake in outside activities with the children.

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 dependent on hours worked and ensuring that 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.

Personal hygiene

Staff must follow the personal hygiene code at all times 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 will be cleaned daily and regular checks will be made to the toilets. These will be cleaned at least daily.

The nappy changing facility will be cleaned after every use and potties will be cleaned out after every use.

Seedling Nursery

Any mess caused throughout the day will be cleaned up as necessary to ensure that a hygienic environment is provided for 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.

Baby room

- Bottles of formula milk will only be made up as and when the child needs them. These should be cooled to body temperature (37°C) and tested with a sterilised thermometer to ensure they are an appropriate temperature for the child to drink safely
- Following the Department of Health guidelines, we will only use recently boiled water to make formula bottles (left for no longer than 30 minutes to cool). We will not use cooled boiled water and reheat
- Bottles and teats will be thoroughly cleaned with hot soapy water and given back to parents to be sterilised after use (they will not be washed in the dishwasher)
- Content of bottles will be disposed of after two hours
- If dummies are used they will be cleaned and sterilised. This also applies to dummies which have been dropped
- All dummies will be stored in separate labelled containers to ensure no cross contamination occurs

Nursery

- Staff must be aware of general hygiene in the nursery and ensure that high standards are kept 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.
 - Low/high chairs 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
- Children should learn about good hygiene routines and why they need to wash their hands, wipe their noses and cover their mouths when coughing.

This policy was adopted on	Signed on behalf of the nursery	Date for review
10th Oct 2019		Sept 2020