At **Wolfson College 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.

**Standards of Dress:**
Staff will be expected to wear uniform at all times. The Nursery will provide three tops and two jumpers. Staff will be expected to provide black professional trousers and flat, closed-toe black shoes for indoor only use. Jewellery is to be kept to a minimum, with only studs acceptable for piercings. Nail varnish is to be of a neutral colour and it is at the manager’s discretion.

**Staff breaks**
Staff have a 45 minute paid break meaning they are on call and could be called back into the room to help if required. It is the responsibility of the Nursery Manager to ensure that all staff working more than five hours take a break of a minimum of 20 minutes. 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 applicable).

**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. Each morning, a health and safety checklist will be carried out by a member of staff and any issues are to be reported immediately to management or maintenance. It is the responsibility of all staff to ensure the rooms and resources are cleaned regularly. The rooms are to remain dust free to prevent reaction to any allergies, this includes ensuring the room fans and heaters are dusted and cleaned monthly. The Nursery will be cleaned daily and regular cleaning & checks will be made to the bathrooms. These will be cleaned at lunch time and in the afternoon. The nappy changing facility will be cleaned after every use and potties will be cleaned out after every use. 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.

- Fridges to be cleaned out daily
- Microwave to be cleaned daily
- Oven to be cleaned out regularly and recorded
- Freezer compartment in fridge to be cleaned out regularly and recorded
- All cupboards to be cleaned out monthly
- Fridge temperatures must be recorded first thing in the morning by the person on kitchen duty that day and recorded on the opening and closing checks form. They must then be checked and recorded again in the afternoon.
- All food to be covered at all times in and out of the fridge and dated to show when each product was opened or use by date.
- Care must be taken to ensure that food is correctly stored in fridges
- When re-heating food, it should be over 75°C, checked with the probe thermometer and recorded, then cooled down before serving. Food prepared by the College Kitchen will have been checked with the probe thermometer and temperature recorded before sending down to the Nursery in the Hot food cabinet.
- Food served but not used immediately should be appropriately covered and placed in the fridge within 60 minutes. If this is not followed, food should be discarded immediately
- All opened packets to be dated when opened and placed in an airtight container e.g. baby food, raisins, cereal etc. when possible.
- Blended food should be placed in suitable airtight containers, named and dated
- Surfaces to be cleaned with anti-bacterial spray
- Only appropriate coloured kitchen cloths to be used (please follow the chart on the wall).
- All plugs to be pulled out of their sockets at the end of each day and switches switched off where practicable (with the exception of the fridge)
- Children must NOT enter the kitchen except for supervised cooking activities
- Doors/gates to the kitchen to be kept closed/locked at all times.

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 sterilised after use (they will not be washed in the dishwasher)
- Content of bottles will be disposed of after two hours
• A designated area is available for mothers who wish to breastfeed their babies or who wish to express milk
• Labelled mother’s breast milk will be stored in the fridge
• 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
• Sterilisers if used will be washed out daily.

Nursery
• Staff must be aware of general hygiene in the nursery and ensure that high standards are kept at all times
• Regular toy washing rosters must be established in all rooms and recorded. Toys should be washed with sanitising fluid
• Floors will be cleaned during the day, meal areas after snack, lunch and tea then all floors every afternoon or when necessary. Vacuum cleaner bags will 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 at the end of the week
• White/Blue roll will be used to clean faces and thrown away after
• 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/blanket which will 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 learn 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
• All bags to be put in lockers
• Mobile phones to be kept in lockers on silent so as not to disturb others on break and not to be used unless on break
• Toilet cleaned out weekly
• Floor/ carpet hoovered daily
• Surfaces to be wiped down daily
<table>
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<th>This policy was adopted on</th>
<th>Signed on behalf of the nursery</th>
<th>Date for review</th>
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<tr>
<td>5/2/19</td>
<td><strong>Lydia Payne</strong></td>
<td>February 2020</td>
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