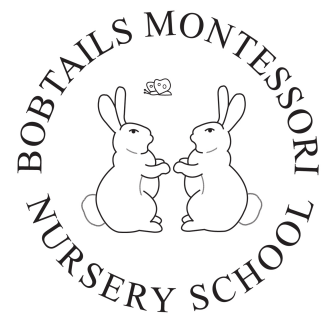


GENERAL HEALTH AND SAFETY POLICY



Bobtails Nursery School is committed to maintaining a safe, secure and welcoming environment for both children and adults who may be on the premises as pupils, parents, staff, students or visitors.

There is a trained designated health and safety representative (Yvonne Bradley) who is responsible for identifying, reporting and dealing with accidents, hazards and faulty equipment. Her role includes onsite training of staff and regular risk assessments.

The supervisor of the session is responsible for the overall safety including fire safety of anyone present at that session. There is a current health and safety poster displayed in the setting. We aim to promote good health, take steps to prevent the spread of infection and take appropriate action when illness occurs.

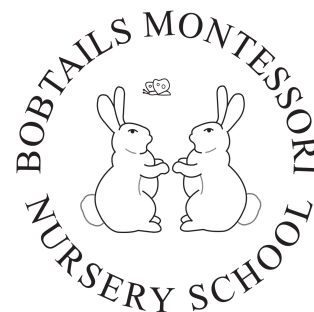
- All staff will be informed of basic health and safety requirements at their induction and referred to Bobtails policies.
- All members of staff are equally responsible for their own safety and for the safety others including children, colleagues and visitors, students etc.
- Employees are responsible for taking reasonable care, following reasonable instructions and cooperating with the employer in order to ensure the health and safety of all concerned.
- Employees should ensure that they are wearing suitable clothing and footwear to work. Open toed shoes are worn at their own risk.
- Any member of staff who is taking prescription medication must notify the managers if there is a possibility of it affecting their performance or awareness.
- Staff will inform parents if there are cases of infectious illness, including HIV and AIDS or infestations in the nursery whilst maintaining the confidentiality of the child.
- All members of staff will be encouraged to obtain vaccinations against Influenza at appropriate intervals.
- The Principal or nursery supervisor and his/her assistant are responsible on behalf of Bobtails for ensuring that the premises are inspected and secured on a daily basis. Any hazards will be reported to the person in charge on that day. Risk assessments will be made on a regular basis in order to identify potential hazards and put in place systems to control them. Any broken equipment should be removed and reported to the supervisor.





- The Principals will ensure that adequate and relevant pre-school insurance cover is in operation at all times. This includes public liability and employer liability insurance. The current certificate is displayed at the setting.
- When lifting or moving heavy objects it is the responsibility of the individual to ensure that care is taken to avoid injury and that the advice of the supervisor of the session is sought and taken.
- Members of staff should take into account their own physical abilities and health considerations and assess the task, accessibility shape and weight of the loads and decide whether the load could be made more manageable.
- The kitchen facilities have been registered with Environmental Health and currently hold a level 5 grading. Home facilities that have been used to prepare meals have also been registered and hold a level 5 grading as well.
- Portable appliances are tested annually.
- Regular emergency evacuation and fire drills will be operated. It is the responsibility of the Parish Council to ensure that fire extinguishers are checked and replaced. Fire exits are clearly marked and kept clear of obstructions at all times. There is emergency lighting inside and outside the building, which is checked monthly.
- If the school landline is down the nearest public telephone box is on Adversane green on the other side of the A29.
- Parents will be requested to take great care when arriving and departing, as there is some danger from fast moving traffic. We will issue reminders about Road Safety and other Health and Safety issues. Children will be given guidance in Road Safety and other aspects of Health and Safety.
- All accidents will be recorded and reported to the nursery supervisor in charge. The Principal should be informed and will investigate the incident if necessary. The Principal will be responsible for putting in place suitable measures to reduce the risk of any recurrences of incidents.
- Any member of staff who has a current First Aid Qualification will administer First Aid.
- In the event of a serious incident the nursery supervisor is responsible for reporting the accident to the Principal who will pass this on to the relevant authorities, including Ofsted, local protection agencies and the Education Authority.





- In the event that the nursery supervisor is in some way incapacitated the nursery assistant will take over all responsibilities.
- Visitors will be made aware of evacuation procedures and assembly points.
- Full risk assessments are carried out annually by the health and safety representative and the principals. These are held in the policy document folder. Specific risk assessments are taken for outings, these are held in the outings and events folder, and a daily risk assessment, which is the responsibility of the supervisor of the morning or afternoon session, is held in the daily registration folder.
- The outside area will be risk assessed daily to check that gates and boundaries are secure and to ensure that resources are in a good state of repair. The sand and water trays will be covered at night to prevent contamination.
- There is a UV protected canopy over the play area and parents are asked to agree to sun cream being applied to their children at appropriate intervals. Older children are encouraged to apply sun cream themselves. Parents are asked to send children with sun hats and Bobtails baseball caps are available for those that forget. There are shaded areas in the play area as well as the canopy.
- Children are always supervised by an adult and water play activities are overseen.
- Posters outlining the procedures to follow in the event of a child or adult choking or not breathing are displayed on the wall in the setting.
- Bobtails would like to emphasise that we expect the full co-operation of all employees, parents, students, visitors and children to ensure the success of school policies.

Toilet Hygiene Procedures

PLEASE LET SOMEONE KNOW BEFORE TOILET SUPPLIES RUN OUT

It is important to realise that putting bleach into the toilet bowl is not enough to maintain hygiene. The toilet needs to be cleaned both inside and out to ensure that bacteria are removed. This procedure should be followed at lunch time and again at the end of the day. In addition regular checks are carried out throughout the session to ensure everything is suitably clean.





Daily

Using protective gloves wipe surfaces with flushable disinfectant wipes in the following order:

1. Cistern
2. Handle
3. China toilet pedestal front & sides toilet bowl
4. Lid of seat outside and inside
5. Seat top
6. Underside of seat
7. China rim on top of
8. China rim inside toilet

Dry all surfaces with a paper towel.

Only at the end of the day (lunch time if we close at 12.30 and 4.15 if we are open all day) put bleach into the toilet and leave it until the next day. Ensure that toilet is flushed BEFORE any children use it the following day. Top up towels and toilet paper each day and check there is soap.

Wipe the taps and inside and underside of hand basins with a disinfectant wipe. These can be disposed of in the waste bin. Empty the paper towels and check that the bin is clean. Replace the bin liner.

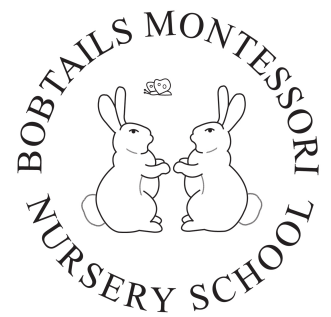
Sweep the floor and remove any debris. Use hot disinfectant/detergent water and a mop to wash the floors in both toilets and the lobby area. ALWAYS dry the floors using an old towel to avoid risks of adults or children slipping and hurting themselves.

Make sure children wash their hands after visiting the toilet and after you have changed their nappies. Gloves should be worn whenever changing a nappy or cleaning up an accident. This is for your own safety. Nappies and pull-ups must be bagged and put into the outside bin immediately. They must NOT be put into the paper towel bin. Any soiled clothing must be bagged and sent home the same day. If they are soiled with faeces you must use gloves and rinse off the poo into the toilet and then rinse and wring out the clothes, and then bag them to go home. Please do not send home dirty clothing.

Weekly (In addition to daily regime):

Flush toilet. Attach refill cleaning pad to toilet duck. Wet cleaning pad in toilet bowl and clean under the rim. Allow the cleaning product to run out of the pad and scrub the toilet bowl above the water line. Next clean below water line, making sure that the entire area especially the U- bend has been scrubbed. Release the pad into the water and flush it away. Rinse the applicator under the tap and dry it with paper towel. Ensure toilet duck holder is clean and put away.





Food safety Procedure

Bobtails catering will operate in accordance with “Safer Food better Business” guidelines and will comply with regulation (EC) number 852/2004 and The Food Hygiene (England) regulations 2006. We will use documentation supplied by the Food Standards Agency.

Opening and closing checks will be performed each day as follows:

Opening Checks

- Fridge, oven, steamer, kettle working
- Fridge temperature checked at maximum 5 degrees
- Clean aprons, work surfaces, sink and utensils
- Soap, paper towels and clean cloths available

Closing Checks

- Out of date food disposed of and no food left out
- Dirty cloths and aprons to laundry
- Bin emptied, cleaned and with a fresh bag

The following cleaning schedule will apply:

After Use & as necessary disinfect)	Daily (end of day)	Weekly (thorough clean
Work surfaces/chopping boards	Broom and mop handles	Fridge
Floor spills	Door handles	Microwave
Sinks	Microwave (wiped)	Oven
Crockery, cutlery & other utensils	Oven (wiped)	Floors
Steamer		
Cool box		
Cloths		





Any staff involved in preparation and serving of food will wash their hands thoroughly using antibacterial soap and the "hand wash only" basin when:

- Entering the kitchen
- Before handling food
- After touching raw food
- After handling food waste
- After emptying bins
- After cleaning
- After blowing their noses or those of children
- Hands will be dried with disposable paper towels

Additionally:

- Food will be transported in a cool box
- Raw and pre-cooked food will be stored at appropriate temperature (5 degrees C)
- Food will be reheated to 80 degrees for 6 seconds or 75 degrees for 30 seconds and if necessary kept at a minimum of 63 degrees for no more than 2 hours and then disposed of
- Hazardous substances and cleaning materials will be kept in a separate area.
- Packaging will be disposed of immediately and hands washed after contact
- To avoid cross contamination food stored in the fridge will have chilled at the top and raw at the bottom
- Work surfaces will be cleaned after raw food and before chilled or fresh food
- Foods will be kept apart at all times before serving
- Spills will be cleaned immediately
- Temperature of reheated food will be checked before serving
- Temperature of the fridge will be checked daily

Staff Training Procedure

Personal hygiene/cleaning

Opening and closing checks/diary checks

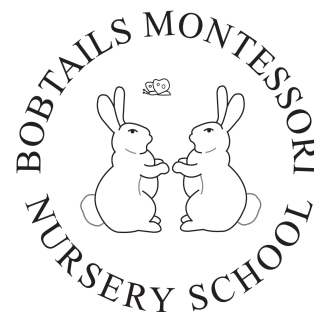
Additional checks such as probe accuracy

Cross contamination

Chilling/Cooking

A daily diary will be kept as recommended in "Safer Food Better Business" with a 4 weekly review of procedures





Any problems or queries will be directed to the Environmental Health & Food Safety Agency, Horsham 01403 215428 – Karen Aslett.

This policy applies both at Bobtails Nursery, Adversane and at 29 The Pines Horsham.

Kitchen Cleaning and Food Safety Procedure

PLEASE LET SOMEONE KNOW BEFORE KITCHEN SUPPLIES RUN OUT

The food safety procedure is displayed on the kitchen wall. Please make sure you are familiar with it. Aprons must be worn for all food preparation and each of you is responsible for laundering your apron.

In a country setting there is a risk of animal and insect infestation. At the start of each day, check that there are no signs of infestation in the kitchen.

Wipe down all surfaces including sink, drainer, window sill and hob with antibacterial cleaner and a clean cloth or use a disposable wipe if there are signs of infestation. Put the cloth in a weak bleach solution in the bowl until needed or bin the wipe.

Clean surfaces after food preparation and ensure that all food is put away in sealed containers or in the fridge at the end of the day/session. The fruit bowl needs to be put in the fridge or inside the microwave at the end of the day.

Brush the kitchen step after lunch to remove debris. The floor needs to be swept daily and mopped at least twice a week using disinfectant/detergent and hot water.

The kitchen bin must be emptied daily and nothing should be placed in the outside bin unless it is bagged. Check the top of the bin and inside and out and clean them if necessary. Outside bins need to be put out as follows: Household waste Monday for Tuesday collection. Recycled waste Wednesday for Thursday collection.

Wipe up any splashes on cupboards and tiles as soon as you notice them. Replace the bin liner.

Wipe inside oven and microwave daily paying special attention to the wave guard & white plate.

Wipe inside of fridge weekly and remove any build-up of ice at the back. Sort yoghurts etc. into date order and put those to be used first at the front of the fridge.

Sterilise drink jugs once a week using Milton tablets. Wipe kettle, cupboard fronts, tiles and shelves as needed. If there are cases of tummy upsets in the nursery it is wise to sterilise the cups, plates and cutlery daily and to serve snack to the children rather than let them help themselves.





Tea cloths and dishcloths will be taken home and washed. Any cloths or towels used to clean up bodily waste must be taken home and washed immediately as they are extremely hazardous and will quickly start to smell. Where possible use paper towels/kitchen roll to clean up body waste and put these straight into the outside bin in a bag. Nothing must go into the bin that has not been bagged.

Children must have their faces wet-wiped if they are messy with food or mucus. Please do not let children go home with dirty faces as this gives a very poor impression of the care they are having at Bobtails.

You must always wash your hands thoroughly before handling food, after using the toilet and after helping a child in the toilet as well as after changing nappies, cleaning up accidents and wiping noses. Regular and effective hand washing is the single most effective way to prevent the spread of all communicable diseases.

Opening and closing checks for kitchen area

Opening checks

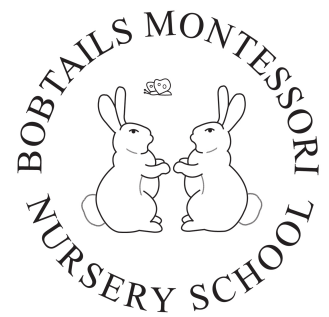
- Fridge is working properly (5 degrees or less), check fridge thermometer and that freezer is working
- Microwave, kettle, hob, oven, extractor fan, toaster, temperature probe (needs to be checked periodically with iced water(-1-1degree) and boiling water(99-109 degrees) are working properly
- Staff are fit for work and wearing clean work clothes (aprons)
- Food preparation areas are clean (work surfaces, equipment and utensils)
- Hand-washing and cleaning materials are available (soap, paper towels, cloths)
- Check for pest and infestation (animal droppings, urine stains, fly marks, footprints, holes, gnawed food or food packaging, nests, cobwebs, dead or alive insects, maggots, ant piles, evidence of birds)

Closing checks

- No food left out
- Out of date food thrown
- Dirty cloths removed
- Waste removed, bin bags replaced
- Check that perishables are within their sell by date and arrange food so that old stock is used first.



Responsibilities with Regard to Cleaning, Hygiene & Safety in the Nursery



This document has been produced in response to recent health and safety guidance.

Adequate cleaning is a specific requirement of Health Safety and Welfare Legislation. Proper cleaning reduces the incidence of infestation, illness and infection as well as reducing the risk of slips and falls due to liquid spills, wet floors and litter in the classroom. The following procedure will be reviewed and amended if necessary.

As Employers we have a duty to provide a cleaning schedule and employees have a duty to work to the standards of these schedules and to use appropriate protective equipment. Employers are required to perform random checks to ensure that cleaning procedures are being followed and in addition to stipulated requirements staff are expected to perform additional cleaning whenever necessary. These duties form part of your "terms and conditions of employment".

The Early Years foundation Stage statutory framework states that premises and equipment should be kept clean and that the provider should have knowledge of health and safety legislation. Regular and effective hand washing is the single most effective way to prevent communicable diseases. Spillages and bodily fluids should be cleaned using both detergents and disinfectants to protect against bacteria and viruses.

Tables and chairs need to be cleaned regularly especially after spillages and toilet accidents. Dettol is adequate for most occasions but for toilet accidents you should use a combination of detergent and disinfectant. Always wash out the mop or cloth you have used and never dry wipe urine or vomit. Any paint or scuff marks on the walls can be cleaned using kitchen cleaner and a cloth.

The hall floor must be swept after snack and lunch and in between if necessary. Shelves and equipment must be moved at least once a week and equipment retrieved and the floor cleaned. Door mats inside and outside the hall must be hoovered at least weekly and the floor mopped once a week as well as after any accidents.

Equipment must be complete and in a good state of repair. Damaged items must be repaired or replaced and missing pieces found.

The water play tray must be washed down and emptied every day. Paths and play areas need to be checked for hazards and dangerous plant growth such as nettles and briars. Any debris and dirt should be swept up, bagged and binned as necessary. Outside play equipment should be checked daily to find any missing parts and everything should as far as possible be put away at the end of every day/half day.

Cleaning is vitally important in running an early years setting. Parents expect high standards and statistics prove that a clean environment can substantially reduce levels of sickness in both staff and children.

