



## Health, Safety and Hygiene Policy



At Meithrinfa Deryn Bach we provide and maintain safe and healthy working conditions, equipment and systems for all our employees and a safe and hygienic early learning environment in which children learn and are cared for. To develop and promote a strong health and safety culture within the nursery for the benefit of all staff, children and parents, we provide information, training and supervision. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of safety matters and the particular arrangements which we will make to implement our health and safety procedures are set out within this policy and we make sufficient resources available to provide a safe environment.

Meithrinfa Deryn Bach have adopted Mudiad Meithrin's Health and Safety Guide for Early Years and Childcare Settings, 2009. The guide gives clear and concise information on important areas concerning children's health and safety in one document. Staff are required to familiarise themselves with the guide. The guide is available for parents to view if requested.

### **Areas of Consideration**

- General Safety

The safety of the children in our care is of utmost importance. The best way to avoid accidents to children is to make sure that their environment is safe and secure, and to ensure that children are supervised at all times.

Health and Safety procedures at Deryn Bach include:

- Undertaking regular risk assessments of the building and the environment.
  - Ensuring that there is an accident and incident book kept in the nursery and that staff record every such accident and incident.
  - Ensuring that the designated person has specific responsibility for First Aid – Laura Griffiths, and all staff members have a First Aid qualification.
  - Providing a safe environment for staff and children.
  - All electrical equipment is PAT tested.
- First Aid

- One adult with a First Aid Certificate will be present at all times in Nursery.
- Every member of staff will complete a Paediatric First Aid Course as soon as possible after appointment.
- All staff will attend regular refresher courses, at least every 3 years.
- There are 2 first aid boxes kept in Nursery, one in the staff room, and one in Explorers room.
- Childhood Illnesses
  - Every effort should be made to avoid spreading infection between the children and the adults in the Nursery.
  - No child will be accepted into Nursery if it is obvious that he or she is not well.
  - Exclusion periods for un-well children and adults will be adhered to at all times – please refer to Health and Safety Guide or Welcome Pack for exclusion periods.
- Administering Medication
  - Please refer to Deryn Bach’s Medication Policy.
- The Safety and Safeguarding of Children
  - **Collecting Children.** Every member of staff is aware of who is allowed to collect children at the end of the session.
  - Parents are made aware at registration that the child will not be allowed to leave the nursery with anyone that is not named on the registration form unless the parents have informed the staff of a change in the collection arrangements.
  - **Premises.** Steps are taken to ensure that children cannot leave the building unattended.
  - Steps are taken to ensure adults / visitors cannot enter the building unsupervised.
  - All visitors not known to staff are asked for identification.
- Healthcare

- Deryn Bach promotes a positive attitude towards outdoor learning. we will display a positive attitude towards the benefits of outdoor learning; carry out regular risk assessments; managing and evaluating appropriate risks; observing and supporting children’s play and learning experiences.
  - **Dental Care** Only milk and water will be offered as drinks at Deryn Bach. Low sugary snacks will be provided.
  - **Healthy Eating** Food and Health Guidelines for Early Years and Childcare Settings (2009) are followed.
- Hygiene and Cleanliness

Deryn Bach considers hygiene and cleanliness to be of utmost importance. Guidelines and recommendations are followed as set out by Public Health Wales 'Infection Prevention and Control for Childcare Settings (0-5 Years) All Wales Guidance (2014).

Standard Infection Control Precautions will be adopted by Deryn Bach. Examples of SICPs include:

Hand washing; use of protective clothing; safe management and disposal of wastes; decontamination: cleaning and disinfection; correct management of spills of blood and body fluids; correct handling and decontamination of laundry.

### **Hand Washing**

Hand washing facilities are available in all toilets, nappy change areas, kitchen / food preparation and laundry areas. Hands should be washed whenever hands are visibly dirty, and after:

- Using the toilet
- Toileting/handling potties/changing nappies
- Removing personal protective equipment (gloves and aprons)
- Contact with blood/bloody fluids (e.g. faeces, vomit)
- Touching any potentially contaminated surface (e.g. cleaning cloths/equipment, soiled clothing)
- Any cleaning procedure
- Caring for sick children
- Sneezing/blowing nose

- Dealing with waste
- Playing outside or playing with sand and water

**Before**

- Preparing and serving food or drink and feeding children
- Eating and drinking
- Going on a break
- Handing sterilised feeding equipment
- Preparing a feed

**Personal Protective Clothing (PPE)**

When should PPE be worn:

<b>Level of contact with blood and body fluids</b>	<b>PPE required</b>
None (for example, playing with child)	None
Possible contact e.g. Cleaning toys and equipment	Household gloves e.g. Marigolds or disposable gloves, plastic disposable apron
Likely contact e.g. Nappy changing	Disposable gloves, plastic disposable apron
Risk of splashing (for example, nose bleeds, cleaning up spillages of body fluids e.g. Blood, vomit, urine)	Disposable gloves, plastic disposable apron
Cleaning up blood and bodily spillages	Disposable gloves, plastic disposable apron

**Waste Management**

Waste can be harmful to health and the environment and should therefore be disposed of in the correct manner.

In Deryn Bach all bins are in good working order. A cleaning schedule is in place for the emptying of bins at the end of day.

**Laundry**

Laundry is carried out in the designated laundry area. Soiled clothes should be placed in a nappy sack and given to the parents to be washed at home. Staff should follow the laundry guideline displayed in the laundry area. Linen is to be washed at 60°.

## **Cleaning and Disinfection**

Cleaning is a mechanical action (e.g. wiping or scrubbing) that uses warm water and detergent to physically remove germs but does not inactivate them – to effectively clean an object or surface a three step approach is advised:

1. Clean item using detergent and warm water to remove visible decontamination and dirt
2. Rinse object/surface under running hot water or wipe with a cloth and clean water
3. Thoroughly dry the object / surface.

Disinfection is a process that uses chemical agents or heat to reduce numbers of germs (e.g. bacteria/viruses). It does not kill all germs but can be used to reduce numbers to safe levels. Such objects / surfaces include potties, nappy changing mats, toilets and the toilet environment.

Deryn Bach will adopt the 1-stage chemical disinfection using a combined detergent and disinfectant product:

1. To undertake this, a combined detergent and disinfectant product should be used. The item should be thoroughly wiped with the solution to remove visible contamination and dirt, as well as disinfecting.

## **Toileting, Nappy Changing and Potties**

### **Nappy Change Procedure**

Equipment required:

- Hand Wash basin hot and cold running water, liquid soap, disposable paper towels
- Waterproof change mat
- Disposable sheets for change mat/changing area
- Disposable apron and gloves
- Babies own personal creams/nappies/wipes
- Nappy bags for soiled nappies
- Lidded foot operated waste bin
- Disposable cloths
- Combined detergent and disinfectant acceptable in place of separate detergent and

disinfectant

#### Method

- Wash hands and put on disposable apron and gloves
- Place a clean disposable sheet over the change mat/area
- Remove the nappy and clean the baby
- Place soiled nappy and baby wipes into plastic nappy sack
- Apply cream if needed – change gloves or use a clean spatula to dispense the cream
- Place nappy sack into waste bin
- Change nappy
- Remove disposable sheet, place into waste bin
- Clean and disinfect change mat and any other areas that may have been touched during the nappy change.
- Thoroughly dry change mat and surrounding area with disposable paper towels
- Dispose of PPE and wash hands thoroughly **CLEAN AND DISINFECT AFTER EACH NAPPY CHANGE EVEN IF THERE IS NO VISIBLE CONTAMINATION**

#### **Decontamination of Potties**

##### Equipment required:

- Disposable cloths
- Paper towels
- Personal protective equipment (disposable gloves and disposable plastic apron)
- Combined detergent and disinfectant
- Designated sink for cleaning equipment
- Hot and cold running water

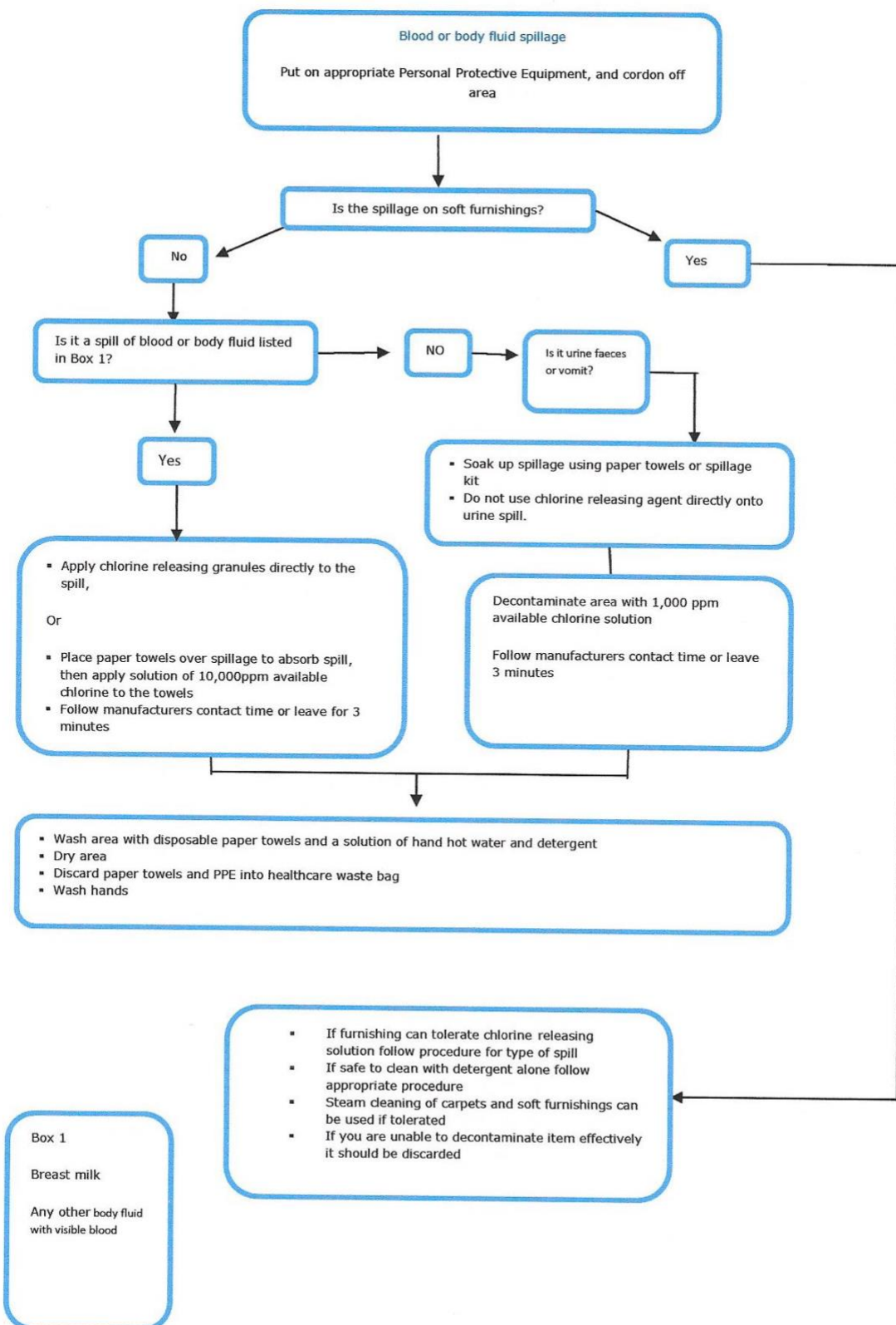
#### Method

- Put on disposable aprons and gloves
- Empty contents of potty carefully into a toilet

- Immerse the potty in a hot water and detergent/disinfectant solution
- Using a disposable cloth thoroughly clean potty surface
- Dry thoroughly
- Store the potty in an inverted position and not stacked until required for use
- Thoroughly clean and disinfectant sink
- Dispose of PPE and wash hands thoroughly

## Blood and Bodily Fluids

### Procedure for dealing with blood and body fluid spillages





## **Toys and Equipment**

Toys and other play equipment are important for the social and educational development of children. The sharing of these items between children can, however, be a potential source of infection as they can become contaminated with germs from unwashed hands, surfaces, spills of body fluids, or by children putting their mouths to them. Germs can survive on the surface of equipment and toys in sufficient numbers to present a risk of infection.

Key Points:

- All toys/equipment should be checked regularly and replaced if broken/damaged
- All toys should be included in the childcare setting cleaning schedule, clearly stating process and frequency of cleaning – displayed in each room.
- Frequency of cleaning will depend on type of toy/equipment, nature of use and level of contamination
- Toys should be initially cleaned with detergent and hot water. If disinfection is required (i.e. Where the toy is potentially contaminated) a bleach (hypochlorite) solution, at the recommended dilution, should be used.
- Routine cleaning and disinfection of equipment.

## **Staff Health**

Staff within the childcare setting are at risk of contracting infections both from each other, and children within their care. Therefore, all childcare settings should have appropriate policies and procedures regarding both infection prevention and control, and communicable disease management to protect their staff. Please refer to Mudiad Meithrin's Health and Safety Guide for Early Years and Childcare Settings, 2009.

## **Food and Kitchen Hygiene**

A high standard of hygienic practices in the preparation and storage of food, together with the use and maintenance of clean kitchen areas and equipment, are vital for ensuring the safe delivery of food. Poor food handling and personal hygiene procedures such as poor hand washing, together with the ingestion of contaminated food or water, can spread germs that cause food and water-borne diseases.

All hand and food contact surfaces must be kept hygienically clean and be thoroughly cleaned and disinfected after contact with contaminated material (e.g. raw meat or vegetables). Chopping boards, cooking and feeding utensils, including children's drinking beakers, should be cleaned and disinfected using sink or dishwasher methods at high temperatures.

## **Bottle Preparations / Feeding**

Powdered Infant Formula (PIF) PIF, is not a sterile product, and therefore could potentially be contaminated with organisms that could cause serious illness. In general there are two potential routes in which PIF could become contaminated;

- Intrinsic contamination (occurs during manufacturing process)
- Extrinsic contamination (occurs from contaminated environment/ utensils used to prepare feeds).

### Key Points

- Ensure setting has written guidance for staff in the preparation and handling of PIF
- All individuals involved in the preparation and administration of PIF feeds should be trained to ensure feeds are not contaminated
- All equipment utilised to prepare or administer feeds is thoroughly cleaned and sterilised prior to being used.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
18 <sup>th</sup> June 2015	Lmgriffiths	7 March 2019