



Christchurch Pre-School Nursery
London Road, Braintree, Essex, CM7 2LD
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HEALTH AND HYGIENE POLICY

We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations. Our daily routines encourage the children to learn about health, safety and personal hygiene.

The cleaning of our premises is undertaken by the Church who employs cleaners and a caretaker. Although upon our arrival each day before a session begins the hall is checked for cleanliness, and dealt with, reporting to the church office should it not be up to standard. Nursery staff check the sinks and toilets before the session begins. We record in a toilet book when a child has been changed or used the toilet. Potties and toilet seats are cleaned and sterilised. After every session staff will again clean and sweep the hall and clean the toilets and sinks with disinfectant before leaving the building. Nursery staff have no responsibility for the kitchen area unless we have booked it for cooking or made hot drinks when we tidy up for ourselves. We have a storage cupboard and a fridge there exclusively for our use. **Aside from this, only Terri Bown & Sarah Cutts are allowed access to the oven, signed off by Dorothy Lodge (Property Manager).** No children are permitted access to the kitchen. We have a sink area in the main hall that is for our use. The kitchen is inspected regularly by the health and hygiene officers and has an excellent 5* rating. The temperature of the fridge used by us is recorded each day. A risk assessment to all areas is also undertaken before each session begins.

GENERAL HYGIENE PROCEDURES

Staff use single use gloves and aprons provided when changing nappies/pants. We bag soiled clothing for parents to take home and clean.

Staff use single use gloves and aprons provided for cleaning spills blood/urine/faeces/vomit – contaminated cloths, etc to be disposed of in yellow clinical waste bags. Furniture and toys to be cleaned using disinfectant sprays. A deep clean of all Nursery equipment using sterilising solution takes place when needed, but at least annually.

PROCEDURES FOR CHANGING NAPPIES

We have a designated changing area within each room. It is screened off for children's privacy but so that staff are in sight and sound of each other. Children are continually reassured if distressed.

Staff changing the child wear disposable aprons and non-latex gloves due to the increase in latex allergies among children.

Changing mats are used and cleaned thoroughly with anti-bacterial wipes and spray after use. The changing mat is at ground level for safety. In addition, we have a changing table which is available for staff to use when required (it may be more comfortable for some staff to use rather than bending over on the floor). Staff never leave a child unattended when changing a nappy.

Used nappies are placed in nappy sacks and disposed of in the bin especially for nappies **by the toilets in Rainbow Room.**

The child's key person is **ultimately** responsible for the child's intimate care, **but all staff take turns in changing nappies & working alongside parents with toilet training.** Every time a nappy or child's clothes are changed, staff record the event and time changed in the toilet record book.

We encourage parents to supply a change of clothes and pull-ups , but keep a supply which we regularly check and replenish as necessary.

PROCEDURES FOR TOILET TRAINING

We work in partnership with parents during this time, and work according to instructions given by the child's parent, so we closely continue what is happening at home.

Children will be offered the potty/toilet at regular intervals during the session. (They may bring their own potty if preferred).

Attempts at using the potty/toilet, even if unsuccessful, are rewarded with praise, sticker charts are maintained.

Children are reassured if distressed about any "accidents". We have a change of clothing available should it be required but parents are encouraged to provide child's own clothing if possible.

Washing hands after using the toilet is emphasised, using paper towels. Soap is available at all hand basins.

All resources are checked and cleaned thoroughly and replaced when needed.

DRINKS

Drinks are available throughout the session; children can ask or help themselves. Water and drinks are encouraged after any physical exercise. We offer only water or milk to drink. Parents are asked to provide their children with their own drink in a named bottle, we encourage only water. We encourage independence by having water to drink and for the children to pour their own drinks at snack time.

SNACK TIME (see also Separate Food & Nutrition Policy – May 2025)

We provide healthy snacks for the children purchased locally and stored at the correct temperature in the kitchen (in our designated kitchen cupboard or fridge). Food is checked to ensure its in date and any wasted food is disposed of daily. The food preparation area is cleaned before and after use and we have separate hand washing facilities.

Morning snack time is around 10.30 am and afternoon snack time is around 2 pm.

Before the preparation of snack staff wash their hands and use disposable gloves to prepare food, all food surfaces are sterilised as are chopping boards. Staff members have attended food hygiene courses and hold certificates. Food is kept covered and stored correctly.

Children wash their hands and collect a plate and cup (or their provided drink from home) and sit down. Children enjoy a wide range of healthy snacks, fresh fruit and raw vegetables. Multi-cultural and special occasion foods are also offered according to festivals and events being celebrated.

The children are encouraged to become independent by helping with the snack preparation and the distributing of snacks and the pouring of their own drinks to encourage independence and gain confidence.

Snack time is an enjoyable part of nursery routine, allowing the staff at the table to listen and talk to the children, promoting good table manners and an awareness of healthy eating. The children are allowed to eat and drink at their own pace and are never made to eat or drink anything they do not want to, although they are encouraged to try new foods.

Children's dietary needs and any allergies are provided by parents on their registration form. These are also recorded on contact cards. Each room will have an allergy list to ensure that each child receives only food and drink that is consistent with these requirements. Children with special dietary needs or allergies have their snacks stored in a separate container away from possible allergens.

LUNCH TIME (see also Separate Food & Nutrition Policy – May 2025)

Many children stay all day at Nursery, so in addition to snack time they have lunch (around 11.45-12.30). Children are asked to tidy rooms, wash hands, collect lunch boxes and drinks and sit with their friends and staff who supervise them throughout, helping them to open packets, helping with any spillages and toileting needs. We continue to promote healthy eating and good manners. Parents are asked to provide a healthy packed lunch for their child, including an ice pack and these are stored in a cool place on arrival.

HOT LUNCH WEEKS (see also Separate Food & Nutrition Policy – May 2025)

We also provide **several** hot lunch weeks over the year in Sunshine Room in preparation for big school. We provide a healthy hot meal three days of the week and encourage the use of knife and fork and how to carry and hold their trays correctly. **We hope to roll this out in Rainbow Room also.**

COOKING ACTIVITIES

Children do not have access to the kitchen. Staff explain the importance of good hygiene, washing hands before cooking and follow simple hygiene rules throughout the experience. Staff explain about hot and cold, how to stay safe and supervise the children using equipment like mixers, blenders, **soup makers, bread makers, air fryers.**

CURRICULUM

As part of the childrens learning, we teach and encourage the children to have good manners and to understand good practices with regards healthy eating and good hygiene. We also use our resources and plan activities to help them learn to keep themselves safe, both in the home and outside.

NO SMOKING

We have designated the premises and outside area of the building as a smoke free zone. There is strictly no smoking in the nursery or the grounds.

ACCIDENT/ BUMPS AND BRUISES / INCIDENT

Accident Book - Should a child be hurt, we take appropriate action, then complete an accident form. **Completed forms are shown to the parents at collection time, with the accident explained to them. We ask them to sign the form & they keep the original, with the carbon kept in the book for records. If it is a serious injury (most definitely a head injury), the parent is given a phone call to advise. It is then up to them if they want to come & collect the child early. Serious injuries or injuries resulting in**

a visit to the GP, call to 111 or visit to A&E is followed up by the Manager & an incident report is written .

Bumps and Bruises Book - At the start of each session we record any bumps or bruises that a child may have on arrival at Nursery. The bump/bruise is discussed and noted on the child's individual contact card and signed by the parent. We then put in the Bumps & Bruises diary who has arrived at Nursery with a mark so this can be monitored, and re-occurrences can be identified.

Incident Book - For recording major incidents, e.g. break in, theft, intruders, fire, flood, death. We record the date and time, nature of the event, who was affected and how it was dealt with, including any follow up necessary. The incident book is not for recording issues of concern involving a child. This would go in their personal file.

REPORTING

OFSTED are notified as soon as possible, but at least within 14 days of any instances which involve -

- *food poisoning affecting two or more children. Also, we report this to the Environmental Health Department.

- *a serious accident or injury or a serious illness or the death of a child in our care (and the action we take in response). Local child protection agencies are also informed and we act on any advice given by those agencies.

- *We comply with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) by reporting to the Health and Safety Executive:

- **any work related accident leading to an injury for which the child or adult is taken directly to hospital for treatment.

- **any work related injury to staff which results in them being unable to work for seven consecutive days. All work related injuries that lead to an employee being incapacitated for 3 or more days are recorded in the accident book.

- **when a member of staff suffers from a reportable work related disease or illness as specified by HSE.

- **any death of child or adult that occurs in connection with activities relating to our work.

- **any work related injury leading to a specified injury to an employee. Specified injuries include fractured bones, loss of consciousness due to head injury, serious burns or amputations.

- **any dangerous occurrences, for example, an event that doesn't cause an accident but could have done (gas leak).

- *When we are informed that a child/adult has been diagnosed as suffering with a notifiable disease under Health Protection (Notification) Regulations 2010 our Manager informs Ofsted and contacts Public Health England acting on advice given.

This policy was agreed and reviewed at a meeting of Nursery Committee held in June 2025.

Signed:

Manager

Committee member