

## Health and Safety Policy and Procedure

It is highly important to maintain a safe, clean and healthy environment. Personal and environmental hygiene is paramount. All staff have a moral and ethical responsibility and are expected to lead by example on health and safety and good food handling. All staff are responsible for following this policy and procedure correctly. Food handlers will be provided with relevant training.

**Health and Safety Manager** – Christina Smith: Food hygiene certificate Level 3 Dec 2019, Health and Safety in the workplace certificate March 2020

Food rating certificate will be display for parent's view in office window – Last inspection Dec 2019 – 5 stars.

## COVID

All children, parents, staff and visitors have a responsibility to keep everyone involved with Tina's Tots safe and healthy. Please refer to the COVID policy for further details.

## Organising Premises

Our staff, children, visitors including parents must ensure they contribute to a safe environment by:

- Not using mobile phones, smart watches or other personal electronic devices within the rooms or in places where children are present. Staff are permitted to use these devices in the staff room or entrance but are not permitted to take images, videos or facetime/any other apps which require a visual.
- Parents should use the correct gate and door to gain access/drop off and collect their children.
- Parents should call the nursery 5 minutes before they arrive to collect their child so that they can be ready and organised for a quick collection.
- The gate must be closed at all times, not holding it open for others to enter. The code should only be given to those you are trusting to collect your child.
- All equipment should be stored safely in allocated places:
  - Cleaning products must be stored in the outdoor cleaning shed, locked at a high level and in locked cupboards under the kitchen sinks.
  - Tools for children placed in suitable boxes.
  - Ladders stored in cupboard only to be used safely when there are no children in the immediate location and when supervised by another adult.
  - Paint and other decorating equipment to be stored in the cleaning cupboard outside.
  - Staff personal belongings should be stored in the lockers provided and should not be used until on allocated breaks. (Coats and shoes for outdoor play should be kept in the room with easy access).
- Toys, equipment and resources should be divided into the correct zones within each room with consideration taken as to child access.
- All equipment should be used correctly and safely, modelling correct use to children, visitors, staff and parents.
- Advice should be sought before using or operating any equipment or resource that is unfamiliar.
- Equipment, resources or animals should not be brought into the premises without the manager's consent.
- Equipment, toys or other items should not block emergency exits.
- Fire doors should be closed and not propped open.
- Children's coats and other belongings should be stored on the pegs provided, on the shoe stands and in individual nappy baskets all labelled with the child's picture and name.

- All children's belonging should be labelled with their name, unlabelled items may be misplaced and is at the risk of the parents.
- Outdoor equipment should be kept, stored and looked after outside.
- Items not in use should be put away.
- Report any issues, unsafe or broken equipment to the manager as soon as possible.

## **Cleaning**

- Staff should keep themselves and workplace clean and tidy – follow cleaning rota.
- Most cleaning will be carried out by a cleaner daily out of hours.
- All areas should be suitably cleaned with correct sprays.
- Disposable cloths should be used to clean the different areas (Red- Bathrooms, Green – Kitchen, Yellow – Preschool Room, Blue – Baby Room)
- Cleaning cloths should be cleaned daily or disposed of.
- All items should be rinsed before placing in the dishwasher.
- All items washed either by hand or by dishwasher should be left to air dry.
- Keep all cleaning products away from food and stored safely in a separate lockable cupboard.
- Report signs of pest infestations to manager straight away, keep monthly log of checks.
- Report any defects in premises or equipment to manager straight away.
- Keep paper records safe and away from food (cleaning rota, temperature tests, delivery records, allergens list).
- Hot water should flow at 41 degrees.
- Cold water should flow at less than 10 degrees.
- There should be a separate hand washing area in the kitchen.
- There should be a separate area/sink for washing fruit and veg in the kitchen.
- There should be a separate area for de boxing products.
- There should be good lighting where food is prepared and cooked.
- There should be preventions in place for controlling pest infestations and a log kept of checks.
- The walls and flooring should be light in colour, water resistant and cleaned regularly – cleaning rota.

## **Personal Hygiene**

Our staff and visitors including parents should ensure:

- Wash your hands regularly with antibacterial hand wash provided in all bathrooms and/or the hand sterilising liquid soap provided at the entrance to each main room:
  - Before entering the building or when moving between bubbles
  - Before handling food
  - After handling raw food
  - After handling waste
  - After visiting the toilet
  - After blowing nose
  - After handling allergens
  - After combing hair
  - After touching face, mouth, nose or ears
  - After cleaning duties
  - After smoking or vaping
- No smoking or vaping is permitted on the premises or outside the gates. When entering the building the smell of smoking or vaping should not be noticeable on clothing or body.
- Do not lick fingers to separate bags etc.
- Dry hands on disposable towels.

- Wear protective clothing whilst in the food room (must not be worn outside this room).
- If wearing gloves, these must be changed as much as you would wash your hands.
- All food handlers must have a high standard of personal hygiene (clean hair – tied up, clean clothes (no animal hairs or stains), smell clean, clean short finger nails, no nail varnish or false nails etc – staff may be requested to improve their personal hygiene if seen to be of a lower standard than expected at Tina's Tots.
- When handling raw meat, a disposable apron/alternate apron should be worn.
- Handler must inform manager of any: infections, diseases, food poisoning (living with someone with food poisoning), cold, flu, discharges from eyes or ears, vomiting, wounds, sores, eczema, head lice or diarrhoea as you may not be allowed to carry out your normal duties or require doctors note specific to food handling or required to stay off work for 48 hours.
- Cuts or sores must be covered with blue plasters.
- Head coverings should be worn and placed on before all other protective clothing.
- No jewellery, watches or strong-smelling perfume should be worn whilst preparing food.

### **Online-Safety (See Online Safety Policy)**

Children are taught how to keep themselves safe in all aspects of life including when online. Children, parents and staff:

- Should not use personal electronic devices within areas of the building where children are present.
- Images and videos will only be taken on Tina's Tots devices.
- Images and videos will only be shared on social media with manager's content.
- Parent consent to share images within the setting and online is gathered in the sign-up documentation.
- Children are shown images, videos and other clips with a rating of U.
- Children are supervised when using electronic devices.
- Children are not permitted to browse the internet whilst at Tina's Tots.

### **Staying Safe and Healthy**

Children are taught:

- About healthy lifestyles including having a balanced diet and plenty of exercise.
- To try different foods and which foods are healthy, this is often through the varied meals provided but also in group activities with taste test etc.
- That brushing your teeth should be done twice a day, this is taught through circle time and role play.
- The effects of exercise on our bodies during gross motor skill development, free play and outdoor play.
- The name of body parts including: penis/willy, testicles, nipples, bottom, vagina, breasts this is taught when talking about themselves and correcting names they use and also in role play and circle time.
- Road safety when out on visits and through role play.
- Stranger danger through circle time and role play.
- To express themselves and talk freely about their feelings.

### **Mental Health**

Staff, children and parents mental health is taken very seriously and circle time is used with children to help children understand their own feelings and thoughts and those of others. We promote a happy safe environment where everyone feels supported, respected and an equal member of the team. Children are taught to help others and build strong relationships. Staff have buddies in place when new to Tina's Tots or need some peer support. We are always open and honest with everyone and always try to accommodate individual requests or support for families. The manager operates an open door policy encouraging parents and staff to talk and share any problems or issues.

## **Fit for Work**

Tina's Tots staff are required to fill out a return to work form when they have had a period of two or more days that hasn't been requested for holiday. Tina's Tots will record all absence from work and the reasons for this.

## **Under 18**

Tina's Tots takes the health and safety of all their staff seriously and aim to provide a safe secure environment to work in. Staff at Tina's Tots that have not yet reached their 18<sup>th</sup> birthday may have additional requirements such as:

- Work only 8 hours per day
- May have a 1 hour break every four hours into their shift
- Parent permission form to be completed
- Begin their shift no earlier than 7am
- Finish their shift no later than 7pm

## **Positive Healthy Body and Mind**

Having a healthy body and mind is vital to personal development therefore having a positive attitude towards food and sleep is very important. Children under the age of 2 ½ are encouraged to have an afternoon sleep as long as their require. This takes place in a dark, quiet, safe space. Children are laid on their back on their own personal bedding with their own personal comforter. White noise may be played in the background and tummy rubs if needed to help ease children into natural sleep.

Children are provided with a wide variety of foods for snacks and meals at Tina's Tots. Children are never forced to eat or drink however they are always encouraged to give food a go. Desserts are not always of a refined sugar variety; they may be natural fresh or dried fruits or yogurts. All children are treated fairly and the same, in allergy cases alternatives are provided however aim to be as similar to the original option as possible.

Children are provided with many opportunities within the day to be physically active, indoors and out. Children are encouraged to participate in all activities and practitioners differentiate activities for those unable to participate due to physical difficulties. Where children are unwilling to participate even with adult support and encouragement children are not forced. Alternative arrangements will be made to ensure all children are involved in learning and feel positive about themselves and their abilities.

## **Preparing Breast Milk/Formula Feeds**

Breast milk:

- If parents require Tina's Tots to store breast milk they must provide a suitable container which states, the child's name and the date of which it was expressed.
- Breast milk must be kept in the fridge at 4 °C for up to 5 days.
- Breast milk can be stored in the ice compartment of the fridge for up to 2 weeks.
- Breast milk can be stored in the freezer for up to 6 months.
- Defrost any frozen breast milk in the fridge and use after thawed.
- Expressed breast milk can be feed from the fridge or heated to body temperature. Place container/bottle in a jug of warm water to heat breast milk (do not use a microwave as this can create hot spots).
- Ensure bottle and any other equipment is sterilised before use.
- Ensure all work surfaces are clean before use.
- Ensure hands are clean before preparing feeds.
- Record amount of milk taken and at what time to share with parents on daily notes sheet.
- Discard any leftover breast milk if it has been heated.

Formula milk:

- Parents must ensure all equipment is sterilised before use.

- Parents should send a labelled container stating how many scoops are in each section, name of child and name of formula milk.
- Staff must ensure all work surfaces are clean before use.
- Ensure hands are clean before preparing formula feeds.
- Place fresh cold water in the kettle before boiling – use within 30 minutes.
- Ensure formula is made up according to manufacturer’s label.
- Formula milk should not be made up in advance.
- Where there is no other option than to pre-make formula feed, milk must be kept refrigerated at 5°C.
- Milk must be used within 2 hours.
- Discard milk after 24 hours.
- Record amount of milk taken and at what time to share with parents.

### Sterilisation

- All feeding equipment for babies must be sterilised.
- Wash all bottles and feeding equipment carefully before sterilising.
- Ensure hands are cleaned before touching sterilised equipment – use tongs wherever possible to handle sterilised equipment.
- Ensure all work surfaces are cleaned before use.
- Use cold water in steriliser and place unit in the microwave for 8 minutes. **Do not take the unit out straight away as it becomes very hot. Be aware of hot steam when opening steriliser.**
- Shake off any excess water from any equipment after sterilising – DO NOT wipe dry with clothes.
- Equipment can be left in the steriliser if unopened for up to 24 hours.
- Limit the amount you touch sterilised equipment and avoid contact with work surfaces (bottom of bottle and top of upturned lid are ok).

### Food Allergens

Food allergens must be stored safely and suitably packaged. Parents should be notified that Tina’s Tots uses some of these products in their menus.

Children with allergies must inform Tina’s Tots before starting and the necessary procedures put in place i.e, parents bringing in their own foods or separate foods created on site using separate equipment and protective clothing. Children who suffer from anaphylactic shock must not be moved, an ambulance called and the EpiPen administered.

Children who require alternate foods should be served their food on a white plate/bowl/cup with white plastic knives and forks. All staff should be aware of children who have allergies and these are to be displayed in both rooms, the office and the kitchen. The cook will ask each room leader daily of which children who have allergies are present that day. This will be signed on a daily sheet. As an extra requirement the cook will then ask a staff member to sign against receiving the child’s alternative meal (white plate/bowl/cup) and that they are then responsible for ensuring that this child does receive this. Extra care will be taken for children who have touch allergies to ensure that foods/substances/liquids are cleared and cleaned away efficiently to ensure no harm can come to the child.

A breakdown of each meal can be provided to parents with allergens highlighted in bold.

- Celery and celeriac.
- Cereals containing gluten.
- Crustaceans
- Eggs
- Fish
- Lupin
- Mollusca

- Milk
- Mustard
- Nuts
- Peanuts
- Sesame seeds
- Soy beans
- Sulphur dioxide and sulphites at levels above 10mg per kg or 10ml per litre.

### **Storage of Food**

- Ensure all foods are delivered at the correct temperature (chilled – below 8 degrees, frozen – below 12 degrees)
- Place food in appropriate storage within 20 mins of delivery.
- Where possible remove outer packaging before taking into food preparation zones.
- Keep records of deliveries (date, time, suitability of items).
- Ensure all food is covered when stored and labelled with a used by date (partly used food must be used within 48 hours).
- Food held above 8 degrees must be used within 4 hours.
- Cool food quickly – freeze once cooler if freezing is needed, cooling time should not exceed 1 ½ to 2 hours.
- Check fridge temperature is set to 5 degrees and does not exceed 8 degrees. If fridge is over 8 degrees inform manager for fixing, record temperatures weekly.
- Check freezer temperature is set to -18 degrees.
- Frozen foods can only be stored up to: Veg and fruit – 12 months, Most meats - 12 months, Pork sausages – 6 months, Offal – 6 months, Fish – 6 months, Butter and soft cheese – 6 months.
- Ensure fridge and freezer are clean and not overloaded with food (good air circulation).
- Do not refreeze food that has thawed.
- Ensure food is stored correctly – raw meat at the bottom of the fridge, potatoes in the dark.
- Check best before and used by dates when cleaning the fridge/cupboards weekly, rotate the stock to limit waste.
- Do not keep open cans in the fridge – transfer food to a suitable airtight container.
- Ensure good stock rotation (FIFO – First in, first out).
- Wash all fruit and veg.
- Keep open jars or packaging in the refrigerator – correctly covered.
- Keep dry food stuffs in airtight containers.
- Keep any allergens in a separate cupboard – labelled correctly.
- Always read the manufacturer’s label on storage.
- Ensure foods provided by parents are correctly stored in suitable containers and are in date.
- No food stuffs will be given to a child if the used by date has passed.
- Ensure child’s name is on container of any foods provided by parents.
- Tina’s Tots will not store food for parents (only that is to be consumed that day).
- Notify Ofsted of any poisoning outbreaks involving 2 or more children.

### **Preparation of Food**

- Staff are responsible for ensuring there are no cases of food contamination, cross contamination or food poisoning.
- Ensure hands are clean before preparation begins.
- Ensure all surfaces are cleaned before use.
- Ensure all equipment is clean and safe to use by individual (age appropriate equipment if children are helping to prepare good).

- Ensure suitable clean clothing (apron/gloves/head wear) are worn by all who prepare food.
- Ensure equipment has not been cross contaminated (coloured chopping boards and utensils).
- Raw meat should be prepared with a red board and red knife.
- Ensure blue plasters are worn on cuts when preparing and cooking food.
- Wash all fruit and vegetables before use in a separate sink to washing utensils.
- Ensure pets are not around food preparation or cooking.
- Do not use products where the packaging is damaged before use – inform manager.
- Consider allergies when preparing and cooking foods.
- Be aware of thawing food – ensure fully thawed.
- Ensure food is heated to 75 degrees.
- Use a probe to check the temperature of food.
- Follow manufacturer's guidelines to prepare and cook foods.
- Ensure food is made in a safe and suitable environment where hazards do not put the food at risk and the equipment do not cause hazards to those around.
- Do not use the same spoon to repeatedly test the food.
- Keep pans covered during the cooking process wherever possible to avoid physical contamination.
- Keep all cleaning product in a separate cupboard from food stuffs.
- Limit the use of the environment from others whilst cooking hot foods.

### **Safe Disposal of Waste**

- Empty internal bins daily (lidded bins with plastic lining).
- Nappies must be placed in yellow bin liners and be placed in the yellow bin outside.
- Clean internal bins with antibacterial spray once daily.
- Do not put bins on work surfaces and limit the other places the bin is placed whilst emptying or cleaning.
- Always clean with antibacterial spray any areas where waste has been.
- Always clean hands after disposing of waste.
- Ensure bin has suitable, well fitted lid.
- Ensure external bins (lidded bins with plastic lining) are correctly stored in the bin shed, away from children and placed ready for collection on the correct days.
- Wear necessary protective clothing when disposing of waste.
- Dispose of medical waste appropriately.
- Dispose of bodily waste down the toilet where appropriate.
- Place used nappies straight into a nappy sack not onto the work surface, place the nappy bag in the nappy bin (yellow bin liner) and then place contents into the yellow external bin daily.
- Clean any areas coming into contact with human waste as soon as possible.

### **Caring for Pets**

- Demonstrate and teach children how to care for pets – feeding, grooming etc.
- Ensure children wash their hands after handling animals.
- Ensure pets bowls/feeding equipment is away from children.
- Ensure any animal faeces indoors or out are removed immediately and appropriate cleaning is carried out.
- Ensure pets have their own quiet space.
- Keep pets clean and healthy and up to date with any treatments.
- Checks should be carried out informally every day and logged if needed.

### **Fire Safety**

- Fire hydrants will be tested annually.

- Fire alarms will be tested by zone weekly and a record kept in the fire file.
- Brake pad points will be tested weekly and recorded.
- Fire drills will take place three times yearly and feedback provided to staff.
- Appliances are pac tested.
- All appliances should be turned off when not in use.
- Plug sockets should be turned off when not in use.
- FD30 fire doors should be kept closed at all times and not propped open.
- Emergency lighting should be tested monthly and recorded in the fire file.
- The fire alarm should be serviced annually.

**EHOs** (Environmental Health Officers) and **TSOs** (Trading Standards Officers) are allowed to enter the building and inspect all areas at any time. If a notice is served Tina's Tots will have 14 days in which to act on any recommendation etc. An emergency notice could result in immediate closure. Prosecution could result in fines or imprisonment (6m – 2 years).

Date updated: 03.11.21

Written by: C Smith

Review date: Dec 2021