

Health and Safety Policy (including hygiene procedures)

Version: 1

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Policy Statements

The following policy statements are drawn from the Trinity College Health and Safety Policy which is the governing policy for Trinity College Day Nursery.

1. Trinity College (Bristol) Limited (together with its subsidiary company, Trinity College Enterprises Limited) recognises and accepts its responsibility as an employer for providing a safe and healthy work place and working environment for all its employees, casual workers and volunteers. It also recognises a similar responsibility for providing a safe and healthy environment for students and visitors.

2. The College will take such steps as are reasonably practicable to meet this responsibility, paying particular attention to the provision and maintenance of:

- Plant, equipment and systems of work that are safe
- Safe arrangements for the use, handling, storage and transport of articles and substances
- Sufficient information, instruction, training and supervision to enable staff to avoid hazards and contribute positively to their own safety and health at work
- Safe place of work and study with safe access and egress
- Adequate welfare facilities

3. The College reminds its staff and volunteers of their duties under section 7 of the Health and Safety at Work Act 1974 to take care of their own safety and that of others and their responsibility to co-operate with the College fully so as to allow the College to carry out its own responsibilities successfully.

4. A copy of this statement will be available from the Executive Director's office. The statement will be reviewed by the Senior Management Team at least annually and whenever necessary to take account of new legislation and current good practice. Revised copies of this statement will be issued as necessary following a review.

5. The Executive Director will be responsible for the preparation and maintenance of Health and Safety policy and for the co-ordination of Health and Safety matters within the College.

6. The day to day operation of the Health and Safety at Work policy will be monitored by the Property Manager by means of safety audits, inspection of facilities and equipment, and investigation of accidents and dangerous occurrences. The Property Manager will report on these matters to the Executive Director as appropriate.

7. Where individual cases arise with respect to safety matters that involve discipline, employees under contract will be dealt with according to the agreed procedures laid down in their contract and all other persons will be dealt with at the absolute discretion of the Senior Management Team.

Hygiene procedures

Nappies and toilet usage

- Collect Child's basket – check that you have all that you require (only use products from the child's own basket – if stock is running low please complete a request form and leave in parents pigeon hole)
- Place child onto changing mat
- Disposable gloves should be worn whilst changing a nappy
- Gently cleanse the nappy area, paying particular attention to folds and creases, dry thoroughly, before putting on a dry nappy
- While cleaning girls always wipe from front to back to reduce the risk of infection
- Remove the child from the changing mat (a child must never be left unattended on the changing mat)
- Dispose of the used nappy into the nappy dispenser (see below)
- Return child's basket to shelf
- Wipe down the changing mat after each child with Anti-bacterial spray
- Wash hands thoroughly (using visual cue sheet)
- Record on the nappy changing list, when the child was changed – making a note of any other information of consequence i.e. rash or sores.

For children who are potty or toilet trained.

- Allow the child to toilet themselves, offering assistance as required
- Potties should be sluiced down a toilet with a little warm water and wiped down with Anti-bacterial spray
- Gloves may be worn if desired; hands should always be washed after assisting children

Waste disposal

At end of every day (if not required sooner) all disposal bins within the nursery are removed to the large bin in the shed. This is collected on a weekly basis by *PHS*.

Cleaning of bodily fluids

Use BIOHAZARD KIT which is located outside of the office.

Dispose of all used paper towels/gloves into a sealed bag and place in dustbin

Place any items of clothing in plastic bags and place on child's peg (place any nursery items into laundry)

clean affected area with Anti-bacterial spray/hot soapy water

Wash hands as directed

Food preparation

All main meals will be prepared by the nursery cook (or college cooks) following appropriate hygiene guidelines (displayed in kitchen). All staff using the kitchen to prepare snacks and assisting in other meals must follow these directions and be especially aware of the following.

- Wash hands thoroughly before preparing any food
- Use the appropriate colour coded chopping boards
- Discard any food that falls on the floor during preparation
- In the event of cutting oneself, immediately clean and dress this affected area and discard any food being prepared at that point. Thoroughly clean chopping equipment before resuming.