

Guidelines – Health requirements for Nurseries

Document Reference Number : LD-RC-G16
Revision Number : 00
Revision Date : April 2018



1. Purpose:

- To ensure commitment of all Nurseries with public health requirements.
- To ensure implementation of the unified basic "Health Requirements Program" in all nurseries in the Emirate of Dubai.

2. Scope:

The health requirement is applicable in all nurseries within the jurisdiction of Trakhees in the Emirate of Dubai, UAE.

3. Responsibility:

- Director, Inspection Department
- Manager, Retail & Commercial
- Senior Officer, Retail & Commercial
- Officers, Retail & Commercial

4. Details of implementation:

4.1 Documents:

Nurseries shall obtain License from the Ministry as well.

- 4.1.1. A valid professional trade license issued from JAFZA or Trakhees' Licensing Division should be available.
- 4.1.2. Approved licenses from the Ministry of Labour and Social Affairs for nurseries.
- 4.1.3. Approval from Ministry of Social Affairs.
- 4.1.4. EPHS file as per (Health Circular No.4) to compile and include all the required documents for verification during inspection.
- 4.1.5. The facility should be approved by Trakhees Dept. (CED). Modification Completion Certificate (MCC) / Activity Verification Certificate (NOC AV) should be obtained from Trakhees CED and Retail & Commercial section respectively) and shall be available in the facility.
- 4.1.6. Only those activities mentioned in the license are allowed to be performed within the facility.
- 4.1.7. Updated staff list.

4.2. Location:

- 4.2.1. Nurseries should be located away from areas more probable to pollution.



4.3. Premises:

4.3.1. Buildings should be constructed using concrete and the use of wood as a part of main construction (e.g. a wooden or Porta-cabin), should be prohibited.

4.4. Classrooms:

4.4.1. Ventilation and lighting should be sufficient.

4.4.2. Floors, walls and ceilings should be free from defects.

4.4.3. Floors must be either ceramic or marble.

4.4.4. Windows should have fine wire mesh.

4.4.5. Each child to have 1sq.meter of space.

4.4.6. Distance between the first row and the black board should not be less than 6 ft.

4.4.7. Furniture should be in good condition and appropriate, and should be according to the age of students.

4.4.8. Use of chalk is prohibited.

4.4.9. Children should be separated based on their age as the following.

- 45 days – 6 months.

- 6 months – 1 year.

- 1 year – 2 years.

- 2 years – 3 years.

- 3 years – 4 years.

4.4.10. Nurseries should be provided with suitable cots/beds for children.

4.5. The Activity Hall:

4.5.1. A suitable hall with sufficient and suitable amenities should be provided for the activities of the children.

4.5.2. Toys provided must be according to the international standards and Trakhees requirements.

4.5.3. Toys must be large and hard to swallow and must not contain electromagnets.

4.5.4. Toys must be cleaned, sanitized and stored properly.

4.6. Playgrounds:

4.6.1. Covered play area shall be provided to protect children from extreme weather conditions.

4.6.2. The open grounds should be free from ditches or obstacles that could result in accidents or inflict injury to the children.



- 4.6.3. The sharp edges and parts shall be covered with dampers to prevent injuries.
- 4.6.4. If ball house is available, both the house and balls must be cleaned and sanitized regularly. A cleaning record must be kept.
- 4.6.5. The playground shall always be maintained with high level of cleanliness.
- 4.7. Gates & walls:
 - 4.7.1. Entrances and exits shall not be directly accessing from or to the main roads, respectively.
 - 4.7.2. Precautions should be taken to ensure that children do not rush towards the main roads.
- 4.8. Vehicle Parking:
 - 4.8.1. Suitable parking facilities for buses should be provided within Nursery premises.
- 4.9. Staff:
 - 4.9.1. Management shall obtain valid Occupational Health Cards from Trakhees (044364652/044364639) for the Teachers, Canteen Workers, Bus Conductors, Office Boys and housekeeping staff.
 - 4.9.2. Provide sufficient number of female supervisors and teachers as per the requirements of Child Department in Ministry of Social Affairs, and their presence must be constant with the children. A female Nurse, licensed from Dubai Health Authority, must be available.
 - 4.9.3. Adequate staff strength for housekeeping and other assistance shall be ensured.
 - 4.9.4. Uniforms must be worn during working hours.
 - 4.9.5. Workers must maintain good personal hygiene.
- 4.10. Health Services:
 - 4.10.1. The nursery shall maintain the beds, toys and other equipment clean and sanitized. Provide sufficient number of clean towels, and it is forbidden to re-use towels for more than one child.
 - 4.10.2. A clinic/medical room with a Nurse should be available during working hours. The medical Room must comply with Ministry of Health requirements.
 - 4.10.3. There shall be procedure to prevent spread of infectious diseases from sick children.
 - 4.10.4. Medical file of all the children shall be maintained individually.
 - 4.10.5. No smoking policy shall be strictly adhered to.



4.11. Food Facilities:

- 4.11.1. The food preparation/dispensing facilities like Cafeterias or Canteens must comply with Food Safety & Hygiene requirements set forth by Dubai Municipality (DM) as the operational control of the food preparation facilities is with DM.
- 4.11.2. It is forbidden to provide fast food or meals with low nutritional values (such as sweets, chips and soft drinks) for children.

4.12. Drinking Water:

- 4.12.1. Facility shall have steady supply of potable water. Clean and pure drinking water coolers must be provided. Coolers must be kept clean and filters must be changed when necessary.
- 4.12.2. Water tanks must be kept clean and properly covered. A contract shall be made with EHS approved water tank Maintenance Company and the water tank should be cleaned every 6 months. Maintain records and reports of cleaning & maintenance procedures and test results for water tank samples after each cleaning process.

4.13. Toilets:

- 4.13.1. The floors and walls (at minimum 2 meters high) should have ceramic tiles and should be clean and free from defects.
- 4.13.2. The ventilation and lighting should be adequate.
- 4.13.3. Running water must be available at all times. It is prohibited to wash children's dinnerware and feeding bottles in the toilets.
- 4.13.4. Hand-wash liquid soap, hand dryers/paper tissue, sanitizer etc. should be provided.
- 4.13.5. Store should be provided to keep tools & cleaning materials.

4.14. Waste disposal:

- 4.14.1. Suitable and adequate number of foot operated waste containers should be made available.
- 4.14.2. Waste should be disposed of properly. Garbage bags placed in the bins shall be emptied when it is $\frac{3}{4}$ full. Waste shall never be retained overnight.

4.15. Pest Control:

- 4.15.1. The nursery premises must be kept free from pest infestation.
- 4.15.2. There must be a contract with an approved pest control company and the pest control visit should be at least 4 times during an academic year.
- 4.15.3. Easy to clean shelves should be provided in the store to prevent harbourage and proliferation of insects.