



## Healthy workplace Policy

England: EYFS
3.46, 3.54, 3.59

1.1 The nursery is committed to providing a workplace which supports and encourages a healthy staff team through staff training, health and safety awareness and supervisions.

### 1.2 Dress code

Staff must follow our dress code at all times. The dress code is Dark Trousers and uniform top provided. Footwear must be suitable for activities with the children.

### 1.3 Staff breaks

It is the responsibility of the nursery manager to ensure that all staff working six hours or more take a break of-

- 15 Minutes
- 30 Minutes or
- 60 minutes dependant on hours worked and ensuring that ratios are maintained.

Staff under 18 require a break of 30 minutes in circumstances where they work 4.5 hours a day. All breaks should be taken away from an employee's normal work area (where this is applicable).

### 1.4 Personal hygiene

Staff must follow the personal hygiene code at all times and encourage children to adopt the same good personal hygiene code themselves.

All hands must be washed before handling food, after using the toilet or toileting children, after playing outside, wiping noses, messy play activities and after contact with animals.

After noses have been wiped the tissue must be disposed of hygienically and hands should be washed.

### 1.5 Cleaning

The nursery is committed to providing a safe, happy and healthy environment for children to play, grow and learn. Cleanliness is an essential element of this practice.

- The nursery will be cleaned daily and regular checks will be made to the bathrooms.
- Bathrooms will be cleaned at least daily (more if necessary i.e. at lunch time).
- The nappy changing facility will be cleaned after every use and potties will be cleaned out after every use.
- Any mess caused throughout the day will be cleaned up as necessary to ensure that a hygienic environment is provided for the children in our care.

### 1.6 Kitchen



Staff need to be aware of the appropriate training and this

basic food hygiene standards through will be reviewed every three years.

- Fridges to be cleaned out regularly
- Microwave to be cleaned after every use
- Oven to be cleaned out when used
- Freezers to be cleaned out every three months
- All cupboards to be cleaned out termly
- Fridge and freezer temperatures must be recorded during preparation of snacks
- All food to be covered at all times in and out of the fridge.
- Care must be taken to ensure that food is correctly stored in fridges
- When re-heating food, it should be over 75°C, checked with the probe thermometer and recorded, then cooled down before serving. Food prepared on the premises must be checked with the probe thermometer before serving
- Food served but not used immediately should be appropriately covered and placed in the fridge/freezer within 60 minutes. If this is not followed, food should be discarded immediately
- Surfaces to be cleaned with anti-bacterial spray
- Only appropriate coloured kitchen cloths to be used. These must be changed daily and washing will be done weekly.
- All plugs to be pulled out of their sockets at the end of each day and switches switched off where practicable (with the exception of the fridge and freezer)

### **1.7 Nursery**

- Staff must be aware of general hygiene in the nursery and ensure that high standards are kept at all times
- Toys should be washed with sanitising fluid
- Floors should be cleaned during the day when necessary. Vacuum cleaner bags (where used) should be changed frequently
- Staff are requested to use the appropriate coloured mop for the task or area.
- Every child should have its own cot sheet which should be washed at the end of every week or whenever necessary
- All surfaces should be kept clean.
- Children must always be reminded to wash their hands after using the bathroom and before meals. Staff should always encourage good hygiene standards, for example, not eating food that has fallen on the floor
- Children should learn about good hygiene routines and why they need to wash their hands, wipe their noses and cover their mouths when coughing.