

# Healthy Workplace



EYFS 3.44, 3.47, 3.48

At **Coalway Early Years** we are committed to providing a workplace which supports and encourages a healthy staff team through staff training, health and safety awareness and supervisions.

## **Dress code**

Staff must follow our dress code at all times. The dress code is explained during our induction procedure. A uniform is provided for nursery room staff.

## **Staff breaks**

Staff working for five hours or more will be given a 30 minute break over the lunch-time period. The nursery manager will ensure that ratios are maintained in the rooms during this time. Staff/students under 18 will be entitled to a break of 30 minutes after every 4.5 hour period of work. A staffroom is provided for breaks. The break time period includes time for preparation of food/drinks and clearing away afterwards.

## **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.

## **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. These 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.

All staff are expected to contribute to maintaining a safe, tidy and clean environment throughout the nursery.

## **Kitchen**

We serve mainly cold snacks to the children on a daily basis – this consists of fresh fruit and vegetables and savoury snacks. Occasionally, we serve hot food (such as toast or porridge) and regularly bake with the children. The staff also use the kitchen facilities for the preparation of food for their own consumption at break times. We do not serve hot meals to the children in our nursery. Staff are made aware of the basic food hygiene standards through appropriate training and this is reviewed every three years.

- Fridges to be cleaned out weekly
- Microwave to be cleaned after every use
- Oven to be cleaned out regularly and recorded
- Freezers to be cleaned out every three months and recorded
- All cupboards to be cleaned out monthly
- Fridge and freezer temperatures must be recorded at the start and end of sessions
- All food to be covered at all times in and out of the fridge and dated to show when each product was opened
- Care must be taken to ensure that food is correctly stored in fridges
- Any food cooked on the premises must be cooked in accordance with guidelines on the packaging. Any unused cooked food must be discarded and should not be reheated
- All opened packets to be dated when opened and placed in an airtight container or packaging
- Surfaces to be cleaned with anti-bacterial spray
- Appropriate and colour coded (where relevant) kitchen cloths and chopping boards will be used
- 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)
- Children must NOT enter the kitchen except for supervised cooking activities
- Door to the kitchen to be kept closed when not in use.

## **Nursery rooms**

- Staff must be aware of general hygiene in the nursery and ensure that high standards are kept at all times
- Toys and equipment will be washed on a regular basis or as required using the appropriate cleaning method
- 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 and mop heads should be washed in a separate wash at least weekly
- Towels and cloths will be washed every week and soft furnishings at least once per half term period or as required
- All surfaces should be kept clean and clutter free
- 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.

**Staff rooms/breaks**

- It is the responsibility of every member of staff to ensure that their staff room is kept clean and tidy
- If food is prepared for breaks staff must wipe down surfaces and equipment after use
- All implements used for lunch or break to be washed and tidied away during the break period.

<b>This policy was adopted on</b>	<b>Signed (nursery manager)</b>		
	<b>Signed (Chair or Committee)</b>		
<b>Date for review</b>		<b>Date for review</b>	
<b>Date for review</b>		<b>Date for review</b>	