

47. Healthy workplace



EYFS: 3.80

At Ridgemount Cottage Nursery School we are committed to providing a workplace that 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 code is on display in the staff room, and the dress code policy is handed out during induction of new staff members. For outdoors, it is very important that staff wear appropriate clothing to stay dry and warm, and set a good example for the children. In the summer, staff may need to apply sun cream to themselves and wear sunhats. Gloves should be worn during the winter outside.

Staff breaks

- It is the responsibility of the nursery manager to ensure that all staff working six hours or more take a break of 20 minutes, 30 minutes or 60 minutes depending on the hours worked and age of staff, while ensuring that staff:child ratios are maintained.
- Staff under 18 years of age require a break of 30 minutes in circumstances where they work 4.5 hours a day. All breaks are taken away from an employee's normal work area where possible.

Personal hygiene

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

- All hands must be washed before handling food, after using the toilet or toileting children, after playing outside, wiping noses, messy play activities and contact with animals.
- After noses have been wiped the tissue must be disposed of hygienically and hands washed.

Cleaning

The setting 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 premises (indoors) will be cleaned daily and regular checks made to the bathrooms. These will be cleaned at least daily (more if necessary i.e. at lunch time). The nappy changing facility and potties are cleaned and disinfected 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.

Kitchen

Staff are made aware of the basic food hygiene standards through appropriate training and this is updated every three years. In addition, we ensure that:

- fridges are cleaned out weekly
- microwaves are cleaned after every use
- toasters are cleaned after every use
- the oven is cleaned out regularly and details recorded
- freezers are cleaned out every three months and details recorded
- plates/utensils etc. are rinsed before putting in the dishwasher and the dishwasher is cleaned out regularly and details recorded
- all cupboards are cleaned out monthly
- fridge and freezer temperatures are recorded first thing in the morning by the manager/cook and last thing at night

- all food is covered at all times in and out of the fridge and dated to show when each product was opened and then used in date order
- care is taken to ensure that food is correctly stored in fridges
- when re-heating food, the temperature is over 75°C, food is checked with the probe thermometer and recorded, then cooled down before serving. Food prepared on the premises is checked with the probe thermometer before serving
- food served but not used immediately is appropriately covered and placed in the fridge/freezer within 60 minutes. If this is not followed, food is discarded immediately
- all opened packets are dated when opened and placed in an airtight container e.g. baby food, raisins, cereal etc.
- blended food is placed in suitable airtight containers, named and dated
- surfaces are cleaned with anti-bacterial spray
- only appropriate coloured kitchen cloths are used (following the chart on the wall).
These are washed daily in the dishwasher on a hot wash
- windows protected by fly guards are opened as often as possible along with the vents
- all plugs are pulled out of their sockets at the end of each day and switches turned off where practicable (with the exception of the fridge and freezer)
- children do not enter the kitchen except for supervised cooking activities
- doors/gates to the kitchen are kept closed/locked at all times
- kitchen bins are emptied when full and at the end of each day

Indoors

- Staff must be aware of general hygiene in the setting and ensure that high standards are kept at all times
- Regular toy washing rotas must be established in all rooms and recorded. 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 cloth or mop for the task or area (following the chart on the wall) and mop heads should be washed in a separate wash at least weekly
- 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.

Outdoors

- Children are encouraged to respect the outdoor environment, not to drop litter, and not to disturb or damage the plants and wildlife. Bins are provided so that children may dispose of rubbish responsibly.
- Staff will check the site daily for litter, damage, vandalism and animal faeces, to be sure the site is safe for the children.
- When the children are outdoors, staff will ensure hygiene standards are maintained and hands are washed before eating, as well as after toilet trips.

Laundry

- Staff need to ensure children's bedding is laundered every week, and as needed. These go into named zip lock bags to avoid cross contamination.
- Children's sleep mats must be wiped down with disinfectant after each sleep to further prevent cross contamination.
- Washing machines drawers etc. are cleaned regularly
- Tumble dryer lint filters are cleared after every use

- Staff follow HSE guidance on the safe use of tumble dryers including using the 'cool down' cycle to reduce the temperature of the items before removing them from the dryer or piled/stacked)
- All staff are responsible for filling/emptying the washing machine/tumble dryer, folding clean clothing/items.
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Staff rooms

- It is the responsibility of every member of staff to ensure that their staff room is kept clean and tidy
- Fridges must be cleaned out weekly
- Surfaces to be wiped down daily
- All implements used for lunch or break to be washed and tidied away.

This policy was adopted on	Signed on behalf of the setting	Date for review
<i>June 2023</i>	<i>Stewart Hendry</i>	<i>June 2024</i>