



Healthy workplace policy

The setting is committed to providing a workplace which supports and encourages a healthy staff team through sharing information, training and family friendly issues.

Dress code

Staff must follow our dress code at all times. The dress code is detailed in the uniform policy.

Staff breaks

It is the responsibility of the setting manager to ensure that all staff working six hours or more takes a break of 20 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 in the staff room.

Personal hygiene

Staff must always follow the personal hygiene code and encourage children to adopt the same good personal hygiene code themselves. Staff must role model hygiene standards throughout the day. All hands must be washed before handling food, after using the toilet or toileting children, after playing outside, wiping noses and after contact with animals. After noses have been wiped the tissue must be disposed of hygienically and hands should be washed.

Cleaning

The setting is committed to providing a safe, happy and healthy environment for children to play, grow and learn. Cleanliness is a vital step to ensure this. The setting will be cleaned every day and cleaning checklists are completed. Regular checks will be made in the bathrooms – (the bathrooms will be cleaned more often if necessary). The nappy changing facility will be cleaned after every use, and potties will be cleaned out after each 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 need to be aware of the basic food hygiene standards through appropriate training. This ensures that any staff member that needs to cook or prepare food is trained to do so and is aware of the standards for food preparation. The kitchen area has its own opening/closing checklist and cleaning checklist to be completed daily to ensure the cleanliness is at a high standard. The temperature of the fridge and freezer will be checked and recorded every morning and afternoon.

Setting

Staff must be aware of general hygiene in the setting and ensure that high standards are always kept. Regular sterilisation of toys is completed by staff and signed for on the weekly cleaning checklists. Each room has their own cleaning checklists which includes their toys/resources. All rooms have a weekly cleaning checklist where daily tasks must be complete. Staff are to use the appropriate coloured mops and cloths for the task or area (see chart on wall). Mop heads should be washed in a separate wash at least once a week. Cloths should be replaced with a clean cloth as frequent as possible, all cloths that are used should be washed daily. All surfaces should be kept clean and clutter free.



Staff rooms

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