



Healthy Workplace Policy

At Brentwood Day Nursery 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 always follow our dress code. Uniform will be provided (2 sets; top, fleece and trousers) trainers/pumps (no open toed sandals or heels). Clothing must be kept suitably clean as your appearance is a reflection on the nursery.

To promote safety and maintain a professional learning environment, the following dress code must be adhered to:

Open-toed sandals or shoes are not permitted. Closed-toe footwear must be always worn. Hoop earrings are not permitted. Only stud earrings may be worn.

Staff breaks

It is the responsibility of the nursery manager to ensure that all staff working six hours or more take a break of 30 minutes (unpaid) dependant on hours worked and ensuring that staff: child ratios are maintained.

Staff under 18 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 always follow the personal hygiene code and encourage children to adopt the same good personal hygiene code themselves.

Staff must arrive 5-10 minutes before their allocated shift and be healthy, fit and well for work

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 is cleaned daily, and regular checks are made to the bathrooms. These are 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 is cleaned up as necessary to ensure that a hygienic environment is provided for staff and 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:

- 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 or 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. Hot 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/sealed bag, e.g. raisins, cereal etc.
- Surfaces are cleaned with anti-bacterial spray
- Only appropriate coloured kitchen cloths are used (please follow the chart on the wall). These are washed daily in the dishwasher/sink 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 switched off where practicable (with the exception of the fridge and freezer)
- Children do NOT enter the kitchen
- Doors and safety gate to the kitchen are kept closed/locked at all times
- Kitchen bins are emptied when full and at the end of each day.

Nursery

- Staff are trained to be aware of general hygiene in the nursery and ensure that high standards are kept at all times
- Regular toy washing rotas are established in all rooms and items recorded. Toys are washed with sanitising fluid
- Floors are cleaned during the day when necessary. Vacuum cleaner bags (where used) are changed frequently
- Staff are requested to use the appropriate coloured mop for the task or area (see labels on mop buckets) and mop heads are sterilised at least weekly
- Every child who sleeps has its own bedding which is washed at the end of every week or whenever necessary
- All surfaces are kept clean and clutter free

- Children are always reminded to wash their hands after using the bathroom and before meals. Staff always encourage good hygiene standards, for example, not eating food that has fallen on the floor
- Staff are positive role models and talk to the children about good hygiene routines and why they need to wash their hands, wipe their noses and cover their mouths when coughing.

Staff rooms

- It is the responsibility of every member of staff to ensure that their staff room is kept clean and tidy including emptying bins at the end of each day and removing own food containers
- Bags and coats to be hung on the clothes pegs and not left on the floor

Signed on behalf of the nursery
<i>RL Austin</i>