**34 Healthy Workplace**

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| EYFS: 3.80 |

At **New Studio Preschool** 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. Comfortable clothing & footwear that they can work safely in

**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 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 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 preschool 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 regularly
* The oven is cleaned out regularly
* All cupboards are cleaned out regularly
* Fridge temperatures are recorded first thing in the morning
* Care is taken to ensure that food is correctly stored in fridges
* Surfaces are cleaned with anti-bacterial spray
* Only appropriate coloured kitchen cloths are used (please follow the chart on the wall). These are thrown away daily
* 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
* Gate to the kitchen are kept closed/locked at all times
* Kitchen bins are emptied when full and twice weeky for rubbish collection

**Laundry**

* 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 is adequate to reduce the temperature of the items and not removing them from the dryer or piled/stacked while hot but as soon as the drying/cooling cycle is complete and only using it for items that appropriate (as per washing label)
* All staff are responsible for filling/emptying the washing machine/tumble dryer, folding clean clothing/items.
* Staff are trained to be aware of general hygiene in the preschool 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 /or put in dishwasher
* Floors are cleaned during the day when necessary. Vacuum cleaner bags
* Staff are requested to use the appropriate coloured mop for the task or area (see chart on wall) and mop heads are changed at least twice weekly
* 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
* Fridges are cleaned out weekly
* Microwaves are cleaned after every use
* Surfaces are wiped down daily
* All implements used for lunch or break are washed and tidied away.

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| *7/3/2022* |  | *February 2023* |