



Healthy Workplace

June 2024

At Elsworth Pre-School 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

Staffing dress code is the pre-school's blue or grey polo shirts/t-shirt and comfortable trousers, no skirts or shorts above the knee is allowed. We ask staff to wear flat footwear, boots, shoes or sandals for outdoor these must include straps. Jewellery is asked to be kept to a minimum. Tattoos must not be offensive or inappropriate for the age of children we are working with. If inappropriate these must be covered with either clothing or a plaster.

Staff breaks

It is the responsibility of the pre-school manager to ensure that all staff working five hours or more take a break of 20 minutes 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 (where this is requested).

Personal hygiene

Staff must always follow the personal hygiene code 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 wiping noses, messy play activities and after contact with animals. After noses have been wiped the tissue must be disposed of in a bin hygienically and hands should be washed.

Cleaning

The pre-school 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 pre-school will be cleaned daily by staff and regular checks will be made to the bathrooms. These will be cleaned at least daily (more, if necessary, i.e. at lunch time). These checks will be recorded on the cleaning sheet displayed in the bathrooms. 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. Either staff or a cleaner will conduct a deep clean of the Pre-School every half term.



Kitchen

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 monthly.
- Freezer to be cleaned out every three months.
- All cupboards to be cleaned out monthly.
- Fridge temperatures must be recorded first thing in the morning and last thing at night.
- 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.
- Food is not reheated for children on the premises.
- Food served but not used immediately should be appropriately covered and placed in the fridge/freezer within 60 minutes. If this is not followed, food should be discarded immediately.
- All opened packets to be dated when opened and placed in an airtight container e.g. raisins, cereal etc.
- Surfaces to be cleaned with anti-bacterial spray after every use.
- Cloths must be thrown away daily or sooner if clearly soiled.
- Children must NOT enter the kitchen.
- Gate to the kitchen is to be closed when cooking for extra safety precautions.

Pre-School

- Staff must be aware of general hygiene in the setting and ensure that high standards are always kept.
- Toys should be washed, wiped or laundered half termly.
- Floors should be cleaned during the day when necessary and at least once a day.
- Vacuum cleaner bags (where used) should be changed frequently.
- Mop heads should be washed in a separate wash and replaced regularly.
- Chairs must be cleaned weekly.
- All surfaces should be kept clean and clutter free.
- Children must 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.



Adopted on:	11 th June 2024
Adopted by:	Sophie Mills, Pre-School Interim Manager Hannah Holland, Chair of Trustees
Next Review Date:	11 th June 2025