



HEALTHY WORKPLACE

Purpose

We are committed to providing a workplace which supports and encourages a healthy staff team through staff training, health and safety awareness and supervision.

Dress code

Staff must follow our dress code at all times. The dress code is detailed in the [Employee Policies and Procedures document](#) issued during Induction.

Staff breaks

It is the responsibility of the nursery manager to ensure that all staff working 6 hours or more take a break of at least 20 minutes.

Staff under 18 require a break of 30 minutes in circumstances where they work longer than 4.5 hours a day (they must not work for longer than 8 hours per day). They must also be provided with a weekly break of 48 hours.

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 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 will be cleaned daily and regular checks will be made to the bathrooms. These will be cleaned at least daily (more if necessary i.e. at lunchtime). 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. [Refer Room/Bathroom/Garden Daily Checklists](#)

Nursery

- Staff must be aware of general hygiene in the nursery 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 mop for the task or area and mop heads should be washed in a separate wash at least daily



- Low chairs must be cleaned thoroughly after every use. Straps and reins must be washed weekly or as required
- Every child should have its own cot sheet which should be washed at the end of every week or whenever necessary
- 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.

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
- Microwave to be cleaned after every use
- Surfaces to be wiped down daily
- All implements used for lunch or break to be washed and tidied away.

NO SMOKING

Children's health and well-being are of the utmost importance for the children in our care. Smoking has proved to be a health risk and therefore in accordance with childcare legislation, the nursery operates a strict no smoking policy within its buildings and grounds. It is illegal to smoke in enclosed places.

Parents are respectfully required to abstain from smoking whilst on the premises or within 10 metres of the premises. This rule also applies to staff, students, carers, visitors, contractors etc.

Staff accompanying children outside the nursery are not permitted to smoke e.g. whilst on an outing. Staff must not smoke whilst wearing nursery uniforms as it is essential that staff are positive role models to children and promote a healthy lifestyle.

Associated Documents

- [Employee Handbook](#)
- [Room/Bathroom/Garden Daily Checklists](#)