



HEALTHY WORKPLACE POLICY

This policy will be reviewed regularly and amended pages will be circulated as required by the Managing Director.

Staff are requested to keep a copy of this policy, and to ensure that they have familiarised themselves with its contents

Signed:

LR Merrison

**Ian Merrison, Manager Director,
January 2024**

54 St James Street, Liverpool, L1 0AB;

Tel: 07831 508 365;

e-mail: admin@firststepsenterprise.co.uk

Company Registration Number: 08918285



HEALTHY WORKPLACE POLICY

At **footprints@childcare** 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

All employees are required to present themselves in a professional and business-like manner and adhere to a dress code and appearance, which depicts their position within the Company. Employees who are provided with uniforms are required to wear them at all times during work hours. All clothing worn for work are required to be clean and well laundered. Shoes must be suitable for the workplace, i.e. no heels or open toes shoes.

Staff breaks

It is the responsibility of the setting manager to ensure that all staff working six hours or more take a break of 30 minutes on hours worked and ensure 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.

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

footprints@childcare is committed to providing a happy and healthy environment for children to play, grow and learn. Cleanliness is an essential element of this practice. The setting 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 is 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 regularly
- Microwaves are cleaned after every use (if applicable)
- Toasters are cleaned after every use
- The oven is cleaned out regularly (if applicable)
- Freezers are cleaned out every three months
- Plates, utensils etc. are cleaned in hot soapy water and air dried after each use
- All cupboards are cleaned out regularly
- Fridge and freezer temperatures are recorded first thing in the morning by the manager in charge 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 sealed or placed in an airtight container e.g. baby food, raisins, cereal etc.
- Blended food is placed in suitable airtight containers, named and dated
- Surfaces are cleaned with anti-bacterial spray
- Only appropriate coloured disposable kitchen cloths are used – blue for childcare room.



- 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 except for supervised cooking activities
- *Doors/*gates to the kitchen are kept *closed/*locked at all times
- Kitchen bins are emptied when full and at the end of each day.

Laundry Room (if applicable)

- Washing machine 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 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 and emptying the washing machine and tumble dryer, folding clean clothing and other items.

Baby room (if applicable)

- Bottles of formula milk are only be made up as and when the child needs them. These are cooled to body temperature (37°C) and tested with a sterilised thermometer to ensure they are an appropriate temperature for the baby to drink safely
- Following the Department of Health guidelines, we only use recently boiled water to make formula bottles (left for no longer than 30 minutes to cool). We do not use cooled boiled water and reheat
- Bottles and teats are thoroughly cleaned with hot soapy water and sterilised after use
- Content of bottles are disposed of after two hours
- A designated area is available for mothers who wish to breastfeed their babies or who wish to express milk
- Labelled mother's breast milk is stored in the fridge
- If dummies are used, they are cleaned and sterilised. This also applies to dummies which have been dropped on the floor
- All dummies are stored in separate labelled containers to ensure no cross-contamination occurs
- Sterilisers are washed out daily.



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 – red for bathrooms, blue for nursery rooms.
- Face cloths are washed on a hot wash after every use and not shared between children
- Low and highchairs are cleaned thoroughly after every use. Straps and reins are washed weekly or as required
- Every child has its own cot sheet 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
- 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.