



Healthy Workplace Policy

Spice Childcare is committed to providing a workplace that supports and encourages a healthy staff team through sharing information, training and family friendly issues.

Dress code

Staff must follow our dress code at all times.

Staff breaks

Staff working more than 6 hours a day will be entitled to take a break of 30 minutes ensuring that ratios are maintained.

Staff under 18 will be given 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 applicable).

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 and after contact with animals.

After noses have been wiped the tissue must be disposed of hygienically and hands should be washed using anti-bacterial soap.

Cleaning

The setting is committed to providing a safe, happy and healthy environment for children to play, grow and learn. Cleanliness is a vital step to ensure this. The setting will be cleaned every evening and regular checks will be made in the bathrooms - these will be cleaned at least daily (more if necessary). The nappy changing facility will be cleaned 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.

Kitchen

Staff need to be aware of the basic food hygiene standards through appropriate training and this will be reviewed every three years.

- Fridge and freezer temperatures must be recorded first thing by the responsible person/cook opening up 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.
- Fridges to be cleaned out weekly.
- Microwave to be cleaned after each use.
- Oven to be cleaned out regularly and recorded.
- Freezers to be cleaned out every three months and recorded.
- Care must be taken to ensure that food is correctly stored in fridges.
- When re-heating food it should be done until over 75°C, checked with the probe thermometer and recorded, then cooled down before serving. Food prepared on the premises must be checked with the probe thermometer before serving.
- All opened packets to be dated when opened and placed in an airtight container e.g. baby food, raisins, cereal etc.
- Blended food should be placed in suitable airtight containers, named and dated.
- Surfaces to be cleaned with anti-bacterial spray.
- Only appropriate coloured kitchen cloths to be used (please follow the chart on the wall). These must be washed on a hot wash.
- Windows to be opened as often as possible along with the vents.
- All plugs to be 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 must NOT enter the kitchen except for supervised baking activities.
- All cupboards to be cleaned out monthly.
- Doors/gates to the kitchen to be kept closed/locked at all times.
- 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.

Baby room

- Outdoor shoes will be removed or covered before entering the baby room. Staff will remind parents and visitors to adhere to this procedure.
- Parents are asked to make up bottles of formula milk at home.
- Bottles and teats will be thoroughly cleaned with hot soapy water after use (they will not be washed in the dishwasher).
- Bottles will be disposed of after two hours.
- A designated area is available for mothers who wish to breastfeed their babies.
- Labelled mother's breast milk will be stored in the fridge.
- All dummies will be stored in separate labelled containers to ensure no cross-contamination occurs.
- Sterilisers will be washed out daily after use.

Nursery

- Staff must be aware of general hygiene in the setting and ensure that high standards are kept at all times.
- Toys and equipment are washed regularly.
- 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 mop for the task or area.
- Face cloths should be washed on a hot wash after every use.
- High chairs must be cleaned thoroughly after each use. Straps and reins must be washed regularly.
- All surfaces should be kept clean and clutter free.
- Each child should have its own cot sheet which should be washed at the end of each week or whenever necessary.
- 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 each member of staff to ensure that the staff room is kept clean and tidy.
- Fridges must be cleaned out weekly.
- Microwave to be cleaned after each use.
- Surfaces to be wiped down daily.
- All implements used for lunch or break to be washed and tidied away.

Internal use only

This policy was adopted on	
Signed on behalf of Spice Childcare	
Date for review	