Healthy Workplace

EYFS 3.44, 3.47, 3.48

At Millwood House Nursery 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[2]

Staff will follow our dress code at all times. The dress code is detailed in Uniform Policy.

Staff breaks

It is the responsibility of the Nursery Sharon Avery, 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 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 applicable).

Personal hygiene

Staff follow the personal hygiene code at all times and encourage children to adopt the same good personal hygiene code themselves.

All hands are washed and disposable gloves are worn before handling food, before and 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 is 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 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 after

every use and potties are cleaned out after every use. Any mess caused throughout the day is cleaned up as necessary to ensure that a hygienic environment is provided for the children in our care.

Kitchen

Staff are aware of the basic food hygiene standards through appropriate training and this is reviewed every three years.

- Fridges are cleaned out weekly.
- Microwave is cleaned after every use.
- Oven is cleaned regularly and recorded.
- Freezers are cleaned every three months and recorded.
- All cupboards are cleaned monthly.
- Fridge and freezer temperatures are recorded first thing in the morning by the Sharon Avery, Nursery Manager,/cook 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.
- Care id be taken to ensure that food is correctly stored in fridges.
- When re-heating food, it is over 75°C, checked with the probe thermometer and recorded, then cooled down before serving. 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 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 kitchen cloths str used (please follow the chart on the wall). These are washed daily on a hot wash.
- Windows protected by fly guards are opened as often as possible along with the vents.

- 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 at any time.
- Doors/gates to the kitchen are kept closed/locked at all times.

Baby room

- Bottles of formula milk are only 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 child 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 (they are not washed in the dishwasher)
- Content of bottles is disposed of after two hours
- A suitable place can be found for mothers who wish to breastfeed their babies or who wish to express milk
- Labelled mother's breast milk is stored in the fridge
- Where dummies are used, they are cleaned and sterilised. This also applies to dummies which have been dropped
- All dummies are stored in separate labelled containers to ensure no cross-contamination occurs
- Sterilisers are washed out daily.

Nursery

- Staff are 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 recorded. Toys are washed with sanitising fluid.
- Floors are cleaned during the day when necessary. Vacuum cleaner bags (where used) are changed frequently.
- Staff use the appropriate coloured mop for the task or area (see chart on wall) and mop heads are washed in a separate wash at least weekly.

- Low/high chairs 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 be 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.
- Children 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 are cleaned out weekly.
- Microwave is cleaned after every use.
- Surfaces are wiped down daily.
- All implements used for lunch or break are washed and tidied away.

This policy was reviewed	**Signed on behalf of the nursery**	**Date for review**
June 2026		*May 2027*