

Healthy Workplace

EYFS 3.44, 3.47, 3.48

At Wirral Montessori Academy, 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

Staff must follow our dress code at all times unless otherwise stated: Black trousers, white polo t shirt with school emblem, black shoes.

Staff breaks

It is the responsibility of the academy manager to ensure that all staff working five 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 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 academy is committed to providing a safe, happy and healthy environment for children to work, grow and learn. Cleanliness is an essential element of this practice. The academy 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 lunch time). 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.

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
- All cupboards to be cleaned out monthly
- 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

- All opened packets to be dated when opened and placed in an airtight container e.g. raisins,
- Surfaces to be cleaned with anti-bacterial spray
- Only appropriate coloured kitchen cloths to be used
- 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)

Academy rooms

- Staff must be aware of general hygiene in the academy and ensure that high standards are kept at all times
- 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 weekly
- 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
- Surfaces to be wiped down daily
- All implements used for lunch or break to be washed and tidied away.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>May 2017</i>		<i>April 2018</i>