



Healthy Workplace Policy

At **West Green Playgroup** 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 always follow our dress code. The dress code is detailed in **The Staff Handbook**.

Staff breaks

It is the responsibility of the Playgroup 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 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 always follow the personal hygiene code 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

The Playgroup is committed to providing a safe, happy and healthy environment in which children can play, grow and learn. Cleanliness is an essential part of our practice.

A cleaner attends the Playgroup outside opening hours to carry out routine cleaning. Staff also maintain cleanliness throughout the day and clean up spills, accidents and other mess promptly to provide a safe and hygienic environment.

The toilets and bathroom areas are checked regularly and cleaned at least daily, or more frequently when required.

The nappy-changing area and potties are cleaned and disinfected after every use, following appropriate infection-control procedures. Cleaning products are stored securely and out of children's reach.

Kitchen

Staff who prepare or handle children's snacks receive appropriate food-hygiene training, which is refreshed every three years. West Green Playgroup provides fruit and other snacks but does not prepare or serve hot meals. The oven may occasionally be used for supervised baking activities with the children.

The microwave, kettle and toaster are for staff use only and are not used to prepare food for children. We ensure that:

- Fridges are cleaned weekly.
- Fridge temperatures are checked and recorded daily.
- Fruit, snacks and other food are stored safely and in accordance with the manufacturer's instructions.
- Food is covered, appropriately labelled and used within its recommended date.
- Opened packets are dated and stored in suitable airtight containers where necessary.
- Children's individual dietary requirements, allergies and agreed care plans are followed when preparing and serving snacks or carrying out baking activities.
- Work surfaces and food-preparation areas are cleaned and disinfected before and after use.
- Plates, cups, utensils and equipment are cleaned thoroughly after use.
- The oven and baking equipment are cleaned after use.
- The microwave, kettle and toaster are cleaned regularly by staff.
- Cleaning cloths are used appropriately and washed or replaced regularly.
- Electrical appliances are switched off and unplugged at the end of the day where practicable, except for appliances that must remain switched on, such as the fridge.
- Children do not enter the kitchen except during planned and closely supervised cooking or baking activities.
- The kitchen door is kept closed when the kitchen is not being used for a supervised activity.
- Kitchen bins are emptied when full and at the end of each day.
- Cleaning products and potentially hazardous equipment are stored securely and out of children's reach.

Laundry Facility

- 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.

Playgroup

- Staff are trained to be aware of general hygiene in the Playgroup 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 (see chart on wall) and mop heads are washed in a separate wash at least weekly
- 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 areas

- 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.

This policy was adopted on	Signed on behalf of the Playgroup	Date for review
<i>Sept 2026</i>		<i>Sept 2027</i>