

BASK Healthy Workplace Policy

At **BASK** we are committed to providing a workplace which supports and encourages a healthy staff team through staff training, health and safety awareness and supervisions.

Staff breaks

It is the responsibility of BASK manager to ensure that all staff working five hours or more take a break of 20 minutes, 30 minutes or 60 minutes dependent 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 possible).

Personal hygiene

Staff must demonstrate good practice in personal hygiene at all times and encourage children to adopt the same good personal hygiene habits and routines.

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

BASK 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. BASK will be cleaned daily and regular checks will be made to the bathrooms - daily cleaning carries out by school cleaning staff. 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 by BASK staff.

Kitchen/food preparation area

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

BASK house cleaning rules will be followed and checklists completed.

Fridges to be cleaned out weekly

Microwave to be cleaned after every use
Oven to be cleaned out regularly and recorded
Freezers to be cleaned out every three months and recorded
All cupboards to be cleaned out monthly
Fridge temperatures must be recorded first thing in the morning and at start of afternoon session.
All food to be covered at all times in and out of the fridge.
Care must be taken to ensure that food is correctly stored in fridges
When re-heating food, it should be 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
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
All opened packets to be placed in an airtight container e.g. raisins, cereal, etc.
Surfaces to be cleaned with anti-bacterial spray
Paper towel to be used to clean surfaces, dry dishes etc.
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 cooking activities
Doors to the kitchen to be kept closed at all times.

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| This policy was adopted on | Signed on behalf of BASK | Date for next review |
|-----------------------------------|---------------------------------|-----------------------------|
| <i>19 August 2021</i> | <i>Andy McEwing</i> | <i>August 2026</i> |

