# HEALTHY WORKPLACE POLICY

At Wibli Wobli 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**
Staff must follow our dress code at all times. The dress code is detailed in our Staff Handbook.

**Staff breaks**
It is the responsibility of the nursery manager to ensure that all staff working six hours or more take a break of 20 minutes, 30 minutes or 60 minutes depending 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.

**Wellbeing**
At Wibli Wobli nursery we are committed to ensuring the mental health wellbeing of our staff. We operate an open doors policy where staff can reach out to the Nursery manager for mental health support. The Nursery manager will provide confidential assistance to employees who are experiencing mental health problems without judgment. We will make adjustments in the workplace where appropriate to support employees and/or signpost them to appropriate services that can help.

We support activities that enable good mental health in the workplace and encourage positive and productive relationships between staff, the children, parents and carers and third parties.

**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 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). The nappy changing facility will be cleaned after every use and potties will be cleaned out 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 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
- 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 and freezer temperatures must be recorded first thing in the morning by the manager/cook 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
- 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 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 daily on a hot wash
- Windows protected by fly guards 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 cooking activities
- Doors/gates to the kitchen to be kept closed/locked at all times.

**Nursery**

- Staff must be aware of general hygiene in the nursery and ensure that high standards are kept at all times
- Regular toy washing rotas must be established in all rooms and recorded. Toys should be washed with sanitising fluid
- 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 (see chart on wall) and mop heads should be washed in a separate wash at least weekly
- Face cloths should be washed on a hot wash after every use and not shared between children
- Low/high chairs must be cleaned thoroughly after every use. Straps and reins must be washed weekly or as required

- Every child should have its own cot sheet which should be washed at the end of every week or whenever necessary
- 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
- Microwave to be cleaned after every use
- 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 |
|---|---|---|
| *27/10/2025* | *L.George* | *10/2027* |

# POLISI GWEITHLE IACH

Ym Meithrinfa Wibli Wobli rydym wedi ymrwymo i ddarparu gweithle sy'n cefnogi ac yn annog tîm staff iach trwy hyfforddiant staff, ymwybyddiaeth iechyd a diogelwch a goruchwyliaethau.

**Côd Gwisg**
Rhaid i staff ddilyn ein cod gwisg bob amser. Manylir ar y cod gwisg yn ein Llawlyfr Staff.

**Amseroedd egwyl i staff**
Cyfrifoldeb rheolwr y feithrinfa yw sicrhau bod yr holl staff sy'n gweithio chwe awr neu fwy yn cymryd seibiant o 20 munud, 30 munud neu 60 munud yn dibynnu ar yr oriau a weithir a sicrhau bod cymarebau'n cael eu cynnal.

Mae staff dan 18 oed angen seibiant o 30 munud mewn amgylchiadau lle maen nhw'n gweithio 4.5 awr y dydd. Dylid cymryd pob egwyl o faes gwaith arferol gweithiwr (lle mae hyn yn berthnasol).

**Hylendid personol**
Rhaid i staff ddilyn y cod hylendid personol bob amser ac annog plant i fabwysiadu'r un cod hylendid personol da eu hunain.

Rhaid golchi pob dwylo cyn trin bwyd, ar ôl defnyddio'r toiled neu helpu'r plant yn y toiled i, ar ôl chwarae y tu allan, ar ôl sychu trwynau, gweithgareddau chwarae budr ac ar ôl dod i gysylltiad ag anifeiliaid.

Ar ôl i drwynau gael eu sychu rhaid cael gwared ar yr hances mewn modd addas a dylid golchi dwylo.

**Llesiant**
Ym meithrinfa Wibli Wobli rydym wedi ymrwymo i sicrhau lles iechyd meddwl ein staff. Rydym yn gweithredu polisi drysau agored lle gall staff estyn allan at reolwr y Feithrinfa am gymorth iechyd meddwl. Bydd rheolwr y Feithrinfa yn rhoi cymorth cyfrinachol i weithwyr sydd â phroblemau iechyd meddwl heb farnu. Byddwn yn gwneud addasiadau yn y gweithle lle bo'n briodol i gefnogi gweithwyr a/neu eu cyfeirio at wasanaethau priodol a all helpu.

Rydym yn cefnogi gweithgareddau sy'n galluogi iechyd meddwl da yn y gweithle ac yn annog perthnasoedd cadarnhaol a chynhyrchiol rhwng staff, y plant, rhieni a gofalwyr a thrydydd partïon.

**Glanhau**
Mae'r feithrinfa wedi ymrwymo i ddarparu amgylchedd diogel, hapus ac iach i blant chwarae, tyfu a dysgu. Mae glendid yn elfen hanfodol o'r arfer hwn. Bydd y feithrinfa'n cael ei glanhau bob dydd a bydd gwiriadau rheolaidd yn cael eu gwneud i'r ystafelloedd ymolchi. Bydd y rhain yn cael eu glanhau o leiaf bob dydd (mwy os oes angen h.y amser cinio). Bydd y cyfleuster newid clytiau/cewynnau yn cael ei lanhau ar ôl pob defnydd a bydd poteli yn cael eu glanhau ar ôl pob defnydd. Bydd unrhyw lanast a

achosir trwy gydol y dydd yn cael ei lanhau yn ôl yr angen i sicrhau bod amgylchedd hylan yn cael ei ddarparu i'r plant yn ein gofal.

**Cegin**

- Gwneir staff yn ymwybodol o'r safonau hylendid bwyd sylfaenol trwy hyfforddiant priodol ac adolygir hyn bob tair blynedd.
- Rhaid glanhau oergelloedd yn wythnosol
- Glanhau microdon ar ôl pob defnydd
- Popty/Ffwrn i'w glanhau'n rheolaidd a chadw cofod o hynny
- Rhaid glanhau rhewgelloedd bob tri mis a'u cofnodi
- Rhaid glanhau pob cwpwrdd yn fisol
- Rhaid i'r rheolwr / cogydd gofnodi tymereddau oergell a rhewgell y peth cyntaf yn y bore a'r peth olaf yn y nos
- Rhaid gorchuddio'r holl fwyd bob amser i mewn ac allan o'r oergell a'i ddyddio i ddangos pryd agorwyd pob cynnyrch
- Rhaid cymryd gofal i sicrhau bod bwyd yn cael ei storio'n gywir mewn oergelloedd
- Wrth ail-gynhesu bwyd, dylai fod dros 75 ° C, ei wirio gyda'r thermomedr stiliwr a'i recordio, yna ei oeri cyn ei weini. Rhaid gwirio bwyd a baratoir yn yr adeilad gyda'r thermomedr stiliwr cyn ei weini
- Dylai bwyd sy'n cael ei weini ond heb ei ddefnyddio ar unwaith gael ei orchuddio'n briodol a'i roi yn yr oergell / rhewgell o fewn 60 munud. Os na ddilynir hyn, dylid taflu bwyd ar unwaith
- Rhaid i bob pecyn a agorwyd gael ei ddyddio wrth ei agor a'i roi mewn cynhwysydd aerglos e.e. bwyd babanod, rhesins, grawnfwyd ac ati.
- Dylid rhoi bwyd cyfunol mewn cynwysyddion aerglos addas, wedi'u labelu a'u dyddio
- Glanhau arwynebau â chwistrell gwrth-bacteriol
- Dim ond cadachau cegin lliw priodol i'w defnyddio (dilynwch y siart ar y wal). Rhaid golchi'r rhain yn ddyddiol ar olchiad poeth
- Dylid agor ffenestri a ddiogelir gan warchodwyr pryfaid mor aml ag sy'n bosibl ynghyd â'r fentiau.
- Rhaid tynnu pob plwg allan o'u socedi ar ddiwedd pob dydd a diffodd y switshis lle bo hynny'n ymarferol (ac eithrio'r oergell a'r rhewgell)
- NI chaiff plant fynd i mewn i'r gegin heblaw am weithgareddau coginio dan oruchwyliaeth
- Drysau / gatiau i'r gegin i'w cadw ar gau / cloi bob amser.

**Meithrinfa**

- Rhaid i staff fod yn ymwybodol o hylendid cyffredinol yn y feithrinfa a sicrhau bod safonau uchel yn cael eu cadw bob amser
- Rhaid sefydlu rotas golchi teganau yn rheolaidd ym mhob ystafell a'u recordio. Dylid golchi teganau â hylif glanweithio
- Dylid glanhau lloriau yn ystod y dydd pan fo angen. Dylid newid bagiau glanhawr (lle cânt eu defnyddio) yn aml
- Gofynnir i staff ddefnyddio'r mop lliw priodol ar gyfer y dasg neu'r ardal (gweler y siart ar y wal) a dylid golchi pennau mop mewn golch ar wahân o leiaf bob wythnos
- Dylid golchi clytiau wyneb ar olchiad poeth ar ôl pob defnydd ac ni ddylid eu rhannu rhwng plant

- Rhaid glanhau cadeiriau isel / uchel yn drylwyr ar ôl pob defnydd. Rhaid golchi strapiau ac awenau yn wythnosol neu yn ôl yr angen
- Dylai fod gan bob plentyn ei ddillad crud/cot ei hun y dylid ei golchi ar ddiwedd pob wythnos neu pryd bynnag y bo angen
- Dylid cadw pob arwyneb yn lân ac yn glir o lanast/annibendod
- Rhaid atgoffa plant bob amser i olchi eu dwylo ar ôl defnyddio'r ystafell ymolchi a chyn prydau bwyd. Dylai staff bob amser annog safonau hylendid da, er enghraifft, peidio â bwyta bwyd sydd wedi cwympo ar y llawr
- Dylai plant ddysgu am arferion hylendid da a pham mae angen iddynt olchi eu dwylo, sychu eu trwynau a gorchuddio eu cegau wrth besychu.

**Ystafelloedd staff**

- Cyfrifoldeb pob aelod o staff yw sicrhau bod eu hystafell staff yn cael ei chadw'n lân ac yn daclus
- Rhaid glanhau oergelloedd yn wythnosol
- Glanhau microdon ar ôl pob defnydd
- Arwynebau i'w sychu bob dydd
- Rhaid golchi a thacluso'r holl offer a ddefnyddir i ginio neu egwyl.

| Mabwysiadwyd y polisi hwn ar | Llofnodwyd ar ran y feithrinfa | Dyddiad adolygiad nesaf |
|---|---|---|
| *27/10/2026* | *L.George* | *10/2027* |