

## 01 Health and safety procedures

### 01.4 Children's bathrooms/changing areas

- Children are provided with a named drawstring bag for spare clothing and nappies/pants. This will be kept in Pre-school and on a hook in the changing area. It is the Parents' responsibility to keep this refreshed with supplies. Children will not be admitted into Pre-school unless they have nappies/pull-ups for the day.
- Staff should not lift children on to the changing station steps and a hand rail are is provided for children to use.
- Changing mats are cleaned and disinfected between each use.
- Disposable nappies/trainers are placed in nappy disposal units.
- Staff use single use gloves and aprons to change children and wash hands when leaving changing areas. Please note that gloves are not always required for a wet nappy if there is no risk of infection, however, gloves are always available for those staff who choose to wear them for a wet nappy. Gloves are always worn for a 'soiled' nappy.
- Staff never turn their backs on or leave a child unattended whilst on a changing mat.
- Changing areas or stands are provided for older (disabled) children, if required.
- Anti-bacterial spray is not used where residue may have direct contact with skin.
- Anti-bacterial sprays used in nappy changing areas are not left within the reach of children.
- Natural or mechanical ventilation is used.
- All other surfaces are disinfected daily.

### Children's toilets and wash basins

- Children's toilets are cleaned daily using disinfectant cleaning agent for the bowls (inside and out), seat and lid, and whenever visibly soiled.
- Toilet flush handles are disinfected daily.
- Toilets not in use are checked to ensure the U-bend does not dry out and are flushed every week. Taps not in use are run for several minutes every two to three days to prevent infections such as Legionella.
- There is a toilet brush available for children's toilets. This is stored in the disabled toilet, along with a separate cleaning cloth.
- Cubicle doors and handles are cleaned daily.
- Children's hand basins are cleaned daily and whenever visibly soiled, inside, and out using disinfectant cleaning agent. Separate cloths are used to clean basins etc. and are not interchanged with those used for cleaning toilets. Colour coded cloths are used.
- Mirrors and tiled splash backs are washed daily.

- Paper towels are provided.
- Bins are provided for disposal of paper towels and are emptied daily.
- All bins are lined with plastic bags.
- Staff who clean toilets wear gloves.
- Staff changing children wear gloves and aprons as appropriate.
- Wet or soiled clothing is put in a plastic bag for parents to collect.
- Floors in children's toilets are washed daily.
- Spills of body fluids are cleared and mopped using disinfectant.
- Mops are rinsed and wrung after use and stored upright, not stored head down in buckets.
- Mops used to clean toilets or body fluids from other areas are designated for that purpose only and kept separate from mops used for other areas. Colour coding helps keep them separate.
- Used water is discarded down the butler sink.
- The butler sink is cleaned and disinfected at the end of each day.