



Charitable Incorporated organisation No: 1206270  
Ofsted No: 2804811

## 01 Health and safety procedures

### 01.4 Children's bathrooms/changing areas

- Children are provided with draw string bags for spare clothing and nappies/pants
- Changing bench is lowered when transferring children with who have limited mobility if required 2 members of staff to lift child on to bench. Staff should not have to lift heavy toddlers on to waist high units.
- Changing bench is cleaned and Antibac.
- Disposable nappies are put into a nappy sack placed in the nappy bin
- Staff use single use gloves and aprons (if required) to change children and wash hands when leaving changing areas. Aprons are available if required. 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 the changing bench.
- Anti-bacterial sprays used in nappy changing areas are not left within the reach of children.
- Natural or mechanical ventilation is used; chemical air fresheners are not 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 buttons 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 out of the reach of children, along with a separate cleaning cloth.
- Cubicle doors and handles are cleaned regularly.
- Children's hand basins are cleaned daily and whenever visibly needed, 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.

- 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 rubber gloves.
- Staff changing children wear gloves and aprons as appropriate.
- Wet or soiled clothing is sluiced, rinsed, and 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.
- 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 outside drains.