



Charity Reg:1036951 Ofsted: 133471

01 Health and safety procedures

01.4/01.10 Children's bathrooms/changing areas/washroom

- Children bring bags with spare clothing and nappies/pants
- A changing table is used for lighter children and a mat is available for those who are heavier.
- Changing mats are cleaned and disinfected in changing areas.
- Disposable nappies are placed in the outside bins.
- 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 mats are disinfected after each change.
- Anti-bacterial wipes are used on changing surfaces and wiped dry afterwards.
- Anti-bacterial sprays used in nappy changing areas are not left within the reach of children.
- All other surfaces are disinfected daily.

Children's toilets and wash basins

- Children's toilets are cleaned twice daily using disinfectant cleaning agent for the bowls (inside and out), seat and lid, and whenever visibly soiled.
- Toilet flush handles are disinfected daily.
- There is a toilet brush available for children's toilets.
- Cubicle doors and handles are washed daily.
- Children's hand basins are cleaned twice 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.
- Mirrors and tiled splash backs are washed daily.
- Paper towels are provided.
- Bins are provided for disposal of paper towels and are emptied daily.

- Staff who clean toilets wear gloves.
- Staff changing children wear gloves and aprons as appropriate.
- If children's clothes are soiled, they are bagged and sent home
- 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.