



*Charity Reg:1036951 Ofsted: 133471*

## 01 Health and safety procedures

### 01.8 Staff cloakroom area

- Doors to staff/visitor toilets and cloakrooms are kept always shut.
- Staff are provided with a secure area for storing personal belongings, including any medication they are taking.
- Toilet areas are not used for storage due to the risk of cross-contamination.
- Staff/visitor toilets are cleaned daily using disinfectant.
- Toilet flush handles are disinfected daily.
- There is a toilet brush provided per toilet and separate cleaning cloth.
- Cubicle doors and handles are washed daily.
- Staff hand basins are cleaned daily using disinfectant. Separate cloths are used to clean basins etc. and are not interchanged with those used for cleaning toilets.
- Floors in staff toilets are washed daily.
- Mirrors and tiled splash backs are washed daily.
- Paper towels or hot air dryers are provided for hand drying.
- Bins are provided for sanitary wear and cleared daily
- Bins are provided for disposal of paper towels and are cleared daily.
- Members of staff who are cleaning toilets wear gloves that are kept specifically for this purpose to prevent cross contamination.