1.0 Health and safety procedures

**1.04 Children’s bathrooms/changing areas**

* Baskets (or other storage) are provided for spare clothing and nappies/pants
* Changing mats are always placed on the floor.
* Changing mats are cleaned and disinfected in changing areas.
* Disposable nappies/trainers are cleared of solid waste and 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 raised changing mat.
* Changing mats are disinfected after each change.
* 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; chemical air fresheners are not used.
* All other surfaces are disinfected daily.

**Children’s toilets and wash basins**

* Children’s toilets are cleaned twice daily (at the end of each session) 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 cleaning cupboard, along with a separate cleaning cloth.
* Cubicle doors and handles are washed weekly.
* 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. Colour coded cloths are used.
* Mirrors and tiled splash backs are washed daily.
* Paper towels are provided for hand drying
* 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 put in a plastic bag for parents to collect.
* Floors in children’s toilets are washed daily.
* Spills of body fluids are cleared firstly with disposable towel and then the area is mopped using disinfectant.
* Mops heads are put in the washing machine after use, not stored head down in buckets.
* Mops used to clean toilets(those with red tabs) or body fluids from other areas are designated for that purpose only and are kept separate from mops used for other areas.
* Used water is discarded down the sluice or butler sink.
* Butler sinks and sluices are cleaned and disinfected at the end of each day.