

Health and safety procedures

1.1 Children's bathrooms and changing areas

- Children are provided with baskets for spare clothing and nappies/pants
- Older babies/toddlers have low changing surfaces they can climb on to Staff should not have to lift heavy toddlers on to waist high units.
- Nappies and trainers are cleared of solid waste and placed in nappy disposal units.
- Cloth nappies are cleared of solid waste and placed in a bag to return to parents
- 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 unit.**
- Changing mats and surrounding area are disinfected after each change.
- 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 twice 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.
- Cubicle doors and handles are washed regularly.
- 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.
- Bins are provided for disposal of paper towels and are emptied daily.
- All bins are lined with plastic bags.
- Staff changing children wear gloves and aprons as appropriate.
- Floors in children's toilets are washed twice daily.
- Spills of body fluids are cleared and mopped immediately using disinfectant.

- Mops are rinsed and wrung after use and stored upright and not touching other mops or 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.