

Health and safety procedures

**Children’s bathrooms/changing areas**

* Children bring a labelled bag for spare clothing and nappies/pants
* There are some spare clothes and nappies in the toilet drawer units and changing area unit.
* The changing mat is on the floor surface behind the screen. Staff should not have to lift heavy toddlers on to waist high units.
* Changing mats are cleaned and disinfected in the change area.
* Disposable nappies/trainers are placed in nappy disposal unit in the disabled toilet.
* 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.
* The changing areas is behind the screen for older (disabled) children, if required.
* 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**

**Frimley Community Centre is responsible for the cleaning and maintenance of the toilet facilities.**

**Issues regarding the toilets are reported to the community centre chairperson.**

**When the community centre is shared with other users, the ladies’ toilet is for sole use of the pre-school and a sign referring ladies to use the disabled toilet is displayed.**

* Toilets are cleaned using disinfectant cleaning agent between children, seat and lid, and whenever visibly soiled.
* Toilet flush handles are disinfected daily.
* Toilets not in use are checked by the community centre 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 toilets.
* Cubicle doors and handles are cleaned using disinfectant daily.
* Hand basins are cleaned twice daily and whenever visibly soiled, inside, and out using disinfectant cleaning agent. Paper towels are used to clean basins etc. .
* 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..
* 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 in the cleaner’s cupboard.