

01 Health and safety procedures

01.04 Children's changing areas

- Space is provided for children's spare clothing and nappies/pants
- We use the floor surface for changing. Staff do not have to lift heavy toddlers on to waist high units.
- Changing mats are cleaned and disinfected after each change.
- Disposable nappies/pull ups are cleared of solid waste and placed in an outside bin.
- 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.
- 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 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, seat and lid, and whenever visibly soiled.
- Toilet flush handles are cleaned 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 cleaned daily.
- Children's hand basins are cleaned twice daily and whenever visibly soiled, inside, and out. Separate cloths are used to clean basins etc. and are not interchanged with those used for cleaning toilets.
- Mirrors and tiled splash backs are cleaned daily.
- Paper towels are provided.
- Bins are provided for disposal of paper towels and are emptied daily.
- Staff who clean toilets wear rubber or disposable 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 steam cleaned daily.

- Spills of body fluids are cleared and steam cleaned.
- Mop cloths used to clean toilets or body fluids from other areas are designated for that purpose only and kept separate from mop cloths used for other areas.
- Used water is discarded down the outside drain.