

## 01 Health and safety procedures

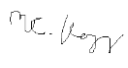
### 01.04 Toilets/changing areas

- Children are provided with spare clothing and nappies/pants if required.
- Children are changed on a mat on the floor. Staff should not have to lift children on to waist high units.
- Changing mats are cleaned and disinfected in nappy change areas.
- Wet/dirty disposable or reusable nappies are bagged, together with used cleaning wipes, and placed in the child's bag, to be disposed of at home.
- 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.
- Changing areas or stands will be made available for older children with additional needs, if required.
- Changing mats are disinfected after each change. Staff make sure the mats are clean and dry before each use.
- 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 as and when required and at least daily using disinfectant cleaning agent for the bowls (inside and out), seat and lid, and whenever visibly soiled.
- Toilet flush handles are disinfected daily.
- There is a toilet brush available for children's toilets.
- Children's hand basins are cleaned 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 or disposable paper towels are used to wipe and disinfect surfaces.
- 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 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.
- Floors in children’s toilets are washed twice daily.
- 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 separate from mops used for other areas. Colour coding helps keep them separate.
- Used water is discarded down the drain in the courtyard.

This policy was adopted by	St Paul’s Pre-school
In	November 2022
Date to be reviewed	November 2023
Signed on behalf of the Management Committee	
Name of signatory	Marie-Claire Kaziewicz
Role of signatory (e.g. chair, director or owner)	Chair