



01 Health and safety procedures

01.4 Children's bathrooms/changing areas

- Children bring a bag with spare clothing and nappies/pants into preschool.
- The floor surface is used for nappy changing.
- Changing mats are cleaned and disinfected in the change areas.
- Disposable nappies/trainers are taken outside and put in the bin.
- Staff use single use gloves to change children and wash hands when leaving changing areas. Aprons are available if staff wish to use them. 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 are provided for older (disabled) children, if required.
- Changing mats should be covered in tissue roll if necessary.
- Changing mats are cleaned 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 cleaned daily.

Children's toilets and wash basins

- Children's toilets are cleaned regularly on the 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 regularly.
- Children's hand basins are cleaned daily and whenever visibly soiled, inside, and out using cleaning agent.

- 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 rinsed if appropriate and put in a plastic bag for parents to collect.
- Floors in children's toilets are washed regularly.
- Spills of body fluids are cleared and mopped appropriately.
- 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.