



Registered Charity No. 1022409

### **3 Health and safety policy and procedures**

**Designated Health and Safety Officer is: Flora Lau**

#### **3.5 Children's bathrooms/changing areas**

##### **Changing areas**

- Children have a designated floor surface for nappy changing.
- Changing mats are cleaned and disinfected in change areas.
- Disposable nappies/trainers are bagged up with nappy sack and placed in nappy disposal units.
- Staff use single use gloves and aprons to change children and wash hands when leaving changing areas.
- Single use gloves are always available for staff and parents/carers
- 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 are provided 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.
- 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 daily using disinfectant cleaning agent for the bowls (inside and out), seat and lid, and whenever visibly soiled.
- Toilet flush handles are disinfected 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.

- There is a toilet brush available for children's toilets. This is stored in the disabled toilet, along with a separate cleaning cloth.
- Cubicle doors and handles are washed weekly (by the church).
- 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.
- 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 disposable gloves.
- Wet or soiled clothing is sluiced, rinsed, and put in a plastic bag for parents/carers to collect.
- Floors in children's toilets are washed daily.
- Spills of body fluids are cleared and mopped using disinfectant.

This policy was adopted on

6<sup>th</sup> September 2025

Date to be reviewed

6<sup>th</sup> September 2026

Signed by committee chairperson

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Signed by preschool manager

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