

RUNNYMEDE PRE-SCHOOL

Health and safety procedures

1.3 Children's bathrooms/changing areas

All staff are responsible for checking and cleaning the toilet area. This is done regularly throughout the session.

- Changing mats are cleaned and disinfected.
- Children's step stools and toilet seats are kept clean and also cleaned thoroughly weekly.
- Disposable nappies/pull ups are cleared of solid waste and placed in nappy disposal units.
- 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 mats used are covered in tissue roll for each change.
- Changing mats are disinfected after each change.
- Anti-bacterial sprays used in nappy changing and toilet areas are not left within the reach of children.
- All other surfaces are disinfected daily.

Children's toilets and wash basins

- Children's toilets are checked regularly and cleaned using disinfectant cleaning agent for the bowls , seat and lid.
- Toilet flush handles are disinfected daily.
- Children's hand basins are kept clean 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.
- Hand drier and Paper towels are provided.
- Bins are provided for disposal of paper towels and are emptied daily by the caretakers.
- All bins are lined with plastic bags.
- Staff who clean toilets wear gloves.
- Staff changing children wear gloves and aprons as appropriate.
- Wet or soiled clothing is put in a plastic bag for parents to collect. Solid waste is disposed of first in the toilet.

- 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 and labelling helps keep them separate.
- The caretakers thoroughly clean toilet areas and floors after or before our sessions start.