



01 Health and safety procedures

01.8 Staff cloakrooms

- All areas are kept tidy and always uncluttered.
- Doors to staff/visitor toilets and cloakrooms are kept always shut.
- Staff are provided with lockers or a secure area for storing personal belongings, including any medication they are taking. Lockers are emptied each evening.
- Visitor / staff toilet areas are not used for storage due to the risk of cross-contamination.
- Staff/visitor toilets are cleaned daily using disinfectant.
- Toilet flush handles are disinfected daily.
- There is a toilet brush provided per toilet and separate cleaning cloth.
- Cubicle doors and handles are washed weekly.
- Staff hand basins are cleaned daily using disinfectant. Separate cloths are used to clean basins etc. and are not interchanged with those used for cleaning toilets.
- Floors in staff toilets are washed daily.
- Mirrors and tiled splash backs are washed daily.
- Paper towels or hot air dryers are provided for hand drying.
- Bins are provided for sanitary wear and cleared daily as per contract agreement.
- Bins are provided for disposal of paper towels and are cleared daily.
- All bins are lined with plastic bags.
- Members of staff who are cleaning toilets wear rubber gloves that are kept specifically for this purpose to prevent cross contamination.

This policy was adopted by	Hythe Bay Children's Centre	<i>(name of provider)</i>
On	<u>18.01.2022</u>	<i>(date)</i>
Date to be reviewed	<u>01.2023</u>	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	<u>Carolyn Chivers</u>	
Role of signatory (e.g. chair, director or owner)	<u>Nominated Person / Trustee</u>	