

01 Health and safety procedures

**01.8 Staff cloakrooms (mens toilet in the village hall)**

* All areas are kept tidy and always uncluttered.
* Doors to staff/visitor toilets and cloakrooms are kept always shut.
* 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.
* Toilets that are not in use are checked to ensure that the U-bend is not drying out and are flushed every week. Taps that are not in use are run for several minutes every two to three days to minimise the risk of infections such as legionella.
* Cubicle doors and handles are washed weekly.( Parish council responsibility)
* 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 mopped daily (deep cleaner 3 times a week by the parish council)
* Mirrors and tiled splash backs are washed 3 times a week by the parish council cleaners).
* Paper towels or hot air dryers are provided for hand drying.
* Bins are provided for sanitary wear and cleared daily (or as per contract agreement).(parish council organise)
* Bins are provided for disposal of paper towels and are cleared daily.
* All bins are lined with plastic bags.