

## 01 Health and safety procedures

### 01.4 Children's bathrooms/changing areas

- Children's spare clothes are kept in their bags from home on pegs. Babies/ younger children's blankets are washed daily and when children sleep more than once in a day these are stored appropriately so that only this child uses their own blanket. Staff ensure there are enough blankets for the day and report to the owner if more needs to be purchased.
- Spare clothing and nappies/pants are stored in children's bags or nappies clearly labelled in children's toilet area. Children aged 2 bring their own nappies from home. The nursery also stores some spare clothing upstairs in the office. This is cleaned and stored again after every use. If a child comes to nursery without spare clothing or runs out and spare clothing doesn't fit the child, parents are contacted immediately.
- Toddlers have a padded floor changing surface. Staff should not have to lift heavy toddlers on to waist high units. Babies have a changing table but walkers may use the steps. Staff can use the floor baby change if child is heavy to lift.
- Changing mats are cleaned and disinfected after every use.
- Disposable nappies are cleared of solid waste and placed in nappy disposal units.
- Staff may use single gloves and aprons to change children. They must wash hands between changes when not wearing gloves and 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.
- Staff never turn their backs on or leave a child unattended whilst on a changing mat. One hand must always be touching a child when on the changing unit.
- 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.
- 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 disinfected daily.

### Children's toilets and wash basins

- Children's toilets are cleaned twice 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 staff cubicle, along with a separate cleaning cloth.
- Cubicle doors and handles are washed weekly.
- Children's hand basins are cleaned twice 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 and restocked throughout the day.
- Bins are provided for disposal of paper towels and are emptied daily.
- All bins are lined with plastic bags.
- Wet or soiled clothing is sluiced, rinsed, and put in a plastic bag for parents to collect or disposed of when checked with the parent.
- Floors in children's toilets are washed daily.
- Spills of body fluids are cleared and mopped using disinfectant.
- Mops are rinsed and wrung after use and stored in drainage section in bucket, 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.
- Used water is discarded down the toilets.