



Health and Safety

01.08 Staff cloakrooms

- All areas are kept tidy and always uncluttered.
- Doors to staff/visitor toilets and cloakrooms are kept always shut.
- Staff/visitor toilets are cleaned daily using disinfectant.
- Toilet flush handles are disinfected daily.
- Toilets are cleaned daily with disinfectant and disposable paper towel
- 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 daily.
- Staff hand basins are cleaned daily using disinfectant. Disposable cloths are used to clean basins etc. and are not interchanged with those used for cleaning toilets.
- Floors in staff toilets are washed daily.
- Paper towels are provided for hand drying.
- Bins are provided for disposal of paper towels and sanitaryware and are cleared daily.
- All bins are lined with plastic bags.
- Members of staff who are cleaning toilets wear disposable gloves.

This policy was adopted by Acorn Playgroup and Pre-school on 01 September 2023