01 Health and safety procedures

**01.8 Staff cloakroom (Entrance hall, staff toilet, office)**

* The area is kept tidy and always uncluttered.
* Doors to staff/visitor toilets and cloakroom are always kept shut and bolted.
* Staff/visitor toilet is cleaned daily using disinfectant.
* Toilet flush handle is disinfected daily.
* There is a toilet brush provided and separate cleaning cloth.
* Staff hand basin are cleaned daily using disinfectant. Separate cloths are used to clean basins etc. and are not interchanged with those used for cleaning the toilet.
* Floor in staff toilet is washed daily.
* Mirror and tiled splash back are washed daily.
* Paper towels are provided for hand drying.
* Bin is provided for disposal of paper towels and are cleared daily.
* The bin are lined with plastic bags.
* Members of staff who are cleaning toilet wear disposable gloves to prevent cross contamination.

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Rosalind Hambidge (Director) Date: 26/1/2023

All signed on behalf of Little Oak Pre-school (Witney) Ltd

Policy review due: September 2023