01 Health and safety procedures

**01.8 Staff areas**

* All areas are kept tidy and always uncluttered.
* Doors to staff/visitor toilets and cloakrooms are kept always shut. Staff use the male toilet during session time that children do not have access to or the disabled toilet.
* Staff/visitor toilets are cleaned regularly using disinfectant.
* Toilet flush handles are disinfected regularly.
* Cubicle doors and handles are washed regularly.
* Staff hand basins are cleaned regularly using disinfectant
* Floors in staff toilets are washed daily.
* Mirrors and tiled splash backs are washed regularly.
* 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).
* Bins are provided for disposal of paper towels and are cleared daily.
* All bins are lined with plastic bags.