

0.1 Health and safety procedures

01.8 Staff cloakrooms and toilets

At Peekaboo Childcare, we make sure that all staff areas, including cloakrooms and toilets, are clean, safe and hygienic. This helps protect children, staff and visitors.

How We Keep These Areas Safe and Clean

Clean and tidy spaces

- Staff cloakrooms and toilets are kept tidy and free from clutter.
- Doors to staff/visitor cloakrooms and toilets stay closed for safety and privacy.

Safe storage

- Staff have a secure place to store their belongings and any medication they bring. Medication is stored in the medicine cabinets in the room if needed and all staff belongings are stored in the staff room.
- Staff take their belongings home daily so the area stays organised.

Daily Cleaning and Hygiene

To keep everyone safe:

- Staff and visitor toilets are cleaned every day with disinfectant.
- Toilet handles, seats and surfaces are cleaned daily.
- Each toilet has its own toilet brush and cleaning cloth so nothing gets mixed.
- Hand basins, floors, mirrors and splashbacks are cleaned every day too.
- Paper towels are used for drying hands — never shared towels.

Water Safety

To prevent bacteria such as legionella:

- Toilets not used often are flushed weekly.
- Taps not used often are run for a few minutes every couple of days.

Waste Disposal

- All bins are lined with bags and emptied every day.
- This includes bins for paper towels and bins for sanitary items.

Staff Safety While Cleaning

- Staff who clean toilets use rubber gloves that are kept only for that job.
- This stops germs spreading from one area to another.