

01 Health and safety procedures

01.8 Staffroom

- All areas Cottontails Preschool the staff area is kept tidy and always uncluttered.
- Doors to staff/visitor toilets and cloakrooms are kept always shut.
- Staff are provided with lockers for phones and any medication they are taking. Lockers are emptied each evening including any medication.
- Toilet areas are not used for storage due to the risk of cross-contamination.
- Staff/visitor toilets are cleaned daily.
- Toilet flush handles are disinfected daily.
- There is a toilet brush provided per toilet and separate cleaning cloth.
- Staff hand basins are cleaned daily using disinfectant. Separate cloths are used to clean basins etc. and are not interchanged with those used for cleaning toilets.
- Floors in staff toilets are washed regularly
- Mirrors and tiled splash backs are washed regularly
- Paper towels are provided for hand drying.
- Bins are provided for sanitary wear and cleared by contractors
- Bins are provided for disposal of paper towels