

## 01 Health and safety procedures

### 01.08 Staff areas

- All areas are kept tidy and always uncluttered.
- Staff are provided with a secure area for storing personal belongings, including any medication they are taking.
- Toilet areas are not used for storage due to the risk of cross-contamination.
- Staff/visitor toilets are cleaned daily.
- Toilet flush handles are cleaned daily.
- 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 cleaned daily.
- Staff hand basins are cleaned daily. Separate cloths are used to clean basins etc. and are not interchanged with those used for cleaning toilets.
- Floors in staff toilets are steam cleaned daily.
- Mirrors and tiled splash backs are cleaned daily.
- Paper towels are provided for hand drying.
- Bins are provided for disposal of paper towels and are cleared daily.
- Members of staff who are cleaning toilets wear rubber gloves that are kept specifically for this purpose to prevent cross contamination.