

Toilet Safety and Hygiene - Nominated Supervisor

NQS 2.1.2 Health practices and procedures

NQS2.2.1 Supervision

NQS 3.1.1 Fit for purpose

NQS 3.1.2 Upkeep

Name of the person conducting the checklist: _____ Date: _____

Facilities

Is there a "spill kit" nearby to clean spills of urine, poo, blood, and vomit (with gloves, paper towel, disposable cloths or sponge, detergent, bleach, scraper and pan)? ☐ Yes ☐ No ☐ NA

Supervision

Are children supervised AT ALL TIMES while using the toilet? ☐ Yes ☐ No ☐ NA

Display

Are toileting procedures displayed? ☐ Yes ☐ No ☐ NA

Are hand washing procedures displayed? ☐ Yes ☐ No ☐ NA

Are handwashing procedures with pictures displayed for children to follow? ☐ Yes ☐ No ☐ NA

Is the cleaning schedule displayed ☐ Yes ☐ No ☐ NA

Is the cleaning schedule signed off by the person who cleans the toilet? ☐ Yes ☐ No ☐ NA

Appearance

Does the toilet area look clean and inviting? ☐ Yes ☐ No ☐ NA

Toileting Procedures

Do staff always wear gloves if helping/cleaning child? ☐ Yes ☐ No ☐ NA

Do staff wash hands before putting gloves on? ☐ Yes ☐ No ☐ NA

Do staff help child to remove clothing if needed? ☐ Yes ☐ No ☐ NA

Do staff help child onto toilet if needed? ☐ Yes ☐ No ☐ NA

Do staff encourage children to wipe from front to back? ☐ Yes ☐ No ☐ NA

Do staff remove any wet/soiled clothing and seal in a bag for washing ? ☐ Yes ☐ No ☐ NA

Do staff clean and dry child if they've soiled or wet their clothing? ☐ Yes ☐ No ☐ NA

Do staff encourage children to flush the toilet themselves? ☐ Yes ☐ No ☐ NA

Do staff supervise children as they wash their hands with single use towel? ☐ Yes ☐ No ☐ NA

Do staff wash hands after removing gloves? ☐ Yes ☐ No ☐ NA

Do staff help children go to the toilet at any time they require assistance (while encouraging their independence)? ☐ Yes ☐ No ☐ NA

Do staff encourage children to use the toilet rather than a potty when they're toilet training (for hygiene/ infection control reasons)? ☐ Yes ☐ No ☐ NA

Cleaning Procedures

Is the toilet cleaned at least once a day? ☐ Yes ☐ No ☐ NA

Is the toilet cleaned as soon as it looks/smells dirty or there are spills? ☐ Yes ☐ No ☐ NA

Is the toilet thoroughly cleaned eg around the base, under the lid, where lid joins to bowl ☐ Yes ☐ No ☐ NA

Is the toilet cleaned with detergent and water ☐ Yes ☐ No ☐ NA

Is the toilet disinfected if there are spills of blood, urine, poo or vomit which are known/suspected to be infectious? ☐ Yes ☐ No ☐ NA

Are gloves worn to clean the toilet? ☐ Yes ☐ No ☐ NA

Are these gloves only used to clean the toilet? ☐ Yes ☐ No ☐ NA

Are the gloves hung out to dry after use? ☐ Yes ☐ No ☐ NA

Are different paper towels/sponges used to clean (other areas of) the bathroom? ☐ Yes ☐ No ☐ NA

Are cleaning products inaccessible to children?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are buckets inaccessible to children?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do all staff clean and dry equipment after cleaning?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do all staff wash their hands as soon as they finish cleaning?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Actions required