



Termly Checklist

Location: _____

Today's date _____ Check by: _____

Checks should also be carried out when any work is undertaken on pupils' toilets.

	Yes	No
There is at least one toilet for every 20 pupils (one toilet for every 10 pupils for under-fives and in special schools)		
Toilets are conveniently located throughout the school site		
Toilets are open throughout the day		
Pupils are allowed to go to the toilet when they need to		
Doors & partitions maintain user privacy: ideally reach ceiling height; gap at floor minimised or omitted; no gaps between		
Cubicles and urinals cannot be viewed from the entrance door		
If urinals are used, there are at least an equal ratio of cubicles to urinals in boys' toilets		
Urinals are individually partitioned for privacy		
Toilet paper is soft and absorbent		
Locks are simple single action and spares are held by the school		
Effective key system established for unlocking doors in case of emergency		
The toilet cubicles provide sufficient aural privacy for users		
Walls and tiles are in good condition, no flaking or cracks, and easy to clean		
Floor is in good condition, slip resistant and easy to clean		
Push-button taps allow enough time to wash hands properly		
If used, liquid soap dispensers are shared between a maximum of two basins		
If used, bars of soap are provided for each basin		
There are sufficient mirrors		



Termly Checklist Continued

	Yes	No
The following are in good condition and pupils are able to use/reach easily:		
Toilets and urinals		
Toilet chains or flush handles/buttons		
Toilet paper on holders (easily reached from toilet seat)		
Wash basins and taps		
Soap dispensers/bars of soap		
Hand drying facilities		
Bins		
Mirrors		
Designated unisex disabled toilets or male/female cubicles for disabled users are available and are not of a lower standard than other toilets. In addition:		
They are wheelchair accessible		
They are free of clutter		
They have appropriate equipment for disabled users		
They are fitted with emergency help button or cord		
Clinical waste system provided for discreet disposal of materials/waste		
There is adequate ventilation		
The sink and taps are at an appropriate height		
Toilet blocks are deep cleaned three times a year during school holidays		
Drinking water is not sited in toilet areas		
Staff are aware of pupils with special toileting needs and deal with these discreetly		
Pupils are encouraged to draw up a code of behaviour for the toilets and to communicate it to other pupils		
Toilet management policy written and approved by school governors and pupils and reviewed yearly		
Toilet management policy communicated to all pupils, parents/carers and staff		
Toilet management issues are regularly included in all appropriate school council, staff and governor meetings		

