

Red Shed Inc. Toilet, Change Room and Locker Room Policy

Effective Date: 01/06/2024

Review Date: 01/06/2025

Purpose:

Red Shed Inc. is committed to providing clean, safe, and accessible toilet and change room facilities for all employees, contractors, members, and visitors. This policy outlines the standards and expectations for the use and maintenance of these facilities, ensuring a hygienic environment that promotes health and well-being. It also emphasizes child safety within these areas.

Scope:

This policy applies to all employees, contractors, members, and visitors who utilise the toilet, change room, and locker room facilities at Red Shed Inc.

Policy Statement:

Red Shed Inc. will ensure that toilet, change room, and locker room facilities are maintained to a high standard of cleanliness and hygiene, accessible to all individuals, and used in a manner that promotes respect and consideration for others. Additionally, Red Shed Inc. employs a surveillance CCTV system to enhance security and monitor the use of these facilities.

1. Facility Standards

1.1 Cleanliness:

- Toilet, change room, and locker room facilities will be cleaned regularly to maintain hygiene and prevent unpleasant odours. Cleaning schedules will be established and adhered to.
- Supplies such as toilet paper, soap, and hand drying facilities will be stocked adequately to meet user needs.

1.2 Accessibility:

- Facilities will be accessible to all users, including those with disabilities, with appropriate signage and features in place (e.g., grab rails, accessible stalls).
- Clear signage will be posted to indicate the location of toilet, change room, and locker room facilities.

2. User Responsibilities

2.1 Personal Hygiene:

- All users are expected to maintain good personal hygiene, including washing hands with soap and water after using the toilet facilities.

- Users should dispose of sanitary products in designated bins and not in toilets to prevent blockages.

2.2 Respect for Others:

- Users should ensure the facilities are left clean and tidy for the next person.
- Loud noises, disruptive behaviour, or inappropriate conduct within the toilet, change room, or locker room facilities are not permitted.

2.3 Reporting Issues:

- Any issues related to the cleanliness, maintenance, or safety of the facilities should be reported to management immediately. This includes repairs needed, safety hazards, or insufficient supplies.
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3. Change Room Guidelines

3.1 Privacy and Respect:

- Users should respect the privacy of others in the change rooms and avoid unnecessary conversations or distractions.
- Change rooms are intended for changing and personal grooming; loitering or extended use for other purposes is not allowed.

3.2 Valuables and Security:

- Users are encouraged to keep personal belongings secure. Red Shed Inc. will not be responsible for lost or stolen items.
 - Lockers may be provided for personal items; users are responsible for securing their belongings and locking lockers when in use.
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4. Locker Room Guidelines

4.1 Use of Locker Room:

- The locker room is designated for storing personal items and should not be used as a change room.
- All participants, members, and visitors must use the designated change rooms for changing and personal grooming.

4.2 Respect and Cleanliness:

- Users must keep the locker room clean and organized, avoiding the accumulation of personal items in common areas.
- Loud or disruptive behaviour in the locker room is not permitted to maintain a respectful environment.

5. Child Safety Guidelines

5.1 Supervision:

- Children must be supervised by a responsible adult at all times while accessing the toilet, change room, and locker room facilities.
- Adults should ensure that children are aware of appropriate behaviour and facility guidelines.

5.2 Privacy Considerations:

- If a child requires assistance in the change room, a parent or guardian may accompany them.

5.3 Reporting Concerns:

- Any concerns regarding the safety of children in these facilities should be reported to management immediately. This includes inappropriate behaviour or safety hazards.
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6. CCTV Surveillance

6.1 Purpose of CCTV:

- Red Shed Inc. utilises a surveillance CCTV system to enhance the safety and security of its facilities, including the toilet, change rooms, and locker rooms. CCTV footage may be monitored to deter misconduct and ensure compliance with this policy.

6.2 Privacy Considerations:

- CCTV cameras are positioned in common areas outside of change rooms and toilets, with no cameras inside these private areas to ensure users' privacy.
 - Footage may be reviewed by authorised personnel for security purposes or in response to reported incidents.
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7. Maintenance and Inspections

7.1 Regular Inspections:

- Facilities will be inspected regularly for cleanliness, safety, and accessibility by designated staff.
- Any maintenance issues identified during inspections will be reported and addressed promptly.

7.2 Deep Cleaning:

- Periodic deep cleaning of toilet, change room, and locker room facilities will be scheduled to maintain hygiene standards, particularly after busy periods or events.
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8. Policy Review and Compliance

8.1 Compliance:

- All users of the toilet, change room, and locker room facilities are expected to comply with this policy.
- Failure to adhere to the guidelines may result in disciplinary action or restrictions on facility access.

8.2 Policy Review:

- This policy will be reviewed annually or as needed to ensure its effectiveness and compliance with relevant health and safety regulations.
- Feedback from users will be considered during the review process to improve facility standards and user experience.

This policy has been approved by

Name: John Gasson

Position: President

Date: 01/06/2024

Contact Information:

For questions or concerns regarding first aid at Red Shed, please contact admin@redshed.org.au or 0447 137 111.