














Cloth	Blue	Green
PPE	N/A	
Chemicals	• Sanitiser • Washing-up liquid	
Reference	• Safety policies • Risk assessment manual • COSHH manual • Premises license conditions • A4 handwash poster	
Equipment	• Children's menus • Children's activity sheets • Plastic tumblers • Children's cutlery - knife & fork • Baby bottle warmers • High chairs • Baby change unit • Nappy bin • Fire guards • Finger guards • Damaged furniture tape	
Step 1		<ul style="list-style-type: none"> • Ensure all employees are aware of the licensing conditions and restrictions in relation to families visiting the pub.
Step 2		<p>Children's menu:</p> <ul style="list-style-type: none"> • A supply of children's menus and activity sheets must be available on the condiment sideboard in the specified menu holder.
Step 3		<p>Plastic tumblers and cutlery:</p> <ul style="list-style-type: none"> • Plastic tumblers must be available for children's drinks. • Check condition and cleanliness prior to use and replace as required. • Children's cutlery must be polished and delivered with a napkin for every children's meal.
Step 4		<p>Baby bottle warmers:</p> <ul style="list-style-type: none"> • Baby bottle warmers must be available for customers to warm through feeding bottles and baby food jars. • Baby bottle warmers must be cleaned using a blue cloth and sanitiser before and after every use. • On request, fill the baby bottle warmer approximately 3/4 full using hot water from the water boiler. • Ensure that the push-button opener on the lid is closed before securely replace the lid. • Remind the customer to keep the baby bottle warmer upright and replace the lid after use. • Check condition of the baby bottle warmer before and after use. If any damage is noted, do not use. • Rinse in hot soapy water after use and allow to air dry before replacing the lid and cup. • Do not wash the baby bottle warmer in the dishwasher. • Do not use any other container to provide hot water to customers.

Step 5	  	<p>Free standing baby changing unit:</p> <ul style="list-style-type: none"> • Using sanitiser and a clean green cloth, wipe the unit as required when completing the toilet check. • Check the unit is in good condition and located in the correct place. • If any damage is noted, remove from use immediately. <p>Wall mounted baby changing unit:</p> <ul style="list-style-type: none"> • Using sanitiser and a clean green cloth, wipe the unit as required when completing the toilet check. • Check unit is in good condition and securely fastened to the wall • Hold the unit at 45 degrees and then let go to check that the unit opens slowly. It must also remain in the upright position when closed. • Check safety straps are in good condition and operational. • If damage is noted, close the unit, display an 'out of order' notice and wrap with damaged furniture tape. • If the strap can be easily removed, a replacement can be ordered supply only via the property maintenance system. • For units where the strap is screwed in place, a replacement unit is required, supply only via the property maintenance system. This must be installed by the MIV contractor. • If new hydraulic arms are required, these can be ordered supply only via the property maintenance system. <p>• Replacement safety stickers for horizontal-opening and vertical-opening units can be ordered supply only via the property maintenance system.</p>
Step 6		<p>Nappy bin:</p> <ul style="list-style-type: none"> • Ensure a nappy bin is provided near all baby changing units. • Ensure the bin lid remains closed to reduce odour in the room. • If the bin is overflowing arrange for a service visit from the approved contractor.
Step 7		<p>High chairs:</p> <ul style="list-style-type: none"> • Check all high chairs on a daily basis prior to the pub opening to ensure they are clean and in good condition. • High chairs must be cleaned after every use using a blue cloth and sanitiser, paying particular attention to the straps and all touch points. • Check straps to ensure they are securely in place and operational. • Remove high chairs from use if maintenance issues are noted and wrap with damaged furniture tape.
Step 8		<p>High chair safety notice sticker:</p> <ul style="list-style-type: none"> • High chairs must not be used if a safety notice sticker is missing. • Check when cleaning that safety notice stickers are in place and in good condition. • Replacement stickers can be ordered supply only via the property maintenance system.
Step 9		<p>Finger guards:</p> <ul style="list-style-type: none"> • Ensure that all internal self-closing doors in the customer area have finger guards fitted and that these are in good condition. Entrance and exit doors do not require finger guards.

Step 10		<p>Fire Guards:</p> <ul style="list-style-type: none">• Fire guards must be located in front of all open fires when lit.
Step 11		<ul style="list-style-type: none">• Do not heat any baby food or feeding bottles for customers other than providing a baby bottle warmer.• Report any maintenance issues via the property maintenance system for immediate repair or replacement.• In the interests of good hygiene, toys must not be provided for customers.• Refer to the premises license for any restrictions regarding children. <p>Children under 16 years of age must be supervised by an adult (over 18 years of age) at all times.</p> <ul style="list-style-type: none">• People under 18 years of age:<ul style="list-style-type: none">- Are not permitted to purchase or consume alcohol.- Are not permitted to play on any gaming machines.• People under 16 years of age are not permitted to use the coffee machine or hot water boiler.