

School Name:	Ysgol y Ddwylan
Policy Name:	Hygiene Policy
Date Policy formally approved by Governing Body:	
Date Policy becomes effective:	
Review Date(s):	
Person(s) responsible for implementation of the policy:	
Named Governor:	
Signed: (Head teacher)	
Signed: (Chair of Governing Body)	

## 1. Introduction

This document is a statement of the aims, principles and strategies for maintaining high standards of hygiene at our school. The guidance outlined in 'Teach Germs a Lesson' (WAG, 2006) has been taken into consideration in the formulation of this policy.

The policy was developed as an addendum to our Health and Safety policy and will be reviewed as part of general health and safety reviews.

At our school we recognize that the health of students and adults is of vital importance to ensuring the continuity of education. It is the responsibility of all stakeholders to promote a culture where health and hygiene issues are discussed in an open and positive way to promote health and well-being of the whole school community. In schools, where learners are in close and frequent physical contact with each other, infectious diseases can spread rapidly. Outbreaks of infection not only interrupt the schooling of those affected but they can also disrupt school's routine and can incur costly control measures.

We believe that there are a number of simple procedures that we implement to help protect students and staff from infections and reduce the risk of outbreaks. These include:

- Rigorous hygiene
- Ensuring students and staff are encouraged to receive appropriate immunizations which will protect them against some severe and sometimes fatal infections
- Keeping infectious students and staff away from school, where appropriate
- Ensuring the prompt and appropriate treatment of students and staff who present with infections at school.

## 2. Purpose of the Policy

This Hygiene Policy should be read in conjunction with the Health and Safety Policy. The document provides an overview of the whole school approach for the clear understanding of the importance of achieving and maintaining high standards of hygiene and personal care.

### **Aims**

It is the aim of the governors and Headteacher to maintain safe and healthy working conditions, equipment and work arrangements for all employees and to ensure such information, training and supervision as they need for this purpose in line with the Health and Education Act 1974.

We also accept our responsibility for the health and safety of our pupils and for other people who may be affected by our activities.

Our hygiene procedures follow the guidelines set down by the health and safety department at Conwy County Council. Our aims are:

- To reduce or eliminate sources of infection
- To prevent the transfer of contamination from these sources
- To educate staff and students about good hygiene practices and be consistent in the message that is delivered
- To maintain a close link with parents and ensure that home-school communication regarding health and hygiene practices and the control of infectious diseases and/or illnesses is clear, consistent and regularly updated

### **Responsibilities**

We recognize the need to identify organizational methods for implementing and controlling the health, safety and hygiene of all persons who work within or visit the school.

In addition to the responsibilities outlined in the 'Health and Safety Policy,' the following is a summary of individual responsibilities, their consequent structure and accountability:-

#### **1. Governing body**

The governing body has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of infection, supporting the work of the Headteacher and the staff within the school setting.

#### **They Must Ensure:**

- a) That in co-operation with the Headteacher, a school Hygiene Policy is produced, and this policy is regularly reviewed and revised as and when necessary;
- b) That risk assessments are undertaken with any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly;
- c) That sufficient funding is allocated for hygiene issues e.g. provision of hygienic toilet facilities, appropriate training, provision of personal protective clothing etc;
- d) That a positive health and safety culture is established and maintained.

#### **2. Headteacher**

The Headteacher is responsible and accountable for the implementation of this policy and the compliance with all relevant legislation in every area and activity within the school.

In order for this to be achieved, his/her operational duties include the following:

Ensuring that all members of staff (including new staff, supply staff, probationers and students, voluntary helpers etc) are aware of the contents of the school health, safety and hygiene policies and all safe working practices.

If deemed necessary, appointing one or more members of staff undertaking specific duties in relation to hygiene.

Ensuring that the school, its furniture and fittings are tidy, clean and hygienic  
Overseeing the documented programme for cleaning the entire school and the protocol for the immediate removal of potentially infectious spills of blood and body fluids (vomit or faecal material)

Ensuring that cleaning staff are appropriately trained and aware of national guidance

Maintaining a list of notifiable diseases and ensuring that all staff are familiar with local guidelines and procedures for notifying the CCDC and EHO of outbreaks of disease

Notifying the CCDC should any notifiable disease occur in the school

Ensuring that there are established clear routines, rotas and staff responsibilities

### **3. Staff**

Staff are responsible to the Headteacher for the health, safety and hygiene of all work areas and activities under their control. To achieve this, the duties include the following:-  
Supporting the Headteacher in the aims and responsibilities outlined above, and taking responsibility for the above, in the absence of the Headteacher

Ensuring that all staff, newly inducted staff, students, supply teachers and voluntary helpers are aware of the requirements of the Health and Safety Policy and the Hygiene Policy, and the safe working practices that apply to their area of activity.

Actively encouraging the participation of all pupils in hygiene and welfare matters.

Making known to the Headteacher any identified training needs.

Establishing and regularly reviewing safe and hygienic working practices for activities under their control.

Taking effective action and/or immediately referring to the Headteacher any health, safety and hygiene problems brought to their attention.

### **4. Teaching Staff (Including Supply Teachers) and Support Staff**

Teachers have a duty of care under Health and Safety Legislation.

In order to achieve this, their duties include the following, in addition to those outlined in the Health and Safety Policy. Teaching staff will:

Follow and adhere to the guidelines within 'Teach Germs a Lesson' (WAG, 2006)

Notify the Headteacher of any reportable illness or disease concerning pupil(s) within their class.

Help raise awareness of good hygiene practices by teaching pupils about the importance of hand washing, nose wiping and the disposal of tissues, the spread of infection through coughing and sneezing and food and kitchen hygiene.

Follow best practice eg wearing appropriate clothes, washing hands and using different colour-coded chopping boards and knives for raw and ready-to-eat foods during cookery sessions and BOBs activities and provide basic food hygiene awareness - as outlined in the 'Teach Germs a Lesson' scheme (WAG, 2006).

Teach pupils about personal hygiene as part of PSE/SRE lessons

#### **Actions.**

Our school promotes a high standard of health and hygiene in its day-to-day work with students and adults. This is achieved in the following ways:

#### **Illness**

- If a student becomes ill during the school day they will be assessed by one of First Aiders and/or Headteacher and/or Assistant Headteachers to decide if they should go home. If so, parents or other nominated contacts are telephoned.

- Parents are asked to keep students at home if they have an infection, and to inform the school of the nature of the infection. The Headteacher will alert other parents of the risk of infection if necessary.
- Parents are asked not to send any student to school who has been vomiting or had diarrhoea until at least 48 hours has lapsed since the last attack.
- Cuts or open sores are cleaned and covered with sticking plaster or other dressing.
- The Headteacher, Assistant Heads and the First Aiders have responsibility for ensuring that first aid equipment is kept clean, replenished and replaced as necessary. Sterile items are kept sealed in their packages until needed. Travel First Aid packs are taken on visits out of school. Materials are disposed of using yellow sacks.

## **Personal Hygiene**

To prevent the spread of infection, adults will ensure that the following good practices are observed:

- Thorough hand washing after using the toilet, after touching any potentially contaminated surfaces (e.g. drains, cleaning cloths, waste bins, soil), after contact with blood or body fluids including after coughing, sneezing, or caring for the sick, after touching animals, immediately before handling any food and immediately after handling raw food, before and after dressing a wound, giving or applying any medication, or applying contact lenses.
- Ensuring hygiene rules related to bodily fluids are followed with particular care by all staff and volunteers, according to national/county policy and guidelines.
- Teaching food hygiene/safety practice to all students using the catering kitchen and ensuring correct procedures are followed
- Teaching students about personal hygiene in PSE

## **Cleaning and clearing**

- Any spills of blood or vomit are wiped up and disposed of using a Body Fluids Disposal kit. Disposable gloves are always used when cleaning up spills of body fluids. Floors and other affected surfaces are disinfected using chlorine or iodine bleach diluted according to the manufacturer's instructions.
- Fabrics contaminated with body fluids are thoroughly washed in hot water.
- All surfaces are cleaned daily with an appropriate cleaner.
- Water coolers are serviced regularly in accordance with manufacturers guidance

## **Food**

The school will observe current legislation regarding food hygiene, registration and training.

In particular, adults involved in food preparation will comply with the following guidelines and staff teaching pupils to cook/prepare food will ensure pupils follow the guidelines:

- Always wash hands their under running water before handling food and after using the toilet.
- Not be involved with the preparation of food if suffering from any infectious/contagious illness or skin trouble.
- Never cough or sneeze over food.
- Use different cleaning cloths for kitchen and toilet areas.
- Prepare raw and cooked food in separate areas.
- Keep food covered and either refrigerated or piping hot.
- Keep a lid on the dustbin and wash hands after using it.
- Wash fresh fruit and vegetables thoroughly before use.

- Ensure that all food is used before the 'use by' date

Any food or drink that requires heating will be heated immediately prior to serving and not left standing. No food or drink for students will be reheated.

Tea towels will be kept clean and stored in a dust-free place, e.g. closed cupboard or drawer. Cracked or chipped crockery will not be used.

### **Responsibilities of Students**

All students are expected to:

1. Exercise personal responsibility for the safety of themselves and their fellow pupils.
2. Wear appropriate clothing , e.g. PE kit for sports and exercise, aprons for cooking, protective clothing for outdoor and adventurous activities.
3. Observe all the safety rules and in particular the instructions of the teaching staff in the event of an emergency;
4. Use and not wilfully misuse, neglect or interfere with equipment provided for safety purposes.

### **Monitoring and Evaluating our Hygiene Performance**

It is the duty of the Headteacher and Health and Safety Link governor to monitor the implementation of this Hygiene Policy.

This policy shall be reviewed regularly and amended as necessary.