

YSGOL GYNRADD GYMUNEDOL ARBERTH
NARBERTH COMMUNITY PRIMARY SCHOOL



HYGIENE POLICY

June 2022

Hygiene Policy

Background and Rationale

In schools, where children are in close and frequent physical contact with each other, infectious diseases can spread quickly (Teach germs a lesson, Welsh Assembly Government, 2006). Outbreaks of infection not only interrupt the schooling of affected children but they can also disrupt the school's routine and can incur costly control measures.

At Narberth CP School we recognise that the health of children and adults is of vital importance to ensure continuity of education. We recognise our responsibility to promote a culture where health and hygiene issues are discussed in an open and positive way to promote the health and well-being of the whole school community.

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

- Rigorous hygiene
- Ensuring children and staff receive appropriate immunizations which will protect them against some severe and sometimes fatal infections
- Keeping infectious children and staff away from school, when appropriate
- Ensuring prompt and appropriate treatment of infections
- Ensuring a whole school approach to hygiene with curriculum lessons supported by school policies, training, culture, ethos and environment especially in relation to toilet facilities and hand washing and community and family involvement.

PURPOSE

The key aims of this policy are:

- To reduce and eliminate sources of infection
- To educate staff and children about good hygiene practices
- To ensure consistent messages are delivered and mixed messages are avoided
- 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 in line with the latest guidance
- To provide an overview of the school's approach to hygiene
- To promote a whole school approach for the clear understanding of the importance of achieving and maintaining high standards of hygiene and personal care.
- To identify and allocate specific roles, responsibilities and procedures
- To promote and encourage high standards of personal and hand hygiene
- To promote and encourage high standards of toilet hygiene
- The adoption of high standards of food hygiene and safety
- To follow appropriate advice and guidelines in regard to educational visits
- To use relevant resources and agencies
- To undertake appropriate monitoring, evaluation and review of adopted policies and procedures

This hygiene policy should be read in conjunction with the following policies and guidance:

- Health and Safety policy
- All Wales Infection Prevention and Control Guidance for Educational Settings, Public Health Wales (2017)
- Illness/absence reporting

- Medicines Management
- Hydration policy
- Lunchbox guidance
- First Aid procedures
- Health Care needs Policy
- Intimate Care Policy
- Safer Food, Better Business regulations

ROLES & RESPONSIBILITIES

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:

Governors

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 Head teacher and the staff within the school setting.

Governors must ensure:

- a) That 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. training, provision of personal protective clothing, toilet facilities etc.
- d) That a positive health and safety culture is established and maintained.

Head teacher

The Head teacher 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, perational 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 (see poster in main office) and ensuring that all staff are familiar with local guidelines and procedures for notifying Public Health Wales and Environmental Health of outbreaks of disease should they occur in the school
- Ensuring that there are established clear routines, rotas and staff responsibilities

Assistant Head teacher

The Deputy Head teacher is responsible to the Head teacher for the health, safety and hygiene of all staff, pupils and activities under their control. To achieve this, their duties include the following:

- Supporting the Head teacher in the aims and responsibilities outlined above, and taking responsibility in the absence of the Head teacher
- 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 in hygiene and welfare matters of all pupils.
- Making known to the Head teacher any identified training needs.
- Establishing and regularly reviewing safe working practices for activities under their control.
- Taking effective action and/or immediately referring to the Head teacher any health, safety and hygiene problems brought to their attention.

Teaching Staff (Including Supply Teachers) and Support Staff

Teachers have a duty of care under Health and Safety Legislation. In addition to their duties outlined in the Health and Safety policy, staff will:

- Follow and adhere to the guidelines within the 'All Wales Infection Prevention and Control Guidance for Educational Settings' from Public Health Wales (2017)
- Notify the Head teacher 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. Educational resources including e-bugs www.e-bugs.eu will be used.
- Use different, colour - coded chopping boards and knives for raw and ready-to-eat foods during cookery sessions and provide basic food hygiene awareness and training to staff.

Pupils

All pupils are expected to:

- Take personal responsibility for the health and safety of themselves and their fellow pupils
- Treat all areas of the school, particularly toilet areas, with respect and leave in an appropriate manner for all users
- Report any issues concerning the toilet facilities to a member of staff e.g. loo roll, liquid foam soap, spills, blockages etc.
- Follow the hand washing advice and posters located in the toilets and around the school
- Wear school uniform, PE kit for sports and exercise, indoor footwear when in the school building, and appropriate footwear for outdoors
- For PE, either remove ear-rings or cover them with tape, which must be provided by parents

HAND HYGIENE

Good hand washing is the single most effective way of stopping germs from getting into our bodies and causing infection. Everyone should wash their hands:

- whenever they look dirty
- 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 (e.g. faeces, vomit, respiratory secretions)
- including after coughing, sneezing, or caring for the sick
- after touching animals, their cages, feeding utensils or toys
- 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.

In line with the All Wales Infection Prevention and Control Guidance for Educational Settings, Public Health Wales (2017) and the Welsh Network of Healthy School Schemes (WNHSS) National Quality Award Minimum Standards for Hygiene Narberth CP School will ensure that:

- ✓ Pupils and staff have access at all times to school toilets that are open, well ventilated, have functioning locks, and are cleaned regularly
- ✓ Liquid soap, warm water, hand-dryers and/or paper towels are provided in toilets for pupils and staff

- ✓ Nail brushes and bars of soap are not used
- ✓ Toilet paper is provided in toilets for pupils and staff
- ✓ Appropriate sanitary disposal facilities exist in toilets for female staff and pupils
- ✓ Guidance is displayed near all hand washing facilities for pupils and staff on how to wash hands
- ✓ Pupil toilets are monitored regularly
- ✓ The school has a Food Hygiene Rating of 5
- ✓ Staff room cleanliness is maintained, e.g. microwave
- ✓ Water coolers are cleaned and maintained regularly
- ✓ Parents are provided with guidance on safety of lunch boxes
- ✓ Parents and all staff are provided with national/local guidance on illness absence

MONITORING AND EVALUATION

It is the duty of the Head teacher and Health and Safety Link Governor to monitor the implementation of this policy. This policy will be reviewed in line with the school's policy review cycle and amended as necessary.

Date:

Signed:

Review date: June 2023