

## Kings Hygiene Policy

All Kings' policies will be ratified by the Board of Directors and signed by the Chairperson. Each policy will be co-signed by the principal of each school. Review dates will be similar for each school.

Coordinator	Nominated Director	Chair of Board of Directors
<b>HEALTH &amp; SAFETY OFFICER</b>	<b>DIRECTOR OF COLLEGE SERVICES</b>	<b>NIGEL PAMPLIN</b>

We actively promote a healthy lifestyle and a high standard of hygiene in order to prevent the spread of infection.

We believe this policy relates to the following legislation (click on the link below to access information):

- [The Education \(Independent School Standards\) \(England\) Regulations 2014](#)
- [Health and Safety at Work, etc Act 1974](#)
- [Workplace \(Health, Safety and Welfare\) Regulations 1992](#)
- [Management of Health and Safety at Work Regulations 1999](#)
- [Health and Safety \(Miscellaneous Amendments\) Regulations 2002](#)
- [The School Premises \(England\) Regulations 2012](#)

The following documentation and online guidance is also related to this policy (click on the link below to access information):

- [Health and Safety Executive website](#)
- [Advice on Standards for School Premises: For local authorities, proprietors, school leaders, school staff and governing bodies](#)
- [Boarding Schools: National Minimum Standards](#)

### Aims

- To promote a high standard of hygiene in order to prevent the spread of infection.
- To encourage all students and staff to understand the ways of preventing the spread of infection.

### Procedure

<b>Role of the Board of Directors</b>	<p>The Board of Directors has:</p> <ul style="list-style-type: none"> <li>▪ delegated to the Principal the appointment of staff to be responsible for Health and Safety;</li> <li>▪ delegated powers and responsibilities to the Principal to ensure all school and residence personnel and visitors to the school and residence are aware of and comply with this policy;</li> <li>▪ responsibility for ensuring funding is in place to support this policy;</li> <li>▪ responsibility for ensuring policies are made available to parents;</li> <li>▪ nominated the Director of College Services to visit the school regularly, to liaise with the Principal and Health and Safety Officer and to report back to the Board of Directors;</li> <li>▪ responsibility for the effective implementation, monitoring and evaluation of this policy</li> </ul>
<b>Role of the Principal</b>	<ul style="list-style-type: none"> <li>▪ ensure all school and residence personnel, pupils and parents are aware of and comply with this policy;</li> <li>▪ work closely with the Health and Safety coordinator to promote a healthy lifestyle and a high standard of hygiene in order to prevent the spread of infection;</li> <li>▪ provide guidance, support and training, where necessary, to all staff;</li> <li>▪ monitor the effectiveness of this policy;</li> </ul>
<b>Role of the Director of</b>	<p>The Director of College Services will:</p>

<b>College Services</b>	<ul style="list-style-type: none"> <li>regularly visit the school's Principal and Health and Safety Officer to ensure the policy is implemented effectively</li> <li>report back to the Board of Directors</li> </ul>
<b>Role of the Health and Safety Officer (as Coordinator)</b>	<p>The Coordinator will:</p> <ul style="list-style-type: none"> <li>lead the development of this policy throughout the school and residential accommodation;</li> <li>lead the development of a healthy lifestyle and a high standard of hygiene throughout the school and residential accommodation;</li> <li>ensure the provision of an adequate number of hand sanitation stations for effective washing of hands;</li> <li>ensure and monitor that an adequate amount of other cleaning materials exist for dealing with spillages, such as anti-bacterial tissues, rubber gloves and other cleaning materials;</li> <li>ensure an adequate number of sanitary bins are provided in school and residential accommodation and are regularly maintained;</li> <li>provide guidance and support to all staff;</li> <li>ensure information for all staff is available on induction and when the need arises;</li> <li>keep up-to-date with new developments and resources;</li> <li>review and monitor and record any concerns;</li> <li>annually report to the Principal on the success and development of this policy</li> </ul>
<b>Role of School Personnel</b>	<p>In dealing with spills of blood, vomit or excrement school and residence personnel will follow these procedures:</p> <ul style="list-style-type: none"> <li>Rubber gloves must be worn at all times.</li> <li>Disposable wipes must be used and flushed away immediately.</li> <li>Floors and other affected surfaces must be disinfected with the appropriate chemicals.</li> <li>Any soiled fabrics must be washed or discarded.</li> <li>Soiled garments to be placed in sealed polythene bags and then sent home or washed on the premises.</li> </ul> <p>School and residence personnel will encourage students to understand:</p> <ul style="list-style-type: none"> <li>the ways of preventing the spread of infection;</li> <li>the importance of personal hygiene</li> </ul> <p>School and residence personnel will report any concerns they have about the cleanliness of any student to the Welfare Officer.</p>
<b>Role of Students</b>	<p>All students will follow these rules:</p> <ul style="list-style-type: none"> <li>hands must be washed after using the toilet;</li> <li>disposable tissues are available in all classrooms;</li> <li>students are encouraged to shield their mouths when coughing or sneezing, or to use a tissue;</li> <li>students are not allowed to swap or try on other student's earrings;</li> <li>sanitary products should be disposed of in the bins provided;</li> <li>hand sanitation stations should be frequently used</li> </ul>
<b>Role of Parents and their Representatives</b>	<p>Parents will be made aware of this policy and are asked to comply with it.</p>
<b>Food Hygiene</b>	<p>We will observe current legislation regarding food hygiene, registration and training, in accordance with the regulations issued by the <a href="#">Foods Standards Agency</a>.</p> <p>The following procedures must be followed when handling food:</p> <ul style="list-style-type: none"> <li>Hands must be washed thoroughly before handling food.</li> <li>Refrain from handling food if suffering from any infectious/contagious</li> </ul>



	<p>illness, skin trouble, cough or cold.</p> <ul style="list-style-type: none"> <li>▪ The preparation of raw and cooked food must take place in separate areas.</li> <li>▪ Fresh fruit and vegetables must be washed before use.</li> <li>▪ All surfaces must be kept clean at all times.</li> <li>▪ All food waste must be disposed of properly.</li> <li>▪ All utensils must be washed thoroughly after use and stored correctly.</li> <li>▪ Broken or chipped china will not be used</li> <li>▪ Tea towels and cleaning cloths will be washed after use.</li> <li>▪ Aprons must be worn at all times.</li> </ul>
<p><b>Raising Awareness of the Policy</b></p>	<p>We will raise awareness of this policy via:</p> <ul style="list-style-type: none"> <li>▪ the Student Handbook</li> <li>▪ the Staff Handbook</li> <li>▪ Student inductions</li> <li>▪ information displays in the main school areas</li> </ul>
<p><b>Student Consultation</b></p>	<p>We wish to consult our students and to hear their views and opinions as we acknowledge and support <a href="#">Article 12 of the United Nations Convention on the Rights of the Child</a> that children should be encouraged to form and to express their views.</p> <p>Student consultation is integral to our process of regular self-evaluation and continuous improvement and will take place in a variety of ways.</p> <p>The methods will include:</p> <ul style="list-style-type: none"> <li>• A Student Forum /Student Council(which will meet regularly and also be consulted by the Principal)</li> <li>• An appointment system and means of contact with the Principal and key staff members</li> <li>• Operating an 'open door' policy in school whenever possible</li> <li>• Student Questionnaires (on a variety of matters relating to the school and/or and social issues)</li> <li>• Open Class discussion (on a variety of matters relating to the school and/or and social issues)</li> <li>• Suggestion Box (allowing anonymity if desired)</li> </ul> <p>Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends a course at Kings will be encouraged and given the opportunity to provide feedback on every aspect of school life during their stay with us.</p> <p>A separate policy exists for student consultation which explains these processes in more detail.</p>
<p><b>Associated Policies and Publications</b></p>	<p>This policy has been written with reference to and in accordance with the following policies and publications:</p> <ul style="list-style-type: none"> <li>• Kings Child Protection Policy 2013</li> <li>• Kings Health and Safety Policy 2013</li> </ul>
<p><b>Monitoring the Effectiveness of the Policy</b></p>	<p>The effectiveness of this policy will be reviewed annually or when the need arises, and the necessary recommendations for improvement will be made to the Board of Directors.</p>



## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

This policy affects or is likely to affect the following members of the school community (✓)		Students	School Personnel	Parents/ carers	Directors	School Visitors	Wider School Community			
		✓	✓			✓				
Question	Protected Characteristics							Conclusion		
Does or could this policy have a negative impact on any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'yes' or 'not sure'	
<b>YES</b>									<b>Yes</b>	<b>No</b>
<b>NO</b>	✓	✓	✓	✓	✓	✓	✓	✓		✓
<b>UNSURE</b>										
Does or could this policy help promote equality for any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'no' or 'not sure'	
<b>YES</b>	✓	✓	✓	✓	✓	✓	✓	✓	<b>Yes</b>	<b>No</b>
<b>NO</b>										✓
<b>UNSURE</b>										
<b>Conclusion</b>	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.									



Annual Policy Review Sheet - Appendix A:

Review Date	Primary Reviewer Name (Policy Coordinator)

This Appendix A should be completed **annually** by the Policy Coordinator and Principal with specific details of each individual Kings college.

<b>Date of Last Review:</b>	
<b>Date of Next Review:</b>	
<b>Is this policy being implemented fully, with all outlined procedures followed as prescribed?</b>	YES/NO
<b>All students have been advised of the policy of good hygiene at all times in school and the availability and use of hand sanitation stations and other hygiene equipment.</b>	YES/NO
<b>All staff have been advised of the policy of good hygiene at all times in school and the availability and use of hand sanitation stations and other hygiene equipment.</b>	YES/NO
<b>The school's Kitchen and Catering Staff have followed appropriate practices in storing and handling of food, in accordance with regulations issued by the <i>Foods Standards Agency</i> <sup>2</sup>.</b>	YES/NO
<b>All kitchen staff have received or renewed the appropriate training in Food Hygiene in keeping with regulations issued by the <i>Foods Standards Agency</i> <sup>2</sup>.</b>	YES/NO
<b>Signage related to good hygiene practice and use of hand sanitation stations can be found in the following locations:</b>	<ol style="list-style-type: none"> <li>1. Kitchen Food Preparation Area</li> <li>2. Female Toilets</li> <li>3. Male Toilets</li> <li>4. Chemistry Lab</li> <li>5. Cafeteria seating area</li> <li>6. Sick Bay</li> </ol>
<b>Hand sanitation stations are provided in school at the following areas (please circle or amend)</b>	<ol style="list-style-type: none"> <li>1. Kitchen Food Preparation Area</li> <li>2. Outside Toilets</li> <li>3. Reception</li> <li>4. Chemistry Lab</li> <li>5. Cafeteria seating area</li> <li>6. Sick Bay</li> </ol>
<b>The following hygiene equipment is provided in school (please circle or amend)</b>	<ol style="list-style-type: none"> <li>1. RUBBER GLOVES</li> <li>2. DISPOSABLE WIPES</li> <li>3. DISINFECTANT</li> <li>4. SEALABLE POLYTHENE BAGS</li> <li>5. OTHER</li> </ol>
<b>An audit of hygiene equipment for the school was taken on the following date</b>	XX/XX/XXXX
<b>Sanitary Bins are hygienically maintained and replaced by:</b>	CONTRACTOR NAME CONTACT NUMBER



<b>Sanitary Bins can be found in the following locations:</b>	1.
<b>If this policy is not being implemented fully, as prescribed, please outline what you have put in place instead and the reasons behind the change...</b>	
<b>How are staff made aware of this policy?</b>	
<b>Does this policy require any specific/specialised training for staff, if yes please specify what it is and whether it has been done?</b>	
<b>Monitoring the Effectiveness of the Policy</b>	
<p>The information in this policy and appendix will be reviewed annually by the Principal, or when the need arises, and the necessary recommendations for improvement will be made by the Principal to the Board of Directors.</p> <p>Please comment on the overall effectiveness of this policy – giving any suggestions or recommendations for improvement...</p>	

<b>Coordinator:</b>		<b>Date:</b>	
<b>Principal:</b>		<b>Date:</b>	
<b>Chair of Board of Directors:</b>	<i>Nigel Burt</i>	<b>Date:</b>	
<b>Name of School:</b>			
<b>Next Review Date:</b>			

