



Ysgol Gynradd Wood Memorial Wood Memorial C.P. School

'From little acorns, mighty Oaks grow'

Hygiene Policy September 2025

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Kindness



Determination



Nurture



Respect



Integrity

Hygiene Policy Statement

In schools, where children are in close and frequent physical contact with each other, infectious diseases can spread rapidly. Wood Memorial CP School will seek to help protect children and staff from infections and reduce the risk of outbreaks by ensuring;

- Rigorous hygiene procedures are in place
- Ensure information is provided to parents and staff on keeping infectious children and staff away from school to prevent contamination.

The development of a whole school approach to hygiene is essential in ensuring consistent messages and the development of skills in a supportive school environment. Following the Pennington enquiry (2009) which investigated the outbreak of E.coli in South Wales in 2005, a series of recommendations aimed at public sector bodies and food businesses were made. One of those recommendations was that every local authority should have a programme of audits to ensure that all schools have adequate toilet and hand washing facilities.

1. Introduction

The content of this policy outlines the pattern of development through learning about hygiene, which boys and girls who attend Wood Memorial CP School will follow. The policy refers to the teaching of health and wellbeing, with regard to pupils at progression steps 1, 2 and 3.

Education about hygiene can help children make informed choices that can impact their health. Children's physical development depends upon the attention given to proper nutrition, sufficient exercise, appropriate hygiene, safety and positive healthy choices. Children need to appreciate the relationship between diet and growth, between exercise and wellbeing, and between personal hygiene and disease.

We consider the role of Wood Memorial CP School to support families and the wider community, by ensuring the ethos of the school is established as a health promoting environment.

2. Aim

- To establish and maintain life-long healthy lifestyles and good hygiene habits and to provide a clean and hygienic school environment to promote the welfare of children and staff

3. Objectives

- To ensure all aspects of good hygiene are encouraged among pupils, staff and visitors
- To provide consistent messages in school about good hygiene within and outside of the taught curriculum
- To increase pupils' knowledge, understanding, experience and attitudes towards good hygiene
- To ensure the provision for hygiene in school reflects the cultural and medical needs of all pupils

- To ensure the school environment is a hygienic place to learn and work in

4. Curriculum

Effective hygiene education will enable children at Wood Memorial CP School to make responsible informed choices. This will not be delivered in isolation and reflect the approach within the Personal and Social Education (PSE) Framework for Wales, which underpins this Policy.

Age		
EY/3-5	Personal Development • Children should be given the opportunities to become independent in their personal hygiene needs and to be more aware of personal safety. Well-being • Children should be given opportunities to develop an understanding that exercise and hygiene and the right types of food and drink are important for healthy bodies.	
	PSE	Science & Technology/Health and Well-being AoLEs
5-8	Health and emotional well-being <i>Learners should be given opportunities to:</i> • take increasing responsibility for keeping the mind and body safe and healthy <i>And to understand:</i> • The features and physical and emotional benefits of a healthy lifestyle	Skills - Food <i>Pupils should be given opportunities to:</i> • Plan and carry out a broad range of practical food preparation tasks safely and hygienically Range – Health & Safety • They should be made aware of the impact their own health and safety of certain behaviour e.g. healthy eating.
8-11	Health and emotional well-being <i>Learners should be given</i>	Skills - Food <i>Pupils should be given opportunities</i>

	<i>opportunities to:</i> - display a responsible attitude towards keeping the mind and body safe and healthy <i>and to understand:</i> - the relationship between diet, exercise, and good health and well-being	<i>to:</i> - Plan and carry out a broad range of practical cooking tasks safely and hygienically Health & Safety - They should be made aware of the impact their own health and safety of certain behaviour e.g. healthy eating.
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Largely, education about Hygiene will take place in PSE, Science & Technology and Health & Well-being lessons, although some aspects will be addressed within daily routines and on an incidental basis. Staff will raise children's awareness of good hygiene practices by teaching them about the importance of;

- hand washing
- nose wiping and disposal of tissues
- the spread of infection through coughing and sneezing
- food and kitchen hygiene
- Puberty and growing up

Delivery

At Wood Memorial CP School, pupils will learn about hygiene using approaches that provide:

- Consistent accurate information presented simply and clearly
- Informative and accessible reading material
- Access to peers and credible adult experts, in addition to teachers
- Stimulating and enjoyable tasks

Use of outside Speakers

Where people from external agencies are invited into the school they are 'visitors' and will be seen as contributing to the school's agreed programme and not replacing it. Visitors delivering any aspects of Hygiene will be involved in the planning of the full programme and contribute their specific expertise where required e.g. School nurse, Healthy Schools

5. Environment

To assist the school in achieving statutory compliance the head teacher will ensure that:

- the school premises (furniture, furnishings and fittings) are clean and safe before the children arrive each day

- a documented programme of cleaning for the entire school is in place
- cleaning staff are appropriately trained and aware of British Institute of Cleaning Science (BICS) guidance and COSHH Regulations (training can be accessed from Facility Services)
- all cleaning equipment is colour coded in line with the British Institute of Cleaning Science (BICS) (**Appendix 1**)
- all cleaning chemicals and equipment are stored safely in a lockable cupboard
- procedures for removing spills of blood and body fluids are in place (**Appendix 3**)
- include hygiene procedures in staff induction and training
- waste is removed promptly and is not allowed to accumulate
- well-maintained toilet facilities are provided where pupils feel comfortable and safe and have open access to throughout the school day
- provision for suitable, sufficient and readily accessible hand washing and drying facilities for staff and children are available.
- a maintenance contract is in place for all water coolers in the school
- use notices, posters and staff meetings to promote good hygiene practices
- a list of notifiable diseases is kept and staff are familiar with local guidelines and procedures for notifying eg Corporate Health and Safety, Environmental Health, Occupational Health of outbreaks of disease.
- display a list of addresses and telephone numbers for key health contacts including your nearest Accident and Emergency Department, Health Centre, Environmental Health Department, Public Health Department, Corporate Health and Safety, Occupational Health, NEWydd Cleaning

5.1 Food and Kitchen hygiene

Wood Memorial CP School's food preparation areas conform to environmental health and food safety regulations. The school will ensure that all staff responsible for food preparation and handling undertake the Basic Food Hygiene Certificate level 2, and that this is updated as required. Staff responsible for preparing and handling food in school are aware of, and comply with regulations relating to food safety and hygiene.

In particular:

Staff will:
ensure all food and drink is stored appropriately, refrigerated as needed including considerations for the contents of children's packed lunches
hand wash before touching food and immediately after handling raw food, especially meat and poultry

clean and disinfect kitchen work surfaces immediately before use and immediately after contact with raw food
regularly clean and disinfect and contact surfaces (e.g. handles, taps)
regularly clear food debris from surfaces (e.g. cupboards, refrigerators, microwaves), and clean and disinfect them
ensure all cooking and eating utensils are properly cleaned before use
use a bin with a lid and clean and disinfect it regularly
wash fruit and vegetables well (especially if they are to be eaten raw) including considerations for fruit tuck shops
avoid contact between cooked and raw foods (e.g. use separate chopping boards and knives)
check use-by dates and avoid damaged food or packages
keep refrigerators set at or below 5°C (thus ensuring food remains below 8°C – the legal limit), and freezers at or below minus 18°C
cook food thoroughly and evenly (especially meat). Thorough cooking will destroy most germs. However, all parts of the food must reach at least 70°C
serve cooked food immediately, or cool and refrigerate it within 90minutes. Germs can multiply quickly in food left to stand at room temperature.
Keep tea towels clean and washed between sessions of activity with pupils
Staff should Not:
Drink unpasteurised milk or give it to children
Eat raw or lightly cooked eggs or uncooked dishes made with them
Eat meat that is undercooked or still pink
Eat pâté or ripened soft cheese (e.g. camembert, brie and blue cheeses) if you are pregnant or allow young children to eat any of the above foods
Allow animals on kitchen surfaces
Refreeze food once it has defrosted
Reheat food more than once
Allow children into the kitchen area, unless it is used solely for a supervised cooking activity
Use cracked or chipped crockery
Carry hot drinks through the play areas or place hot drinks within reach of children

Dietary Requirements

Current information about individual student's dietary needs is recorded centrally and key information is shared with Newydd catering staff (allergens) and key individual members of staff within the school on a 'need to know' basis. Please refer to the school's Healthcare Needs Policy for further information.

Packed Lunches

Packed lunches can be a breeding ground for food poisoning bacteria. Students are reminded to keep their lunch box cool, covered and safe and:

- not to store near a radiator or hot pipes
- use of insulated boxes and bags, small ice / gel packs in warm weather
- keep lunch boxes and bags clean

Water Bottles

There are many benefits of good water provision, but it is important to keep the bottles clean. The school will promote:

- Water bottles are topped up from drinking water taps / fountains / coolers only
- Any water left in bottles at the end of the day should be discarded
- Students take their bottles home daily to be cleaned daily
- Hard plastic bottles are suited to daily use rather than the disposable types which break down easily.

5.2 Toilets

To ensure staff are aware of and are able to carry out effective hygiene practices, the head teacher will ensure that;

- all toilets are open and available to pupils throughout the school day
- the toilet and washroom facilities are suitable for the range of users, including pupils with disabilities and special needs and cater for the needs of all pupils from ethnic and religious communities
- the toilet facilities provide appropriate privacy for users
- all toilet areas have access to supplies of warm and cold water, liquid soap, hand drying facilities and toilet tissue in dispensers, provided at a convenient height, at all times
- provision of sanitary disposal units in all female cubicles (for girls aged eight and over)
- ensure drinking water supplies are available in appropriate locations, and not in toilet areas
- supervision of the toilets at break and lunchtimes is undertaken by staff, if required.

To prevent the spread of all infection, staff at Wood Memorial CP School will ensure the following toileting good practices are observed: -

• Staff will take in to account every child's individual needs and work in partnership with Parents/Carers in toileting matters
• Hand washing and all aspects of hygiene are encouraged by all staff
• Any accidents are dealt with swiftly, with minimal fuss, involving a change of clothing for the child

• Spare laundered pants, and other clothing, will be available in case of accidents. Polythene bags will be available in which to wrap soiled garments in order to return them to the Parent/Carer
• Only appropriately trained staff members will accompany pupils to the toilets, as required

5.3 Procedures for dealing with Spills

- Spills of blood and body fluids (e.g. faeces, vomit, urine, nasal secretions) are regarded as potentially infectious and any contaminated surfaces are immediately cleaned and disinfected. **(Appendix 3)**

The school protocol for dealing with spills is detailed below:

Staff will:	
• Wear disposable (non latex) gloves and a plastic apron whilst cleaning spills of blood and body fluids	
• Use disposable paper towels to wipe up the spill and discard in a plastic bag	• If use of a mop is required to clean a heavily contaminated area, e.g. a spill of vomit or faeces, it must be disposed of after use • The school will use disposable mop heads or commercial spill kits are available (training can be provided by Facility Services in their use).
• Disinfect all surfaces contaminated with body fluids using a disinfectant that will kill both bacteria and viruses	
• After removing the spill, clean the area with a freshly prepared solution of detergent and water	
• Wash hands after removing gloves	
• Put any waste into a plastic bag for disposal (according to local guidelines)	
• Follow the manufacturer's instructions when using disinfectants and cleaning products*	
• Ensure disinfectants are stored in a locked cupboard after use	
• Consider steam cleaning fabric or carpeted areas as soon as possible after contamination	
Staff will not:	
• Use bleach products on carpets or wooden surfaces, or in confined unventilated areas	• Use bleach on spills of urine.

6. Illness absence

Parents and carers of pupils at Wood Memorial CP School are made aware that any student who is acutely unwell should be kept away from school until they are well enough to benefit and participate. In addition, even if they appear well, it is necessary to keep students who have certain infectious diseases away from school for an appropriate period, to help prevent

others from becoming infected. Medical advice should always be obtained, however the table in **Appendix 2** provides guidance on appropriate absence periods for some common infections.

Parents/carers will be asked to keep their children at home if they have any infection, and to inform the school as to the nature of the infection, so that the school can inform other parents/carers if necessary, and to make careful observations of any child who seems unwell.

If a student is issued prescribed medication, procedures outlined in the school's Healthcare Needs Policy will be followed.

Head lice

Parents/carers should notify the school if they discover that their child has head lice. In this instance the school will issue appropriate guidance to parents in the form of direction to our website, advising of necessary precautions and advice for treatment.

7. Immunisations

Immunisation status is checked at school entry and at the time of any vaccination. Parents are encouraged to have their child immunised and any immunisation missed or further catch-up doses organised through the child's GP.

8. Child Protection

It may be necessary to invoke local Child Protection Procedures if a pupil's safety or welfare (or that of another pupil) is under threat.

9. Confidentiality

Teachers will not promise confidentiality. The boundaries of confidentiality will be made clear to pupils. If a pupil discloses information which is sensitive, not generally known, and which the pupil asks not to be passed on, it will be discussed with a senior member of staff. The request will be honoured unless this is unavoidable in order for teachers to fulfil their professional responsibilities in relation to:

- Child Protection
- Co-operation with a police investigation
- Referral to external service

Every effort will be made to secure the pupils agreement to the way in which the school intends to use any sensitive information.

10. Community

Within its broad purpose of 'education for life', the school will seek to:

- Raise awareness of, and promote, the activities and policy of the school around hygiene, in partnership with key community and health agencies
- Encourage good hygiene practices by providing information to parents to reinforce key messages in the home environment

11. Equality

As an employer and provider of services Wood Memorial CP School will not unlawfully discriminate on grounds of age, disability, gender, gender reassignment, race or ethnicity, religion or belief, sexual orientation, marriage or civil partnership, pregnancy and maternity or on the grounds of Welsh language.

All pupils, their parents and guardians, volunteers, staff and school governors are valued and will be treated with dignity and respect. We will not tolerate any form of discrimination, harassment or victimisation.

We will work across our school community to ensure our commitment to equality and fairness is shared and take steps to ensure that our school is accessible, welcoming and inclusive.

12. Implementation

- The Health and Safety governor will ensure that there is adequate training and resources for all staff involved in the delivery of the aims and objectives of the Hygiene Policy.
- The governor with the responsibility for Health & Safety /Hygiene will liaise with head teacher and caretaker regularly.

13. Monitoring and Evaluation

- Opportunities will be provided which will enable pupils to participate and evaluate what they have learnt according to their age, needs and ability
- Parents will be invited to feedback their ideas for improvements on a regular basis both verbally and through questionnaires
- School Council
- Progress will be monitored at regular intervals by Wood Memorial CP School and governor responsible for Health & Safety: specific issues will be discussed at staff meetings as appropriate.

References:

[All Wales Infection Prevention and Control Guidance for Education Settings \(2017\)](#)

[Infection Prevention and Control Guidance \(2019\) for Childcare settings \(0-5 years\) In Wales](#)

[Public Health Wales Health Protection Team Infection Prevention and Control Quality Improvement \(Audit\) Tool For Childcare and Education Settings in Wales \(2019\)](#)

[Example of Checklist of Measures to Use During Outbreak 2019](#)

[Example of Cleaning Schedule for Education and Childcare Settings 2019](#)

[Example of Outbreak Record Form for Schools and Childcare Setting 2019](#)

[Guidance on Infection Control In North Wales – Schools and Pre-Schools Settings 2018- 2020 \(periods to keep individuals away\)](#)

[School toilets: Good practice guidance for schools in Wales \(2012\)](#)

Corporate Standard /300/01 Exposure to Blood Borne Viruses

Corporate Standard /303/01 Clinical Waste

Corporate Standard /600/01 Accident / Incident Reporting (includes Occupational Diseases)

FCC Corporate Standards are *accessible from Flintshire County Council's infonet site under Corporate Health and Safety*

School Guide to Managing Emergencies (includes dealing with outbreaks of illness)

BOG Standard Sample School Toilet Policy www.bog-standard.org

Personal and Social Education (PSE) Framework for 7-19 year olds in Wales (2008)

Design and Technology in the National Curriculum for Wales (2008)

Key Contacts:

North Wales Health Protection Team	01352 803234
All Wales Acute Response Team	03000 030032
Corporate Health and Safety (FCC)	01352 702782
Environmental Health (FCC)	01352 703386
Occupational Health (FCC)	01352 702777

<http://www.bics.org.uk/>

<http://www.wales.nhs.uk>

<http://www.hse.gov.uk/coshh/>

<https://phw.nhs.wales/services-and-teams/harp/infection-prevention-and-control/>

<https://www.newydd.wales/en/Cleaning.aspx>

Flintshire County Council Colour Coding Chart

BLUE

General Low Risk Areas

**Foyer Stairs Entrances Corridors Ledges Skirting Doors Desks
Window sills**

RED

Higher Risk Areas Washrooms

**(most often used in high-sanitary washroom cleaning, such as toilets
and urinals)**

Toilets Floors Urinals

GREEN

General Kitchen area (not food Prep)

Sink Worktop Floor

YELLOW

Washrooms

Sinks Walls Surfaces Tiles Hand Dryers

The aim of a colour coding system is to prevent cross contamination.

Always use two colours within the washroom/sanitary area.

**The colour-coding system must relate to all cleaning equipment, cloths
and gloves.**

Appendix 2

www.woodmemorial.co.uk/files/ugd/ade6bc_cfbc9ce4d19548b7a9faccf3a53a9419.pdf

Routine Cleaning and Disinfection of Equipment

