



## **Control of Infections Policy**

**Last approved: August 23**  
**Approved by: Chairs Actions**  
**Next review due: August 25**

## **Policy Statement**

When people live or work closely together, they are more at risk from spreading infections and diseases. When a person has an infectious illness/disease strict precaution will be observed.

It is BN1 Arts policy to:

- Train staff so they are aware of any risks and precautions to be taken to prevent the spread of infection/disease.
- Provide preventative measures such as personal protective equipment (PPE), training and procedures.
- Record all incidents of infection/disease
- Report notifiable infections to the local enforcing authority.

## **Introduction**

Infections are usually spread from person to person by close contact, for example:-

- Infected people can pass a virus to others through droplets when coughing, sneezing or even talking within close distance.
- Through direct contact with an infected person, by shaking or holding their hand, and then touching your mouth, nose or eyes without first washing your hands.
- By touching objects: door handles and light switches that have been previously touched by an infected person, then touching your own mouth, nose or eyes without washing your hands.
- Viruses in particular can live for several days on hard surfaces.

Therefore environmental hygiene and staff/pupil advice on how to reduce the risk of passing on infection is given as follows:-

- Wash your hands regularly, particularly after coughing or sneezing, blowing your nose, after using the toilet and before eating.
- Cover your nose and mouth when sneezing.
- Do not attend BN1 Arts if you think you have an infectious illness/disease.
- If you feel ill during the school day go to student support.

## **General Cleaning Information**

Overall, premises should be clean and well ventilated. All areas should be cleaned regularly as part of a cleaning schedule. Toilets to be cleaned at least once a day, and especially when visibly dirty.

Frequent hand contact sites such as doorknobs are likely to be contaminated with germs and have a high risk of transferring infection. It is therefore essential to clean and disinfect these sites weekly, and daily in peak infection times.

Surfaces such as floors, walls and furniture generally offer a low risk of contamination and germ transfer. These surfaces should be cleaned daily, kept dry and well maintained.

Carpeted areas will be vacuumed regularly as well as shampooed or steam cleaned as required. General purpose utility rubber gloves should be used for general environmental cleaning tasks.

These should be changed when there is evidence of peeling cracking and tears. Hands should be washed after removing gloves.

If re-useable cloths are used they must be routinely replaced. Cloths will be placed in a disinfectant solution.

Cloths/mops used to clean the toilet floor are not used in any other areas of the school. All mops/mop handles are colour coded, with heads that can be removed. They are cleaned and rinsed with disinfectant, wrung as dry as possible and then dried quickly, preferably at high temperatures and stored with mop head facing upwards (inverted) or hanging.

Item	Frequency	Method
General environmental surfaces	Daily	<p>Surface area manually cleaned at the end of the day, using a general purpose cleaner and wiped down.</p> <p>Disinfectant/bleach (hypochlorite) to be used if known infection risk and then rinsed.</p> <p><b>NB - disinfectants will not work on dirty surfaces.</b></p>
Hand wash basins, sinks, showers, urinals and toilets. Frequent hand contact sites, such as toilet flush handles, taps, and door knobs	Twice daily	<p>Surface cleaned with multi-purpose cleaner. Both sides of toilet seats and handles are cleaned as well as sink taps and door knobs.</p> <p>All surface urinals are to be washed down using a multi-purpose cleaner. Attention should be paid to the underside and surround of the urinal.</p> <p>A disinfectant spray is to be used on door knobs and frequent hand contact areas in an increased infection outbreak.</p>
Dining room, toilets and changing room floors	Daily	<p>Wash with specialist floor cleaner.</p> <p>Carpets are vacuumed regularly.</p>
Bins	Daily	<p>Empty bins daily. Bags changed as required. Bins in café area are washed daily. Sanitary bins are dealt with under contract.</p>
Walls ceilings, windows, lights, mirrors.	Yearly	<p>Clean periodically with hot soapy water and general purpose detergent.</p> <p>Mirrors and stainless steel polished as required.</p>

Regulations made under this Act:-

- Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- Electricity at Work Regulations 1989.
- Health and Safety (First Aid) Regulations 1981.
- Health and Safety Information for Employees Regulations 1989.
- Manual Handling Operations Regulations 1992.
- Management of Health and Safety at Work Regulations 1999.
- Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. • Workplace (Health, Safety and Welfare) Regulations 1992.