Thriveology Wellness CIC

Infection Prevention and Control and Communicable Diseases Procedure.

October 2026

INFECTION PREVENTION AND CONTROL AND COMMUNICABLE DISEASES PROCEDURE

October 2026

Purpose

Thriveology Alternative Provision is committed to providing a safe, healthy and inclusive learning environment for all learners, staff and visitors.

This procedure establishes clear arrangements for preventing the spread of infections, recognising and responding to suspected or confirmed communicable diseases, managing outbreaks, and supporting learners to return safely to education.

Thriveology recognises that learners attending alternative provision may have additional educational, emotional, behavioural, sensory or health needs. Infection prevention and control measures will therefore be implemented in a manner that is proportionate, trauma-informed, inclusive and sensitive to individual circumstances.

The procedure aims to:

- Minimise the risk of infection transmission within Thriveology's learning environments.
- Establish consistent infection prevention and control practices.
- Ensure staff understand how to identify and respond to symptoms of communicable diseases.
- Protect vulnerable learners, staff and visitors, including those at increased risk of serious illness.
- Ensure appropriate communication with parents/carers, commissioning schools, relevant health professionals and public health authorities.
- Maintain access to education wherever it is safe and appropriate.
- Ensure compliance with relevant legislation and current UK Health Security Agency (UKHSA) guidance applicable to education settings in England.

Scope

This procedure applies to all activities delivered or organised by Thriveology, including on-site educational sessions, one-to-one tuition, small-group learning, community-based learning, educational visits, transport arranged by Thriveology and any other off-site provision.

It covers the prevention and management of infectious illnesses transmitted through respiratory droplets or aerosols, direct contact, contaminated surfaces, food, water, blood or other bodily fluids.

The procedure should be read alongside Thriveology's Safeguarding and Child Protection Policy, Health and Safety Policy, First Aid Policy, Risk Assessments and Emergency Procedures.

Legal and national guidance framework

Thriveology will have regard to the following legislation and statutory or national guidance, where applicable to its status and activities:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Control of Substances Hazardous to Health Regulations 2002 (COSHH), as amended.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Equality Act 2010.
- UK General Data Protection Regulation and Data Protection Act 2018.
- Department for Education guidance on health protection in education and childcare settings.
- UKHSA guidance on managing specific infectious diseases and preventing and controlling infections in education and childcare settings.
- UKHSA guidance on managing outbreaks and incidents of infectious disease.
- Health protection advice from the relevant local UKHSA Health Protection Team (HPT).
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Where guidance is updated, Thriveology will follow the current published recommendations and seek advice from the relevant HPT where required.

Roles and responsibilities

Senior Leadership / Provision Lead

The Provision Lead is responsible for ensuring that:

- Appropriate infection prevention and control arrangements are implemented, monitored and reviewed.
- Staff receive suitable information, instruction and training.
- Cleaning materials, personal protective equipment (PPE), handwashing facilities and first aid supplies are available.
- Risk assessments are completed and reviewed where necessary.
- Parents/carers and commissioning schools receive relevant information about infectious illnesses, where appropriate.

- Cases and suspected outbreaks are escalated to the relevant health protection authorities in accordance with national guidance.
- Confidential records of incidents, decisions and actions are maintained.
- Business continuity and educational arrangements are considered during significant incidents.

A suitably trained member of staff will be nominated to coordinate infection prevention and control arrangements in the absence of the Provision Lead.

All staff

All staff must:

- Follow this procedure and associated risk assessments.
- Promote good personal hygiene and model appropriate practices.
- Remain alert to symptoms of infectious illness.
- Report suspected or confirmed communicable diseases to the Provision Lead promptly.
- Use PPE correctly when required.
- Follow cleaning, first aid and bodily fluid management procedures.
- Maintain confidentiality concerning medical information.
- Avoid attending work when unwell with a condition requiring public health exclusion.
- Follow any additional instructions issued by the Provision Lead or UKHSA.

Staff must not attempt to diagnose medical conditions unless appropriately qualified and authorised to do so.

Learners

Learners will be encouraged and supported, according to their age, understanding and individual needs, to:

- Wash their hands regularly.
- Use tissues when coughing or sneezing.
- Dispose of used tissues appropriately.
- Avoid sharing personal items such as drinks bottles.
- Inform a trusted adult if they feel unwell.
- Follow reasonable health and hygiene instructions.
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Staff will provide practical assistance, visual prompts, modelling and reasonable adjustments where required.

Parents and carers

Parents and carers are expected to:

- Inform Thriveology promptly if their child has a suspected or confirmed communicable disease that may affect attendance.
- Follow relevant public health exclusion guidance.
- Provide up-to-date emergency contact information.
- Arrange prompt collection where a learner becomes unwell and cannot safely remain in provision.
- Seek medical advice where necessary.
- Inform Thriveology of relevant medical vulnerabilities and support requirements.

Thriveology will work collaboratively with families and avoid unnecessary barriers to learners accessing education.

Standard infection prevention and control measures

The following measures will operate routinely, regardless of whether an infectious disease has been identified.

Hand hygiene

Staff and learners will be encouraged to wash their hands with liquid soap and warm running water for approximately 20 seconds, particularly:

- On arrival at the provision.
- Before preparing, serving or eating food.
- After using the toilet.
- After coughing, sneezing or blowing their nose.
- After contact with bodily fluids.
- After outdoor activities, animal contact or handling potentially contaminated materials.
- Whenever hands are visibly dirty.

Hands should be dried thoroughly using disposable paper towels or another suitable hygienic drying method.

Alcohol-based hand sanitiser may be used where appropriate, but it is not a substitute for soap and water when hands are visibly dirty or when managing gastrointestinal infections such as norovirus.

Where learners experience sensory difficulties or other barriers to handwashing, staff will implement individualised support strategies.

Respiratory hygiene

Thriveology will promote the principle of Catch it, Bin it, Kill it.

Staff and learners will be encouraged to:

- Cover their mouth and nose with a disposable tissue when coughing or sneezing.
- Use the inside of their elbow if a tissue is unavailable.
- Dispose of tissues immediately in an appropriate waste bin.
- Wash or sanitise their hands afterwards.
- Avoid touching their eyes, nose and mouth unnecessarily.

Tissues and suitable waste bins will be readily accessible throughout the provision.

Cleaning and disinfection

Thriveology will maintain a documented cleaning schedule covering classrooms, toilets, kitchens, communal areas, equipment and frequently touched surfaces.
Cleaning arrangements will include:

- Routine cleaning of surfaces and shared equipment.
- Increased cleaning of frequently touched surfaces when infection transmission risk is elevated.
- Prompt cleaning and appropriate disinfection following contamination with blood, vomit, faeces or other bodily fluids.
- Use of cleaning and disinfectant products suitable for the relevant contamination and surface.
- Safe storage, dilution and use of chemicals in accordance with manufacturer instructions and COSHH assessments.
- Separate cleaning equipment for toilets and food preparation areas where appropriate.

Learners must not have unsupervised access to cleaning chemicals.
Reusable learning equipment will be cleaned between users when indicated by the risk assessment, especially where items are mouthed or visibly contaminated.
Soft furnishings, sensory resources and shared equipment will be assessed for their suitability during an infectious disease outbreak.

Ventilation

Thriveology will ensure that indoor spaces are adequately ventilated to reduce the accumulation of airborne infectious particles.
Measures may include opening windows and doors where safe, using existing ventilation systems correctly and monitoring ventilation where appropriate.
Ventilation arrangements will balance infection prevention with safeguarding, security, temperature, comfort and individual learner needs.

Personal protective equipment

PPE will be provided and used according to the activity and assessed risk.
Disposable gloves and aprons must be worn where there is a foreseeable risk of contact with blood, bodily fluids, non-intact skin or contaminated materials.
Where there is a risk of splashing to the face, suitable eye protection and a fluid-resistant surgical mask will also be used.

Staff must:

- Select appropriate PPE.
- Put it on and remove it safely.
- Dispose of single-use PPE after use.
- Perform hand hygiene after removing PPE.
- Never reuse single-use gloves or aprons.

Routine glove use is not required for ordinary teaching activities.

Food hygiene

Food preparation and handling will follow applicable food hygiene legislation and Thriveology's food safety arrangements.
Staff and learners involved in food preparation must wash their hands appropriately, prevent cross-contamination and avoid preparing or serving food when they have symptoms that make food handling unsafe.
Food handlers with diarrhoea or vomiting must not handle food until at least 48 hours after symptoms have stopped, subject to any additional requirements arising from the identified infection.

Immunisation

Thriveology will support national immunisation programmes by sharing appropriate public health information and encouraging families and staff to access vaccinations for which they are eligible.
Thriveology will not independently require disclosure of vaccination status unless there is a lawful and proportionate reason to do so.

Identifying suspected communicable diseases

Staff should remain alert to symptoms that may indicate an infectious illness, including:

- High temperature or fever.
- Persistent coughing or significant respiratory symptoms.
- Vomiting or diarrhoea.
- Unexplained rashes.
- Unusual tiredness, weakness or deterioration in wellbeing.
- Red or discharging eyes.

- Unexplained swelling, particularly around the face or neck.
- Severe headache, neck stiffness or sensitivity to light.
- Any other symptoms giving rise to concern about a potentially transmissible illness.

Not every symptom requires a learner to leave provision. Decisions must reflect the learner's overall wellbeing, current UKHSA guidance and the nature of the suspected infection. Learners with mild respiratory symptoms, such as a runny nose or slight cough, who are otherwise well and do not have a high temperature can usually continue attending.
A learner must not be treated as having an infectious disease solely because of a disability, long-term medical condition or non-infectious symptom.

Procedure when a learner becomes unwell

Operational response sequence

1. Identify symptoms and assess immediate safety
2. Inform the Provision Lead and supervise the learner
3. Contact parents/carers and seek medical advice if needed
4. Arrange safe collection, cleaning and recording
5. Confirm return arrangements and any reporting requirements

Immediate action

Where a learner develops symptoms of a potentially infectious illness during a session, the member of staff must:

- Assess whether the learner requires urgent medical assistance.
- Notify the Provision Lead or nominated senior member of staff.
- Reassure the learner and provide appropriate supervision.
- Where necessary, move the learner to a suitable, comfortable and supervised area away from others, taking account of safeguarding requirements.
- Provide tissues, access to handwashing facilities and appropriate first aid support.
- Contact the parent/carer and arrange collection where the learner is too unwell to remain or is subject to public health exclusion guidance.
- Seek advice from NHS 111, the learner's healthcare professional or emergency services where appropriate.

A learner must never be left unsupervised or placed in a locked room as an infection control measure.

Staff should explain what is happening using language appropriate to the learner's age, communication needs and emotional wellbeing.

Medical emergencies

Staff must call 999 immediately if a learner or staff member displays symptoms of a medical emergency, such as:

- Severe difficulty breathing.
- Loss of consciousness or unresponsiveness.
- A seizure requiring emergency assistance.
- Signs of sepsis or meningitis, including a rapidly deteriorating condition.
- A rash that does not fade under pressure, particularly when accompanied by serious illness.

Staff must not delay emergency medical assistance while waiting for a parent/carer or the Provision Lead.

Emergency first aid will be provided in accordance with staff training and Thriveology's First Aid Policy.

Recording and follow-up

The member of staff managing the incident must record:

- Learner's name and date of the incident.
- Symptoms observed and time of onset, where known.
- Immediate action taken.
- Staff involved.
- Parent/carer contact and collection arrangements.
- Medical or public health advice received.
- Any relevant cleaning or infection control action.
- Date of expected return, if known.

The Provision Lead will ensure information is shared with the commissioning school where necessary for safeguarding, attendance, health protection or contractual reporting, using secure communication channels.

Public health exclusion periods and returning to provision

Thriveology will apply the current UKHSA public health exclusion recommendations for education settings in England.

The following table summarises common infections and the relevant minimum periods or conditions for return. These are public health exclusions, not disciplinary exclusions.

Illness or Condition	Attendance / Return Guidance
Diarrhoea and vomiting, including norovirus	Remain away until 48 hours after symptoms have stopped.
Chickenpox	Remain away until 5 days after the rash first appears.
Measles	Remain away until 4 days after the rash has started. Notify the HPT.

Mumps	Remain away 5 days after swelling began.
Scarlet Fever	Remain away until 24 hours after starting antibiotic treatment.
Impetigo	Remain away until all blisters have scabbed over or 2 days after starting antibiotics.
Conjunctivitis	No routine public health exclusion required.
Hand, Foot and Mouth Disease	No routine public health exclusion required.
Head Lice	No routine public health exclusion required.
Ringworm	Remain away until treatment has started.
Flu	Remain away until feeling better and no longer having a temperature.
COVID-19 and other respiratory infections	Stay away when symptoms are more than mild, such as high temperature. Additional advice applies when following a positive COVID-19 test.
Whooping Cough (pertussis)	Follow the current UKHSA disease-specific guidance and advice the HPT where indicated.
Meningococcal Disease	Urgent medical management and HPT notification. Return when medically well and in accordance with professional advice.

Based on UKHSA public health exclusion guidance updated September 2026. The live national table and disease-specific guidance take precedence over this summary.

For a positive COVID-19 test, the current disease-specific UKHSA guidance advises people aged 18 or under to stay away for 3 days, and adults for 5 days, with return subject to feeling well and not having a high temperature. Thriveology will check the current guidance when managing an individual case.

Learners and staff may return when the applicable public health exclusion period has ended and they are well enough to participate safely, unless a healthcare professional or the HPT advises otherwise.

Thriveology will not routinely require a doctor's certificate or negative test before return unless there is a specific justified requirement.

The Provision Lead must consult current guidance rather than rely solely on the table above when dealing with unusual infections, high-risk cases or outbreaks.

Managing suspected or confirmed outbreaks

An outbreak may be suspected when there is an unusual or rapidly increasing number of linked cases of illness, several learners or staff experiencing similar symptoms, or a serious infectious disease affecting the provision.

The Provision Lead must assess whether the situation requires advice from the local UKHSA Health Protection Team (HPT).

Initial outbreak response

Where an outbreak is suspected, Thriveology will:

- Inform the Provision Lead immediately.
- Establish the number of learners and staff affected, their symptoms and the dates symptoms began.
- Maintain a confidential record of suspected and confirmed cases.
- Review attendance patterns and identify potential links between cases.
- Reinforce hand hygiene, respiratory hygiene, ventilation and cleaning arrangements.
- Review activities involving close contact or shared equipment.
- Contact the local HPT when indicated by UKHSA guidance.
- Inform relevant commissioning schools and parents/carers as appropriate.
- Implement additional control measures recommended by public health professionals.
- Continue monitoring cases until the situation has resolved.

When to contact UKHSA

The Provision Lead will seek advice from the HPT where:

- There is an unusually high or rapidly increasing number of absences associated with similar infectious symptoms.
- A serious or unusual infectious illness is suspected.
- A learner or member of staff is seriously ill or hospitalised due to a potentially infectious disease.
- There are linked cases of an infection for which UKHSA recommends notification.
- Multiple infections are circulating within the same group and may increase the risk of complications.
- The provision requires advice about controlling transmission or protecting vulnerable individuals.

Some individual infections, including measles, suspected tuberculosis and meningococcal disease, require HPT contact without waiting for multiple cases. Thriveology will follow the current disease-specific reporting guidance.

Outbreak control measures

Depending on the nature of the infection and advice received, additional measures may include enhanced cleaning, increased ventilation, temporary changes to group activities,

targeted communications, revised risk assessments and additional support for vulnerable learners.

Thriveology will not routinely close provision or suspend face-to-face learning solely because infectious illnesses have been identified.

Any proposal to significantly restrict attendance for public health reasons will be discussed with the appropriate authorities and informed by UKHSA advice. Closure or major restrictions for public health purposes will be considered only in exceptional circumstances.

Outbreak records

A confidential outbreak record will be maintained containing:

- Dates of suspected and confirmed cases.
- Numbers of affected learners and staff.
- Symptoms and relevant clinical information.
- Attendance and absence patterns.
- Advice received from health professionals or the HPT.
- Communications with parents/carers and commissioning schools.
- Control measures introduced.
- Dates of reviews and decisions.
- Confirmation of when the outbreak is considered resolved.

Managing blood and bodily fluid spillages

All blood and bodily fluids must be treated as potentially infectious.
Where a spillage occurs, staff must:

- Restrict access to the affected area and ensure learners remain away from the contamination.
- Wear appropriate PPE, including disposable gloves and aprons.
- Use an appropriate bodily fluid spillage kit or approved cleaning procedure.
- Remove visible contamination safely using disposable absorbent materials.
- Clean and disinfect the area using products appropriate to the contamination, in accordance with COSHH assessments and manufacturer instructions.
- Dispose of contaminated materials using the appropriate waste stream.
- Remove PPE safely and wash hands thoroughly.
- Report and record the incident in accordance with Thriveology's health and safety procedures.

Staff must never mix cleaning chemicals or use disinfectants in a manner inconsistent with manufacturer instructions.

Any sharps, needles or broken contaminated objects must only be handled by appropriately trained personnel using suitable equipment.

Where a member of staff or learner experiences a bite that breaks the skin, a needlestick injury or a significant exposure to blood or bodily fluids, immediate first aid and prompt medical advice must be sought.

Protecting medically vulnerable learners and staff

Thriveology recognises that some individuals may be at increased risk of complications from infectious diseases.

This may include people who are immunosuppressed, pregnant or living with particular underlying medical conditions.

Where Thriveology is aware of a relevant vulnerability, the Provision Lead will:

- Review existing individual health plans and risk assessments.
- Consult the individual, parent/carer or relevant healthcare professional where appropriate.
- Consider reasonable adjustments to activities and the learning environment.
- Seek advice where exposure to a particular infectious disease may present additional risk.
- Ensure necessary information is shared with relevant staff on a need-to-know basis.
- Avoid unnecessary educational exclusion or discriminatory treatment.

Pregnant staff will be supported through an appropriate individual workplace risk assessment, including consideration of infectious disease risks.

Any additional precautions will be proportionate to the individual's circumstances and current professional guidance.

Alternative provision-specific arrangements

Thriveology recognises that its learning model may involve small-group tuition, one-to-one support, practical activities, community-based learning and learners with additional support needs.

Learners with SEND or additional needs

Staff must recognise that some learners may find infection prevention measures challenging due to sensory sensitivities, communication difficulties, anxiety, developmental differences or other additional needs.

Reasonable adjustments may include visual handwashing instructions, accessible explanations, additional supervision, alternative hygiene products where safe, and individual support plans.

Infection control measures must not involve punitive responses to disability-related behaviours.

Emotional wellbeing and trauma-informed practice

Staff must recognise that illness, separation from peers, changes in routine or being asked to leave a session may cause distress.

Staff will communicate calmly, avoid stigmatising language, explain arrangements clearly and provide reassurance.

Where appropriate, a familiar trusted adult will support the learner until collection.

Off-site and community learning

Before off-site activities, staff must consider:

- Access to handwashing and toilet facilities.
- Availability of first aid and hygiene supplies.
- Arrangements for responding to illness.
- Emergency contact information.
- Transport and collection arrangements.
- Any relevant infectious disease risks associated with the activity or location.
-

Staff must follow the same reporting and safeguarding requirements that apply on Thriveology premises.

Safeguarding and attendance

Thriveology recognises that attendance at alternative provision is important for learners' education, wellbeing and safeguarding.

Where a learner is absent due to a communicable disease, staff will:

- Record the reason for absence accurately.
- Inform the commissioning school in accordance with agreed attendance and safeguarding protocols.
- Maintain appropriate welfare contact.
- Consider whether educational activities can be provided remotely or through other suitable arrangements.
- Support a timely return once public health exclusion requirements have ended.
- Review any concerns about prolonged or repeated absence.

If a learner's absence raises safeguarding concerns, the Designated Safeguarding Lead (DSL) must be informed and Thriveology's safeguarding procedures followed.

Where a learner has a child protection plan, is looked after, or is otherwise known to be at heightened risk, the DSL will consider whether relevant professionals or agencies need to be informed.

Public health exclusion must never be used as a disciplinary sanction or as an informal means of removing a learner from education.

Communication with parents, carers and commissioning schools

Thriveology will communicate relevant infection prevention information clearly, accurately and promptly.

Communications may include reminders about hygiene, symptoms to monitor, public health exclusion periods, changes to provision arrangements and relevant UKHSA advice.

When communicating about a confirmed or suspected outbreak, Thriveology will:

- Provide factual and proportionate information.
- Avoid identifying affected individuals unless lawful, necessary and justified.
- Follow HPT advice about the content and timing of notifications.
- Use accessible communication methods.
- Ensure commissioning schools receive information required to discharge their safeguarding and attendance responsibilities.

Medical information must be handled confidentially and shared only where there is an appropriate lawful basis.

Reporting, confidentiality and information management

The Provision Lead will ensure that records of infectious illness incidents are accurate, secure and accessible only to authorised personnel.

Records will be retained in accordance with Thriveology's retention schedule and applicable data protection requirements.

Where an incident may be reportable under RIDDOR, the Provision Lead will assess the reporting criteria and obtain competent health and safety advice where necessary.
An infectious disease diagnosis does not automatically make an incident reportable under RIDDOR. Reporting depends on the relevant legal criteria, including any established occupational exposure.

Thriveology will cooperate with UKHSA and other relevant authorities where information is lawfully requested for public health purposes.

Staff training and awareness

All relevant staff will receive information on infection prevention and control during induction and through periodic refresher training.

Training and briefings will address:

- Hand and respiratory hygiene.
- Recognising signs of infectious illness.
- Managing learners who become unwell.
- Correct use and disposal of PPE.
- Safe cleaning and bodily fluid management.
- Public health exclusion arrangements.
- Reporting suspected outbreaks.
- Safeguarding and confidentiality.
- Reasonable adjustments for learners with additional needs.

The Provision Lead will ensure that staff can access the current procedure and relevant national guidance.

Additional briefings will be provided following significant updates to public health advice or an infection-related incident.

Monitoring, review and continuous improvement

The Provision Lead will monitor the effectiveness of infection prevention and control arrangements through routine checks, incident reviews, staff feedback and consideration of attendance trends.

Following a significant infectious disease incident or outbreak, Thriveology will review:

- Whether symptoms were identified and escalated appropriately.
- Whether national guidance was followed.
- The effectiveness of hygiene and cleaning arrangements.
- Communication with parents/carers, commissioning schools and public health authorities.
- Whether safeguarding and educational continuity were maintained.
- Any improvements required to training, resources or procedures.

This procedure will be reviewed at least annually and sooner where legislation, national guidance, operational arrangements or identified risks change.

Non-compliance with this procedure

Any failure to follow this procedure must be reported to the Provision Lead.

The response will be proportionate to the circumstances and may include further training, additional supervision, revised risk assessments or action under relevant organisational procedures.

Where non-compliance creates an immediate risk to health or safety, staff must take appropriate action to protect those affected and escalate concerns promptly.

Related documents
This procedure should be implemented alongside the following Thriveology documents, where applicable:

- Safeguarding and Child Protection Policy.
- Health and Safety Policy.
- First Aid Policy.
- Special Educational Needs and Disabilities Policy.
- Attendance Policy.
- Risk Assessment Procedures.
- Data Protection Policy.
- Business Continuity and Emergency Response Plan.

REVIEW DATE: October 2027

Implementation note: This draft has been prepared for an England-based alternative provision using the UKHSA education guidance updated in September 2026. It is designed to align with that guidance, but formal adoption should follow a review of Thriveology's premises, staffing, learner ages, commissioning agreements and regulatory status.

Appendix A — Staff quick-reference checklist

Suspected infectious illness — response checklist	0 of 9
○ Assess symptoms and check for immediate medical danger.	
○ Notify the Provision Lead or nominated senior member of staff.	
○ Provide reassurance, appropriate supervision and first aid.	
○ Contact parents/carers and arrange collection where required.	
○ Apply current UKHSA public health exclusion guidance	
○ Clean contaminated areas and dispose of waste safely.	
○ Record symptoms, actions, communications and advice.	
○ Consider HPT notification, safeguarding and commissioning school reporting.	
○ Confirm safe return arrangements and review further risks.	

Appendix B — National guidance and resources

The following official sources should be retained as live references rather than relying exclusively on the exclusion summary within this procedure.

UKHSA: Health protection in children and young people's settings, including education
Main national guidance collection for education providers in England.

UKHSA: Public health exclusion periods
Live disease-by-disease attendance and notification guidance.

UKHSA: Preventing and controlling infections
Hygiene, cleaning, PPE and environmental precautions.

UKHSA: Managing outbreaks and incidents
Escalation, public health risk assessment and outbreak response.

Find your local UKHSA Health Protection Team
Contact details for specialist health protection advice.

PROVISION CLEANING CHART

Daily and weekly hygiene checklist | Monday–Friday

Provision / Room: _____ Week commencing: _____

AREA / ITEM	FREQUENCY	MON	TUE	WED	THU	FRI
Floors - sweep, mop or vacuum	Daily / as needed	☐	☐	☐	☐	☐
Worktops and preparation surfaces	Before / after use	☐	☐	☐	☐	☐
Tables and desks	Before / after use	☐	☐	☐	☐	☐
Chairs, seats and chair backs	Daily	☐	☐	☐	☐	☐
Doors and door handles	Daily / frequently	☐	☐	☐	☐	☐
Light switches and touch points	Daily / frequently	☐	☐	☐	☐	☐
Toilets, seats and flush handles	Daily / as needed	☐	☐	☐	☐	☐
Sinks and taps	Daily / as needed	☐	☐	☐	☐	☐
Soap dispensers and handwashing areas	Daily	☐	☐	☐	☐	☐
Sensory equipment and resources	After use / daily	☐	☐	☐	☐	☐
Sensory mats, cushions and soft furnishings	As needed / weekly	☐	☐	☐	☐	☐
Shared toys, games and learning resources	After use / daily	☐	☐	☐	☐	☐
Play equipment and activity stations	Daily	☐	☐	☐	☐	☐
Communication aids and shared devices	After use	☐	☐	☐	☐	☐
Storage units, shelves and cupboards	Weekly / as needed	☐	☐	☐	☐	☐
Bins - empty and clean as required	Daily	☐	☐	☐	☐	☐
Mirrors and glass surfaces	Weekly / as needed	☐	☐	☐	☐	☐
Door frames, skirting boards and edges	Weekly	☐	☐	☐	☐	☐
Other equipment and resources	After use / as needed	☐	☐	☐	☐	☐

STAFF SIGN-OFF

Mon: Initials _____ Time _____ Tue: Initials _____ Time _____ Wed: Initials _____ Time _____ Thu: Initials _____ Time _____ Fri: Initials _____ Time _____

ADDITIONAL CLEANING / CONCERNS / ACTIONS: _____

Use products suitable for each surface; follow manufacturer instructions and your provision's infection prevention procedures.

THRIVEOLOGY WELLNESS CIC

COMPANY NUMBER: 15491285