



PLUMPTON

COLLEGE

GROUP

Hygiene Policy

This policy sets out a framework for dealing with hygiene to mitigate exposure to the Coronavirus. The policy is applicable to all employees, students and visitors within the Plumpton College Group. For the avoidance of doubt the policy is non-contractual.

Any reference to Plumpton College is relevant to the Plumpton College Group, meaning any employee employed by its subsidiaries, any student studying courses at its sites or any visitors at any of its sites its holding company or any subsidiary of its holding company.

SMT Assigned Owner	
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Approved by	
Date of Approval	
Date of minor amendments approved by SMT	
Frequency of review	
Date of next review	

The SMT is delegated to approve minor changes to the policy in response to legal changes and best practice.



Hygiene Policy

The Plumpton College Hygiene Policy is to be adopted at all of its sites while the restrictions of the Coronavirus remain in place. It applies to anyone coming into the College's grounds, including staff, students, parents, contractors and visitors. It has been created to ensure, so far as it is reasonably practicable, that all interactions will be carried out with a commitment to protecting the health of everyone who comes onto our premises.

This policy has the full support of the Senior Management Team (SMT).

It's important that a high level of hygiene is maintained at all times, but this is of particular importance at the current time, as the Coronavirus is known to spread through coughs and sneezes and to remain on surfaces for up to 72 hours, allowing it to be easily picked up and spread.

In implementing this commitment to manage hygiene we will:

1. **Provide hand sanitiser.** Hand sanitiser stations are provided at key locations such as: on entry and exit to buildings, at the top and bottom of staircases, in each washroom area and in each kitchen area. **Additionally, each employee has been provided with a bottle on their desk.**
2. **Promote the NHS hand washing guidance.** And encourage employees to wash their hands thoroughly after going to the toilet/washroom, before and after eating or handling food and after sneezing or coughing and blowing their noses.
3. **Display posters with hygiene advice.** Such as: Cough/sneeze into your sleeves, preferably into your elbows. If a tissue is used, discard it properly and clean/sanitize your hands immediately. Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected. Wash your hands before and after treating an open wound or touching an animal.
4. **Increase the cleaning frequency of washroom and kitchen areas,** as well as frequently touched things such as, handrails, door handles, entry keypad, light switches and lift controls.
5. **Provide additional cleaning products** to allow increased cleaning of workstations, and items such as telephones, desks, screens and keyboards. These should be cleaned each evening.
6. **Ensure windows are opened** to increase ventilation and modify any air recirculation systems to exhaust externally and not back into the buildings.

We are not at this time recommending the use of face masks or other face coverings. Our risk assessment shows that increased hygiene and social distancing are primary controls to effectively manage the spread of Coronavirus. However, any employee or visitor who wishes to use this type of protection, may do so. We remind you that medical grade face

masks should be reserved for the use of medical professionals, please bare this in mind when choosing what face masks, you wish to purchase.

Responsibility for implementing this Hygiene Policy Statement rests with the Senior Management Team (SMT). The management team endorses this policy statement and is fully committed to its implementation.

You are responsible for abiding to this policy and to intervene where you see this not happening. This is the best way for us to protect each other. Failing to abide with this Policy will be dealt with on case by case basis but could lead to disciplinary action being taken against individuals or groups.

This Hygiene Policy Statement will be regularly reviewed and updated as necessary to remain aligned to government guidelines.

Review Date: - - / - - / - - - -