

ST. BRIDES MAJOR CHURCH IN WALES V.A.  
PRIMARY SCHOOL



*Love Learning for Life*  
*Caru Dysgu am Oes*

## School Toilets Policy

We believe this policy relates to the following legislation:

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Display Screen Equipment) Regulations 1992
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Special Educational Needs and Disability Act 2001
- Equality Act 2010

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Managing for Health and Safety (HSE)

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the school premises and during school-sponsored activities), equipment and systems of work for all our pupils, school personnel and visitors to the school.

We believe we have a duty to provide children with school toilets that are accessible, clean, and safe with high quality sanitary ware by ensuring that we adopt excellent standards of maintenance and by providing the basics of soap, warm water, toilet tissue, hand driers and sanitary bins.

We recognise that it is essential for the health, well-being and learning of all pupils that the school toilets are well-maintained and are accessible at all times throughout the school day.

We value and respect the children in our care and we want them to be able to understand how to respect the facilities provided and how best to look after their own health.

We have a duty under the Education (School Premises) Regulations 1999 to provide sufficient numbers of toilets and washbasins according to the number of pupils on roll.

We will ensure that this policy is accepted and endorsed by all school personnel, pupils, governors, parents and visitors to the school.

We wish to work closely with the Pupil Parliament and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## **Aims**

- To provide good quality toilet and washroom facilities throughout the school.
- To ensure that all pupils have access to toilet facilities during the school day to help promote their health, well-being and learning opportunities
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## **Responsibility for the Policy and Procedure**

### **Role of the Governing Body**

The Governing Body:

- has appointed a caretaker
- has appointed a member of staff to be responsible for Health and Safety
- has delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy
- is responsible for producing a statement in the School Governors Annual Report on the provision of toilet facilities for the pupils of the school and that arrangements are in place to ensure their accessibility, safety and cleanliness
- is responsible for ensuring that the school complies with all equalities legislation
- is responsible for nominating a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy
- is responsible for ensuring funding is in place to support this policy
- is responsible for ensuring this policy and all policies are maintained and updated regularly
- will make effective use of relevant research and information to improve this policy
- is responsible for ensuring policies are made available to parents
- will direct the Finance, Premises and Health & Safety Committee of the Governing Body to have oversight and regularly review this policy

### **Role of the Headteacher**

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy
- work closely with the Finance, Premises and Health & Safety Committee
- provide leadership and vision in respect of equality
- make effective use of relevant research and information to improve this policy
- provide guidance, support and training to all staff
- ensure that good quality toilet facilities are provided and maintained throughout the school and during the school day
- ensure that all pupils have access to toilet facilities during the school day

- ensure that all school staff allow pupils to use the toilet whenever they need to
- liaise with the caretaker on issues relating to the toilet and washroom facilities, to include:
  - management and maintenance
  - toilet, washbasins, water and hand hygiene
  - access, and security
  - structural issues
  - female sanitary products and disposal
- ensure that the toilet and washroom facilities are suitable and cater for the needs of pupils with disabilities and special needs and pupils from diverse ethnic and religious communities
- report to the Finance, Premises and Health & Safety Committee on the implementation of this policy.

### **Role of the Caretaker & Cleaning Staff**

The caretaker will:

- implement and maintain an effective toilet cleaning, supervision and inspection programme to ensure proper standards of provision and cleanliness throughout the school day
- ensure that supplies of warm and cold water, soap, hand drying facilities and toilet tissue are maintained at all times
- ensure that sanitary disposal units are serviced and maintained regularly
- ensure that information posters regarding hand hygiene etc. are provided in all toilets and washroom facilities
- liaise with the Headteacher on issues such as:
  - management and maintenance
  - toilet, washbasins, water and hand hygiene
  - access, and security
  - structural issues
  - female sanitary products and disposal
- provide guidance and support to all cleaning staff
- report to the Headteacher on the effectiveness of this policy

### **Role of the Finance, Premises and Health & Safety Committee**

The Chair of the Finance, Premises and Health & Safety Committee will:

- liaise with the Headteacher in relation to this policy
- ensure this policy and other linked policies are up to date
- ensure that everyone connected with the school is aware of this policy

## **Role of School Personnel**

School personnel will promote the health, well-being and learning opportunities throughout the school and will ensure pupils:

- respect the toilet and washroom facilities
- report toilet management issues to the relevant members of staff

## **Role of Pupils**

Pupils should:

- be taught and understand the importance of toilet hygiene
- understand that they have a right to use the toilet and washroom facilities at any time they need to
- respect the fabric of the toilet and washroom facilities

## **Role of Parents/Carers**

Parents/carers will:

- be made aware of this policy

## **Raising Awareness of this Policy**

We will raise awareness of this policy, when necessary, through:

- the school website
- the Staff Handbook
- meetings with parents and at school events
- communications with home such as weekly and termly newsletters
- reports such as the annual report to parents and reports to the Governing Body

## **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.

Monitoring and Review	
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Signed Chair of Governors	