

Educational Visits to Kiwi North

Risk Assessment Management Strategy (R.A.M.S)

Your Welfare and Preparation for Educational/School Visits

The Kiwi North team want you, your students and accompanying adults to have a safe, successful and enjoyable visit.

If anyone in your group feels unwell or displays any of the following symptoms please ask them to stay at home: fever, rashes, itchiness, runny nose, runny eyes, coughing, sore throat, nausea, stomach pain, diarrhoea.

If you have been around someone who is unwell please check the exposure and sickness time scales on Appendix 2: Infectious Diseases - supplementary matrix

If anyone in your group is immunocompromised please inform us on the booking form. Kiwi North staff can take additional precautions ie wearing masks, to help keep everyone safe. We expect particularly vulnerable visitors to take precautions appropriate to their needs. Older carers, diabetics, pregnant women, people living with rheumatoid arthritis, inflammatory bowel disease, asthma and psoriasis, people taking immunosuppressant medicines and people in remission may fall into this group.

Please:

- Visit beforehand to familiarise yourself with the Kiwi North site at 500, SH14, Maunu. This document only covers the premises managed by Whangarei Museum and Heritage Trust – The nocturnal Kiwi House, the Museum Galleries, the Education Centre and the Heritage Park. This document does not cover the 11 clubs & societies that are tenants within the Heritage Park.
- Distribute information to parents and supervising adults in good time so that they can familiarise themselves with the Summary for Supervising Adults on page 3 of this document
- Involve your students in planning for their visit

Students should be encouraged to identify behaviours that are most appropriate for their visit. For example, the nocturnal kiwi house is a dark, quiet environment and students need to walk through calmly and quietly, speaking in whispers if they are to maximise their chances of seeing the kiwi. The Museum contains significant taonga/treasures from both Māori and Pākehā culture. Students need to be able to demonstrate respect for cultures other than their own by approaching taonga/treasures in appropriate ways as directed by signs and staff in the Museum.

The following is guidance only to make you aware of the risks that have been identified within Kiwi North; however, other unidentified hazards could be present. If you do identify any hazards, please make a member of staff aware of the problem so that we can do something about it as quickly as possible.

Risk Assessment Guidance

We are members of the Museums' Association of Aotearoa, hold Zoo and Aquarium Association Australasia accreditation, Qualmark Silver Certification, Tripadvisor Certificate of Excellence, Tripadvisor Traveller Choice Award 2020 and have been recognised by the NZ government as a Strategic Tourism Asset.

We are developing policies for the park using the Health and Safety at Work Act 2016 and Vulnerable Children Act 2014.

It is strongly recommended where possible that all teachers make a pre-visit to the Heritage Park site and carry out their own risk assessment before undertaking an outing with children. Please contact the Museum Educator education@kiwinorth.co.nz to organise your courtesy visit. In the event that a pre-visit is impossible, this document provides a general outline of risks and controls identified.

The H&S team at MoE recommends that during this period of Covid-19 community infection schools develop their own specific health and safety plan for managing any LEOTC trip under Alert Level 2.

It is essential that students are supervised throughout their visit to the Heritage Park in accordance with your governing body's requirements. The Museum ratio of 1 adult to every 6 children (or 1 adult to every 3 children) is NOT a recommendation on the grounds of health and safety. This is a calculation for invoicing purposes.

When agreeing the ratio of adults:students we take into account the needs of your students based on age and ability, your mode of transport and the level of supervision required for your activities.

Where a student has severe special needs, and a carer is essential, the entry fee of the carer will be excluded from admission charges. The invoicing ratio will be agreed with you on the LEOTC Booking Form prior to your visit.

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It is essential that your students understand:

- the aims and objectives of the visit
- how to avoid specific dangers and why they should follow the rules - both ours and yours
- why safety precautions are in place and what standard of behaviour is expected
- who is responsible for the group
- what to do if approached by anyone from outside the group
- what to do if separated from the group

Summary for Students

- Take care of yourself and your friends, take care of our flora and fauna, take care of our park and our taonga/treasures.
- Walk on the paths provided, do not climb, respect the creatures that live here, beware that items here may hurt you and can easily be damaged.
- The location of emergency equipment, meeting places, emergency exits, first aid equipment and staff that can help you are shown in the Education Centre. Use the Education Centre as your base for your visit.

Summary for Supervising Adults

Hazard identification	Level of risk	Severity of risk	Ways to minimise risk	Ways to eliminate risk
Vehicles & routes as a hazard	Possibly could happen	Catastrophic	Supervision	Supervision
Emergency situation hazards	Unlikely to happen	Catastrophic	Provision & management	Supervision
Electrical & technical equipment presenting hazards	Unlikely to happen	Catastrophic	Provision & management	Supervision
Civil defence emergencies hazards	Unlikely to happen	Catastrophic	Provision & management	Supervision
Deep water, streams, and ponds as hazards	Unlikely to happen	Catastrophic	Supervision	Supervision
Hygiene cross-contamination as a hazard	Possibly could happen	Major	Provision & management	Supervision
Natural areas hazards	Possibly could happen	Major	Supervision	Supervision
Expansive site as a hazard	Unlikely to happen	Major	Supervision	Supervision
General public as a hazard	Unlikely to happen	Major	Supervision	Supervision
Use of powders, paints, chemicals as hazards	Unlikely to happen	Moderate	Provision & management	Supervision
Climbing and running hazards	Very likely to happen	Minor	Supervision	Supervision
Historic buildings presenting a hazard	Possibly could happen	Minor	Supervision	Supervision
Contact with live animals as a hazard	Possibly could happen	Minor	Supervision	Supervision
Dark areas presenting hazards	Possibly could happen	Minor	Provision & management	Supervision
Activities in confined areas presenting hazards	Possibly could happen	Minor	Provision & management	Supervision
Museum Galleries & displays containing hazards	Possibly could happen	Minor	Provision & management	Supervision
Contact with historical artefacts presenting hazards	Possibly could happen	Minor	Provision & management	Supervision
Handling collection presenting hazards	Possibly could happen	Minor	Provision & management	Supervision
Activities presenting hazards	Possibly could happen	Minor	Provision & management	Supervision
Weather event hazards	Possibly could happen	Minor	Supervision	Supervision
Public areas containing hazards	Unlikely to happen	Minor	Supervision	Supervision
Collection areas containing hazards	Very unlikely to happen	Minor	Provision & management	Supervision

HAZARDS AND RISKS, & CONTROLS

Hazard and risk: Expansive site – becoming lost/disorientated/separated from group

Controls:

- Itinerary/programme for each group gives times and locations of activities. This is provided in advance of visits so that group leaders and name badges can be organised
- Map showing location of all venues/buildings provided for supervising adults prior to visit and is available at locations throughout Kiwi North
- Large groups are subdivided into smaller units each under the supervision of a teacher/responsible adult
- Follow footpaths and stick to the marked trails/tracks in the bush
- Follow the guide/educator's instructions and directions and stay with your group
- Signage throughout the park indicates routes from one place to another
- If you become separated from your group, seek help from Kiwi North staff, return to the Education Centre or use the emergency cell phone contact

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Hazard and risk: General public – child welfare risk

Controls:

- The Education Centre is for exclusive use of school groups and is not open for public access
- Each group will have its own school procedure if children are separated from their groups
- Children under 14 years must be accompanied by an adult at all times
- Kiwi North staff will contact group leaders in the event of children becoming separated from the group. Please provide us with a cell phone number on the booking form
- Recommended that adults in charge of groups of children have a working cell phone with them at all times and that at least one emergency contact number is provided
- Activities that require students to move around the park unaccompanied must be notified to the Director of Kiwi North in advance of the visit
- Students from only one school will visit Kiwi North per day. This separates school bubbles and facilitates adequate time for cleaning between visits.
- School groups will be programmed for visits as the only group visiting on any one day – no other community groups will be booked to visit at the same time. This will continue for the duration of Covid-19 Level 2 restrictions

Hazard and risk: Vehicles & routes – risk of being hit by vehicles within the park

Controls:

- Site speed limit 10 kilometres per hour
- Speed limit signs clearly marked and displayed
- Adherence to this is park policy for contractors and visitors alike
- Vehicle access on the internal road reduced to essential journeys during opening hours
- Vehicle access restricted to certain areas
- Gate 1 - Avoid the area at the entrance to the internal road as buses enter car park 1 and turn around using the internal road
- Designated car parks must be used by visitors – Gate 2 for school groups
- Children must walk in a controlled manner from venue to venue and should limit time in the car-parks
- Children must be accompanied by responsible adults at all times
- Visitors should use footpaths, not the internal roads, wherever possible
- Railway line crossing restricted by safety gates when trains are running, together with warning bells and lights when vehicles are operational. Always take care when crossing tracks

Hazard and risk: Historic buildings – steps, decks, heavy furniture with hinged lids, sharp objects, uneven cladding, uneven paths – risk of injury, slips, bumping, jamming and tripping

Controls:

- Careful instruction and adult supervision at all times
- Group size restricted
- Walking through and around the buildings (no running)- special care must be taken when wet and when surfaces are uneven

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Hazard and risk: Contact with live animals at the Heritage Park – risk of accidental injury

Controls:

- Warning and advisory signs are displayed where necessary. School parties are to use designated footpaths
- Paddocks where stock (cattle) are held are to be avoided. Grass areas may have rabbit holes
- Feeding, chasing, handling or otherwise causing distress to live animals is strongly discouraged
- Live fauna (kiwi, geckos, birds, fish etc.) are only to be handled by Kiwi North husbandry staff in controlled circumstances as designated by appropriate regulatory authorities e.g. DOC & ZAA
- Wild birds/minibeasts/animals in the bush will not be handled unless as part of scientific study under strictly controlled circumstances
- This R.A.M.S. does not cover any potential hazards inside, and around, the independent organisations within the Heritage Park such as the Native Bird Recovery Centre
- Wash hand basins/hand sanitising facilities are provided at several locations around Kiwi North

Hazard and risk: Climbing and running-buildings, engines, railings, nets, fencing, walls, seating, raised garden areas, uneven paths, sloping paths, wet wooden decks, rocks & boulders, pillars, trees, posts and sculptures – risk of injury from slipping, tripping and falling

Controls:

- Students are instructed not to climb up, on, through or over objects while at the park and especially not on the stone walls, rocks, tools, signs, machinery or kauri logs. Accompanying teachers and parents re-iterate this message and supervise at all times. Stiles are provided to avoid climbing over fences and gates when using bush walks and tracks
- Students must not trespass on Club property including station buildings, engine sheds, railway lines, tunnels, water towers, signal towers. Students are not permitted inside Club buildings unless the building is staffed appropriately and students are invited to enter
- This R.A.M.S. does not cover any potential hazards inside, and around, the independent organisations within the Heritage Park such as the Stationary Engine Club.
- Heritage engines, displays, machinery or equipment must not be operated by any visitors

Hazard and risk: Public areas-Reception area and Foyer area – risk of injury from automatic doors, lift, electrical equipment and shop display stands

Controls:

- Keep children away from the freezer and fridge unit doors
- Students should not use the internal lift unless they are unable to use the stairs due to limited physical mobility, medical reasons or are wheelchair users.
- Adults should lead through heavy internal doors and not let children push the door release buttons to the side of the doors
- Supervise children carefully around shop displays that are mounted on stands that can be toppled

Hazard and risk: Dark areas – risk of injury from falls, collisions and tripping

Controls:

- Kiwi House transition areas are used so that visitors have time to allow their eyesight to become accustomed to low light levels
- Visitors should at all times walk slowly, without pushing
- Visitors should walk through the kiwi house in the direction/flow path indicated by staff
- Numbers moving through the kiwi house are restricted to avoid over-crowding
- Visitors should use the hand rail around the perimeter of the kiwi enclosure for stability
- Seating is provided for visitors who need a rest
- Low level lighting at floor level provides a pathway guide

Hazard and risk: Activities in confined areas – risk of injury from falls, collisions and tripping

Controls:

- Monitor numbers of students to avoid bumping heads and trapping fingers
- Be aware of doorstops at floor level and hand rail at child's head height
- Small children to be supported to use low foot stools
- Be aware of emergency exit doors
- Adults to lead the way through the heavy internal doors

Hazard and risk: Museum Galleries and displays – risk of injury from falls, collisions and tripping

Controls:

- Be aware of raised plinths, roped areas, furniture legs
- Be aware of overhanging display cases and objects
- Be aware that there is a range of interactives that may distract children

Hazard and risk: Collections areas – steps, racking, confined spaces – risk of injury, slips bumping, jamming, tripping, objects falling

Controls:

- Careful instruction and adult supervision at all times
- Group size restricted
- The availability of activities in these areas are at the discretion of the Director

Hazard and risk: Contact with historical artefacts – risk of accidental injury

Controls:

- Objects in the handling collection are checked for sharp edges and moving parts
- Supervision by responsible adults/parents/teachers/helpers is required throughout the museum, education rooms and historic buildings
- No object with a numbered ticket/label or display sign (accessioned collection items) are to be handled, used, climbed into or onto

Hazard and risk: Handling collection-organic and inorganic substances – rocks, metals, minerals, seafish, soil, soap, fresh produce and crystals – risk of skin irritation, absorption and inhalation

Controls:

- No substance will be provided that is listed as a controlled substance
- Cotton and latex gloves will be provided for use as required
- Resources will be labelled to facilitate adult supervision of vulnerable children

Hazard and risk: Activities – physical exertion, trips, falls, injury from objects, injury from equipment

Controls:

- Toys and games need appropriate space and supervision
- Sharp objects will be removed where possible and instructions provided for safe use when necessary
- The availability of activities and the range of activities offered is at the discretion of the supervising educator
- Careful instruction and adult supervision at all times
- Active games always on grassed areas or suitable indoors area
- Group size restricted to safely control numbers
- Educators and other staff are trained for the provision of workplace first aid
- First aid points in Education Centre, Kiwi House, and Museum. Portable kit to be carried for bush walks

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Hazard and risk: Use of powders, paints, chemicals in educational activities – danger of ingestion, inhalation, skin contamination, accidental spills

Controls:

- Age-appropriateness of activity is at the discretion of the educator & lead teacher
- Preference is for minimal hazardous materials, those deemed safe for use with children and those carrying appropriate referencing
- All materials to be used in accordance with manufacturer's instructions, under adult supervision and for designated purposes only
- Washable ink to be used in the Schoolroom
- Hand-washing facilities and emergency first-aid provided in Education Centre
- Safety specs/goggles, dust masks and other protective clothing to be worn when experimenting with chemicals which might cause eye irritation and otherwise have explosive potential

Hazard and risk: Hygiene - cross-contamination

Controls:

- Kiwi North takes a broad view of the threats, risks and controls for cross-contamination. See Appendix 3 – Infectious Diseases - supplementary matrix for conditions that we are controlling for as well as Covid-19
- No handling of objects/items except during organised and supervised sessions i.e. no handling during morning tea and lunch times
- Separate hand washing and dish washing sinks are provided at the Education Centre. No food or drink facilities will be offered by Kiwi North during Covid-19 Level 2
- Handling objects, work surfaces, bathrooms and stationary are sanitised before and after each school visit. Costumes are sanitised/launched following each school visit. Surfaces in public areas are regularly cleaned during opening hours. See Appendix 4 – How to prevent germs from spreading
- Hands to be washed before eating and food preparation activities. Good personal hygiene rules are to be observed See Appendix 5 – Wash your hands well
- School records will indicate the teachers, students and accompanying adults for each visit. Kiwi North's programme will indicate which staff members you will have contact with. All visiting adults are expected to register with Kiwi North for contact tracing purposes. See Appendix 6 – Contact tracing record keeping

Hazard and risk: Electrical and technical equipment – risk of electric shock

Controls:

- Children must not interfere with the cable housing around ipads, laptops, monitors, TVs, DVD players
- Supervise students around technology
- Electrical equipment is checked with a 'test and tag' system

Hazard and risk: Emergency situation – risk of injury from fire or panic

Controls:

- Evacuation procedure induction and safety talk will be given at the start of every school group visit
- Emergency exits clearly indicated in all areas
- Emergency exits kept free from blockage or obstruction at all times
- Fire Fighting equipment is accessible in all areas and regularly maintained
- Building Warrant Certificate (Museum & Kiwi House)
- Maximum occupation capacities are not to be exceeded
- Emergency System notices displayed (Education Centre, Museum, Kiwi House and historic buildings)
- Functioning Smoke Detectors in all areas
- Emergency Lighting in Museum and Kiwi House
- Removal of rubbish daily – Kiwi North has a take-home policy for rubbish and would politely request that all schools adhere to this
- Paper waste to be placed in appropriate bin
- Combustible materials are not used or stored in public places

Hazard and risk: Civil defence emergencies – forest fire, flood, severe weather warning, cyclone event, earthquake, contagious diseases, explosions, power cut, Armed Offenders Squad call out – risk of harm

Controls:

- Postpone visit when prior warning given
- Alarms are positioned throughout Museum and Kiwi House
- CD Warning app is operational on staff cell phones
- If safe and appropriate, check first with relevant services, evacuate as soon as possible
- Assemble in the Education Centre or at the nearest evacuation site/assembly area
- Limit spread of infection with regular wiping of surfaces, use of hand sanitiser and good hygiene practices

Hazard and risk: Weather– extreme heat or cold, wet weather, sunny conditions – risk of sun burn or chill

Controls:

- Sunscreen is provided in the Education Centre
- Tree shade throughout the park
- Appropriate clothing and footwear to be brought for each student
- Umbrellas are provided in the Education Centre

Hazard and risk: Natural areas – extremes of weather, slips, trips, falls, falling material

Controls:

- Participants are to wear appropriate clothing, sunscreen, accessories are to be carried in backpacks where possible and used when necessary
- Walking carefully, observing your surroundings at all levels

Hazard and risk: Deep water, streams, and ponds – risk of falling in water and drowning

Controls:

- Hazards are fenced when near footpaths and walkways
- Visiting school groups are kept away from the river, waterfall and ponds
- If students are working near these areas, maintain the correct adult:student ratios, students will work in pairs, shallow sites will be selected that have easy access

Appendix 1 – Covid-19 Alert Level 2 LEOTC - Social Distancing Guidance

Following queries around social distancing and school visits during alert level 2 the Health and Safety Team within the Ministry of Education have the below guidance:

- All LEOTC trips and camps should be treated with strong caution, particularly if there are a large numbers of students (and staff, parents and caregivers) involved, but can go ahead in Level 2.
- It is recommended that schools develop a specific health and safety plan for managing any LEOTC trip under Alert Level 2.
- School groups are not considered a mass public gathering, as even when they leave school grounds, as it's considered part of regular school.
Students who mix in an environment with the public become part of a mass gathering, so cannot visit premises while there are more than 100 people present.
There should not be mixing of students from different schools. Each school group is a separate bubble.
- School groups are controlled groups who are generally moving around together and contact tracing is simple, as all of their details are already recorded. This includes all helpers on the trip.
Schools must be able identify and trace all adults they come in contact with eg staff and bus drivers.
- Where possible physical distancing of 2 metres should be followed, however this is not always possible, in which case 1 metre, or as much space as possible should be observed (the same as at school).
- The public health measures include: good hand hygiene, staying away if feeling sick, the premises should be thoroughly cleaned before and after every visit, regular cleaning and disinfecting of surfaces, and registration for contact tracing should be strictly enforced.







Appendix 2 - Outdoor Activities – supplementary matrix

Analysis		Description		
Risks Accident, injury, other forms of loss		<ul style="list-style-type: none"> Getting lost/wandering away from designated activity Vehicle accident Known medical condition e.g. Asthma or allergies Unexpected sickness 		
Causal Factors hazards, perils, dangers		People <ul style="list-style-type: none"> Lack of supervision Poor organisation Hygiene Sunburn Grazed knee Stubbed toe Dehydration Hunger 	Equipment <ul style="list-style-type: none"> Transport problem Inadequate first aid kit Flat cell phone No coverage for cell phone No credit for cell phone 	Environment <ul style="list-style-type: none"> Lack of sun shelter Public traffic through car parks Sharing environment and facilities with General public
Risk Management Strategies	normal operations	<ul style="list-style-type: none"> Correct ratio of students to supervisors Parents to be advised and informed of RAMS, activities, timings guidelines, responsibilities Set clear guidelines and boundaries for ALL Take hand sanitizer Sun block to be applied and sunhats to be worn if necessary Children must wear appropriate footwear with closed toe if necessary Take spare water Take spare food Ensure children bring their own food and drink 	<ul style="list-style-type: none"> Follow bus/company procedure as applicable Designated first aider to check kit and carry it with them at all times Adequate numbers of first aid kits for the group or groups All teachers, parents, helpers with cell phones to ensure they are fully charged and with credit 	<ul style="list-style-type: none"> Areas of shelter to be identified All children to have a sunhat Clear boundaries and behaviour expectations established for all Regular roll calls through the day Children to be accompanied at all times
	Emergency	<p>Teachers to count and mark all students and children present before leaving and returning. Optimal ratios of students to adults.</p> <p>Parent helpers to have individual lists of children they are responsible for.</p> <p>Adults to have individual maps of the site.</p> <p>Well-stocked first aid kit to be provided and also staff with first-aid certification.</p> <p>Teachers and supervisors to be advised of pre-existing medical conditions and have remedial medication if necessary.</p> <p>Vulnerable children to be identified.</p>		

Appendix 3 - Infectious Diseases - supplementary matrix

Infectious Diseases:

information & exclusion list


Condition	This disease is spread by	Early Symptoms	Time between exposure and sickness	Exclusion from school, early childhood centre, or work*
Rashes and skin infections				
Chickenpox 	Coughing, sneezing and contact with weeping blisters.	Fever and spots with a blister on top of each spot.	10-21 days after being exposed	1 week from appearance of rash, or until all blisters have dried.
Hand, foot and mouth disease	Coughing, sneezing, and poor hand washing.	Fever, flu-like symptoms – rash on soles and palms and in the mouth.	3-5 days	Exclude until blisters have dried. If blisters are able to be covered, and child feeling well, they will not need to be excluded.
Head lice (Nits)	Direct contact with an infested person's hair.	Itchy scalp, especially behind ears. Occasionally scalp infections that require treatment may develop.	N/A	None, but ECC/school should be informed. Treatment recommended to kill eggs and lice.
Measles 	Coughing and sneezing. Direct contact with an infected person. Highly infectious.	Runny nose and eyes, cough and fever, followed a few days later by a rash.	7-18 days	5 days after the appearance of rash. Non-immune contacts of a case may be excluded.
Ringworm	Contact with infected skin, bedding and clothing.	Flat, ring-shaped rash.	4-6 weeks	None, but skin contact should be avoided.
Rubella (German Measles) 	Coughing and sneezing. Also direct contact with an infected person.	Fever, swollen neck glands and a rash on the face, scalp and body.	14-23 days	Until well and for 7 days from appearance of rash.
Scabies	Contact with infected skin, bedding and clothing.	Itchy rash.	4-6 weeks (but if had scabies before it may develop within 1-4 days)	Exclude until the day after appropriate treatment.
School sores (Impetigo)	Direct contact with infected sores.	Blisters on the body which burst and turn into scabby sores.	Variable	Until sores have dried up or 24 hours after antibiotic treatment has started.
Slapped cheek (Human parvovirus infection) 	Coughing and sneezing. The virus may be passed from mother to child during pregnancy.	Red cheeks and lace-like rash on body.	4-20 days	Unnecessary unless unwell.
Diarrhoea & Vomiting illnesses				
Campylobacter Cryptosporidium Giardia Salmonella 	Undercooked food, contaminated water. Direct spread from an infected person or animal.	Stomach pain, fever, nausea, diarrhoea and/or vomiting.	Campylobacter 1-10 days Cryptosporidium 1-12 days Giardia 3-25 days Salmonella 6-72 hours	Until well and for 48 hours after the last episode of diarrhoea or vomiting. Cryptosporidium – do not use public pool for 2 weeks after symptoms have stopped. Salmonella – Discuss exclusion of cases and contacts with public health service.
Hepatitis A 	Contaminated food or water, direct spread from an infected person.	Nausea, stomach pains, general sickness. Jaundice a few days later.	15-50 days	7 days from the onset of jaundice.


* Seek further advice from a healthcare professional or public health service


For further information contact:

Your Public Health Nurse


Your Public Health Service


 Vaccine-preventable and/or on National Immunisation Schedule

 Notifiable disease (Doctors notify the Public Health Service)

 Pregnant women should seek advice from their maternity provider or G.P.

New Zealand Government

 health promotion
agency
TE HIRANGA A HAUORA

 MINISTRY OF
HEALTH
TE HIRANGA A HAUORA

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Appendix 4 - How to prevent germs from spreading

Germs can be spread from person to person or by touching unclean equipment or surfaces. Our cleaning regime in the Education Centre and for the handling collection is based on the following advice from:

<https://www.health.govt.nz/your-health/healthy-living/environmental-health/infectious-disease-prevention-and-control/prevent-spread-infectious-disease>

<https://www.nhs.uk/live-well/healthy-body/how-to-prevent-germs-from-spreading/>

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- Clean areas where germs are more likely to spread, such as the kitchen and toilet.
- Use a disinfectant to kill them.
- Dry surfaces such as worktops thoroughly after cleaning. Dampness helps any remaining germs to survive and, if there's enough water, multiply.
- Clean germ hotspots before visitors arrive and once they leave.
- Cleaning aids, such as cloths or mops, must be germ-free or they'll spread germs to other surfaces.

Cloths and sponges

- use of disposable cloths or paper towels
- reusable cloths are disinfected or washed at 60C (140F) after each use

Washing-up brushes

- wash brushes with detergent and warm water after each use

Mops and buckets

- use two buckets for mopping – one for detergent and the other for rinsing
- mops and buckets are cleaned and dried after each use

Toilets

- keep the U-bend and toilet bowl clean by flushing after each use
- use a toilet cleaner and brush after each visit
- limescale is removed using a descaling product
- keep the toilet seat, handle and rim clean by using a disinfectant

Sinks

- clean sinks before and after each visit
- use disinfectant

Kitchen

- food-preparation surfaces are clean before use
- wash and dry your hands before and after eating and handling foods
- clean surfaces immediately after use
- Hot and cold drinks can be provided if they are able to be cleaned on hot setting in a dishwasher or with boiling water after use

Floors

- bathroom floors are cleaned with hot water and detergent
- carpet tiles are steam cleaned twice a year and on other occasions if necessary

Soft furnishings

- steam cleaning is effective against germs on soft furnishings

Toys

- clean hard or plastic toys by washing them and putting them away once they're clean and dry
- some soft toys can be cleaned in the washing machine

Laundry

- wash your hands after handling dirty laundry
- all underwear, towels and household linen should be washed at 60C (140F) or at 40C (104F) with a bleach-based laundry product to prevent germs from spreading
- don't leave laundry in the washing machine – any remaining germs can multiply rapidly

Waste disposal

- foot-operated bins are more hygienic because they reduce the risk of getting germs onto your hands from touching the bin lid
- always wash your hands after handling waste material
- throw rubbish away carefully to avoid attracting vermin and insects

Appendix 5 – Wash your hands well

How to wash

Washing hands properly is one of the most important and effective ways of stopping the spread of infections and illnesses.

- Wash your hands thoroughly using water and plain soap.
- Wash for at least 20 seconds and dry them completely.
- Using warm water is preferable, if available.
- If soap and water are not available, use an alcohol-based hand sanitiser.

When to wash

Always wash and dry your hands

Before:

- eating food
- preparing food

After:

- sneezing, coughing or blowing your nose (or wiping children's or other people's noses)
- gardening or outside activities
- having contact with animals
- using the toilet or changing nappies
- looking after sick people.

Hand washing

Wash hands for 20 seconds. Dry hands for 20 seconds.

Steps for clean hands

- Wet your hands under clean running water. Use warm water if available.
- Put soap on your hands and wash for 20 seconds. Liquid soap is best.
- Rub hands together until the soap makes bubbles.
- Rub on both sides of both hands ...
- and in between fingers and thumbs ...
- and round and round both hands.
- Rinse all the soap off under clean running water. Use warm water if available.
- Dry your hands all over for 20 seconds. Using a paper towel is best.

Appendix 6 – Contact tracing record keeping

