

## Disposal of Nappies and Personal Protective Equipment Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Dec 2016	Dec 2017	Resources Committee	Governing Body	Steven Lock

We at The Devonshire Hill Nursery and Primary School acknowledge the Environmental Protection Act 1990 and have in place a strategy for dealing with the segregation and safe disposal of nappies, other soiled items and personal protection equipment such as gloves and disposal plastic aprons. We believe it is essential to have in place the necessary risk assessments to deal with this type of waste.

We understand that nappies, incontinence pads and similar items are classified as offensive/hygiene waste rather than clinical/infectious waste. Offensive/hygiene waste includes incontinence and other waste produced from human hygiene, sanitary waste, disposable medical items, personal protection equipment, animal faeces and soiled animal bedding.

We are aware that offensive/hygiene waste is not clinical waste, is not dangerous for carriage, and is suitable for disposal at a non hazardous landfill site without further treatment. It is our policy to ensure that such waste will be segregated from general school waste such as paper and other items.

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.

### Aims

- To ensure we have in place a contractor for collection/disposal of offensive/hygiene waste.

### Responsibility for the Policy and Procedure

The Governing Body has:

- Appointed the Premises / Site Team to ensure regular collection and disposal of offensive/hygiene waste;
- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- Responsibility for ensuring that the school complies with all equalities legislation;
- Nominated 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;
- Responsibility for ensuring funding is in place to support this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Responsibility for ensuring all policies are made available to parents;
- The responsibility of involving nominated pupils in the development, approval, implementation and review of this policy;
- Nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- Responsibility for the effective implementation, monitoring and evaluation of this policy

The Headteacher and the Senior Leadership Team will:

- Ensure all school personnel and parents are aware of and comply with this policy;

- Work closely with the link governor and site team;
- Provide leadership and vision in respect of equality;
- Provide guidance, support and training to all staff;
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy

The site team will:

- Lead the development of this policy throughout the school;
- Work closely with the Headteacher and the nominated governor;
- Provide guidance and support to the appropriate staff who deal with the intimate care of pupils;
- Ensure regular collection for the safe disposal of offensive/hygiene waste;
- Provide training for all staff on induction and when the need arises regarding;
- Keep up to date with new developments and resources;
- Undertake risk assessments when required;
- Review and monitor;
- Annually report to the Governing Body on the success and development of this policy

The Link Governor Governor will:

- Work closely with the Headteacher and the site team;
- Ensure this policy and other linked policies are up to date;
- Ensure that everyone connected with the school is aware of this policy;
- Report to the Governing Body every term;
- Annually report to the Governing Body on the success and development of this policy

School personnel will:

- Comply with all aspects of this and related policies;
- Implement the school's equalities policy and schemes;
- Report and deal with all incidents of discrimination;
- Attend appropriate training sessions on equality;
- Report any concerns they have on any aspect of the school community

Parents/carers will:

- Be aware of and comply with this policy;
- Work in partnership with the school;
- Comply with this policy for the benefit of their children;
- Support the school Code of Conduct and guidance necessary to ensure smooth running of the school

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- The school website;
- The Staff Handbook;
- Meetings with school personnel;
- Communications with home;
- Headteacher reports to the Governing Body.

### **Training**

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guidelines concerning equal opportunities.

### **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 the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the link governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

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**This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Tuesday 20<sup>th</sup> December 2016.**