Definition of Record
This record is for the greatest number of people attending and participating in a hand hygiene lesson at multiple venues simultaneously.

What you will need BEFORE you start the attempt
1. 2 independent witnesses (see witness and steward requirements document)
2. 1 steward per 50 participants (see witness and steward requirements document)
3. 2 timekeepers
4. A video camera
5. A photographic camera
6. The e-Bug lesson plan and lesson equipment
7. Raffle tickets or completed name slips

Specific Guidelines
1. There must be a minimum of 25 participants (to include the teacher) – if you have over 1000 participants please contact us for more information.
2. The lesson plan taught MUST be the same lesson plan provided by the e-Bug team; you cannot deviate from or modify the prescribed lesson plan unless stated in lesson plan itself.
3. The lesson must follow the structure of a normal class.
4. The lesson must last at least 30 minutes.
5. The instructor(s) and the pupils taught must remain the same throughout the lesson. If one pupil leaves the room or drops out, they will not be counted in the class total. If more than 5% drop out, the entire group will be disqualified.
6. The organisers can choose either to have one solo instructor or a team of instructors leading different groups of people at the same location. These instructors cannot be witnesses but are counted in the final total.
7. The instructors must be suitably qualified (i.e. teachers or teaching assistants).
8. All participants should be taught the same topics simultaneously, thus all participants should be able to either see instructors or follow their movements on a video screen.
9. A loud start and finish signal recognised by all participants must be used for example the school bell/intercom. Two experienced timekeepers (e.g. from a local athletics club,
gym instructor, army sergeant, PE teacher, etc) must time the attempt with stopwatches accurate to 0.01 seconds.

**General Guidelines**

1. The attempt must take place at a single location - in a gymnasium, educational establishment, conference or exhibition hall or some similar public place or out-of-doors.

2. All record attempts must take place in restricted areas with entrances and exits clearly marked and controlled. Indoor attempts must take place in a room designated for the attempts, and outdoor attempts must be secured with fences or other physical barriers.

3. All entrances and exits must be monitored by uncut, time-stamped video, which must be submitted with the evidence. The participant counting process (see acceptable counting methods below) must be clearly visible in the frame of the video.

4. Participants leaving the attempt area before the attempt is over must also be counted accurately and deducted from the final total.

5. Every participant counted who is within the barriers of the attempt area should fully participate in the attempt to the best of his or her ability.

6. The entire attempt must be filmed.

7. An aerial photo of the crowd or a photo showing the entire group must be submitted, in addition to the standard photos of the attempt.

8. The name of the organisation, company or person(s) making the attempt must be given, along with the date and place.

9. Every participant does NOT have to sign an Agreement Regarding Record Attempts. This is only for the organizers.

**Acceptable Counting Methods**

Participants must be counted individually by an efficient, accurate method upon entering the venue. Stewards' individual counts of their sections does NOT constitute an acceptable counting method for the record total, and is meant only to ensure full participation by all those involved in each of their individual sections. The below counting methods are acceptable when performed accurately and in accordance with all guidelines outlined above.

For attempts of 1,000 participants or less ONLY:

- Clickers – two at each entrance in order to obtain maximum accuracy. These must be operated by independent individuals with no interest or affiliation in the attempt.

  OR

- Raffle ticket stubs collected at the entrance(s) - where one raffle ticket half is given to the student on entry and the corresponding number kept in the book to be sent with evidence

  OR
Name slips (included in the pack) which are distributed and filled out by each student before entering the venue and collected in by supervisors on student entry.

Witnesses must oversee the counting process.

What you need to do AFTER the event

1. After the event, the witness statements from each location and all other verification as per the general guidelines must be sent to

   **Dr Donna Lecky**
   Health Protection Agency
   Primary Care Unit
   Microbiology Department
   **FREEPOST NAT 13026**
   Gloucester
   GL1 3BR

   who is then responsible for collating all the information and sending a complete claim to Guinness World Records.

2. No individual claim packs from single locations will be accepted by Guinness World Records.

3. Failure to include the required documentation will ultimately delay the outcome of your claim or lead to its rejection.

Evidence required per venue

1. 2 x Witness statements

2. N x Steward statements (1 per 50 students)

3. Video of lesson plan
   - Video footage does not have to be of broadcast quality but must be of sufficiently high quality to enable the Guinness Records Management Team to evaluate your record attempt. This means that it must clearly depict the action of the world record attempt from an angle, or angles that will enable our Records Managers to make a judgement on whether or not the record has been broken.
   - The entire attempt should be recorded
   - All video footage to be submitted on DVD/CD-ROM, in Windows Media, QuickTime or VHS format.

4. Time stamped video of doors

5. Group/aerial photograph
   - Photographs may be submitted in digital format on CD-ROM or on DVD (they should be taken in at least 300 dpi at a size of 15 cm x 15 cm), or in traditional photographic print or slide format when digital copies are not possible.
   - Colour photocopies of existing photos are not acceptable.
   - Print-outs of digital images are only acceptable if the photograph is also provided in digital format.

6. Raffle ticket stubbs or filled out name slips
7. Schedule Three – Supporting Material Release

- This is a legal document which gives copyright of the video and photographic evidence of the Guinness world record attempt at your school to Guinness, and must be completed and sent with your film and photos.

**NATIONAL HAND HYGIENE CHALLENGE RECORD BREAKING ATTEMPT**

**Witness and Steward Requirements**

You will need 2 witnesses and 1 steward per 50 students per venue

**Witness Requirements**

1. At least one of the witnesses must be qualified (or be an official) in the record’s subject area - health and hygiene - by having expertise in the field related to the record attempt and being members of a professional association in the area regulating the record attempt.

Examples of qualified witnesses include:

- Nurse
- General Practitioner or Doctor
- PHSE or Science Teacher or School Nurse from another school
- STEM Ambassador
- Environmental Health Officer or Public Health Specialist
- University Lecturer in biomedical/biological sciences

The second witness does not have to be qualified in this field.

2. At the end of the attempt, the statements must be written by these independent witnesses.

3. Except where both the witnesses are members of the same professional body, or are officials of a national sporting organization (or similar), the witnesses must be independent of each other (not related and not working for the same company) and always independent of the person(s) or organization attempting the record. ‘Independent’ means that they are not associated with, or related to, the record organizers or participants, nor should they have anything to gain from the final outcome of the attempt.

4. Each statement must be compiled by the witnesses themselves, and must be signed in their own hand. Each statement must also include full contact information (name,
address, telephone number, e-mail address and employment details/title/position stating their expertise in the area) of the witness creating it and should be on headed notepaper, where possible (we will send a witness statement form to help you with this information).

5. The statements must confirm which points of the guidelines have been followed, and which points have not, and state the exact details pertaining to the record quantification – dimensions, participants involved, and how this measurement was taken, along with the date, location, record title and record holder.

6. In case of mass participation records the official witnesses must count the total number of participants and vouch for the accuracy of the total number of participants claimed in their statements. They should detail the exact method of counting.

The role of an independent witness is to oversee the attempt as a whole and confirm the final total after having observed the entire process. They must be made aware of all specific guidelines in order to confirm that all have been adhered to.

- At least two overall independent witness statements must confirm the exact and final figure of the total participants as well as attest that all guidelines were followed during the attempt, taking into account any participants whom the stewards have deducted from the total.

- The overall independent witnesses must personally perform the counting process or directly observe it.

- Independent witnesses must perform spot checks to confirm that stewards have been appropriately allocated to their group (see below).

- If you are doing the attempt with groups in separate venues (i.e. classrooms), each venue will need two witnesses, so it may be easier to hold the attempt in a larger venue with all the students together (e.g. school hall/sports hall), as this will only require two witnesses

- Independent witnesses must confirm that the lesson plan ran according to time

**Steward Requirements**

The role of the stewards is to supervise smaller groups of participants during the attempt, in order to ensure full participation by all involved and to note any participants who need to be deducted from the final total. Stewards must not come from the organisation holding the record attempt (Health Protection Agency) or the participating school.

- There must be one steward for every 50 participants.
• Stewards must be allocated to a specific group of no more than 50 participants, who are to be positioned in a clearly delineated area assigned to that steward. This can be done using coloured clothing (sports bibs), a restricted or clearly marked area, or another method approved by Guinness World Records.

• If everyone counted within the attempt area is not fully participating to the best of his or her ability; the stewards are responsible for deducting participants within their assigned areas who do not participate. If the total number not participating exceeds 5% of the final total, the attempt will be disqualified.

• Stewards will not count towards the final total number of participants.

Who can act as a steward?

Anyone with an ethical responsibility can act as a steward or second (unqualified) witness, this includes

• Local councillors
• Parents from another school
• Church representatives
• Police Community Support Officers
• Teaching assistants from a different school
• School nurse from a different school
• General practitioner
• Other teachers