

HYGIENE AND INFECTION CONTROL PROCEDURES

Hygiene and Infection Control Procedures

All Saints Community Development Company, All Saints Centre Company, All Saints Trading and All Saints Parish Church (All Saints) will work within any relevant legislation and/or guidance around our service delivery.

This policy applies to paid staff and volunteers equally.

We are committed to ensure health and hygiene within our service delivery and promote it with our service users. We will be particularly rigorous to the needs of the more vulnerable including:

- The elderly and frail
- Those with disabilities
- Children and babies

This is a generic policy, all managers should provide appropriate checklists and information for their staff and volunteers

All staff and volunteers are responsible for the promotion and carrying out of good hygiene and infection control. Some employees may have specific roles in this.

All staff and volunteers will be expected to be vigilant about the dangers of cross infection

We will encourage everyone who uses our premises to alert relevant staff to any health or hygiene issues anywhere on the premises or grounds and in particular in the toilets and kitchen areas.

We will use appropriate materials as designated by division managers and good practice

For further information about Health and Safety see the Health and Safety Policy.

General personal hygiene

Staff and volunteers should maintain a good standard of personal hygiene both bodily and clothing

They should wear appropriate footwear – covered shoes in the The Robin Centre for Older People, kitchen and care.

Clothing should be appropriate (e.g. no low cut tops, short skirts)

Protective clothing (aprons and gloves) must be used in as specified in different areas. Protective clothing should be changed between assisting different service users

All staff and volunteers should use regular effective hand washing as laid out in appendix and displayed in the toilets

In some parts of the centre (Older people's Centre) everyone visiting will be expected to use the sanitizer – guidance will be displayed
All service users will be encouraged to practice regular effective hand washing as laid out in appendix and displayed in toilets

General environmental hygiene

All spillages must be mopped up, using designated mops etc, immediately

Wet floor signage must be displayed

Any general waste, overflowing bins etc should be dealt with

Dirty and used crockery should be removed and washed or put in dish washer

Waste food should be disposed of appropriately and not left around

Staff should be alert to surfaces that need cleaning using appropriate cloths and cleaners

Surfaces including plastic table cloths, used for food or other messy activities should be thoroughly cleaned immediately with appropriate cloths and cleaners

Other furniture – including seating – should be regularly cleaned.

Paper serviettes will be used and disposed of in appropriate bins

We will provide appropriate bins for waste throughout the centre

In the toilets we will provide anti-bacterial hand wash in dispensers, and either paper towels or hand driers

Cleaners employed will receive schedules and information about the cleaning requirements for the specific areas as designated by the division manager and in partnership with the landlord. Cleaning will happen on a daily basis as a minimum

Waste disposal

Personal tissues should be disposed of down the toilet

Chemical waste includes:

- Nappies
- Sanitary ware
- Incontinence pads
- Personal hygiene wipes (including nappy wipes)
- Protective clothing – gloves and aprons

We will provide appropriate disposal outlets for all chemical waste in the toilet areas and through a recognised company.

We will ensure the contract includes regular disposal.

Domestic waste including food waste should be disposed of either when bins are full or at the end of the day.

COSHH

See Health and Safety policy

Recycling

We will recycle as much as possible

We will ensure bins are available for recycling in appropriate places within the centre

We will ensure all staff and volunteers understand the importance of recycling

Illness in staff and service users

Staff and volunteers should cover any cuts or open wounds with appropriate dressings

Staff and volunteers should not come to work if they have a diagnosed infectious disease and advised by the doctor

Staff, volunteers and service users should not attend if they have had diarrhoea and/or sickness within the last 48 hours

Personal tissues should be disposed of down the toilet

Everyone should be encouraged to take precautions not to spread infection e.g sneezing and coughing over others

No spitting

Washing

This includes:

- T towels
- Dish cloths
- Mop heads

Should be washed daily

- Personal clothes
- Cushion covers
- Equipment, games and toys

Should be washed as needed

All items will be washed at the appropriate/recommended setting and separately

We will use recommended washing powder

Personal care

Personal care should be only carried out as part of a care plan and in agreement with service user's carers/relatives.

When carrying out personal care staff should use designated protecting clothing and dispose of it appropriately

Bodily fluids should be disposed of appropriately and with regard to cross infection

Toilets and any other equipment used during the assistance of personal care should be cleaned appropriately immediately

Only recognised staff members can assist in personal care

Staff must work within the service user's personal care plan, if they feel this requires re assessing they should inform the manager

Training

All staff and volunteers will receive induction into this policy

All staff will receive training in:

- Effective hand washing
- Basic food handling
- Infection control
- Safe handling
- Health and Safety

Kitchen

Everything should be either washed in the dish washer or in water up to accepted temperature

Appropriate cleaners will be used

All cloths and mops will be colour coded

All chopping boards will be colour coded

Food should be heated to appropriate/safe temperature – a probe should be used to ensure correct temperature of certain foods and a record should be kept

All appliances will be cleaned every day

Any issues with appliances should be reported to the manager

Fridges/freezers will be monitored to ensure it is maintaining correct temperature

Fridge/freezers will be cleaned regularly
Storage of food should be in sealed appropriate containers

Everything should be dated in the fridge

Food should not be used after its use by dates

Suitable protective clothes should be worn in the kitchen

Hands should be washed before any food handling takes place and before leaving the kitchen

All surfaces in the kitchen should be cleaned on a regular basis using appropriate materials

Managers should provide an appropriate checklist for kitchen use in their division