HYGIENE AND INFECTION CONTROL PROCEDURES

Policy Title	**Hygiene and Infection Control Procedures**
Policy Review Date	
Policy Reviewed by	

Phoenix Rising will work within any relevant legislation and/or guidance around our service delivery.

This policy applies to paid staff and volunteers equally.

INTRODUCTION

This is a generic policy, Phoenix Rising should provide appropriate checklists and information for their staff and volunteers. Some may require extra guidelines for their setting.

PHOENIX RISING is responsible for the hygiene of the common areas, the hire space and the toilets. Tenants are responsible for their own and therefore may have specific procedures. Hirers will receive information about their responsibilities

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

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 managers/leader 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 if necessary. Clothing should be appropriate

Protective clothing (aprons and gloves) must be used 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 premises of operations 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

TOILETS

The communal toilets should be checked and cleaned on a regular basis and this should be recorded

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

All staff and volunteers should report any toilet issues immediately to the facilities manager at the premises of operation

GENERAL ENVIRONMENTAL HYGIENE

All spillages must be mopped up, using designated mops etc, immediately Wet floor signage must be displayed

Any general waste, over flowing 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

WASTE DISPOSAL

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

Tenants will supply their own specialist waste disposal by agreement

Chemical waste includes:

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

general waste that cannot be recycled including food waste should be disposed of in black bags, either when bins are full or at the end of the day, and put in the outside bins This must not be put in the clinical waste bins.

RECYCLING AND MINIMISING WASTE

White bags are available from the facilities manager for recycling. We will reduce, reuse and recycle as much as possible

We will ensure bins are available for recycling in appropriate places within the premisis of operations We will ensure all staff and volunteers understand the importance of recycling

(See Green policy) COSHH

See Health and Safety policy

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 or if their illness could spread infection. We should be especially vigilant in areas where there are vulnerable people. This will be at the managers/leaders discretion.

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

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

No spitting

KEEPING EQUIPMENT CLEAN

This includes:

- Tea towels
- Dish cloths
- Mop heads Should be washed daily
- Personal clothes
- 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

If personal care is part of the delivery of your service at All Saints there should be clear guidelines around this following professional guidance and standards

TRAINING

All staff and volunteers will receive induction into this policy and training appropriate to their role and their service

KITCHENS

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

Fridges/freezers will be cleaned regularly

Storage of food should be in sealed appropriate containers Everything should be dated in the fridges

Food should not be used after its use by dates unless it is part of a Food Project Suitable protective clothes should be worn in the kitchens

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

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

Managers/leaders should provide an appropriate checklist for kitchen use in Phoenix Rising

IN OUR POLICIES:

'Board' refers to the Boards, committees or legal entities that govern the Phoenix Rising organisation.

'Manager/leader' refers to people who are in charge of various activities across the Phoenix Rising organisations. They may be paid staff or volunteer