Infection Control Policy

2019-2020

(Safety Management Standard - April 2015)
# Document information

<table>
<thead>
<tr>
<th>Document title</th>
<th>Infection control - safety management standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner</td>
<td>Health &amp; Safety</td>
</tr>
<tr>
<td>Status</td>
<td>Version 1</td>
</tr>
<tr>
<td>Effective from</td>
<td>April 2015</td>
</tr>
<tr>
<td>Approved on</td>
<td></td>
</tr>
<tr>
<td>Review date</td>
<td></td>
</tr>
<tr>
<td>Last updated</td>
<td></td>
</tr>
<tr>
<td>Last updated by</td>
<td>Health &amp; Safety</td>
</tr>
<tr>
<td>Purpose</td>
<td>Management guidance on infection control</td>
</tr>
</tbody>
</table>

## Document accessibility

If you would like this information in another language or format contact:

**Health & safety**

- **Phone**: 01922 655793
- **Textphone**: 01922 654000
- **E-mail**: safetyandfire@walsall.gov.uk
Introduction
Infection control in our workplaces is important if we want to avoid passing on infection to our colleagues or service users. It is particularly important to avoid passing on infection to colleagues and service users who may be more vulnerable e.g. children, older service users, those with underlying health issues, new and expectant mothers; consequently, some staff e.g. catering personnel and those who work with vulnerable service users need to be extra vigilant.

This safety management standard (SMS) sets out basic advice to managers and staff and gives links to further advice or sources of information if required.

Please note the guidance is mainly about everyday infections in the workplace, brought in by staff/clients/service users. It is not about care of service users with medical conditions, work with animals, or work involved with contaminated land. Those and similar specific issues are outside the scope of this guidance and should be addressed by local procedures, training and risk assessment.

Legal implications
Legislation around infection control (infections brought into the workplace by staff) is based on notification of certain infectious diseases; however this is aimed at health professionals rather than employers and has little direct impact on us.

Public health legislation also gives certain powers to Local Authorities to control infectious disease; however, this is outside the scope of this SMS.

Whilst we don’t have specific legal duties to control infection, we have a common law duty of care to our colleagues and service users to prevent its spread; consequently we should be taking measures to control it.

Advice to managers
Basic advice if staff/service users are ill
It is important not to pass on infection to others; consequently, if staff and service users are ill we may need to take a number of measures to stop the spread of infection. This may include:

- **Enhance cleaning regime** - if staff/service users have been ill, particularly if they have been vomiting in the workplace or suffering from diarrhoea, we may need to enhance the cleaning regime. A good example of this is when someone has Norovirus - this is easily spread and hence extra cleaning and use of bleach as a disinfectant is appropriate. Note additional care must be taken when using bleach - e.g. prepared fresh, using bleach tablets with any unused solution being disposed of safely. Our Cleaning colleagues should be contacted (01922 65 2544) to arrange additional cleaning.
- **Notification to Public Health England** (PHE) - with some infections, particularly in school or care settings, we should be contacting PHE to notify them of the problem and seek further advice. Examples include meningitis, and *E. coli* outbreaks. Further guidance on what is notifiable is available in guidance issued to schools on [Walsall Link](#). Advice for residential care available is available on [Inside Walsall](#).

- **Exclusion periods** - with some infections we should be excluding the staff member or service user (e.g. pupil) from our workplaces until they are safe to return. These exclusion periods are set out in the guidance on [Walsall Link/Inside Walsall](#).

- **Exclusion of food handling staff** - where staff who handle food have more than one bout of vomiting or diarrhoea they should not be allowed to work with food for 48 hours after the symptoms have ceased.

**Basic good hygiene**

All staff should be made aware of the importance of good basic hygiene. For staff dealing with food preparation and those who deal with vulnerable service users, this is particularly important. Awareness should include, where appropriate:

- Importance of hand washing
- Cross-contamination (e.g. in washrooms/changing areas)
- Cleaning - particularly following outbreaks
- How to deal with cleaning of blood and body fluid spillages
- How to deal with laundry, and clinical waste
- Sharps disposal/injuries and bites

With regard to coughs and sneezes, the message “*Catch it, bin it, kill it*” should be reinforced.

Further information is contained in the guidance on [Walsall Link/Inside Walsall](#).

**Infection & pregnancy**

If a pregnant woman develops a rash or is in direct contact with someone with a potentially infectious rash, this should be investigated by a doctor. The greatest risk to pregnant women from such infections comes from their own child/children, rather than the workplace. However we should be aware of some specific risks including:

- Chickenpox - can affect the pregnancy if a woman has not already had the infection. Report exposure to midwife and GP at any stage of exposure.
- German measles (rubella). If a pregnant woman comes into contact with German measles she should inform her GP and antenatal carer immediately to ensure investigation.
- Slapped cheek disease (parvovirus B19) can occasionally affect an unborn child.
Outbreaks
If we have an outbreak of infection in the workplace, additional advice can be obtained from either our internal public health colleagues or Public Health England:

- Public Health (Walsall Council) 01922 65 3736
- Public Health England (West Mids. West Team) 0344 225 3560 option 2, option 3

Needlesticks/sharps?
If appropriate to your service, you should have appropriate procedures in place to deal with needlestick injuries. Needlestick injuries generally fall into two main categories - injuries from discarded needles and injuries from needles/sharps used for medical purposes.

Controls include: risk assessment and staff awareness training; a sharps container, a sharps collection kit; and, procedures to follow if staff get a needlestick injury (encourage the injury to bleed, wash under cold water, attend hospital Accident & Emergency Department informing them of the nature of the injury as soon as you arrive).

What do I have to do as a manager?
Managers need to have appropriate procedures in place to deal with infection in the workplace. For many managers this may just mean monitoring the health of staff and liaising with colleagues/advising staff should they make you aware of any infection.

Other managers, particularly those dealing with vulnerable staff/service users will need to consider the following:

- Procedures - are procedures in place to deal with infection in the workplace?
- Has a risk assessment been carried out?
- Do staff need training?
- Cleaning - is appropriate cleaning in place and is this enhanced following an outbreak?
- Waste disposal - are appropriate arrangements in place?
- Liaison arrangements - do you have up to date contacts with council colleagues and external agencies?
- Outbreak notification and emergency procedures - do you have robust systems in place to notify outbreaks and deal with emergencies?
- New and expectant mothers - are staff at particular risk and do they need to be protected from any specific infection risk?
What do I have to do as an employee?

Employees need to ensure that they:

- Report any illness to their line manager, particularly where they work with vulnerable colleagues/service users and/or are involved in food preparation
- Stay away from work if advised - particularly if they have suffered diarrhoea or vomiting
- Inform their line manager if they are pregnant, so that controls can be put in place to protect them from any infection risk

Further advice

Further advice is available from the health & safety team (01922 65 5793) or occupational health (01922 65 0673).

Signed

Print: Mr James Pearce
Date: 8th July 2019
Head teacher

Print: Mr Neil Ravenscroft
Date: 8th July 2019
Chair of Governors

Document control number: CPS110-01