
Infection Control Policy

Kingfisher Treasure Seekers believes that adherence to strict guidelines on infection control is of paramount importance in ensuring the safety of both service users and staff. It also believes that good, basic hygiene is the most powerful weapon against infection, particularly with respect to hand washing.

References

- The Health and Social Care Act, 2008, Code of Practice for the NHS on the prevention and control of health care associated infections and related guidance.
- Essential Steps to safe , clean care (2006)
- Department of Health (2005) Saving Lives: A Delivery Programme to Reduce Health Care Associated Infection. DH, London
- UK Health Security Agency (UKHSA) IPC guidance.
- NHS England's Infection Prevention and Control Manual (2024).
- Care Quality Commission's regulations on safe care and treatment

Aims

The aims of Kingfisher Treasure Seekers, with regard to infection control, are to ensure that:

1. Service users, their families and staff are as safe as possible from acquiring infections through work-based activities;
2. All staff at Kingfisher Treasure Seekers are aware of and put into operation basic principles of infection control.

Kingfisher Treasure Seekers will adhere to infection control legislation:

1. *The Health and Safety at Work Act, etc 1974* and the *Public Health Infectious Diseases Regulations 1988*, which place a duty on Kingfisher Treasure Seekers Limited to prevent the spread of infection;
2. *The Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (and 2013)*, which place a duty on Kingfisher Treasure Seekers Ltd to report outbreaks of certain diseases as well as accidents such as needlestick and sharps accidents;

-
3. *The Control of Substances Hazardous to Health Regulations 2002 (COSHH)*, Registered Office: 5 Eclipse House, Somerset Place Lane, Stoke, Plymouth, PL3 4BH Company Number: 5842342 which place a duty on Kingfisher Treasure Seekers to ensure that potentially infectious materials are identified as hazards and dealt with accordingly;
 4. *The Environmental Protection Act 1990*, which makes it the responsibility of Kingfisher Treasure Seekers Limited to dispose of clinical waste safely.
 5. *The Food Safety Act 1990, and the Food Hygiene (England) Regulations 2005*, which require that all food prepared for service users is cooked, stored and presented to high standards of hygiene and safety.

Infection Control Procedures

All staff are required to make infection control a key priority and to act at all times in a way that is compliant with safe, modern and effective infection control practice.

The directors are responsible for ensuring that the policy guidance is kept up to date, including related policies (e.g. COSHH) and that the policy is being implemented company wide.

The management of Kingfisher Treasure Seekers Limited will make every effort to ensure that staff working both on and away from company premises have access to sufficient facilities and supplies of appropriate equipment to ensure that they can implement effective infection control procedures and techniques. Furthermore managers are responsible for effectively implementing the 'absence and sickness' policy which determines the process for an employee returning to work following a period of illness.

If any staff are made aware that a service user has an infectious and contagious illness (such as diarrhoea and vomiting (D&V), COVID-19, etc.) they will be asked not to attend any sessions or activities until they are symptom-free and well, in line with public health guidance.

Andy Davis and Katie Tucker will work together to produce an Annual Infection Prevention and Control report taking into account audits undertaken throughout the year, outbreak management, review of any incidents that year, and with any recommendations.

Any staff who feel that they do not have access to sufficient facilities and supplies of the appropriate equipment needed to implement effective infection control procedures and techniques have a duty to inform their line manager or supervisor.

Effective Hand Washing

Kingfisher Treasure Seekers believes that a major cause of cross-infection is unwashed or poorly washed hands which provide an effective transfer route for microorganisms (bacteria, viruses, and fungi).

Kingfisher Treasure Seekers believes that regular, effective hand washing and drying, when done correctly, is the single most effective way to prevent the spread of communicable diseases. Staff who fail to adequately wash and dry their hands before and after contact with service users may transfer micro-organisms from one service user to another and may expose themselves, service users, and the public to infection.

- All staff should, at all times, observe high standards of hygiene to protect themselves and their service users from the unnecessary spread of infection;
- All staff should ensure that their hands are thoroughly washed and dried:
 - Between seeing each and every service user where direct contact is involved, no matter how minor the contact;
 - After handling any body fluids or waste or soiled items;
 - After using the toilet;
 - Before handling foodstuffs;
 - After smoking;
 - Before and after any care or clinical activity.
- Hands should be washed thoroughly — liquid soaps and disposable paper towels should be used rather than bar soaps and fabric towels (whenever possible);
- All cuts or abrasions, particularly on the hands, should be covered with waterproof dressings at all times;
- Ordinary soap is considered to be effective for routine use in removing dirt and reducing levels of transient microorganisms on the skin to acceptably safe levels;
- The use of antiseptic or antimicrobial preparations is recommended if service users are known to have an infectious disease or are colonised with antibiotic-resistant bacteria, such as Methicillin Resistant Staphylococcus Aureus (MRSA);

-
- Antiseptic hand washing solutions may also be used in situations where effective hand washing is not possible;
 - The use of alcoholic products for hand decontamination is not intended to replace washing hands with soap and water but rather to supplement hand washing where extra decontamination is required or to provide an alternative means of hand decontamination in situations where standard facilities are unavailable or unacceptable (for example between service users or in unsanitary conditions);
 - To be effective hands should be thoroughly washed before the use of an alcoholic rub and again after the procedure or service user contact has ended. **Please see the correct hand washing technique placed near each of the hand washing sinks throughout the properties of Kingfisher Treasure Seekers.**

The Handling and Disposal of Clinical and Soiled Waste

- Non-clinical waste should be disposed of in normal black plastic bags;
- We do not produce clinical waste as we are a non-clinical service;
- Bags should be tied up and placed at the collection point when $\frac{3}{4}$ full and a new bag started;
- In the event of non-collection of waste, all staff have a duty to report it to the Operations Assistant or a senior manager.

The Use of Protective Clothing

- Adequate and suitable personal protective equipment and clothing should be provided by Kingfisher Treasure Seekers;
- All staff who are at risk of coming into direct contact with body fluids should use disposable gloves and disposable aprons. Gloves and aprons should be readily accessible in any department where there is an identified risk that they may be required.
- Sterile gloves are provided for clinical procedures such as applying dressings. These should be worn at all times during service user contact and should be changed between service users. On no account should staff attempt to wash and reuse the gloves. Any staff attempting these procedures must be adequately first aid trained, with a valid certificate;
- Non-sterile gloves are provided for non-clinical procedures;
- The responsibility for ordering and ensuring that supplies of gloves and aprons are readily available and accessible lies with the administrators (led by Andy Davis).

Cleaning and Procedures for the Cleaning of Spillages

- Staff should treat every spillage of body fluids (vomit, faeces, blood, etc.) as quickly as possible and as potentially infectious;
- Place a caution sign at the earliest opportunity to alert other of the hazard (e.g. wet floor sign);
- When cleaning up a spillage staff should wear protective gloves and aprons provided;
- Where a higher risk is assessed, certain department will be issued with a spills kit;
- All reusable equipment should be cleaned and sterilised;
- Any department lacking the necessary resources to clean up a spillage effectively should contact their manager.

The Disposal of Sharps (e.g. Used Needles)

Sharps present a number of risks to health, including exposure to blood-borne viruses (BBV's) and other pathogens. This includes HIV, hepatitis B (HBV) and hepatitis C (HCV). Even very small amounts of bodily fluids on a sharp can transmit diseases.

- Sharps should be disposed of in proper, purpose-built sharps disposal containers complying with BS7320. These can be found in The Cavern at 56 Westgate Street if needed;
- Sharps should never be disposed of in ordinary or clinical waste bags;
- Staff should not attempt to pick up used needles with their hands. A grabber tool is provided where necessary;
- Staff should never attempt to re-sheath needles;
- Boxes should never be overfilled;
- When full, boxes should be sealed and marked as hazardous waste;
- Staff should never attempt to force sharps wastes into an over-filled box;
- Used, filled boxes should be sealed and stored securely until collected for incineration according to individual arrangements. In the event of an injury with a potentially contaminated needle staff should:
 - Wash the area immediately and encourage bleeding if the skin is broken
 - Report the injury to their line manager immediately and ensure that an accident form is filled in;
 - Make an urgent appointment to see a GP or, if none are available, Accident and Emergency.

Reporting

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) obligates Kingfisher Treasure Seekers to report the outbreak of notifiable diseases to the HSE. Refer to the [list of notifiable diseases](#) for up-to-date information. Records of any such outbreak must be kept specifying dates and times and a completed disease report form must be sent to the HSE.

In the event of an incident, Directors are responsible for informing the HSE.

Training

All new staff should be encouraged to read the policy on infection control as part of their induction process. Existing staff should be offered training covering basic information about infection control via an e-learning module on Atlas, which is refreshed annually.

Record of induction and ongoing training in infection control will be kept in the staff personal records on the Atlas platform. Andy Davis is responsible for organising and coordinating training. All training is mandatory.

Availability of policy

This policy will be made available to all staff and volunteers on the Citation Atlas site and is available for the public to view through the company website.

Compliance Monitoring

This policy will be monitored on an annual basis by Katie Tucker and Andy Davis with results presented to the directors. This audit will cover: compliance against this policy, cleanliness of environments, staff and volunteers understanding of the policy and how infection prevention and control is communicated to the general public.