



**REGISTERED NUMBER CIC 11373253**  
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# **Infection Prevention and Control & PPE Policy and Procedures**

Title of Policy: Infection Prevention and Control & PPE

Effective Date: January 2020

Review Date: January 2022

Policy Number: 2

Policy Authorised by: Nicola Williams

## **Purpose**

The organisation is responsible for ensuring that appropriate systems and processes are in place within the organisation to protect staff, minimise the risk of infection and reduce the risk of cross infection.

This policy exists to help protect the organisation's staff, service users and the public from the risks of infection and for the organisation to comply with national guidance and legislation including Health and Safety at Work Act 1974 and the Control of Substances Hazardous to Health regulations 2002. It is recognised this policy will be relevant to some members of the organisation's staff.

## **Scope**

This policy applies to all of the organisation's employees irrespective of age, sex, gender, reassignment, sexual orientation, race, religion or belief, disability, marriage and civil partnership or pregnancy and maternity, provided that the matter at issue is within the control of the organisation.

Individuals employed by agencies and other contractors will be expected to adhere to the standards contained in this policy when undertaking work for the organisation. Standard infection prevention and control (IPC) precautions underpin safe practice, offering protection to both staff and service users from healthcare related infections.

This policy will cover the following specific areas of standard infection prevention and control precautions:

- Hand Hygiene
- Personal Protective Equipment (PPE)

## **Responsibilities**

The organisation has the responsibility to oversee the implementation of this policy and to ensure that managers and all staff take action to meet the organisation's obligations to minimise the risks of infections and comply with national guidance and legislation.

Managers have the responsibility to follow this policy and to act on issues of poor conduct in an appropriate and timely manner, as well as assist and support employees to meet the required standards of conduct.

Employees have a responsibility to familiarise themselves and act in accordance with this policy.

## **Hand Hygiene**

Hands are the principal route by which cross-infection occurs and hand washing is one of the most important procedures for preventing the spread of infectious disease. Hand decontamination is a simple and effective way in which staff can prevent the transmission of infection and protect themselves.

### **Choice of cleansing agent**

#### **Liquid Soap**

Washing the hands with plain liquid soap and water is adequate for most routine activities. Hand washing with soap lifts transient microorganisms from the surface of the skin and allows them to be rinsed off.

#### **Alcohol Hand Rub/Gels (with emollients)**

These may be used in place of soap and water if hands are visibly clean. They are especially useful if hand washing and drying facilities are inadequate, or where there is a need for rapid or frequent hand washing. These agents have disinfectant activity, and destroy transient microorganisms. If applied for an extended length of time they will also destroy some resident flora.

Alcohol hand rubs are recommended products for ensuring effective hand hygiene in all service users care situations except when:

- Hands are visibly soiled
- There is evidence of diarrhoeal illness due to Norovirus and Clostridium Difficile
- After removing disposable gloves
- There is direct hand contact with any body fluids i.e. failure to put on gloves or punctured gloves

## **Performing Hand Hygiene**

### **Routine Hand Washing**

Use liquid soap and water, and follow this procedure:

- Wet hands under running water
- Dispense one dose of liquid soap into a cupped hand
- Wash hands vigorously – cover all surfaces as per hand hygiene technique (see Appendix 1)
- Rinse hands thoroughly under running water
- Turn off taps using elbows (or paper towel if taps are not elbow operated)
- Dry hands with disposable paper towels

## **Alcohol Hand Rubs/Gels (with emollients)**

- Dispense required amount of product onto visibly clean, dry hands
- Ensure enough product is dispensed to cover surfaces of hands as per hand hygiene technique (see Appendix 2)
- Rub vigorously until dry

## **Hand Drying**

Effective drying of hands after washing is important because wet surfaces transfer microorganisms more effectively than dry ones and inadequately dried hands are prone to skin damage.

## **Personal Protective Equipment (PPE)**

The requirement for provision of PPE is usually determined by risk assessment.

It is our policy to:

- Provide personal protective equipment where a risk assessment concludes that PPE is required.
- Ensure PPE will adequately protect the individual from the hazard, fits properly and is as comfortable as possible.

- Provide PPE that conforms to relevant standards.
- Supervise and monitor staff to ensure PPE is being used correctly.
- Discipline employees who repeatedly refuse to use PPE in the correct way.

Where a review necessitates considerable change to the previous document the process will be treated as though it were a new document.