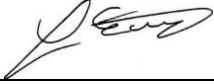


<b>Services covered by this policy:</b>	General Pre-school Children's Service	The Hamlet at Home Adult Services
<b>Post holder(s) responsible for this policy:</b>	Senior Managers	
<b>Date approved:</b>	05/02/2025	
<b>Approved by:</b>	Lorraine Ewing	
<b>Signed:</b>		
<b>To be reviewed:</b>	Annually	

## A. Policy statement

Our belief is that everyone at The Hamlet should be happy and safe, is unique and valued, can explore choice and opportunities, is encouraged to unlock their potential, can communicate in their own way and is part of the wider community.

The Hamlet believes that the highest possible standards of cleanliness are vital on our premises, providing a pleasant environment for Hamlet User, visitors, and staff, helping reduce the risk of pest infestation and minimising the spread of infection. However, the management also recognises that a balance must be kept ensuring that the premises always present a vibrant, comfortable, and non-institutional environment.

## B. Purpose of this policy and why we have it

This policy outlines the responsibilities of The Hamlet and contracted companies in cleaning and controlling the potential spread of infection. The Hamlet firmly believes that being clear about these roles and responsibilities is the most effective way to keep people safe while on The Hamlet premises, or under the care of The Hamlet.

## C. Scope of this policy

- Hamlet Users
- The Hamlet staff
- The Hamlet Volunteers
- Educational or work placements e.g., Occupational Therapy or Nursing

## D. Policy

The Hamlet will comply with all other relevant best practice infection control guidance.

Specialist advice and support will be obtained from the local public health protection team and from relevant primary healthcare teams.

Staff are required to make infection control a key priority and to always act in a way that is compatible with safe, modern, and effective infection control practice.

Management is responsible for ensuring that staff have access to sufficient facilities and supplies of appropriate equipment to ensure that they can implement effective infection control procedures and techniques.

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

## **E. Procedures and monitoring**

### **Frequent Hand Washing**

Most of the cross-infection or infection spread in a care setting is caused by unwashed or poorly washed hands, which provide a transfer route for microorganisms.

All staff should always observe high standards of hygiene to protect themselves and Hamlet Users from the unnecessary spread of infection.

All staff should therefore ensure that their hands are thoroughly washed and dried:

- as part of PPE procedures e.g., before putting gloves on and after their removal
- after handling any body fluids or waste or soiled items
- after handling specimens
- after using the toilet
- before handling foodstuffs.

On The Hamlet premises, the following applies.

- An adequate number of sinks will be supplied around the site and maintained in good condition.
- All sinks will be subject to a regular programme of cleaning, which will include the restocking of liquid soaps and disposable paper towels.
- Hands should be washed according to the [guidelines](#) posted by each sink. A poster is available if required.
- Liquid soaps and disposable paper towels will be used rather than bar soaps and fabric towels.
- All cuts or abrasions, particularly on the hands, should be always covered with waterproof dressings.

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- Watches should be removed as part of hand washing procedure.

### Antiseptic Alcohol Rubs and Gels

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. Alcohol rubs or antibacterial gels are seen as an additional weapon against the spread of the infection.

The use of an alcohol rub is therefore indicated in the following circumstances:

- when hands are not visibly soiled or contaminated but require additional antibacterial cleansing
- before, during and after PPE techniques
- where soap, water and towels are not available.

Importantly, the use of alcohol rubs for hand decontamination is not intended to replace washing hands with soap and water but rather to supplement handwashing where extra decontamination is required.

### On The Hamlet premises

Senior Managers have overall responsibility for:

- cleaning activities and the cleanliness of the premises
- infection control risk assessment and staff training
- checking of fridge and freezer temperatures

These tasks may be delegated to other members of staff.

### Cleaning responsibilities

The Hamlet staff	Contracted Cleaners
Disinfect all surfaces before or after use: <ul style="list-style-type: none"> <li>• Care room</li> <li>• Kitchen or where food activity is taking place</li> </ul>	<ul style="list-style-type: none"> <li>• Each visit:</li> <li>• Hoover carpeted areas</li> <li>• Hoover and mop hard floors</li> <li>• Sanitise toilets</li> <li>• Clean sinks</li> <li>• Descale sinks and plugholes</li> <li>• Dust and polish surfaces</li> <li>• Clean all surfaces in kitchens</li> <li>• Wipe down desks/surfaces and touch points</li> </ul>
Daily: <ul style="list-style-type: none"> <li>• Throw away rubbish and clear all surfaces of clutter</li> <li>• Tidy rooms</li> <li>• Disinfect equipment when needed</li> </ul>	

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The Hamlet staff	Contracted Cleaners
<ul style="list-style-type: none"> <li>• Run macerators empty</li> <li>• Empty yellow bins</li> <li>• Tidy vehicles after each use</li> <li>• Refill consumables, tea towels and cleaning cloths</li> <li>• Clean all used cutlery and crockery (dishwasher where available)</li> <li>• Clean all used toys after use if required e.g. been in someone's mouth</li> <li>• Laundry</li> </ul>	<ul style="list-style-type: none"> <li>• Wipe down tables when not stacked</li> <li>• Wipe down computer monitors and telephones</li> <li>• Polish mirrors, fingerplates, and switches</li> <li>• Polish internal glazing</li> <li>• Empty general waste bins</li> </ul>

The Hamlet staff	Contracted Cleaners
<p>Weekly:</p> <ul style="list-style-type: none"> <li>• Clean equipment and surfaces – thoroughly clean care beds, standing frames etc</li> <li>• Empty and refill C1 spray bottles</li> <li>• Clean inside macerators – scraping and newspaper</li> <li>• Care rooms - Mop care room floors with C1 solution and wipe down walls</li> <li>• Clean and disinfect fridges and microwaves</li> </ul>	<p>Weekly:</p> <ul style="list-style-type: none"> <li>• Spot clean marks on doors and walls</li> <li>• Dust skirting boards, pipes, ledges etc.</li> </ul>
<p>As needed:</p> <ul style="list-style-type: none"> <li>• Fog</li> <li>• Garden maintenance</li> <li>• Clean inside and outside of vehicles</li> </ul>	<p>Monthly:</p> <ul style="list-style-type: none"> <li>• Remove cobwebs at high level areas and light fittings</li> </ul>

External windows are cleaned when needed by the caretaker.

Gutters are cleared annually by the caretaker.

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### Issues with Spring Clean (Contracted cleaners)

1. Inform Centre Administrator and team leader to note in Spring Clean folder for that building.
2. Centre Administrator should contact Spring Clean to report the issue
3. Centre Administrator should report back to management with an outcome

The performance of the cleaning services provided will be carefully monitored.

### Cleaning schedules

[Cleaning and disinfecting tasks lists](#) are displayed in kitchens and care rooms. The Hamlet staff should initial and state time to confirm when they have completed a task. Completed tasks lists are stored here: The Hamlet Charity Team Site - Documents\Health & Safety\Cleaning and Disinfecting Task Lists. They are kept for 3 months.

### Stages of decontamination

Stage	What it does
1. Cleaning	Physically removes dirt
2. Disinfection	Eliminates most micro-organisms
3. Sterilisation	Completely kills all forms of micro-organisms

See attached [instructions for cleaning and disinfecting](#) methods. These instructions should be displayed around The Hamlet premises.

### Products for cleaning and disinfecting

Substance	Instructions	When to dispose of unused products
<b>Detergent</b> Washing up liquid: Soapy water – for general cleaning	<ol style="list-style-type: none"> <li>1. Pour at least two teaspoons of washing up liquid into the bucket</li> <li>2. Fill bucket with warm tap water</li> </ol>	Immediately after use
<b>Disinfectant</b> White vinegar (5%) and water solution – cleaning wooden items only	<ol style="list-style-type: none"> <li>1. Mix equal measures of white cleaning vinegar and tap water in a bucket</li> </ol>	Immediately after use

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Substance	Instructions	When to dispose of unused products
<b>Disinfectant</b> Jeyes C1 Liquid Cleaner Sanitiser (Super Concentrate)	To make up solutions for 750ml spray bottles: 1. Put on single-use gloves 2. Put 750ml tap water into a clean spray bottle 3. Use the pump top on the 5l bottle of concentrated C1 to measure 75ml of concentrated C1 and pour into the spray bottle 4. Label bottle with its use by date and "C1 Liquid Cleaner Sanitiser".  If you don't need a full bottle you can mix a smaller amount, using a ratio of 1:10 concentrate to tap water.	7 days after mixing
<b>Disinfectant</b> Milton (or other sterilising tablet)	Wearing gloves 1. 1 sterilising tablet into 5 litres of clean cold water. Let the tablet dissolve to form the Sterilising Solution.	Immediately after use

## Equipment

Cleaning equipment is colour-coded to aim to prevent cross-contamination of areas.

Rooms/areas	Examples	Colour
General areas	Tables, chairs	Blue
Kitchens	Kitchen worksurfaces	Green
Toilets	Toilet, toilet seats	Red
Toilet rooms, care rooms	Sinks, touch points	Yellow

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## Procedure for Cleaning Spillages

All spillages should be cleaned up as quickly as possible. Spillages of water or of drinks can present a slip hazard and should be wiped up immediately using paper towels. Spillages of body fluids such as blood, sputum or urine can present an infection control risk and should be cleaned up immediately.

Staff should treat every spillage of body fluids or body waste as potentially infectious. They should wear protective gloves and aprons and use disposable wipes wherever possible. Eye protection should also be used if there is risk of splashing.

### **For a spillage of body fluids (except urine):**

A spills kit should be used. Staff should follow the procedure below.

1. Cordon off the affected area
2. Put on disposable gloves and apron (protective goggles should be used if there is danger of splashing) and ensure that the area of the spillage is well ventilated and clear of other people.
3. Apply granules directly to the spill.
4. Cover the spillage with paper towels.
5. Carefully wipe up the spillage
6. Dispose the waste in a clinical waste bag.
7. Wash hands in soap and water.

### **Urine:**

Staff should note that chlorine releasing disinfectants such as sodium hypochlorite; commonly found in bleach and other such cleaning products, should never be used directly on urine spills as this can release irritant chlorine gas. Urine should be cleaned up using paper towels and the area cleaned with detergent before applying disinfectant. A clinical waste bag should be used for the disposal of waste.

Soft furnishings (e.g. carpets) may be damaged by disinfectant products such as those containing sodium hypochlorite. The Health and Safety Executive (HSE) recommends that contaminated carpets that cannot tolerate chemical disinfection should be cleaned using a detergent and steam cleaned. Where steam cleaning is not immediately possible the item/area should first be cleaned with detergent and then removed/access restricted so steam cleaning can be arranged.

When using chlorine releasing agents, staff should always follow the manufacturer's guidelines. At The Hamlet, all such procedures should be subject to an appropriate [Control of Substances Hazardous to Health Regulations 2002 \(COSHH\) risk assessment](#).

Mops and buckets should never be used for cleaning up body fluid spills.

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## BBV's (Blood Borne Viruses)

Given the nature of the activities The Hamlet staff are involved in there is an element of risk in coming into contact with individuals who may carry a blood-borne virus (BBV), and it is the duty of The Hamlet to ensure that it's staff are made aware of the risks and therefore the mitigating procedures that are put into place.

The Hamlet aims to reduce the risk of exposure through thorough risk assessments, appropriate training and safe infection prevention and control procedures.

Specific legislation on biological hazards such as blood-borne viruses is contained in the Control of Substances Hazardous to Health (COSHH) Regulations. Employers have a legal duty to assess the risk of infection to employees and others affected by their work or who may be exposed to blood-borne viruses.

## Management of Exposure

BBV's are viruses carried in the blood. They are spread by direct contact with the blood, blood-stained body fluids or certain body fluids, of an infected person.

The main BBV's of concern are:

- Human immunodeficiency virus (HIV), which causes acquired immunodeficiency syndrome (AIDS)
- Hepatitis B Virus (HBV) and Hepatitis C Virus (HCV)

## A significant occupational exposure is:

- An injury through the skin from a needle, instruments, bone fragments, or bites which break the skin
- Exposure of broken skin (abrasions, cuts, eczema, etc.)
- Exposure of mucous membranes including the eye from splashing of blood or other high risk body fluids

## To prevent exposure to blood and body fluids:

- Follow standard infection control precautions
- Use safety sharps where assessment indicates they will provide safe systems of working for staff

## To reduce the risk of transmission:

- All staff at risk of exposure to BBV's must be vaccinated against Hepatitis B
- Cuts and abrasions must be covered with a waterproof dressing before providing care

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- Staff with skin conditions must seek advice from their GP to minimise their risk of infection through open skin lesions
- Protect eyes, mouth and nose from blood splashes where there is a risk of splashing
- Avoid direct skin contact with blood and blood-stained body fluids (if blood/blood-stained body fluids are splashed on to the skin, wash off with liquid soap, warm running water and dry with paper towels)
- Wear disposable latex or nitrile gloves when contact with blood or blood-stained body fluid is likely
- Always clean hands before putting on and after removing gloves
- Always clean hands before and after giving first aid
- Contain and promptly clean and disinfect surfaces contaminated by spillages of blood and blood-stained body fluids
- Staff should refer to the section in this policy regarding Blood and Body Fluid Spillages to minimise risk.

### Exposure to Blood and Bodily Fluids

Where the eyes or mouth have been exposed:

- They should be rinsed/irrigated copiously with water
- Use eye/mouth washout kits if available.
- If contact lenses are worn, rinse/irrigate with water, remove lenses, then irrigate again
- Report and document the incident

Where skin/tissue is affected:

- Encourage the area to bleed
- Do not suck the damaged skin or tissue
- Wash/irrigate with warm running water and no-antimicrobial soap
- If running water is unavailable, use pre-packed solution (sterile water/saline)
- Report and document the incident

In all circumstances an urgent risk assessment should be undertaken to establish if there is the potential to transmit a blood borne virus (BBV) and it is recommended that the staff member and Hamlet User seek advice from a medical professional.

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Wear single-use gloves to dispose of potentially contaminated items, including used tissues or incontinence pads, and when emptying bins.

Hands should be washed after emptying waste bins or accidentally touching waste items.

See attached [Waste Disposal](#) flowchart showing where different types of waste should be disposed of.

## Laundry Areas

Laundry areas are a potentially high-risk source of cross infection, especially where soiled items are being processed, and staff need to pay particular attention to hygiene practices.

At The Hamlet:

- effective infection control procedures and established best practice will be followed to guard against the risk of cross-infection,
- staff should handle foul (poo, sick, wee) laundry safely by wearing a single use apron to protect their clothing and gloves.
- staff will ensure that all machines, surfaces and storage areas within the laundry area are kept clean and tidy and that areas used for dirty laundry items are disinfected and cleaned after use,
- dirty laundry items will be washed at appropriate temperatures (minimum 65°C for not less than 10 minutes) to thoroughly clean and control risk of infection,
- dirty laundry items should never be mixed with clean laundry and a flow of laundry from “dirty” to “clean” will be maintained.

## Preventing and Controlling Cross-Contamination from Electronic Device Handling

Research shows that there is a relatively low but identifiable risk of cross-infection from the collection and transmission of bacteria and micro-organisms on and from devices such as tablets and phones that require risk assessing and controlling.

The Hamlet adopts a common-sense approach to the prevention and control of possible cross infection from the use of electronic devices in the course of daily work, which is consistent with other infection control measures. These are:

- To ensure effective handwashing procedures are followed, which will reduce the risk of contamination on to the device.
- Regular cleaning of the device, or after use in high-risk situations, usually by wiping with a suitable cloth, which is usually sufficient, such as an alcohol-based wipe — taking into account the vulnerability of the product to be

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damaged by the cleaning methods adopted, and always following any manufacturer's instructions.

- All staff will be expected to keep their devices and equipment used in service delivery as clean and free from infection as possible in line with this policy.

### Cleaning During Infection Outbreaks

At The Hamlet, environmental cleaning will be increased wherever there is an infection outbreak or at times when communicable infectious diseases are known to be circulating in the community.

See [Infection Control: Personal Protective Equipment policy](#).

For cleaning surfaces which a symptomatic person may have had contact with, PHE recommends that staff use either of the following options:

- Jeyes Professional C1 Defence Liquid Cleaner Sanitiser (a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine)
- a household detergent followed by a household disinfectant (when in a person's home)

### Cleaning Safety

Staff must:

- Fully comply with all relevant health and safety guidelines.
- Refer to manufacturers' instructions for all cleaning materials, fluids, and electrical and mechanical machinery.
- Pay attention to hazard warnings on cleaning and disinfectant products.
- Read COSHH sheets for chemicals used.
- Use safe and appropriate cleaning equipment and methods for each application.
- Ensure that all equipment is clean and in good, safe condition before starting any cleaning procedure.
- Use clean hazard warning signs when their cleaning involves wet floors, positioning the signs at the start of the task where they will be most effective in informing people that cleaning is in progress. Warning signs must be removed, cleaned and returned to an appropriate storage area when the task is completed, and the floor is dry.
- Check all cleaning equipment for damage or wear that would impair future use or endanger the safety of any individual. If it is damaged, staff should not use the equipment but should report the defect to the Centre Administrator.

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- Ensure that any electrical cleaning equipment has been tested for safety. See [Portable Appliance Testing \(PAT\) policy](#).
- Always perform any necessary safety checks before using cleaning equipment. On completion of the safety checks, staff should briefly test each item to check it is in working order.
- When operating electrical cleaning equipment, staff should always keep the cable behind the machine and ensure that it does not present a trip hazard.
- Avoid adjusting or changing the fittings on cleaning equipment when it is plugged in.
- Staff must wear appropriate personal protective equipment for the task, for example: mask or goggles. Goggles should be worn during processes when there is a likelihood of the splashing of a potentially hazardous substance. See [Infection Control: Personal Protective Equipment policy](#).
- Never mix cleaning agents, as potentially hazardous gases could result.
- Always ventilate any area where chemicals are used.
- When diluting always add the cleaning agent to water, thus preventing the possibility of the cleaning agent being splashed into the eyes.
- Treat any spillage of body fluids or body waste as potentially infectious.
- Ensure that cleaning materials, equipment and chemicals are kept in dedicated, locked storage areas.

All staff should help to keep the premises clean and tidy by co-operating with cleaning processes and procedures, and by taking care to maintain their own workspace in a clean and tidy condition.

All staff should respect hazard-warning signs displayed when cleaning staff are working in an area.

When confronted with a “wet floor” sign when staff are mopping floors, other staff should find an alternative route wherever possible.

### [The Hamlet at Home only: In the homes of Hamlet Users](#)

Where Hamlet Users are able and willing to contribute to the cleaning of their own home, this will be supported by Hamlet staff.

Staff must:

- Fully comply with all relevant health and safety guidelines.
- Refer to manufacturers’ instructions for all cleaning materials, fluids, electrical and mechanical machinery.
- Pay attention to hazard warnings on cleaning and disinfectant products.

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- Use safe and appropriate cleaning equipment and methods for each application.
- Ensure that all equipment is clean and in good, safe condition before starting any cleaning procedure.
- Check all cleaning equipment for damage or wear that would impair future use or endanger the safety of any individual. If it is damaged, staff should not use the equipment but should report the defect to the Manager of the Service or Centre Administrator.
- Always perform any necessary safety checks before using a piece of cleaning equipment. On completion of equipment safety checks, staff should briefly test each item to check it is in working order.
- When operating electrical equipment, staff should always keep the cable behind the machine and ensure that it does not present a trip hazard.
- Avoid adjusting or changing the fittings on cleaning equipment when it is plugged in.
- Staff must wear appropriate personal protective equipment for the task, for example: mask or goggles. Goggles should be worn during processes when there is a likelihood of the splashing of a potentially hazardous substance. See [Infection Control: Personal Protective Equipment policy](#).
- Never mix cleaning agents, as potentially hazardous gases could result.
- Always ventilate any area where chemicals are used.
- When diluting always add the cleaning agent to water, thus preventing the possibility of the cleaning agent being splashed into the eyes.
- Treat any spillage of body fluids or body waste as potentially infectious.
- Ensure that cleaning materials, equipment and chemicals are kept out of reach of anyone in the home who might misuse them e.g., children.
- Help to keep the premises clean and tidy by co-operating with cleaning processes and procedures, and by taking care to maintain their own workspace in a clean and tidy condition.

**Urine:** Staff should note that chlorine releasing disinfectants such as sodium hypochlorite; commonly found in bleach and other such cleaning products, should never be used directly on urine spills as this can release irritant chlorine gas. Urine should be cleaned up using towels and the area cleaned with detergent before applying disinfectant.

### Reporting of Incidents, Diseases and Dangerous Occurrences (RIDDOR)

RIDDOR 2013 requires an organisation to report the outbreak of notifiable diseases to the HSE. Notifiable diseases include cholera, food poisoning, smallpox, typhus, dysentery, measles, meningitis, mumps, rabies, rubella, tetanus, typhoid fever, viral

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hemorrhagic fever, hepatitis, whooping cough, leptospirosis, tuberculosis and yellow fever.

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 a notifiable incident, the Senior Manager or Operations Manager is responsible for informing the HSE. The CEO must also be informed; they must then inform the board of trustees.

An online RIDDOR notification form can be completed by visiting [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

Completed RIDDOR forms are kept here: The Hamlet Charity Team Site - Documents\Health & Safety\RIDDOR

### Reporting Emergencies

In the event of the suspected outbreak of an infectious disease at The Hamlet, the local public health protection team should be contacted immediately.

Contact details:

Phone	0300 303 8537
Email	<a href="mailto:eastofenglandhpt@ukhsa.gov.uk">eastofenglandhpt@ukhsa.gov.uk</a>
Address	East of England HPT (Norfolk) UK Health Security Agency The Mildenhall Hub, Sheldrick Way, Mildenhall Bury St Edmunds Suffolk IP28 7JX

### Quality Assurance

Team Leaders, Managers and Senior Managers should perform random checks on completed [cleaning and disinfecting tasks lists](#) to find out if they are completed correctly.

The Quality Assurance and Compliance manager may also ask staff members questions about cleaning and disinfecting and their responsibilities.

The Hamlet staff members are expected to report concerns to their line manager or take the issue to the relevant Senior Manager or CEO if this is not appropriate.

Hamlet Users and their parents/carers/home support staff are advised to follow [The Hamlet's complaints policy](#) if they have concerns.

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## Training

All new staff are encouraged to read this policy as part of their induction process.

All staff are expected to complete Infection Control training every 2 years.

Those with specific duties and responsibilities under the policy should be offered additional training.

## Infection Prevention and Control queries and support

Remember, if you need advice about infection prevention & control, Seven-day service, 9am-5pm (Central & West Norfolk), contact 01603 272727

## F. Regulations (Health and Social Care Act) and other legal references

- Health and Safety at Work, etc Act 1974
- Public Health Infectious Diseases Regulations 1988
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)

We will also follow any government guidelines in the event of outbreaks

**This policy should be read in conjunction with any other relevant Hamlet policies and accompanying procedures.**

[instructions for cleaning and disinfecting](#) attached.

[Waste Disposal flowcharts](#) attached.

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## Laundry

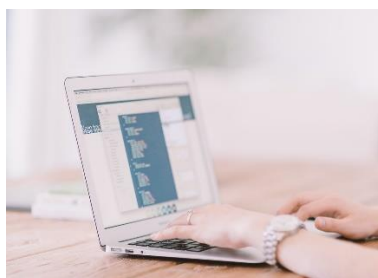
- ✓ Use separate laundry baskets for clothes and cleaning equipment (e.g. tea towels)
  - ✓ Store clean laundry above ankle height
1. Remove loose dirt. Do not shake dirty laundry
  2. Put in washing machine and wash at 60°C (or highest possible temperature according to label) with detergent
  3. Put laundry in dryer or hang to air dry
  4. Fold and put away



## Hard surfaces – e.g. walls, floors, tables

1. Use damp mop or cloth to remove loose dirt
  2. **Clean** by wiping with cloth and hot soapy water (or a mop for floors)
  3. **Disinfect** by wiping with cloth and Jeyes C1 spray (or a mop for floors)
  4. Allow to dry completely
- ✓ Outside surfaces can be cleaned in the same way if needed
  - ✗ Do not clean wooden surfaces this way





## Electronic items e.g. keyboard, iPad

- ✓ Check the item can withstand cleaning below
- 1. **Clean** by using a damp cloth to remove loose dirt
- 2. **Disinfect** with alcohol based disinfectant wipes, or spray Jeyes C1 onto a cloth



## Soft furnishings e.g. sofa

- 1. If covers can be removed, follow laundry guidance
- 2. **Clean** using a cloth and hot soapy water on soft surfaces
- 3. **Disinfect** by wiping with cloth and Jeyes C1 spray
- 4. Allow to dry completely

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## Kitchen items e.g. plates, mixing bowls

- ✓ When possible, use the dishwasher. The water in the dishwasher reaches very high temperatures which kill bacteria.

### Handwashing

1. Scrub with sponge and hot soapy water
2. Rinse with hot water
3. Dry thoroughly with a fresh tea towel



## Plastic equipment and toys

1. **Clean** with a cloth and hot soapy water to remove loose dirt.  
Use a brush to clean dirt from grooves
2. Rinse thoroughly with hot water
3. **Disinfect** by wiping with cloth and Jeyes C1 spray
4. Allow to dry completely

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## Equipment and toys that might have been in someone's mouth, or in contact with saliva

1. **Clean** by wiping with a cloth and hot soapy water
2. **Disinfect** by soaking in Milton solution for 15 minutes
3. Allow to dry completely



## Wooden equipment and toys

- ✗ Do not soak wood in liquid
1. **Clean** with a cloth and hot soapy water to remove loose dirt.  
Use a brush to clean dirt from grooves
  2. Rinse thoroughly with hot water
  3. **Disinfect** by wiping with a cloth and a 50:50 white vinegar and water solution
  4. Allow to dry completely

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## Syringes

1. Fill a clean bowl with hot, soapy water
2. Put the syringe tip in the water and draw the plunger in and out several times until all traces of feed or medicine are removed
3. Separate the two parts of the syringe and wash in the hot, soapy water
4. Rinse both parts under cold running water
5. Shake off excess water. Tap the tip of the syringe on a clean paper towel to dislodge water
6. Dry thoroughly with clean paper towel
7. Store in a clean, dry container (see below photo)



- ✓ Discard syringes if the markings are wearing off, or the plunger becomes difficult to push or pull

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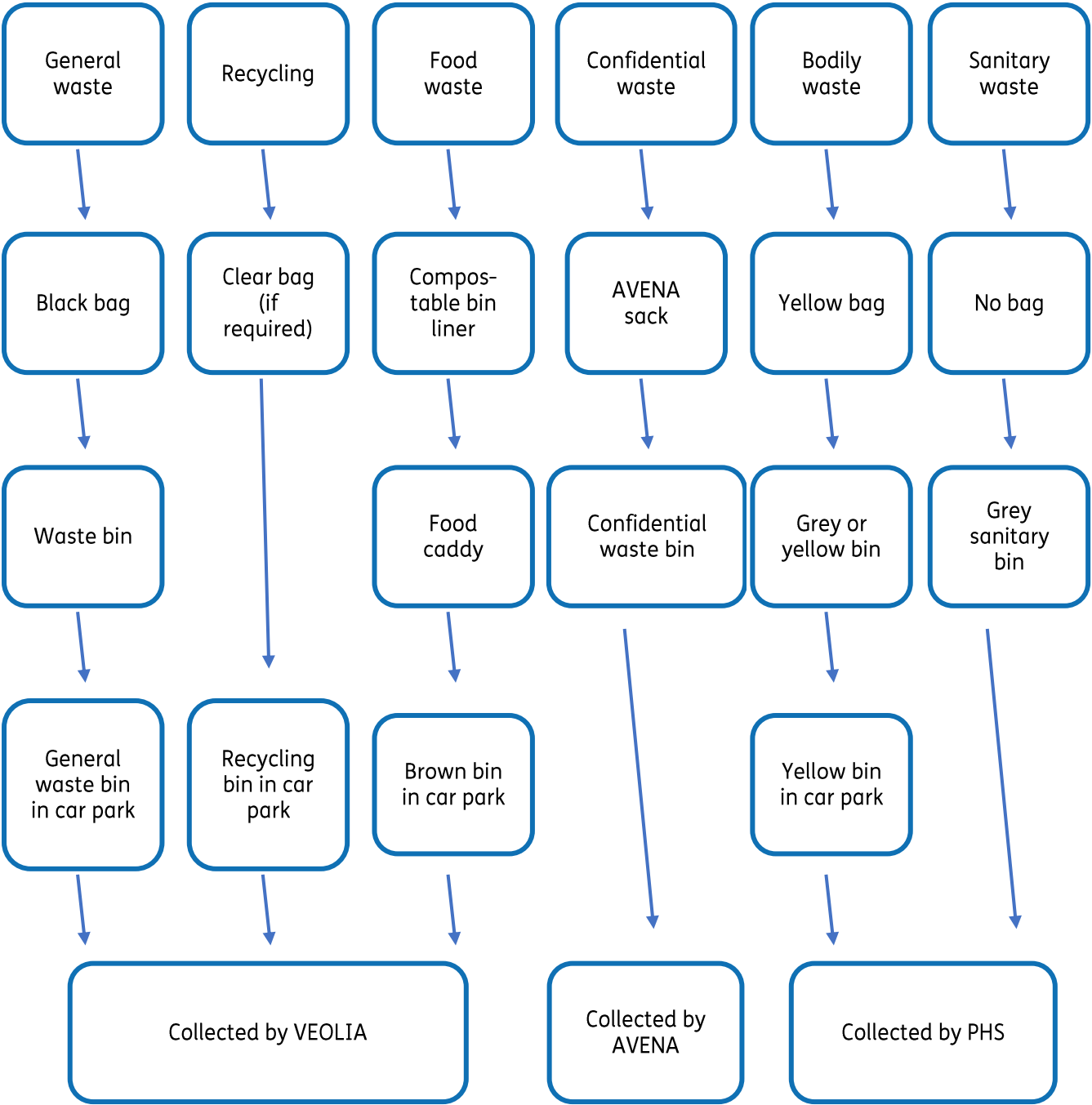


## Vehicles

- Handles (inside and out)
  - Steering wheel
  - Centre touchscreen and stereo
  - Handbrake and gearstick
  - Keys and key fob
  - Indicators and wiper stalks
  - Windows, mirrors and mirror switches, seat adjusters and any other controls
1. **Clean** with a cloth and hot soapy water to remove loose dirt.  
Use a brush to clean dirt from grooves
  2. **Disinfect** with anti-bacterial wipes

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Waste Disposal at Ella Road and Marion Road



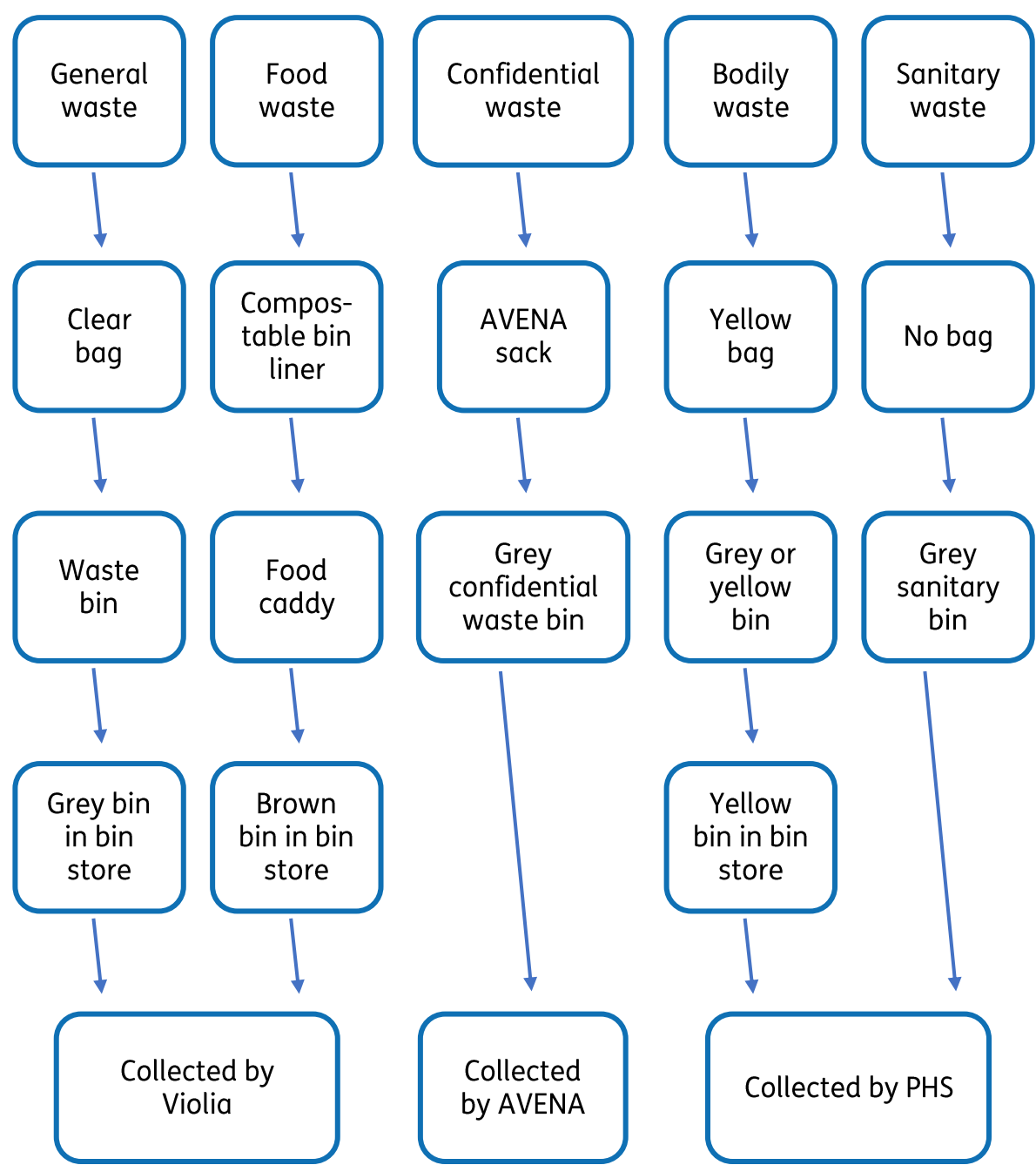
Do not dispose of any food waste in the grey bin.

These bins need to be kept locked; the key can be found on front reception desk. If you must take rubbish out after it is dark, 2 people should go.

Confidential waste is defined as any personal information that can be used to identify individuals, including their name, address, contact numbers or images. All waste certificates must be kept for 5 years - Documents\Health & Safety\Inspection certificates and maintenance\ER\Waste

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Waste Disposal at Johnson Place



All rubbish placed in the grey bin collected by Viola goes to a recycle centre. **Do not dispose of any food waste in the grey bin.**

Confidential waste is defined as any personal information that can be used to identify individuals, including their name, address, contact numbers or images.

There are 2 bins in the bin store, the bin store is the last set of double doors on the right-hand side between us and the Vauxhall Centre. The key is kept in the key

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cupboard at reception. The key to the yellow bin is in the drawer in the laundry room.

If staff have to take rubbish out after it is dark, make sure another member of staff is aware. The path to and from the bin store is monitored by CCTV.

All waste certificates must be kept for 5 years - Documents\Health & Safety\Inspection certificates and maintenance\JP\Waste

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