



LBWF Health, Safety and Wellbeing Policy Guidance Note

Workplace Infection Prevention and Control Policy (Including Needlestick Injury)

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Workplace Infection Prevention and Control

1. Infections at work are those created by exposure to harmful micro-organisms such as bacteria, fungi, viruses, internal parasites, and other infectious proteins. Micro-organisms are found virtually everywhere in the natural environment. Most of these are harmless to humans and many do important jobs. However, certain micro-organisms can cause harm - either by infection, allergy or being toxic.
2. This document has been produced to provide guidance for managers whose employees could come into contact with infectious micro-organisms as a result of the work they do. This includes minimising the transmission of seasonal respiratory viral infections including influenza, Covid-19 and respiratory syncytial virus (RSV). It is based on guidance from UK Health Security Agency (UKHSA).
3. The principal legislation that applies to infectious agents is the Control of Substances Hazardous to Health Regulations 2002 (COSHH). COSHH, together with the associated Approved Codes of Practice, require the council to assess the risks of exposure to biological agents (micro-organisms) and either prevent exposure (where reasonably practicable) or adequately control it.
4. Standard Infection Prevention and Control (IPC) procedures are essential for minimising the risk
 - Treat all blood and body fluids as infected.
 - Use good hand hygiene – see Guidance Note 2.
 - Cover any broken skin with waterproof plaster/dressing.
 - Wear protective clothing when dealing with body fluids.
 - Use and dispose of sharps appropriately – see Clinical Waste Policy.
 - Disinfect body fluid spillages correctly.
 - Dispose of waste and excreta carefully – see Clinical Waste Policy.
 - Catch it, Bin it, Kill it – to reduce spread of aerosols
5. **Senior Managers Responsibilities** – as per the Health and Safety Policy
6. **Care Home Manager's Responsibilities**
 - Develop local IPC procedures to meet UKHSA standards;
 - monitor and record findings of the application of IPC practices of all staff including agency;
 - provide and keep records of staff training in donning and doffing PPE;
 - assess risks and controls for individual staff where they may be at higher risk of complications from respiratory infections;
 - work with Public Health to provide appropriate screening, triaging and testing in line with local and national strategies and frameworks;
 - residents at high or extremely high risk of severe outcomes are protected from Covid-19;
 - develop a winter/respiratory infection season plan is in place to manage potential for increased case numbers.
7. **Schools with susceptible population**
 - Develop local IPC procedures to meet UKHSA standards;
 - monitor and record findings of the application of IPC practices of all staff including agency;
 - provide and keep records of staff training in donning and doffing PPE;
 - assess risks and put in place controls for individual staff where they may be at higher risk of complications from respiratory infections, using the hierarchy of risk control;
 - work with Public Health to provide appropriate screening, triaging and testing in line with local and national strategies and frameworks;
 - pupils at high or extremely high risk of severe outcomes are protected from Covid-19;
 - develop a winter/respiratory infection season plan is in place to manage potential for increased case numbers.

8. Manager's Responsibilities

- Understand the scope and content of the COSHH Policy and Guidance where this is relevant to work in their area;
- ensure IPC risks are identified for staff who undertake higher risk activities, e.g.
 - Care workers and social workers; and staff with close personal contact with children with Learning Difficulties in Special Schools (Special Needs Assistant, Teacher etc)
 - Refuse and litter handling
 - Caretakers and cleaners
 - Contact with animals or their waste
 - Grounds and parks maintenance
 - Plumbers, drain clearance
 - Laundry workers
 - Garage mechanic duties
 - Security workers
 - Contact with floodwater;
- assess risk and implement suitable controls e.g. immunisation to protect staff;
- provide guidance on the pros and cons of immunisation;
- produce safe operating procedures from the result of the risk assessment, infections caused by sharps and needle-stick injuries or other deep puncture wounds. These are important when the injury occurs from a used syringe. Refer to Clinical Waste Policy for further detail. **Special care** should be taken when finding syringes in public places;
- seek advice and support from the Health, Safety and Wellbeing team as required;
- ensure employees are suitably trained in all aspects of infection control;
- ensure employees are wearing the correct Personal Protective Equipment (PPE) where required and keep supervision records;
- ensure referrals to occupational health are made where there is an identified need.

9. Employees responsibilities:

- use all equipment and IPC measures in accordance with the risk assessment and instruction;
- wear personal protective equipment (PPE) where required;
- report defects or difficulties with the safe operating procedure and any equipment;
- have high standards of personal hygiene and follow the universal infection control procedures;
- ensure suitable disposal of waste substances e.g. using a 'sharps box' for dirty needles, see Clinical Waste Policy for more details;
- co-operate with any programme of health surveillance or occupational health check which are identified as necessary and as detailed in the risk assessment;
- ensure that equipment/substances are returned after use to the appropriate storage place, and to report immediately to your supervisor/line manager or safety representative as appropriate, any defects discovered in equipment;
- report any accident or incident which has or may have resulted in infection or cross contamination.

10. The Health, Safety and Wellbeing Team:

- ensure this policy is kept up to date and reviewed at least every three years;
- advise on infection prevention control issues including assessing risk, developing and implementing suitable controls, appropriate health surveillance;
- arrange training for managers and employees on infection safety.

11. Public Health Team:

- Support the Health, Safety and Wellbeing Team to provide up to date guidance on infection control;
- support Care Home Managers and schools with a susceptible population to develop robust IPC procedures and winter/respiratory infection season plan;
- advise managers and staff of reasonably practicable infection prevention controls;
- provide training on infection safety.

12. Schools

The Council recommends school Governing Bodies and Head Teachers adopt a similar approach to controlling infectious diseases taking into account current [Public Health guidance](#).

13. Training

The instruction and training must ensure that employees do not put themselves or others at risk through exposure to potential infections. In particular, the instruction must be sufficient and suitable for them to know:

- how and when to use the control measures;
- the defined methods of work;
- how to use the personal protective equipment, e.g. the correct method of donning and doffing gloves, eye wear and other protection;
- good hand washing technique and the use of emollients;
- the procedures to be followed in an emergency.

14. This policy is supported with three guidance notes:

- Guidance Note 1 - Personal Hygiene and Health
- Guidance Note 2 - Hand washing guidance and stopping the spread of germs and viruses
- Guidance Note 3 – Compliance Checklist

15. Further information and useful resources

- First Aid Policy
- Clinical Waste Policy
- Control of Substances Hazardous to Health Policy

Health and Safety Executive (HSE)

www.hse.gov.uk/coshh/index.htm, <http://coshh-tool.hse.gov.uk/>

UK Health Security Agency Infection Prevention Control (IPC)

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

NHS Needle injury Guidance

<https://www.nhs.uk/common-health/questions/accidents-first-aid-and-treatments/what-should-i-do-if-i-injure-myself-with-a-used-needle/>

Books (free download from HSE)

EH40/2005 Workplace exposure limits <http://www.hse.gov.uk/pubns/books/eh40.htm>

A Brief guide to COSHH <http://www.hse.gov.uk/pubns/indg136.htm>

Case studies <http://www.hse.gov.uk/coshh/casestudies/index.htm>

A step by step guide to COSHH <http://www.hse.gov.uk/pubns/priced/hsg97.pdf>

COSHH Approved code of practice <http://www.hse.gov.uk/pubns/priced/l5.pdf>

Public Health guidance for Schools

<https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities>

Guidance for Living with Covid-19

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1056229/COVID-19_Response_-_Living_with_COVID-19.pdf

Guidance for Infection prevention and control for seasonal respiratory infections in health and care settings (including SARS-CoV-2) for winter 2021 to 2022

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-guidance-for-maintaining-services-within-health-and-care-settings-infection-prevention-and-control-recommendations>

Tackling antimicrobial resistance 2019–2024

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/784894/UK_AMR_5_year_national_action_plan.pdf

