



FIVE RIVERS CHILD CARE LTD

Infection Control & Hepatitis B Immunisation Policy & Procedure

'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

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Table of Contents

1.	Infection Control & Hepatitis B Immunisation Policy.....	2
1.1	Policy Statement	2
1.2	Terms and Definitions	2
1.3	Data Protection	2
1.4	Disclosure of Information	3
2.	Infection Control Hepatitis B Immunisation Procedure.....	4
2.1	Employer Responsibilities	4
2.2	Responsibilities	4
2.3	Infection at Work – Controlling the Risks	5
2.4	Cleaning and Disinfecting the Environment During a Viral Gastroenteritis Outbreak	5
2.5	Disinfectants	6
2.6	Hepatitis B Immunisation – Residential/Education	6
2.7	Immunisation	6

1. Infection Control & Hepatitis B Immunisation Policy

1.1 Policy Statement

1.1.1 The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and to outline arrangements we have in place for them, and any others affected by our work activities, that will reduce the risk of ill health arising from exposure to micro-organisms. We will take into account recognised principles of good practice and comply with all relevant legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended).
- Note: environmental legislation is also applicable to clinical waste.

1.2 Terms and Definitions

1.2.1 The below table sets out a number of terms and definitions used within this document:

Term	Definition
Vaccination	The administration of antigenic material (a vaccine) to stimulate an individual's immune system to develop adaptive immunity to a pathogen. Vaccines can prevent or reduce morbidity from infection.
Immunisation	The process of inducing immunity to an infectious organism or agent in an individual or animal through vaccination

1.3 Data Protection

1.3.1 Five Rivers Child Care supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Five Rivers Child Care has a statutory obligation to process

personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018

- 1.3.2 Every member of Five Rivers Child Care has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the Five Rivers Child Care Data Protection Policy.

1.4 Disclosure of Information

- 1.4.1 Any use or disclosure of information held within Five Rivers Child Care, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Requests).

2. Infection Control Hepatitis B Immunisation Procedure

2.0.1 Infectious diseases are caused by biological agents, that is, viruses, bacteria, fungal spores and other organisms such as *Toxoplasma gondii* which can be found in ewes and cats. These biological agents can be:

- airborne
- carried by animals
- carried by other humans
- present in manufacturing processes
- present in water systems.

2.0.2 Many infectious diseases have the capacity to spread to, and between, humans, within a wide range of commercial establishments where large numbers of people work close to sources of biological agents or share eating and living accommodation.

2.0.3 Infection control is the discipline concerned with preventing the spread of infection within the workplace and protecting those working in close proximity to potential sources of infectious substances.

2.1 Employer Responsibilities

2.1.1 To ensure that infection control procedures are in place and managed in compliance with relevant health and safety regulations, we will:

- assess, reduce and control the risks associated with possible infections in the workplace
- provide appropriate information, instruction and training for employees who may be exposed to possible infections
- assign to a senior member of staff the responsibility for investigating and recording accidents, incidents and near misses relating to infection control and to ensure that reports under Regulation 37 of the Care Regulations are made as required and by the County or Council Health Protection Unit (HPU)
- provide the senior member of staff with 24-hour access to advice on infection prevention and infection control from the local Health Protection Team (HPT)
- keep appropriate record, and
- review this policy at least annually or more frequently if significant changes occur.

2.2 Responsibilities

2.2.1 To fulfil our responsibilities as outlined above, we will:

- identify any biological hazards present or potentially present in the workplace

- carry out specific risk assessments for all hazardous substances and relevant processes
- provide employees and others with information, training, instruction and supervision and ensure that relevant records are maintained
- inform employees of the arrangements for obtaining vaccines or other necessary treatments to protect against, or treat the effects of, exposure to biological agents, if the risk assessment shows there to be a risk of exposure. If such treatments are necessary, the costs will be met by the company
- provide suitable and sufficient Personal Protective Equipment (PPE) for employees exposed to biological hazards
- provide suitable spillage kits
- prepare and implement safe systems of work for all potential contact with biological hazards.

2.3 Infection at Work – Controlling the Risks

2.3.1 Good Occupational Hygiene: Basic Controls

- Wash hands (and arms if necessary) before eating, drinking, smoking, using the telephone, taking medication, applying make-up, inserting contact lenses.
- Cover all new and existing cuts and grazes with waterproof dressings and/or gloves before starting work. If cuts and grazes occur, wash immediately with soap and running water and apply a waterproof dressing.
- Take rest breaks and meal breaks away from the main work area.
- Wear appropriate protective clothing to stop personal contamination, e.g. waterproof/water-resistant protective clothing, plastic aprons, gloves, rubber boots/disposable overshoes. Ensure its safe disposal or cleaning.
- Avoid hand-mouth or hand-eye contact – don't put pens/pencils in mouths.
- Dispose of all contaminated waste safely.

2.4 Cleaning and Disinfecting the Environment During a Viral Gastroenteritis Outbreak

- 2.4.1 Norovirus can cause diarrhoea and vomiting, which usually lasts for 1-3 days. The virus is easy to catch and is spread by contact with body fluids or contaminated environments, in particular toilets and door handles, if people have not washed their hands. Although these viruses are common in the community and can be picked up anywhere, they can cause particular problems in establishments such as schools and residential homes, as although the illness itself is not severe and will ease without treatment, it can spread quickly due to the number of people together in a close environment.
- 2.4.2 Outbreaks can often spread from one establishment to another and for this reason affected areas are often closed during outbreaks to prevent other areas from becoming infected.

- 2.4.3 When the outbreak is over and there are no more cases of diarrhoea or vomiting (usually 72 hours after the last episode of illness) the area can be reopened. The environment can become heavily contaminated with the virus and may be a source of infection to new people attending the establishment, if all areas are not thoroughly cleaned. For this reason, the affected area undergoes what is called a 'terminal clean' and this is where those involved in cleaning have a crucial role in preventing further outbreaks.
- 2.4.4 The following is advice regarding daily cleaning during outbreaks of suspected Norovirus and terminal cleaning at the end of the outbreak, which if followed, should help to shorten outbreaks and prevent illness.

2.5 Disinfectants

- 2.5.1 The virus is exceedingly hardy, and able to withstand the action of many chemical disinfectants.
- 2.5.2 There are two recommended methods of killing the virus
- Hypochlorite 1,000ppm (parts per million) solution: bleach/hypochlorite is the only chemical for which there is strong evidence, and it is therefore recommended that this is used to disinfect all hard surfaces, including all areas of the toilet, and any hand rails.

Milton for example, contains 2% hypochlorite solution and therefore, to achieve a dilution of 0.1% would need to be further diluted (1:20) with water.
 - Heat: there is evidence that the virus is killed at temperatures of 60^o and above, and therefore steam cleaning at this temperature can be used to clean soft furnishings, e.g. carpets and seat coverings.

2.6 Hepatitis B Immunisation – Residential/Education

- 2.6.1 Hepatitis B is an infectious inflammatory infection of the liver which is a major cause of serious liver disease. Hepatitis B may be prevented by immunisation. Immunisation is highly recommended to front line employees working directly with children and young people who may come into contact with blood or body fluids, through bites and scratches from an infected young person or child.

2.7 Immunisation

- 2.7.1 Employees should firstly contact their own GP surgery, explain the nature of their work and the potential risk and establish whether the surgery will provide the vaccination free of charge. GP's are not obliged to provide the Hepatitis B vaccination on the NHS.
- 2.7.2 In the event that the GP surgery does not provide the vaccination for free, the company will cover the costs of the immunisation subject to the employee obtaining an invoice or written evidence of the costs. The invoice should be provided to the Service Manager to arrange the reimbursement of costs to the employee.
- 2.7.3 For those of you who have enrolled with Simply Health, extra benefits which Five Rivers Child Care have now purchased for employees, now includes £75 towards vaccinations. This

can be used at the GPs Surgery. Once the vaccination course has been completed you can put in a claim to Simply Health for £75 with the balance remaining being claimed from Five Rivers by completing an expenses form (attaching the invoice) signed by your Line Manager and forwarding this to the Finance Team.

- 2.7.4 The standard immunisation course normally consists of three injections at 0, 1 and 6 months to provide full protection.