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**NORTHDALE HORTICULTURE**

**POLICIES AND PROCEDURES**

# INFECTION CONTROL & PERSONAL HYGIENE

**Policy Statement**

Northdale Horticulture is aware of the importance of its responsibilities regarding Infection Control and Personal Hygiene and will ensure that all members of Staff, Volunteers and Service Users are made aware of this policy and the need to ensure that it is adhered to at all times.

**Scope**

This procedure covers general measures to ensure good personal hygiene to minimise the risk of spreading infection when in contact with infected skin, body fluids including blood, faeces, urine, semen and vomit.

**Procedure**

All members of Staff, Volunteers and Service Users are to adhere to the following points on a personal basis and, when necessary, encourage others to do the same:

* The most effective precautions you can take against the spread of infection are wearing gloves or thorough and frequent hand, wrist and lower forearm washing preferably under running, hand-hot water, paying particular attention to finger nails
* Drying hands on a fresh paper towel and dispose of it
* Use hand sanitiser
* Taking care when disposing of sharp instruments, ie, broken glass, needles or when opening tins
* Cuts should immediately be rinsed under running cold water and encouraged to bleed. All cuts and abrasions should be kept well covered with waterproof dressings
* Report all accidents to the office
* If you have a skin condition or open or sore places such as dermatitis, psoriasis or eczema on your hands you should immediately inform your line manager or supervisor. There are many products which can protect/prevent dermatitis
* Use disposable gloves (check for latex allergy) for handling body fluids, spillages or soiled clothing. They are intended to be used once only and then correctly disposed of. Take care when removing gloves not to touch the outside surfaces and always wash your hands after removing and disposing of the gloves
* Hands are to be washed before meal times and after visiting the toilet
* If working off site with no hand washing facilities, hand cleansing gel should be used
* Members of Staff, Volunteers and Service Users should report any infectious medical conditions to a member of the office staff
* In the event of any Members of Staff, Volunteers or Service Users suffering from diarrhoea or vomiting they should refrain from coming to work for 48 hours
* The toilets will be cleaned on a daily basis and a cleaning record sheet will be displayed in all toilets.

**Staff Training Requirements**

All members of Staff, Volunteers and Service Users will receive training on Infection Control and Personal Hygiene during their induction and on an annual basis thereafter.

**References**

Health and Safety at Work Act etc 1974

Control of Substances Hazardous to Health (COSHH) 2002

**Related Policies and Procedures**

Health and Safety at Work (HASAW)

Respiratory Illness

Risk Assessment.