



Infection Control Policy and Procedures on a Phab Ltd Adventure

Reviewed: February 2025

Introduction

Phab Ltd understands the importance of ensuring that all staff, volunteers and participants are protected against the risks of acquiring infections by having systems and procedures in place to prevent and manage the spread of infections.

Everyone working on a Phab Adventure whether this is a residential or day event, is at risk of infection or spreading infection, especially if their role brings them into contact with many people or with blood, bodily fluids like urine, faeces, vomit or sputum. Phab accepts that adherence to strict guidelines on infection control is of paramount importance in ensuring everyone's safety.

Standard Precautions

Good basic hygiene is the most powerful weapon against infection and communicable diseases, particularly with respect to cleaning and hand washing. Phab will work to ensure that, as far as is reasonably practicable, all staff, volunteers and participants are protected from the spread of infection at all times.

Phab believes that good basic hygiene is the most powerful weapon against infection, particularly with respect to hand washing.

Communicable diseases refer to a range of diseases that can be spread due to poor infection control techniques or standards. Examples of such diseases are:

- Hepatitis
- Food poisoning
- E Coli
- AIDS

Communicable diseases are the responsibility of Public Health. The Public Health Infectious Diseases Regulations 1988 place a duty on employers to adopt safe practices to prevent the spread of infection (especially blood-borne infection) and organisations may be liable for prosecution.

Phab Ltd will ensure:

- Participants, volunteers and staff as safe as possible from acquiring infections from any source

- Staff and volunteers are aware of and put into practice the basic principles of infection control
- Phab Ltd Adventure Leaders are trained in infection prevention and control measures as part of Phab's mandatory training programme.
- Phab Ltd will ensure that all staff, volunteers and participants have access to sufficient facilities and supplies of appropriate equipment to ensure that they can implement effective infection control.

Procedures

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

Everyone must, at all times, observe high standards of hygiene to protect themselves and participants from the unnecessary spread of infection.

Anyone who does not feel they have access to sufficient facilities and supplies of appropriate equipment to ensure that they can implement effective infection control has a duty to inform the Adventure Leader/Manager.

Effective Hand Washing: Phab accepts that the majority of cross-infection in a close environment is caused by unwashed or poorly washed hands and environmental contamination. Phab Ltd follows the basic principle that regular, effective hand washing and drying, when done correctly, is the single most effective way to prevent the spread of communicable diseases.

Everyone must therefore ensure that their hands are thoroughly washed and dried:

1. As often as possible throughout the day
2. After handling any body fluids or waste or soiled items
3. Blowing nose, sneezing or coughing
4. After using the toilet
5. Before handling food stuffs.
6. Before and after any personal care or clinical activity

Hands must be washed thoroughly according to these guidelines:

- Liquid soaps and disposable paper towels are to be used rather than bar soaps and fabric towels.
- Hands should be washed for at least 20 seconds
- All cuts or abrasions, particularly on the hands, should be covered with waterproof dressings at all times.
- Antiseptic/Antibacterial handwashing solutions can be used in situations where effective hand washing is not possible.

Personal Illness: Whilst attending a Phab Adventure, there will be large group situations. To prevent the spread of illness e.g. Norovirus etc. Phab Ltd will:

- **Report the Illness:** If a staff member, volunteer or participant begins to feel unwell, this must be reported to the Adventure Leader or designated point of contact immediately.
- **Seek Medical Attention:** If medical attention is needed, the Adventure Leader will assist in arranging for a local healthcare provider or emergency services. The ill person is advised to carry any necessary personal medications and medical information given via Consent forms etc.
- **Isolation if Necessary:** To prevent the spread of contagious illnesses, the person may be asked to stay in their room or designated area until they are well enough to rejoin the group.
- **Communication with Group:** The Adventure Leader will keep the rest of the group informed and ensure any necessary adjustments to planned activities are made.
- **Recovery and Return:** If the illness is non-contagious and a person feels better, they may rejoin the group's activities at the discretion of the Adventure Leader or a healthcare professional.
- **Emergency Contact:** In case of a serious illness or injury, the Adventure Leader will contact local emergency services and the persons emergency contact as per the information provided before the trip.
- **Outdoor Centres Policy:** If attending a Phab Adventure Residential, The Adventure Leader will liaise with the staff and Manager of the Outdoor Centre at the point of being informed of any illness and will follow their policies and procedures if different from above.

Cleaning and Procedures for the Cleaning of Spillages: All staff and volunteers have a responsibility to help keep the centre clean and tidy and to identify areas which fall below acceptable or safe standards. The outdoor centres will provide cleaning staff and the Adventure Leader must communicate with the centre Manager to ensure appropriate cleanliness and report any areas of concern immediately.

In the case of spillages:

- Phab staff and volunteers must treat every spillage of body fluids or body waste as quickly as possible and as potentially infectious
- They should wear protective gloves and aprons.
- Use disposable wipes wherever possible
- Hypochlorite or chlorine releasing granules used to in the case of bodily fluids
- The Centre will provide appropriately colour coded mop buckets and Phab staff and volunteers must adhere to the centre policies when using these
- Any wipes that are used to clean up bodily fluids must be disposed of in a clinical waste bag (yellow)

The Handling and Disposal of Clinical and Soiled Waste: All clinical waste must be disposed of in sealed yellow plastic sacks provide for Phab Ltd by the Outdoor Centre. It is the responsibility of the centre to dispose of these sacks.

Phab staff and volunteers must ensure they are no more than three quarters full and that yellow bags are only used in pedal-type bins in clinical areas and they must report any concerns to the Outdoor Centre staff.

The Cleaning of Equipment: All equipment that is not disposable must be thoroughly cleaned after use with hot water and detergent.

The Use of Personal Protective Equipment (PPE): Phab Ltd will provide a range of PPE and the following procedures must be followed:

- Disposable gloves must be worn when coming into direct contact with bodily fluids.
- On no account must anyone attempt to wash and reuse disposable gloves.
- Everyone performing personal care must use disposable gloves and aprons.
- The responsibility for ordering and ensuring that supplies of gloves and aprons are readily available and accessible lies with the Adventure Leader
- Phab endeavours to use non-latex products. Anyone suspecting that a participant might be suffering from an allergic reaction to the gloves provided should stop using them immediately and inform the Adventure Leader. Medical advice must then be sought.

The Disposal of Sharps (E.g. Needles): There may be occasions when an individual or personal assistant uses sharps, for example administering insulin. **PLEASE NOTE:** Phab Staff and Volunteers will not be providing any invasive care. However, Phab is committed to ensuring that safe practices are adhered to. Therefore, any personal assistants or individuals using sharps must ensure that:

- Sharps – typically needles or blades – are disposed of in a proper, purpose-built sharps disposal container complying with BS 7320 which will be supplied by the outdoor centre
- Sharps must never be disposed of in the ordinary clinical waste bags/bins
- Sharp boxes must never be overfilled
- Carers should never attempt to force sharps waste into an overfilled box
- Used, filled boxes must be stored securely until collected for incineration according to the Outdoor Centres arrangements/policy

In the event of an injury with a used or potentially contaminated needle, the area should be washed immediately and encourage bleeding if the skin is broken.

The incident must be reported to the Adventure Leader immediately and ensure that an accident form is completed. The individual concerned should make an urgent appointment to see a doctor.

Food Hygiene: Meals are provided by the outdoor centre's catering departments, but there may be occasions when Phab staff and volunteers will need to prepare sandwiches, toast and other snacks. Any storage or handling of food raises a potential risk of food poisoning so the highest standards of hygiene must be observed at all times.

All Phab Staff and Volunteer should adhere to the centres food hygiene policy.

Any member of staff or volunteer who becomes ill while handling food should report it at once to their Adventure Leader.

The Adventure Leaders will receive appropriate training in food hygiene. Volunteers will be encouraged to undergo training so as many people as possible are aware. There must be someone with a food hygiene certificate in the vicinity when food is being prepared.

Reporting: The Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR) requires an organisation to report the outbreak of notifiable diseases to the Health and Safety Executive. Notifiable diseases include: food poisoning, dysentery, measles, mumps, rubella, tetanus, hepatitis, leptospirosis, smallpox 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 Health and Safety Executive.

In the event of an incident the Phab Ltd Health and Safety Officer is responsible for informing the Health and Safety Executive.