

# CHUMS

**Mental Health and  
Emotional Wellbeing  
Service for Children  
and Young People**

Infection Prevention and Control Assurance Policy

Implementation Date: April 2020

Reviewed January 2022

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## CONTENTS

<b>APPENDICES</b>		
Appendix A	Hand hygiene technique for staff	6
Appendix B	Cleaning standards and schedule	7
Appendix C	COVID-19 Working face to face – guidelines for staff	8



## **Introduction**

The Health and Social Care Act 2008: Code of Practice for the NHS for the Prevention and Control of Healthcare Associated Infections (*revised January 2015*) stipulates that NHS bodies must, in relation to preventing and controlling the risk of Health Care Associated Infections (HCAI), have in place appropriate core policies/procedures. Implementation of this policy will contribute to the achievement and compliance with the Act.

Good infection prevention (including cleanliness) is essential to ensure that clients, families and professionals who use CHUMS services receive safe and effective care. Effective prevention and control of infection must be part of everyday practice and be applied consistently by everyone. Good management and organisational processes are crucial to make sure that high standards of infection prevention (including cleanliness) are developed and maintained.

CHUMS provides therapeutic support within a low risk community setting. Therefore this policy will cover the following three areas of infection and control:

- Hand hygiene
- Cleaning of premises
- Cleaning procedure for toys, games and therapeutic play equipment
- Staff training

## **Roles and Responsibilities for Infection Prevention & Control**

### **Role of Director**

The Operational Director has overall responsibility for:-

- Ensuring compliance with this policy
- Reviewing and updating policies and guidelines in line with relevant Department of Health notifications and/or national guidelines, when available and applicable.
- Monitoring the completion of mandatory infection control training by all staff. (Appropriate training packages to be sourced by the Training Department).
- Inform the Governance Committee of any serious issues relating to infection prevention and control.
- Ensure liaison with the Human Resources Department and Occupational Health Department with regard to staff health and transmission of infectious diseases.

### **Role of individual staff members:**

- All employees will be personally accountable for their actions and are responsible for ensuring that they comply with infection prevention and control guidelines.



- All employees are responsible for notifying the Operational Director of any infectious conditions or circumstances that may lead to outbreaks of infection that require specific controls to protect themselves, their clients or others.
- Any breach of the guidelines set out in this policy that could place staff, clients and visitors at risk will require the completion of an incident-near miss reporting form.

### **Hand Hygiene**

In order to comply with the Health and Social Care Act 2008, CHUMS encourages the involvement of staff, services users and professionals in infection prevention and control

In order to facilitate compliance with hand hygiene guidelines, the following are available on site:

- Antimicrobial hand rub at the entrance to waiting room and staff signing in area
- Hand hygiene posters displayed to attract the attention of staff, service users and visitors regarding hand hygiene (See Appendix A – Hand Hygiene Technique for Staff)

### **Cleaning of Premises**

High levels of general cleanliness and hygiene are maintained on a weekly basis by sessional cleaning staff who complete weekly cleaning schedules which are monitored by the Operational Director. All cleaning staff follow guidelines given within the Infection Prevention and Control Assurance Policy.

The Operational Director works closely with cleaning staff to ensure that:

- Infection risks posed by the delivery of services have been assessed
- Ensure that appropriate documentation is available to evidence how the above processes have been implemented (See Appendix B – Cleaning Standards and Schedule)
- Emphasize to all staff that cleaning is a shared responsibility.

### **Cleaning toys, games and play equipment**

Clinical staff are responsible for the upkeep, cleaning and general maintenance of any soft toys they choose to use within their sessions.

The Administration Team will be responsible for cleaning plastic toys in the waiting room on a weekly basis using the dishwasher located on the ground floor of Enterprise House.

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**for Children & Young People**

*Infection Prevention and Control Assurance Policy*



**Storage of Toys/Games**

- Toys/games will be stored in a dedicated box/cupboard which is fit for purpose
- Only clean toys/games will be stored in this box/cupboard/area
- The storage box must be cleaned weekly

**Group Play/Therapy**

- All toys/equipment must be cleaned at the end of all communal use sessions by clinicians before placing back into storage

**Waiting Room**

- Toys will be kept to a manageable minimum so that appropriate cleaning can be undertaken after use and at least weekly by a member of the admin team.
- Staff will examine each toy/game regularly (at least weekly) or when soiled to ensure that it is fit for purpose
- A notice will be displayed in each waiting area advising parents/ patients to report any dirty toys to a member of staff

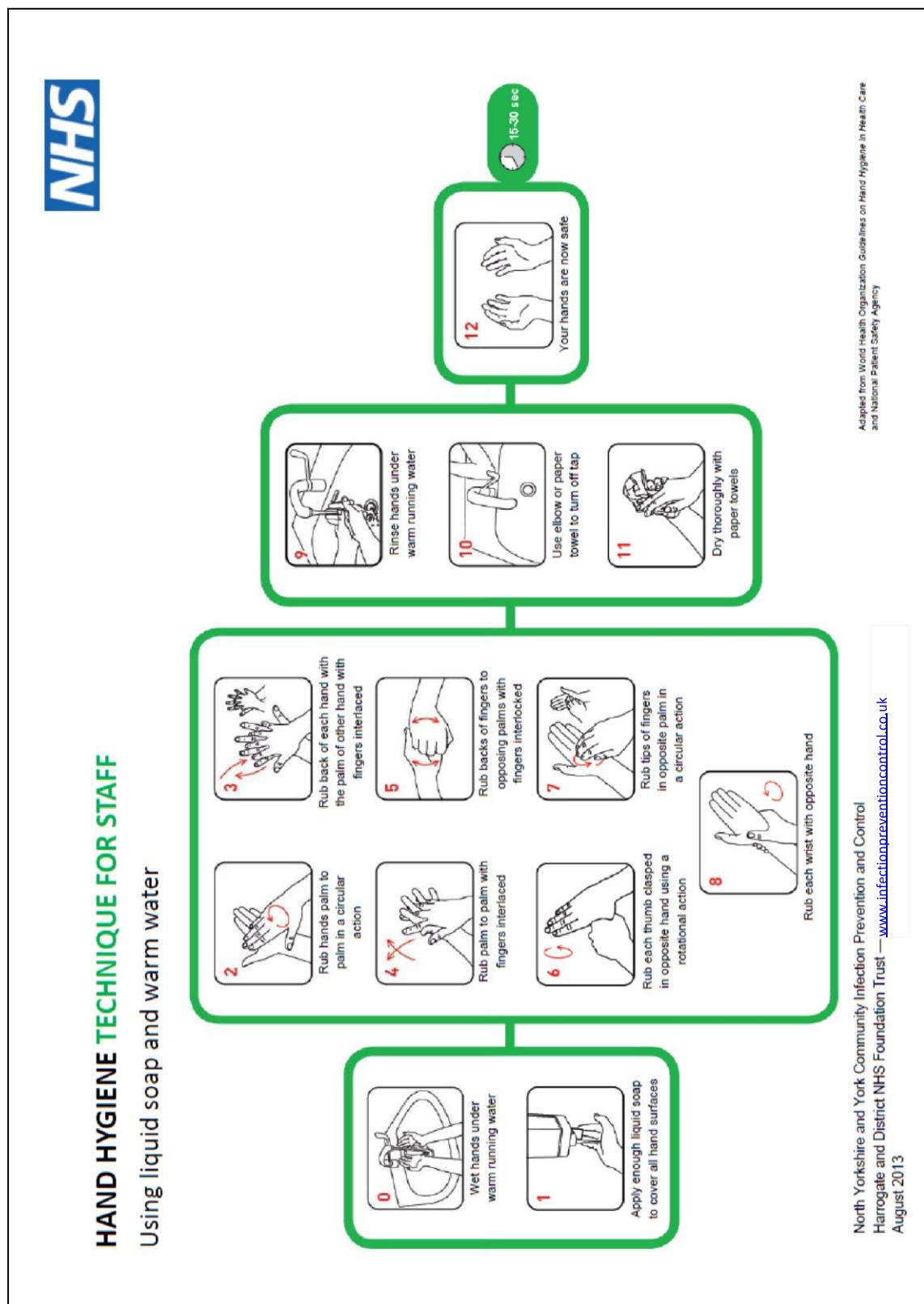
**Cleaning/Decontamination of Toys/Play Equipment**

- Toys awaiting cleaning should be stored in a box labelled as 'dirty toys' and kept in an area that children/patients cannot access
- Play equipment and storage containers must be made of materials which can easily be cleaned using general purpose detergent and water or a disposable detergent wipe

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**Appendix A – Hand Hygiene technique for staff**



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*Infection Prevention and Control Assurance Policy*



**Appendix B – Cleaning Standards and Schedule**

<b>Element</b>	<b>Standard</b>	<b>Regularity</b>	<b>Date /signature</b>
Clinical consultation rooms	All parts should be visibly clean, with no substances, dust, dirt, debris or spillages.	Daily	
Floor	The complete floor (including all edges and corners) should be visibly clean with no substances, dust, dirt, debris or spillages. Floors should have a uniform appearance and an even colour with no stains or watermarks.	Daily	
Electrical items including computer equipment, telephones and waiting room TV/radio	The casing of any electrical item should be visibly clean with no substances, dust, debris or adhesive tape.	Daily	
Chairs/sofas	All parts of the furniture should be visibly clean with no substances, dust, debris, adhesive tape, stains or spillages.	Daily	
Tables/desks	All parts of the table should be visibly clean with no substances, dust, dirt, debris, stains, adhesive tape or spillages.	Daily	
Hand wash dispensers	All parts of dispenser should be visibly clean with no substances, dust, dirt, debris, adhesive tape or spillages. Dispensers should be kept stocked.	Daily	
Waste receptacles	All parts of the waste receptacle should be visibly clean (including lid and pedal) with no dust, dirt, debris, stains or spillages.	Daily	
Toys	Toys should not contain any fabric parts and should be visibly clean with no dirt, dust, debris, adhesive or other substances.	Daily	
Fridges/Freezers	Fridges and/or freezers should be visibly clean with no substances, dust, dirt, debris, spillages, food debris or build-up of ice.	Fridges :weekly Freezers : defrost and clean monthly	
Hot water boilers	Hot water boilers should be visibly clean with no substances, dust, dirt, debris or spillages.	Weekly	
Kitchen cupboards	Kitchen cupboards should be visibly clean with no substances, dust, dirt, debris, stains, spillages or food debris.	External clean weekly. Internal clean monthly.	
Microwaves	All microwave surfaces should be visibly clean with no substances, dust, dirt, debris, spillages or food debris.	Daily	



## Appendix C

### **COVID-19 - Working Face to Face – guidelines for staff**

The Safety of our staff and visitors is important to us. We all need to take responsibility to ensure that we are not taking unnecessary risks. Whilst the following guidance, may seem onerous, please understand that we continue to follow government guidelines.

The availability of rooms for face-to-face sessions within our offices are limited. A face-to-face session at Wrest Park should only be offered if there is no other alternative. Schools and other (free) venues should be considered before booking Wrest Park.

We are permitting a restricted number of face-to-face sessions in rooms 106, 107 and 108, therefore, these rooms may not be available for general working throughout the day. Priority will be given to face to face clinical sessions, and then video clinical sessions as opposed to “admin” sessions. You may be asked to move from a room, should it be required for clinical delivery. Rooms 109 and 111 can accommodate multiple staff members if a desk is required for admin.

It is important, that prior to confirming a face-to-face appointment with your client, that you have made the relevant room bookings. You will need to book the room for an additional 15 mins either side of your session to ensure that you have time to follow the guidance below. Therefore, sessions may not be on the hour. If possible, please book all future sessions at the time of the initial booking, to guarantee availability. If this is not possible, please do so as quickly as you can after the initial session, as the rooms may not be available for the agreed appointments.

Making the decision to work face to face:

- Face to face sessions will not be available to all your clients and we should continue to offer virtual appointment wherever possible.
- Your manager needs to approve any face-to-face sessions offered to clients and needs to send their confirmation to Diane Chapman, detailing the number of sessions agreed. If this changes, through the duration of your sessions, further approval must be provided.

If you need a room at Wrest Park

- Please follow the room booking process. Please provide the PCMSI reference number when making the booking and advise that this is for a face-to-face session.
- You will be allocated one of the following rooms 106,107,108 based on availability.

The set up of these rooms have been marked to ensure that we meet the guidelines for social distancing. Please do not move the furniture!!!

All rooms have Antiseptic wipes, Detox sprays and hand sanitiser.

Also, there are tissues available, along with pots containing small plastic bags. Should the tissues be used, these need to be placed in the plastic bag before being disposed of in the bin.

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**for Children & Young People**

*Infection Prevention and Control Assurance Policy*



Preparing the room

- Open the windows
- Use the antiseptic wipes and spray to sanitise all furniture, door handles, pens (or anything else that will be touched) etc
- Have hand sanitiser available for use during the session.

Your client's appointment

Ideally, we would like to minimise the number of people attending the appointments. Please discuss this with your client prior to the appointment and identify whether your client will be able to attend alone. Please note: we can only permit one additional adult, to accompany the child/young person. We cannot accommodate further adults or siblings.

If an adult does accompany your client, they will have to be in the meeting room with you for the duration of the session. They cannot sit outside the rooms on the landing nor in any of the other areas within the building. If they are not accompanying your client, they will need to stay outside or in their vehicle.

All visitors need to scan the NHS Track & Trace QR code located at all entrances.

When your client arrives at Wrest Park:

- Please ask them to wait outside the front door – do not ask them to call up to reception, as admin may not be in the building. You will need to go downstairs to collect them from the front door at the time of their appointment.
- There is a visitor's "basket" in room 114, which contains the items you will need to take downstairs with you.
- Before they enter the building please take their temperatures – all people entering the building must have a recorded temperature
- Temperature colour indicator.

**Green = 34 to 37.3 Good to stay**

**Orange = 37.4 to 38 your client should go home**

**Red = 38.2 Definitely Go Home Seek medical advice.**

- All entrants will need to wear a face covering whilst moving through the building. Unless they are under ..... check guidance.
- Please sign them in on the visitors signing in sheet
- Ask them to sanitise their hands
- On entering the building ask your client to use the hand sanitiser.

During your session:

- Please maintain social distancing and do not move any furniture
- Our priority is your safety, therefore if you would like your client to continue to wear their face covering throughout the session, please request that they do so.
- If you are comfortable with removing the masks, please make sure that these are put back on before they stand to leave the room.

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**Mental Health & Emotional Wellbeing Service**  
**for Children & Young People**

*Infection Prevention and Control Assurance Policy*



- Please ensure that they use the hand sanitiser before leaving the room, and again as they leave the building.

At the end of your session:

- Please escort your visitors downstairs and sign them out on the visitors sheet.
- Return to the room and wipe all surfaces, spray all furniture including door handles etc.
- Leave the windows open.
- If you are the last person in the room (at the end of the day) please close all windows
- Remove rubbish bag and take down to the bins outside.
- Flick the lock on the door and make sure the room has the vacant sign on the door.

Using the facilities:

If your visitors need to use the Loo whilst in the building, they can only use the disabled toilet located on the ground floor. If they need to be excused during a session, please make ensure that hand sanitiser is used and face masks applied.

Thank you for your co-operation.

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**Mental Health & Emotional Wellbeing Service**  
**for Children & Young People**  
*Infection Prevention and Control Assurance Policy*



**Governance Committee Authorisation**

Signature\*

Name Print      Dee Hogman

Position/Role: Head of Quality, Interim Chair of Governance Committee

Date: 31<sup>st</sup> January 2022

Date of review: January 2025

\*Authorised signatory must be the chair (or deputising chair) of Governance Committee