

Duncan Private Hire Infection Control Policy

Overview

Infection control encompasses a comprehensive set of policies, procedures, and techniques designed to prevent the transmission of infectious diseases among staff and service users. At Duncan Private Hire, all employees are at risk of contracting or spreading infections, particularly when exposed to blood or bodily fluids such as urine, feces, vomit, or sputum. These substances can carry pathogens that pose significant health risks if proper precautions are not observed.

Policy Statement

Duncan Private Hire is committed to maintaining the highest standards of infection control to protect both our staff and service users. We recognise that strict adherence to infection prevention protocols—especially effective hand hygiene—is critical to safeguarding health and safety.

Our infection control approach complies fully with:

- Outcome 8: Essential Standards of Quality and Safety – Cleanliness and Infection Control
- Regulation 12: Health and Social Care Act 2008 (Regulated Activities) Regulations 2010, focusing on risk assessment and control of healthcare-associated infections.

Aim

To prevent the spread of infection among staff, service users, and the wider community by ensuring the consistent application of effective infection control measures.

Objectives

- Protect service users and staff from infection risks associated with workplace activities.
- Ensure all staff understand and implement fundamental infection control principles.

Legal Compliance

Duncan Private Hire commits to adhering to all relevant legislation, including:

- Health and Safety at Work Act 1974 and Public Health Infectious Diseases Regulations 1988 – Duty to prevent infection spread.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 – Duty to report disease outbreaks and workplace incidents (e.g., needlestick injuries).
- Control of Substances Hazardous to Health (COSHH) Regulations 2002 – Duty to identify and manage infectious hazards.

Infection Control Procedures

Hand Hygiene

Effective handwashing is the most important measure to prevent cross-infection. Staff must:

- Maintain high standards of personal hygiene.
- Thoroughly wash and dry hands:
 - Between every service user contact, regardless of contact intensity.
 - After handling bodily fluids, waste, or soiled items.
 - After using the toilet.
 - Before handling food.

- After smoking.
- Before and after any care-related activity.

Use liquid soap and disposable paper towels wherever possible. Cuts or abrasions must be covered with waterproof dressings at all times.

Antiseptic or antimicrobial hand preparations should be used when dealing with known infectious cases, including antibiotic-resistant bacteria such as MRSA. Alcohol-based hand rubs are supplementary and not replacements for washing with soap and water.

Protective Clothing

Duncan Private Hire provides suitable personal protective equipment (PPE):

- Disposable gloves and aprons for contact with bodily fluids or personal care tasks.
- Sterile gloves for clinical procedures, changed between each service user and never reused.
- Non-sterile gloves for non-clinical use.

The office is responsible for ensuring continuous supply of PPE.

Waste Management

- Clinical waste must be disposed of in sealed yellow bags, labelled with the service user's address.
- Non-clinical waste goes into standard black bags.
- Yellow bags should be sealed when three-quarters full and stored securely awaiting authorised collection.
- Staff should notify their line manager if supplies run low.

Spillages

All spillages of bodily fluids or waste must be treated as potentially infectious and cleaned immediately. Protective gloves and aprons must be worn during cleaning.

Reporting

Duncan Private Hire complies with RIDDOR requirements to report notifiable disease outbreaks to the Health and Safety Executive (HSE). Records of outbreaks must be maintained with details and submitted to the HSE by the Registered Manager.

Training

New staff will review this policy during induction. Existing staff may receive refresher training upon request.

Hand Washing Technique

Proper handwashing involves:

1. Wet hands, apply soap.
2. Rub palm to palm.
3. Rub palm over back of opposite hand, fingers interlaced.
4. Palm to palm with fingers interlaced.
5. Interlock fingers and rub.
6. Rotational rubbing of thumb clasped in palm.
7. Rotational rubbing of fingertips in palm.

Hands must be thoroughly dried with disposable towels to prevent chapping and contamination.

Vehicle Cleaning

- All passenger vehicles must be cleaned after each patient transfer, including all equipment and seating.

- A deep clean is conducted every 35 days to maintain hygiene standards.
- Monthly spot checks ensure ongoing vehicle cleanliness.

Infection Control Checklist (Sample)

Criteria	Yes	No	Comments
Vehicle interiors are clean, dust-free, and well-maintained.	<input type="checkbox"/>	<input type="checkbox"/>	
Floors and edges are visibly clean with no debris.	<input type="checkbox"/>	<input type="checkbox"/>	
Alcohol hand rub is available at point of care.	<input type="checkbox"/>	<input type="checkbox"/>	
Wet wipes available for visibly soiled hands.	<input type="checkbox"/>	<input type="checkbox"/>	
Linen changed after every patient.	<input type="checkbox"/>	<input type="checkbox"/>	

Duncan Private Hire remains dedicated to providing a safe, hygienic environment through stringent infection control practices.