

Chigwell Parish Council Infection Prevention and Control (IPC) Policy

Status: v0.2

Effective date: Immediate

Review date: 24 months after approval

Author: Acting Parish Clerk

Policy owner: Parish Clerk

Approved by: Full Council October 2025

Supersedes: New

Applies to: All Council employees, agency workers, elected members while on Council business, volunteers, interns, contractors, commissioned providers and partners working on behalf of the Council.

1. Purpose

This policy sets out Chigwell Parish Council's approach to preventing and controlling infection risks across all Council workplaces, services, and commissioned providers. It establishes governance, responsibilities, standards and procedures to protect staff, service users, visitors, and the wider public from avoidable harm due to infectious agents.

2. Scope

This policy applies to all Chigwell Parish Council workplaces and facilities:

- **Parish Office** — staff-only facilities including a kitchen/tea-point and staff bathroom(s).
- **Cemetery Office & Grounds** — staff kitchen/tea-point and staff bathroom(s); **public toilet(s)** available to visitors.
- **Victory Hall / Community Hub** — hireable halls/rooms with **kitchen areas** and **bathrooms** used by hirers and members of the public.

It also applies to: - Council-organised events held at the above sites. - Contractors, volunteers and **hall hirers** while on Council premises.

3. Policy Statement

Chigwell Parish Council is committed to:

1. A systematic, risk-based approach to infection prevention and control.
2. Compliance with legal duties and recognised national guidance.
3. Providing safe environments, equipment, and practices that minimise infection risks.
4. Ensuring staff are trained, competent and supported with appropriate resources.
5. Monitoring performance and learning from incidents, audits and outbreaks.
6. Working with the UK Health Security Agency (UKHSA), District/County partners, NHS and providers to prevent and respond to communicable disease threats.

4. Legal and Standards Framework (non-exhaustive)

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Public Health (Control of Disease) Act 1984 (as amended)
- Environmental Protection Act 1990; Controlled Waste Regulations 2012
- Food Safety Act 1990; Food Hygiene Regulations (as applicable to catering)
- Health and Social Care Act 2008: Code of Practice on the prevention and control of infections and related guidance (where applicable)
- HSE ACOP L8 and HSG274 for Legionella control (water safety)
- BS EN standards for disinfectants and PPE (e.g., BS EN 1276/13697 bactericidal; BS EN 14476 virucidal; appropriate EN/UKCA for gloves, masks, eye protection)
- UK GDPR and Data Protection Act 2018

Note: Where national guidance is updated, the Council will implement revised requirements through technical procedures without waiting for formal policy reissue.

5. Definitions

- **Standard Precautions:** Routine measures applied to all persons, regardless of diagnosis.
- **Transmission-Based Precautions (TBPs):** Additional measures for suspected/confirmed infections (Contact, Droplet, Airborne).
- **Outbreak:** Two or more linked cases (or one serious/novel case) above expected baseline.

6. Governance

- **Senior Responsible Owner & Policy Owner:** Parish Clerk.
- **Managers/Supervisors:** Responsible for day-to-day implementation and advice
- **Caretaker:** Implement cleaning schedules, consumables stock checks and site logs; escalate defects.
- **Council:** Receives periodic IPC updates, approves policy.
- **External Liaison:** The Parish Clerk will liaise with District Council Environmental Health, the UKHSA Health Protection Team, and Essex County public health team, especially for outbreaks or notifiable disease matters.

7. Roles and Responsibilities

Parish Clerk & Council

- Ensure resources, governance and culture support effective IPC, approve policy and monitor assurance, coordinate outbreaks, receive specialist advice from H&S adviser

Managers/Supervisors & Caretaker

- Implement standard and transmission-based precautions, maintain records, run cleaning schedules, report and escalate incidents.

All Staff, Volunteers, Members

- Follow training and procedures, use PPE correctly, report hazards, symptoms, exposures and near-misses.

Contractors/Commissioned Providers & Hall Hirers

- Comply with this policy and any venue-specific IPC conditions of hire (kitchen hygiene, bathroom etiquette, post-event cleaning checklist), maintain their own procedures and records, cooperate with council assurance.

Occupational Health/HR Adviser (where engaged)

- Advise on immunisations, fitness for work and staff health surveillance.

8. Risk Management

- **Risk Assessment:** Services must maintain task- and setting-specific IPC risk assessments, reviewed at least annually or after incidents/changes.
- **Hierarchy of Controls:** Elimination/substitution → engineering/ventilation → administrative controls → PPE as last line of defence.
- **Vulnerable Groups:** Consider extra protections for high-risk staff/service users.

9. Standard Precautions (apply in all settings)

1. **Hand Hygiene** — ABHR where appropriate; soap and water when visibly soiled/after toileting; moisturisers to reduce dermatitis (Appendix C).
2. **Respiratory & Cough Etiquette** — “Catch it, Bin it, Kill it” encouraged
3. **Personal Protective Equipment (PPE)** — Risk-based selection (gloves, aprons/gowns, eye/face protection, masks/respirators if indicated); EN/UKCA compliant; fit testing for respirators where required.
4. **Management of Blood & Body Fluid Spills** — Capable responders; spill kits; cordon area; clean/disinfect; record (Appendix B).
5. **Environmental Cleaning & Disinfection** — Risk-based frequencies, BS EN compliant agents; correct dilution/contact time; schedules
6. **Waste Management** — Segregation; approved containers; licensed disposal; documentation.
7. **Water Safety & Legionella** — Comply with L8/HSG274; flushing regimes; monitoring; escalation
8. **Ventilation & Air Quality** — Maximise natural/mechanical ventilation; CO₂ monitoring where appropriate; maintain any HVAC/filters.

12. Staff Health, Immunisation and Fitness for Work

- **Pre-placement & Role-based Health Screening** as required.
- **Immunisations:** Risk-based offer (e.g., Hep B for exposure-prone tasks)
- **Exclusion from Work:** GI illness, 48 hours symptom-free; respiratory, as per current guidance
- **Dermatitis & Latex Sensitivity:** Provide suitable gloves/skin care if need raised

13. Exposure Management (Needlestick, Splash)

- **First Aid:** Encourage bleeding; wash with soap/water; rinse eyes/mucosa.
- **Immediate Reporting:** Inform manager; urgent OH assessment for PEP where indicated; complete incident form; consider RIDDOR.

14. Estates, Facilities and Equipment

- IPC-informed design for refurb/new builds (handwash basins, surfaces, ventilation, touch-free fixtures).
- Cleaning contracts/specifications with frequencies, training and BS EN-compliant products.
- PPE/consumables procurement: EN/UKCA assurance, stock rotation and emergency reserves.

15. Training, Competency and Compliance

- **Induction:** Core IPC training for all starters within 8 weeks.
- **Role-Specific:** Risk assess to identify any additional modules for caretaker and cemetery operations
- **Refreshers:** At least every 24 months (annually in higher-risk services) or sooner after changes/incidents.
- **Competency:** Observation checklists (hand hygiene, PPE, cleaning).
- **Records:** Maintain training records for audit

16. Monitoring and Assurance

- **Reporting:** Annual summary to Council

17. Information Governance & Records

- Manage personal/health data per UK GDPR/DPA 2018; retain IPC records per schedule (risk assessments, incidents, training)

18. Communication & Engagement

- Relevant areas/noticeboards with procedures, posters, quick guides
- Public messaging during outbreaks/events; accessible formats and languages.
- Use standardised signage for hand hygiene

19. Equality, Diversity and Inclusion (EDI)

- Ensure reasonable adjustments and culturally appropriate communication

20. Emergency Preparedness (Inc. Pandemic Response)

- Align with local plans and UKHSA guidance.
- Maintain plan for staffing, PPE, cleaning, testing/vaccination support and service continuity.
- Exercise and review regularly.

21. Non-Compliance

- Managed through supervision, action plans, and where appropriate HR or contract management processes.

Appendix C – Site Cleaning Schedules & Audit Tool (Chigwell Parish Council)

Risk Zones

- **High risk:** Public toilets, bathrooms, kitchens/servery areas, baby-change areas (if present), high-touch points in entrances/corridors, waste storage.
- **Medium risk:** Reception/foyers, meeting rooms, communal equipment, hireable rooms during events.
- **Low risk:** Offices, back-of-house corridors, stores.

Parish Office — Staff-Only Facilities

Area/Item	Frequency	Method	Product/ Contact time	Responsible	Record
Kitchen worktops/ sinks/taps	Weekly & after spills	Clean → Disinfect	Detergent then BS EN 1276/136 97 agent	Staff/ Caretaker	Weekly check
Fridge handles, kettle, microwave touchpoints	Weekly	Wipe	BS EN 1276/136 97 wipes	Caretaker	Weekly check
Staff toilets (WCs, basins, touchpoints)	Weekly	Clean → Disinfect	BS EN 14476 agent, 5 min	Caretaker	Daily log
Door handles, light switches, handrails	Weekly	Wipe	BS EN 1276 wipes	Caretaker	Daily log
Desks/ phones/ keyboards	Weekly by users	Wipe	Detergent then disinfectant	Staff	Monthly audit

Cemetery Office & Grounds — Staff Areas and **Public Toilet(s)**

Area/Item	Frequency	Method	Product/ Contact time	Responsible	Record
Staff kitchen/ tea-point	Weekly & after spills	Clean → Disinfect	Detergent + BS EN 1276/13697	Staff/ Caretaker	Weekly check
Staff toilet(s)	Weekly	Clean → Disinfect	BS EN 14476, 5 min	Caretaker	Daily log
Public toilet cubicles (WC, basin, seats, flushes, doors)	1-2x weekly + as needed	Clean → Disinfect high-touch	BS EN 14476, 5 min	Staff/ caretaker	Pass sheet per visit
Public toilet floors	1–2x weekly	Wet clean	Detergent/ disinfectant per spec	Caretaker	Daily log
Sanitary/ Nappy bins (if present)	Check regularly; service as per contract	Secure removal	Offensive/ sanitary waste stream	Contractor	Consignmen t notes
Entrance touchpoints, hand dryers/ dispensers	1–2x weekly	Wipe	BS EN 1276	Cleaning contractor/ Caretaker	Daily log

Public Toilet Standards: Keep soap, hand towels/dryers and toilet paper stocked; display “Catch it, Bin it, Kill it” and hand-hygiene posters; close temporarily if cleaning/consumables cannot be maintained

Victory Hall / Community Hub — Hireable Spaces, Kitchens & Bathrooms

Area/Item	Frequency	Method	Product/ Contact time	Responsible	Record
Entrance lobby/ handrails/	2-3x weekly and as necessary	Wipe	BS EN 1276	Caretaker/ staff	Daily log
Public bathrooms (WCs, basins, touchpoints)	Before handover and/or after event	Clean → Disinfect	BS EN 14476, 5 min	Caretaker/ Cleaning contractor; Hirer during event if specified	Pass sheet per check
Kitchen/ servery counters & sinks	Before handover and/or after event	Clean → Disinfect	Detergent + BS EN 1276/13697	Hirer (during/after) & Caretaker (pre-handov er check)	Handover checklist
Shared appliances (fridge handles, microwave,	Before handover and/or after event	Wipe	BS EN 1276/13697	Caretaker	Daily log
Tables/ Chairs (hire stock)	After each use	Wipe	Detergent then disinfectant	Hirer (pack- down) & Caretaker (spot check)	Handover checklist
Floors (hall, lobby)	Before handover and/or after	Sweep/ vacuum → Damp mop	Detergent/ disinfectant per spec	Caretaker	Daily log

Hirer Handback Checklist (extract): - Remove waste to designated point and segregate correctly (general/recycling/offensive).

- Wipe down tables, chairs and kitchen work surfaces, sweep floors and mop if necessary, leave appliances emptied and clean.

- Report any spills, breakages or suspected contamination incidents to the Caretaker or the Parish Office as soon as possible

Weekly/Monthly Tasks (All Sites)

- **Weekly:** Descale taps/shower heads where present (per schedule), deep clean of bathrooms, check sealants/grout, clean inside microwaves/fridges.
- **Monthly:** High-level dusting/vents, review stores for correct products, expiry dates and safety data sheets.

Audit Checklist (extract)

- Correct products in use (meeting relevant **BS EN** standards) and contact times observed.
- PPE available
- Public toilet checks signed each visit; consumables stocked
- Hirer handover/handback forms complete; issues escalated/resolved