



# Infection prevention and control advice for external contract workers and trust volunteers



The infection prevention and control team at Moorfields expects all staff entering the premises to read this leaflet and comply with these guidelines to protect themselves, colleagues and patients from acquiring an infection. Adherence to the following infection control measures is mandatory.

## What measures can you take to prevent a healthcare associated infection?

When entering a clinical area, speak to the person in charge to see if there are any special precautions that need to be followed, such as wearing personal protective equipment (PPE), for example gloves, a mask or an apron. If necessary, these must be provided before you enter the area.

All staff in any clinical area will need to adhere to 'bare below the elbow' guidance. This refers to any work which is to be carried out that may result in or increase the likelihood of exposure to infection. This must be risk assessed first and granted permission by the infection prevention and control team.

## Isolation rooms (single rooms)

Occasionally, access to an isolation room may be required. A member of staff will accompany you and, prior to entering, it is important to speak to the person in charge who will advise you of any precautions that need to be taken.

## Sharps injury awareness

Every effort is made in the trust to reduce the risk of a sharps injury.

Staff are advised to dispose of sharps immediately after use in a sharps bin. Areas are being advised to replace medical sharps with 'safer sharps' devices where possible.

If you sustain a sharps injury from a sharps instrument or needle, report it immediately while on site to the person in charge of the area. This person will advise you of the actions required and whether you need to consult with occupational health. You must comply with any instructions issued by these teams.

## Body fluid spillages

All spillages of body fluids are potentially dangerous and present a hazard to patients and staff; therefore, they should be dealt with immediately, ensuring the area is safe for other users.

If workers come across any spillages of blood or body fluids, they should immediately inform clinical staff so that it can be cleaned up appropriately in line with the trust spillage policy. Any other spillages should be reported to the domestic staff so that they can be dealt with quickly.

## Health of staff

Due to the potential of cross infection, do not come to work or into your voluntary placement if you are unwell. Report any potentially infectious illnesses to your manager or supervisor, for example, a rash, diarrhoea and or vomiting, chicken pox or flu.

If you experience diarrhoea and or vomiting, you should remain off work until you have been free from symptoms for 48 hours and should report to your manager prior to returning to ensure you are deemed fit to work.

Medical advice about specific precautions should be obtained from occupational health or a GP if you have or have had an infectious condition such as HIV, hepatitis or tuberculosis.

This is to ensure that you can work safely and do not pose a risk to patients, visitors or staff. Staff should also ensure any cuts or breaks on hands are covered with a waterproof dressing.

## Waste management

Staff working in all areas should ensure they are familiar with local waste streams prior to disposing of waste.

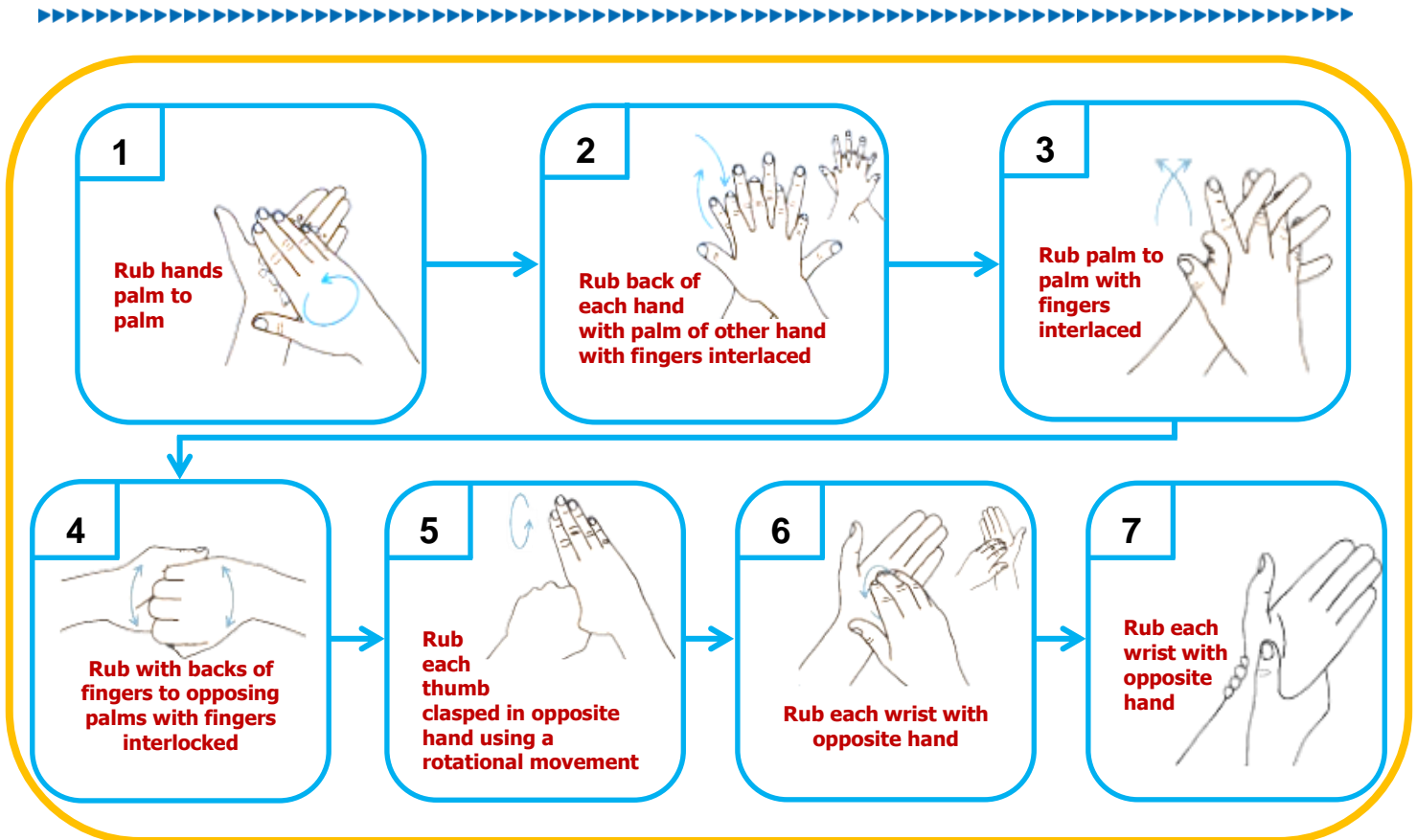
Orange bags are for clinical waste, tiger-striped bags (yellow with a black stripe) are for offensive waste and black/clear bags are for the disposal of domestic waste.

Yellow sharps bins are for the disposal of all sharps, except sharps contaminated with cytotoxic and/or cytostatic waste, in which case the purple-lidded sharps bins should be used.



## Housekeeping

Contractors should be aware of the importance of maintaining a strict housekeeping regime while working on trust premises and should ensure they maintain a hazard and risk-free environment.



When cleaning up after work has been completed, workers should be aware of the national colour coding scheme for hospital cleaning materials and equipment.

Green mops and buckets should be used in catering areas. Blue mops and buckets should be used to clean general areas such as wards, departments and offices in public areas.

Red mops and buckets should be used to clean bathrooms and toilets and yellow mops and buckets should be used to clean an isolation room/area.

## Hand hygiene

Alcohol hand rub should be used by all staff when entering a clinical area. Hands should be washed using soap and water if they are visibly dirty, otherwise the hand rub provided should be sufficient for general hand hygiene.

Hands must be washed prior to starting work; after using the toilet; before and after eating and drinking, at the end of the day and whilst moving around the site. Hands should be cleaned using the following technique:

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to advise you further (see above). For more information about your rights under the NHS constitution, visit [www.nhs.uk/choiceinthenhs](http://www.nhs.uk/choiceinthenhs)

**Moorfields Eye Hospital NHS Foundation Trust**  
**City Road, London EC1V 2PD**  
**Phone: 020 7253 3411**  
**[www.moorfields.nhs.uk](http://www.moorfields.nhs.uk)**

**Moorfields Direct telephone helpline**

Phone: 020 7566 2345  
Monday-Friday, 8.30am-9pm  
Saturday, 9am-5pm  
Information and advice on eye conditions and treatments from experienced ophthalmic-trained nurses.

**Patient advice and liaison service (PALS)**

Phone: 020 7566 2324/ 020 7566 2325  
Email: [moorfields.pals@nhs.net](mailto:moorfields.pals@nhs.net)  
Moorfields' PALS team provides confidential advice and support to help you with any concerns you may have about the care we provide, guiding you through the different services available at Moorfields. The PALS team can also advise you on how to make a complaint.

**Your right to treatment within 18 weeks**

Under the NHS constitution, all patients have the right to begin consultant-led treatment within 18 weeks of being referred by their GP. Moorfields is committed to fulfilling this right, but if you feel that we have failed to do so, please contact our patient advice and liaison service (PALS) who will be able

