



HSAFC /Arch Club

Infection Prevention & Control Policy and Procedures

Purpose

The purpose of this policy is to minimise the risk of infection and illness within HSAFC/Arch Club settings and to protect members, volunteers, parents/guardians, and visitors by promoting safe hygiene practices and effective infection prevention procedures.

Scope

This policy applies to all volunteers, members, parents/guardians, visitors, and all club venues and activities (indoor and outdoor).

Principles

HSAFC/Arch Clubs are committed to maintaining a clean and hygienic environment, preventing the spread of infection, protecting vulnerable members, promoting hand hygiene and respiratory etiquette, and responding appropriately to illness or outbreaks.

Vulnerable Members

HSAFC/Arch Club recognises that some members may be more vulnerable to infection due to underlying health conditions or additional support needs. Reasonable steps will be taken to minimise risks and to support participation in a safe and inclusive manner.

Management of Bodily Fluids

Appropriate protective equipment, including disposable gloves, should be used when dealing with blood, vomit or other bodily fluids. Contaminated surfaces should be cleaned and disinfected promptly and waste disposed of safely.

Common Infection Risks in Arch Clubs

- Colds, flu, COVID, RSV
- Stomach bugs (vomiting/diarrhoea)
- Skin infections
- Cross-contamination from shared equipment - Food handling
- Toileting and personal care support
- Transport to and from activities

Hand Hygiene

Volunteers and members must wash hands on arrival to club, before and after eating, after toileting, after coughing/sneezing, after crafts or sensory play, after outdoor activities, and before leaving club. Hand sanitiser should be available where handwashing facilities are not nearby.

Respiratory Etiquette

Catch coughs and sneezes in a tissue or elbow, dispose of tissues immediately, and wash hands after.

Shared Equipment & Activities

Sensory toys, sports equipment, art supplies, musical instruments, board games, and tablets should be wiped regularly. Soft items should be limited or washable.

Food Handling

Hands must be washed before food preparation. Gloves should be used if assisting members. No sharing of drinks or utensils. Surfaces must be cleaned before and after food use. Volunteers handling food should not attend if unwell.

Illness – Do Not Attend Rule

Members or volunteers must not attend if they have vomiting or diarrhoea (must be symptom-free for 48 hours), fever, heavy cold or flu symptoms, contagious skin infections, or confirmed infectious illness. Parents and guardians are responsible for ensuring that members do not attend activities when they are experiencing symptoms of infectious illness or when exclusion periods apply. Adults must take responsibility for their own decision on attendance based on any symptoms of being unwell.

Managing Illness During a Session

If a member becomes unwell during a session:

1. Move the member to a quiet area away from others.
2. Contact parent/guardian for collection.
3. Clean and disinfect any affected area.
4. Volunteers should wash hands and use gloves if required.

Waste Disposal

Tissues, gloves, and cleaning materials should be disposed of in a sealed bin. Bins should be emptied after each session.

Outbreak Management

HSAFC/Arch Club will follow guidance issued by the HSE and any other relevant public health authority regarding infection prevention and outbreak management. If multiple members or volunteers become ill, the Club Committee should be informed. Volunteers should notify the Committee if they become aware of an infectious illness that may affect other participants. HSAFC/Arch Club will consider temporary suspension of activities if advised. HSAFC/Arch Club will follow public health guidance.

Volunteer Responsibilities

Volunteers must model good hygiene practices, monitor members, clean equipment, and report concerns to the Committee. The Committee shall ensure that appropriate cleaning materials are available and that responsibility for cleaning equipment and shared spaces is clearly assigned before and after activities. Volunteers will receive appropriate information and guidance on infection prevention and control procedures relevant to their role.

Availability of Supplies

HSAFC will endeavour to maintain appropriate supplies of soap, hand sanitiser, gloves, cleaning products and tissues at all activities.

Risk Assessments

Infection risks should be considered as part of activity and venue risk assessments where appropriate.

Review of Policy

This policy should be reviewed annually by the Committee and updated in line with public health guidance.