

Policy on controlling the risks of infectious diseases in the workplace

Introduction

All employees may be at risk of infection, or of spreading infection, especially if their role brings them into contact with blood or bodily fluids like urine, faeces, vomit or Phlegm. Such substances may contain micro-organisms such as bacteria and viruses which can be spread if staff do not take adequate precautions. It is therefore important that strict hygiene precautions are observed.

Our rules on controlling the risks of infectious diseases must always be followed. However, there may be times when it is more important than ever that they are strictly followed, for example, during the outbreak of a disease such as the Coronavirus.

To restrict and reduce the risk of infection in the workplace, the Company will:

- Have systems in place that assess the risk of and prevent, detect and control the risk of infection
- Designate a lead for infection prevention and control
- Ensure sufficient resources are available to secure effective prevention and control of infection
- Ensure employees, contractors and other persons who directly or indirectly provide work are provided with suitable information, instruction, training and supervision in the precautions to follow
- Information is obtained from and shared with other businesses
- Audits are carried out to ensure policies and procedures are being implemented
- A suitable and sufficient risk assessment is carried out with respect to the prevention and control of infection
- Ensure an appropriate standard of cleanliness and hygiene is maintained throughout the premises and that the premises are maintained in good physical repair and condition
- Ensure appropriate standards of cleanliness and hygiene are maintained in relation to equipment
- Ensure that a suitable cleaning schedule is in place and followed
- Ensure there is suitable and sufficient hand washing facilities and antimicrobial hand rubs where appropriate
- Ensure the supply and provision of linen and laundry is appropriate
- Ensure suitable information on infections is provided to visitors, including the importance of handwashing by visitors

- Ensure information regarding infection is passed on to any other person, as necessary
- Ensure individuals who develop an infection are identified promptly and that they receive the appropriate treatment and care
- Inform the local health protection unit of any outbreaks or serious incidents relating to infection
- Ensure all staff co-operate with our control of infection procedures
- Provide regular suitable training, including induction training to all staff on the prevention and control of infection
- Keep a record of all training and updates to staff
- Ensure prevention and control of infection responsibilities are outlined to our employees in job descriptions
- Stagger start and finish times so that fewer people are together at once
- Cancel non-essential training sessions
- Deal with clients/customers by conference call, Teams/Zoom, phone and email
- If face to face meetings must take place, ensure that facilities are suitable to minimise the spread of infection eg allowing a distance of more than one metre between participants
- Consider whether employees may work from home
- Ensure the following procedures are in place and kept up to date: -

Procedure

The Company will apply the below infection outbreak procedure to control the risk of infectious diseases in the workplace:

- Strongly recommend that employees follow any Government guidance published on self-isolation/quarantine
- Encourage staff to report symptoms of infectious diseases
- Ensure staff who have infectious disease symptoms do not come to work and, in the case of diarrhoea and vomiting, they stay away for at least 48 hours after the symptoms have stopped
- Where required, ensure notifiable outbreaks are reported to the relevant authority eg HSE
- Co-operate with any investigation by a relevant authority and comply with any investigation findings
- Keep the number of employees dealing with affected persons to a minimum.
- Prioritise cleaning, paying particular attention to the cleaning and disinfecting of toilets, handles, support handrails, taps and washbasins

- Ensure staff pay strict attention to infection control procedures, in particular to the washing of hands and the wearing of protective clothing if required
- Provide and use antibacterial hand wash in all handwashing areas and in the rooms of an outbreak
- Inform visitors of the outbreak and discourage unnecessary visits
- Receive external advice, if necessary
- Cleaning regimes and checklists used for multi use vehicles
- Temperature recording for all colleagues, visitor and contractors on entering the Head Office premises
- Additional PPE provided inline with Government guidance and site-based risk assessments