

# ***Policy on controlling the risks of infectious diseases in the workplace (COVID-19)***

All therapists may be at risk of infection, or of spreading infection, especially if their role brings them into close contact with any other person, i.e. drivers, clients, delivery personnel, etc.

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.

In order to restrict and reduce the risk of infection in the workplace, we will:

- Have systems in place that assess the risk of and prevent, detect and control the risk of infection
- Ensure sufficient resources are available to secure effective prevention and control of infection
- Ensure therapists, 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
- Audits are carried out to ensure policies and procedures are being implemented
- A suitable and sufficient risk assessment is carried out with respect to 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
- Ensure suitable information on infections is provided to visitors, including the importance of hand washing 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
- Stagger start and finish times so that fewer people are together at once
- Cancel non-essential training sessions or arrange for virtual training.
- Deal with clients/customers by phone and email. If face to face meetings must take place, ensure that facilities are suitable to minimise the spread of infection e.g. allowing a distance of more than one meter between participants
- Consider whether employees may work from home

Copies of this policy shall be made available to all therapists and displayed at all main locations.

It shall be brought to the attention of all therapists, clients and visitors and be made available to any other interested party.

The authority for the administration and review of the system has been delegated to the nominated COVID officers of each discipline to ensure its continuing suitability and effectiveness in satisfying the specified requirement and general safety management specifications.

We, as the management team, are therefore committed to the enforcement of the above policy.

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Date

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Signed