

Metropolitan has developed this policy on minimising the risk of infectious diseases spreading in the workplace through effective prevention and management.

The policy seeks to ensure that employees are aware of the issues relating to infectious diseases at work and provides guidelines and control measures to personnel at all levels of the organisation on minimising the risk of employees contracting diseases through work and on dealing with infections if contracted.

Infectious diseases can be airborne (for example, corona virus, meningitis or TB), blood borne (for example, hepatitis) and faecal-oral borne (for example, gastroenteritis).

Infectious diseases that are new and spread quickly may impact on employees, contractors, supply chain and the Company's operations. It is important that we take measured and appropriate preventative actions to ensure that all persons remain safe and well and to ensure business continuity as far as is practicable. In order to restrict and reduce the risk of infection in the workplace, Metropolitan 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
- Undertake review and layout of workplaces to ensure movement and interactions between persons does not promote the spread of infectious diseases
- 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 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 there is adequate supply of PPE and RPE where a risk assessment identifies the need for them to be used to reduce of spread the risk of spread of infectious disease
- 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 and consider remote train methods where appropriate
- Where we can, deal with clients/customers by phone and email
- Encourage remote meetings and conferences where possible. 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 metre between participants
- Consider whether employees may work from home

Procedure

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

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Before use, check the Master List to verify that this is the current version

- Strongly recommend that employees follow any Government guidance
- 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
- Any persons with symptoms consistent with an infectious disease which requires testing shall only be permitted back to work when there is evidence or competent advice to confirm it is safe for them to do so
- Inform all persons within the workplace who have been known to have come into contact with an infected person in the workplace
- Where required, ensure notifiable outbreaks are reported to the relevant authority e.g. HSE
- Co-operate with any investigation by a relevant authority and comply with any investigation findings
- Review findings of any internal or external investigations and implement the relevant changes to prevent recurrence
- Prioritise cleaning, paying particular attention to the cleaning and disinfecting of toilets, handles, support handrails, taps, touch points, work surfaces and wash basins
- Ensure staff pay strict attention to infection control procedures, to the washing of hands and the wearing of protective clothing if required
- Provide and use antibacterial hand wash in all hand washing areas and in the rooms of outbreak
- Inform visitors of the outbreak and discourage unnecessary visits
- Receive external advice, if necessary.

Robert Warner (Signed)
Managing Director
Date Reviewed: 03rd July 2020