



<b>Company Name:</b>	PG Global ("the Company")
<b>Model Policy No.</b>	01/0021
<b>Model Policy Name:</b>	Prevention and Control of Infectious Diseases Policy
<b>Date:</b>	01 April 2017

## Definitions

**"Candidate"** means the person introduced by the agency to a client for a permanent or fixed-term engagement

**"Staff"** means the direct employee of PG Global Limited

**"Temporary Worker"** means the individual who is introduced by the employment business to render services to the client, including limited company contractors

**"Visitor"** any person visiting the premises who is not otherwise a Candidate, Staff or a Temporary Worker

## Policy Statement

It is the policy of the Company to provide and maintain a healthy and safe environment for all Staff, Temporary Workers, Candidates and Visitors and the Company is committed to minimising the risk of contracting an infectious disease. This policy is an aid to assist all staff, temporary workers and visitors in taking all reasonable steps to protect themselves from acquiring infections and to prevent cross infection; and to provide information and guidance on infection prevention and control that will assist managers in undertaking risk assessments and in developing policies across the Company.

## What is an infectious disease?

An infectious disease is caused by organisms such as bacteria, viruses, fungi and parasites which enter and reproduce in the body and can then cause harmful effects. Infectious diseases such as meningitis and influenza can be spread directly or indirectly from one human being to another.





## Temporary Workers and Candidates

Where the client has their own policy regarding infectious disease control the Company will ensure that all Temporary Workers supplied to that client are provided with a copy and all Temporary Workers will follow that policy and any advice and guidelines within it. For Candidates, once employment commences you will be subject to your employer's policies where applicable.

## Responsibilities

The HR department has ultimate responsibility to ensure that the information and guidance within this policy is communicated to all Staff, Temporary Workers, Candidates and Visitors and that the information and any actions necessary are understood and complied with.

## Duty of Care

All Staff, Temporary Workers, Candidates and Visitors with an infectious disease are reminded that you also have a duty of care to others. In order to help minimise the potential risk of transmission to others it is expected that you will inform the HR department, or duty officer, whichever is applicable immediately if you are suspected of having an infectious disease, or have an infectious disease.

It is important that all stakeholders of the Company have a clear understanding of their responsibilities to prevent the spread of infection and this includes ensuring your own workspace is clean and are familiar with any infection prevention and control policies and procedures that are in place.

## Procedure

Where a member of Staff at the Company is contacted or informed that another member of Staff, or a Temporary Worker has a suspected infectious disease it must be reported immediately to HR Department, or duty holder as required. Failure to report this information could result in disciplinary action.

If any member of Staff or Temporary Worker has or is suspected of having an infectious disease they will be isolated where possible or sent home and referred to a doctor or other medical professional as appropriate; to seek medical advice immediately. NHS Direct can be called at any time for advice on **0843 8502 079**.





## Planning

It is very difficult to know in advance the severity of any infectious disease and how it might impact the business, however due regard must be given to:

- Identifying the critical business activities which are essential to maintain during Staff shortages;
- The cross-training of Staff and Temporary Workers in the event of shortages in certain areas;
- Avoiding unnecessary travel;
- Consider telephone meetings opposed to face to face meetings;
- Improved access to hand hygiene facilities;
- Increased frequency of cleaning of premises and workstations;
- Consider flexible or home working for Staff

## Guidance

As a method of protection all Staff and Temporary Workers are expected to use tissues to cover their nose and mouth while coughing and sneezing, dispose of the tissue and then wash their hands. You should not reuse tissues as this increases the risk of further spread.

Individuals should clean their hands frequently, especially after coughing or sneezing. No special cleaning products are required, soap and water are effective and alcohol based hand-rubs can also be used. It is also advisable to clean down workstations and surfaces frequently touched by hands.

Individuals should ensure that they are up to date with any relevant vaccinations where applicable.

## Review

This policy will be reviewed regularly and may be altered from time to time in light of legislative changes or other prevailing circumstances.

## Disclaimer

This policy for infectious diseases is one of a general nature and no guarantee that it will meet your specific requirements is given either expressly or impliedly.

