

Control of Infection Policy

| | | | |
|-------------------------------|----------------|------------------------------------------------------------------------------|--------------|
| Policy Reference: | | HS10 | |
| Effective date: | October 2020 | Review date: | October 2023 |
| Approved by P&PRG: | September 2020 | Approved by BoM: | October 2020 |
| Owner: | Brian Gunn | Job Title: | H&S Adviser |
| To be issued to: | | Board of Management Senior Leadership Team ARK Management All Staff | |
| Method of Delivery: | | Email Policy Learn Pro | |

Version Control

| Date | Owner | Version | Reason for Change |
|----------|------------|---------|----------------------------------------|
| Aug 2020 | Brian Gunn | V5.0 | Cyclical review New policy template |

Summary of Changes

| Section | Change |
|---------|----------------------------------------------------------------|
| All | Move procedural information to related procedure |
| All | Updated terminology e.g. 'service users' to 'supported people' |
| | |

Control of Infection Policy

Contents

| | |
|----------------------------------------------------|---|
| 1.0 ARKs Values..... | 3 |
| 2.0 Purpose | 3 |
| 3.0 Policy Statement | 3 |
| 4.0 Scope..... | 3 |
| 5.0 Legal/Regulatory Framework..... | 3 |
| 6.0 Responsibilities | 4 |
| 6.1 Board of Management | 4 |
| 6.2 Executive Team | 4 |
| 6.3 Senior Leadership Team..... | 4 |
| 6.4 Managers | 4 |
| 6.5 All Staff..... | 5 |
| 6.6 Third Parties | 5 |
| 7.0 Control of Infection..... | 5 |
| 8.0 Related Policies & Procedures | 5 |
| 9.0 Equality Impact Assessment (EIA)..... | 5 |
| 10.0 Data Protection Impact Assessment (DPIA)..... | 5 |
| 11.0 Stakeholder Consultation..... | 5 |
| 12.0 Monitoring and Review..... | 6 |
| 12.1 Monitoring | 6 |
| 12.2 Review..... | 6 |

1.0 ARKs Values

Our organisational values are the basis for everything that we do, from providing housing, care and support to tenants and service users to ensuring that staff have clear standards of performance set. ARK believes that everyone should have the opportunity to lead a happy, healthy and safe life. We value:

- The worth of each person
- Trusting relationships
- Understanding difference
- Challenging oppression
- Personal and organisational accountability
- Caring for our physical environment
- Enjoyment

2.0 Purpose

ARK Housing Association Ltd. recognises that, as an employer, it has a duty of care under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Control of Substances hazardous to Health Regulations 2002 (COSHH).

3.0 Policy Statement

The main aims of the Control of Infection Policy is to provide workplace environments that reduces the transmission risk of infection to employees, people we support, relevant third parties and will describe what control measures we will take to reduce any infection risk.

4.0 Scope

All Board of Management Members and employees and third parties are required to abide by this policy.

5.0 Legal/Regulatory Framework

The key piece of legislation underpinning this policy is the Health and Safety at Work Act 1974.

In terms of regulatory expectations, Standard 5.3 of the Scottish Housing Regulator's Regulatory Standards of Governance and Financial Management requires that each RSL should, in accordance with the requirements of the Act:

Recognise the general duty of employers to ensure, so far as is reasonably practicable the health, safety and welfare at work of their employees.

As well as the legal and regulatory imperatives, ensuring that ARK meets its obligations in relation to the Act is also in keeping with ARK's Values.

The Scottish Government Health and Social Care Standards section 1.4 have been considered as part of this development of this policy and procedure.

6.0 Responsibilities

6.1 Board of Management

ARK's Board of Management is responsible for consideration and approval of this policy, and for ensuring that its decisions are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

6.2 Executive Team

ARK's Executive Team is responsible for ensuring that this policy is reviewed in accordance with ARK's schedule for review of policies, or sooner if required. The Executive Team is responsible for ensuring that its decisions, and that the decision of officers, are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

6.3 Senior Leadership Team

ARK's Senior Leadership Team is responsible for review of the policy, and for ensuring that its decisions, and that the decision of officers, are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

6.4 Managers

ARK Managers will be responsible for the effective implementation of this policy within their area of responsibility. They must also ensure that each member of their staff, through induction, and team meetings, is made aware of this policy and participates in relevant training.

6.5 All Staff

All ARK employees are required to familiarise themselves with this policy and comply with its provisions.

6.6 Third Parties

ARK will ensure that the Control of Infection Policy is complied with when third parties, such as contractors / families / others are carrying out functions on behalf of ARK.

7.0 Control of Infection

This policy and accompanying procedure will provide staff with information on how to reduce the risks of cross infection in ARK workplaces by detailing suitable control measures required to keep our staff and supported people in good health during infection outbreaks locally and nationally.

8.0 Related Policies & Procedures

This policy should be read in accordance with the Control of Infection Procedure.

9.0 Equality Impact Assessment (EIA)

No equalities information has been identified in relation to the development of this policy, and consequently an EIA has not been completed.

10.0 Data Protection Impact Assessment (DPIA)

No data protection implications have been identified in relation to the development of this policy, and consequently a DPIA has not been completed.

11.0 Stakeholder Consultation

In developing this policy the following groups were consulted:

- ARK Board of Management
- ARK Executive Team
- ARK Senior Leadership Team
- ARK Area Managers
- ARK staff

- ARK Working Group

12.0 Monitoring and Review

12.1 Monitoring

ARK's Executive and Senior Leadership Teams will monitor implementation of this policy on an ongoing basis, particularly in relation to ensuring delivery of Equalities Impact Assessments, and in relation to ensuring that relevant decisions within ARK are taken in line with the obligations and expectations set out in this policy.

12.2 Review

This policy will be reviewed within 3 years from the date of approval by our Board of Management, in accordance with ARK's policy review framework.