**Policy on controlling the risks of infectious diseases in the workplace – MTC Northwest and MTC Truck & Van Rental**

**Introduction**

All employees may be at risk of infection, or of spreading infection. 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.

As a rule we all need to keep to the government guidelines, whenever possible please ensure that you keep a safe distance from other people, refrain from touching your face/eyes and wash your hands for 20 seconds with soap and warm water frequently and use the hand gels provided. More details are outlined below.

The company have issued all anti-bacterial wipes and sprays and placed them around the premises where we believe they are needed, please ensure you ask for these if you cannot find them and if you finish off a produce, ensure to have it replaced

If you are showing any of the symptoms of COVID-19 then please, carry out a COVID test and if you are positive, then it is advised for you to stay at home and contact your manager for current advice.

Procedure

**On Arriving at Work**

Please

* Sanitise your hands using the sanitiser located near the entrances
* Please wipe down the clocking machine with screen wipes after clocking in.

**Communal eating areas**

Ensure that:

* You clean the cooking, work and eating surfaces before and after use with the cleaning materials provided
* Wash your hands frequently and thoroughly with soap and water

**Office**

Ensure that:

* That you wipe down your work area, keyboard, mouse and telephone etc…. each day upon arrival ensuring you only use your own equipment
* Wash your hands frequently and thoroughly with soap and water

**Workshop & Parts Department**

Ensure that:

* When you enter a customer’s vehicle wipe down the vehicle keys, steering wheel and gear selector before and after use with antibacterial wipes
* That the locker rooms areas are kept clean and tidy and are wiped down daily
* Wash your hands frequently and thoroughly with soap and water
* Sanitise touch screens using provided screen wipes following use.

**Off Site Work**

Should there be a necessity to work off site, such as breakdowns and/or collection and deliveries please ensure that

* personal protective equipment is used
* Shoe covers and seat covers are to be used in customers vehicles and then, be discarded after use.
* Wash your hands/use hand gel and swap gloves before then entering the work vehicle to avoid cross contamination.
* Ensure that keys are wiped before and after use.

**Customers / Visitors**

All visitors must report to reception times. Under no circumstances should access be permitted to the workshop.

Visitors should follow the visitor health and safety procedure.

Please also pay attention to the following

* We strongly recommend that you follow any Government guidance published on self-isolation/quarantine as it changes
* ensure that if you have infectious disease symptoms you 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
* ensure you pay strict attention to infection control procedures, in particular to the washing of hands and the wearing of protective clothing as required

In order 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.
* will prioritise cleaning, paying particular attention to the cleaning and disinfecting of toilets, handles, support handrails, taps and wash basins and 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. This applies also to equipment.
* ensure sufficient resources are available to secure effective prevention and control of infection, such as antibacterial wipes and hand gel.
* 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.
* 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 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 and any other persons necessary.
* ensure all staff co-operate with our control of infection procedures.
* provide regular suitable training, including induction training to all staff.

Stephen Gray

Managing Director

Policy Reviewed: 22/08/23 JR – no changes required