



**Williamsburgh**  
**H O U S I N G   A S S O C I A T I O N**  
**• L i m i t e d •**

Policy On Infectious Diseases

This policy can be made available in different languages and other formats such as Braille, large print or tape, on request.

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## 1. Introduction

It is foreseeable that our staff may come into contact with individuals suffering from an infectious disease either during the course of a home visit or in the office. We accept that current Health and Safety legislation and good practice requires that all reasonable steps be taken to assess and control health risks to employees. We would generally achieve this through undertaking a risk assessment.

## 2. Aims and Objectives

The aim of this policy is to protect our staff as far as possible. We acknowledge that there are potential risks to them in undertaking their duties and we will seek to introduce whatever control measures deemed appropriate to reduce those risks. Through relevant training, familiarisation and adherence to this policy, it is anticipated that the potential risks to staff of coming into contact with infectious diseases will be minimised.

### 3. Policy

We will seek to implement appropriate control measures to protect staff without imposing unworkable procedures.

- Contact With Members Of The Public:
  - ◆ We will highlight the tenant's responsibility to inform staff of any current / recent transmittable illness within the household, prior to a home visit. We will incorporate this responsibility within the checklist of items covered when a tenant is signing for a new property. It will also be incorporated within the Residents Handbook.
  - ◆ We will also emphasise that tenants should not visit the Association's office while suffering from an infectious disease.
  - ◆ As part of our risk assessment for new / expectant mothers, consideration will be given as to whether such individuals should carry out home visits or come into close contact with the public.
  - ◆ Where an individual is clearly ill within a household being visited or when visiting the office, the visit / meeting should be stopped immediately. The member of staff should then report the tenant's condition to the Health & Safety Administrator.
  - ◆ No food or drink should be accepted while visiting a tenant's home.
  - ◆ The Employment Medical Advisory Service (EMAS) (contactable at the HSE office) should be consulted regarding available inoculations against infectious diseases and other appropriate medical measures.
  - ◆ The Association will offer hep.B injections to those members of staff who are involved in visiting/inspecting vacant properties.

### 3. Policy Contd.

- Contact With Staff Members :
  - ◆ Members of staff suffering from an infectious disease, or whose co-habitors are suffering from an infectious disease, should inform their line manager, who will investigate the situation to determine whether the staff member should remain away from the office. Advice may be obtained from EMAS, the Association's medical officer or from the individual's G.P. Particular account should be taken of the presence of new / expectant mothers within the office.

#### 4. Review

This policy will be examined by the Association's Management Committee every three years as part of our review of the Health & Safety Control Manual to ensure that it responds to all relevant legislation and any changing circumstances.

The review will take place following the appropriate consultation with residents, as outlined in our Tenant Participation Strategy.

