

HOUSE OF HERBS  
MEDICAL HERBALISTS

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12 BROAD STREET, STAMFORD, LINCOLNSHIRE, PE9 1PG

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**COVID-19 Safe Working Practices Policy**  
**House of Herbs Medical Herbalists**

Version 1 - 24/06/2020

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## 1 Introduction

### 1.1 Purpose

House of Herbs Medical Herbalists are committed to adhering to working practices that minimise the risks of Covid-19 transmission.

In order to do this House of Herbs Medical Herbalists endeavour to act in accordance with Government legislation and the most current advice of Public Health England (PHE).

This policy outlines the roles and responsibilities of House of Herbs Medical Herbalists in relation to safe working practices as a result of Covid-19.

### 1.2 Scope of Policy

This policy provides an overview of the responsibilities and actions required by a range of stakeholders. These stakeholders are:

- Stamford Consulting Rooms (the owners of 12 Broad Street)
- Patients of House of Herbs Medical Herbalists
- Visitors to House of Herbs Medical Herbalists
- Contractors and Members of the Public who enter 12 Broad Street, Stamford PE9 1PG.

As detailed above, all implemented measures will be reviewed and assessed regularly to ensure compliance with the most up to date Government legislation and recommendations from Public Health England (PHE).

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## 1.3 Health and Safety Implications

### 1.3.1 Section 2 – Health and Safety at Work Act 1974

'It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees.'

### 1.3.2 Section 3 – Health and Safety at Work Act 1974

'It shall be the duty of every employer to conduct their undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in their employment who may be affected thereby are not thereby exposed to risks to their health and safety.'

## 1.4 Definitions

### 1.4.1 Social Distancing

Keeping space between yourself and other people outside of your home.

To practice social distancing:

- Stay at minimum of 2 meters away from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

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## 2 Policy

### 2.1 Principles

Any stakeholder, who has been diagnosed with Covid-19, or suspects a diagnosis of Covid-19, must comply with all medical advice on appropriate isolation until the virus is no longer transmissible through routine contact as determined by medical advice.

The stakeholder has a duty to inform House of Herbs Medical Herbalists as soon as reasonably practical.

### 2.2 Procedures

Throughout the period of Covid-19 House of Herbs Medical Herbalists are committed to engaging in additional activities to minimise risks to all its stakeholders, these safe working practices are detailed below.

#### **General cleaning of the common parts of the building**

Daily cleaning of the common parts is performed by Stamford Consulting Room's cleaning contractor that includes the use of anti-viral cleaning products.

A deep clean of the common parts and individual rooms throughout the premises was performed by Stamford Consulting Room's cleaning contractor on 26/05/2020.

#### **Hand sanitisers**

Automatic non-touch alcohol rub dispensers are located in the common parts of the ground floor of the building.

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## **One-way Entry and Exit system to the building**

The building has a separate entry and a separate exit. This is a clearly signed posted one-way entry and exit system in the building that is to be strictly adhered to.

If using the upper floors, priority is given to persons descending the stairs - those that are exiting the building.

Wait points are located around the building to help facilitate social distancing when entering and exiting the building.

## **There is no 'Waiting Room'**

To ensure compliance with minimum safe social distancing there is no longer a 'Waiting Room' in the building. It is thus imperative the patients and visitors to House of Herbs Medical Herbalists ensure sufficient time between client meetings.

## **Practice Social Distancing**

Observe and respect minimum safe distancing as best as is practicably possible. Avoid all physical contact with others as best as is practicably possible.

## **Cover coughs and sneezes**

Remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Immediately dispose of used tissues in the nearest bin.

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## 2.3 Specific Practices

### Herbal Medicine Medical Consultations

Consultations will be held via zoom (or similar) virtual conferencing software or via telephone or email. In person consultations may be available after appropriate screening.

Patients may be asked to provide details of their temperature and blood pressure during the virtual consultation.

Patients will be advised to immediately refer to their GP or dial 111, if they exhibit any symptoms associated with COVID-19. The latest NHS guidance and advice about coronavirus (COVID-19) is available here - <https://www.nhs.uk/conditions/coronavirus-covid-19/>

### Herbal Medicine Dispensary

Herbal Medicine prescriptions are dispensed using the appropriate and required hygiene standards.

During the COVID-19 pandemic, Medical Herbalists will dispense and prepare herbal medicine prescriptions using appropriate PPE (masks, eye coverings, gloves, lab coat).

**Any stakeholder who fails to comply with this policy  
will be asked to leave the premises immediately.**