INFECTION CONTROL POLICY

PURPOSE AND SCOPE

This policy sets out how Evolve College Pty Ltd (RTO 41035) ("**Evolve College**") prevents and manages the spread of infection, to keep students, staff, clients and visitors as safe as possible. Evolve College delivers massage training (including on-campus classes, student clinics and community events) and counselling training (online, with on-campus weekends for students in Western Australia). This policy applies to all students, staff, contractors, clients and visitors at Evolve College training centres, clinics and events.

1. DEFINITIONS

a) (**Infection**) occurs when an infectious agent is transmitted to a susceptible person (host) and causes illness.

b) (**Infectious agents**) are biological agents, such as bacteria, viruses and fungi, that cause disease or illness.

c) (**Infection control**) is action taken to prevent the transmission of infectious agents, and to manage infections if they occur.

d) (**Contact transmission**) is the passing of infection from one person to another, usually by hand or through contact with blood or body substances. It may be **direct** (skin to skin, or contact with blood or body fluids, for example through an open cut) or **indirect** (through a contaminated object, surface, towel or unwashed hands).

e) (**Droplet and airborne transmission**) is the spread of infection through coughing, sneezing or breathing.

f) (**Standard precautions**) are the basic infection control practices used at all times, for everyone, on the basis that all blood and body substances are potentially infectious.

2. PRINCIPLES AND RESPONSIBILITIES

a) Effective infection control is a priority for Evolve College and an essential part of the high-quality care our students give clients and of a safe environment for everyone. It is not optional.

b) People are the most likely source of infection. Infection spreads mainly through contact, but also through droplets, the air, and contaminated food, water, equipment or linen.

c) Students, staff and clients are given enough information to take part in reducing the risk of infection.

d) Infection control is taught to students as part of their course, and staff are trained in infection control practice.

e) The Executive Manager Education and Training reviews compliance with this policy periodically.

3. STANDARD PRECAUTIONS

a) (**Hand hygiene**) Wash and dry your hands (or use alcohol-based hand rub) before and after every client contact, after removing gloves, and whenever hands are visibly dirty. Keep fingernails short and remove rings and jewellery when treating clients.

b) (**Cuts and abrasions**) Cover any cut or abrasion on exposed skin with a water-resistant dressing, changed as often as needed. Never perform a treatment with an uncovered cut, and never let a cut come into contact with another person's skin.

c) (**Gloves**) Wear disposable gloves whenever there may be contact with blood or body substances, and general-purpose utility gloves for cleaning and handling disinfectants. Discard gloves that are torn or damaged.

d) (**Cough and sneeze hygiene**) Cover coughs and sneezes with a tissue or your elbow, dispose of tissues straight away and clean your hands.

4. MASSAGE HYGIENE

Students and staff must, in all classes, clinics and events:

a) use clean, freshly laundered towels and table linen for each client, and place used linen straight into a laundry bag;

b) clean the massage table, face cradle and any bench or surface used for oils or creams after every client, using a suitable detergent or disinfectant wipe;

c) dispense oils and creams so the container never touches hands or skin (for example, by squeezing from a pump or bottle held clear of the hand), using only Evolve College-issued oil bottles in class;

d) ask clients before treatment whether they are unwell or have any infectious condition, and reschedule anyone who is unwell; and

e) never massage over broken skin, rashes, skin infections (such as tinea or impetigo) or any condition that may be contagious, and refer the client to a health professional where appropriate.

5. ILLNESS AND STAYING AWAY

a) Students, staff and clients with an infectious condition must not attend Evolve College premises, clinics or events while they are infectious.

b) If you have symptoms of a respiratory illness (such as fever, cough or sore throat) or gastroenteritis, stay home until you are well. Contact us on 1300 880 885 or at evolve@evolvecollege.com so we can help you make up any class time missed.

c) A Trainer/Assessor may ask anyone who appears unwell to leave a class or clinic.

6. EXPOSURE TO BLOOD OR BODY FLUIDS

a) If blood or body fluids come into contact with a student, staff member or client, give first aid straight away (wash the area with soap and water, or rinse eyes or mouth with water) and arrange medical assessment where needed.

b) Tell the supervising Trainer/Assessor as soon as possible and complete an incident report form.

c) (**Sharps**) Needles and other sharps are not part of Evolve College's massage or counselling training. If any sharps are used or found (for example, in first aid), they must not be passed hand to hand or resheathed, and must be disposed of immediately in a labelled, puncture-resistant sharps container kept out of reach of children.

7. RISK MANAGEMENT

a) Evolve College assesses infection risks by considering how likely infection is from a particular hazard and the consequences if someone is infected, and prioritises actions to manage them.

b) If an infection risk or incident is identified, Evolve College will act straight away to remove the cause (including thorough cleaning and, where needed, excluding people while infectious); review what happened and change procedures where needed; monitor compliance; and give students, clients and staff any further information or training needed.

8. NOTIFIABLE DISEASES

Evolve College will notify the local public health unit whenever required under the public health law of the state or territory concerned – for example, an outbreak of gastroenteritis or food-borne illness – and will follow its advice.

9. IF A TRAINER/ASSESSOR HAS AN INFECTIOUS DISEASE

a) A Trainer/Assessor diagnosed with an infectious disease must not teach, assess or attend Evolve College premises during the infectious period advised by their doctor, and must give Evolve College a medical certificate stating the date of diagnosis, the condition, the infectious period, and the doctor's view of the likelihood of transmission to anyone they taught or assessed in that period.

b) Before returning, the Trainer/Assessor must provide a medical certificate confirming they are no longer infectious. Certificates are emailed to the Administrative Officer responsible for Trainer/Assessor liaison and kept on file.

c) If a class may have been exposed, the Trainer/Assessor completes an incident report form, and, where the doctor indicates a likelihood of transmission, the Administration Team will tell the class about the condition, the steps taken to reduce risk, and to see a doctor and tell Evolve College (1300 880 885 or evolve@evolvecollege.com) if symptoms develop. Personal details are kept confidential.

10. RECORDS

Evolve College keeps records of infection control training, information given to students, staff and clients, and any incidents and how they were managed.

11. REFERENCES

- Work health and safety laws of each state and territory in which Evolve College delivers training.
- National Health and Medical Research Council, *Australian Guidelines for the Prevention and Control of Infection in Healthcare* (2019, as updated).
- State and territory public health legislation on notifiable diseases.

Version V26.02. Approved November 2026. Next review: November 2027. Replaces V18.01.
Related documents: Student Handbook (Student Code of Conduct – personal hygiene and equipment), Massage Draping Protocol, Clinic Attendance Policy, Student Agreements.