

Pandemic / Influenza Policy

Version 3	PO044 – Pandemic / Influenza Policy	Last reviewed: 03/04/2023 Next Review 31/03/2024
March 2023	Prepared By HSQC Department	
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PO 046 - PANDEMIC / INFLUENZA POLICY

Company Policy:

Our company policy is to respond to a disease / influenza pandemic by:

1. Appointing a senior member of staff as emergency contact and responsible for policy implementation.
2. Making an operational assessment of the impact on our business, depending on the circumstances of the outbreak as outlined by the government and health authorities.
3. Safeguarding 'employees and clients health'
4. Quickly recovering and resuming normal service to our clients.

Emergency Contact Persons:

Our company's emergency contact persons are the Managing Directors, Mark Alflatt, Keith Alflatt, and Directors Jack Parker, Paul Crookes and David Saunders along with the support of HR, Lewis Crookes HR, Quality and Compliance Manager and Abi Price, Client Relationship manager - They are also responsible for implementing this policy.

Operational Assessment:

We will carry out an operational assessment to evaluate the impact of the pandemic to our service provision and potential risk to our employees and clients.

This assessment will include:

IMPACT OF THE PANDEMIC ON THE BUSINESS:

- Potential loss of staff through illness
- Potential loss of supplies through disruption to our suppliers
- Potential loss of subcontractors through illness or disruption from their suppliers
- Potential suspension of service to clients affected by a flu outbreak

IMPACT OF THE PANDEMIC ON EMPLOYEES AND CLIENTS:

- Potential risk of contamination between our employees.
- Potential risk of contamination between our employees and our clients.
- Loss of service to customers due to staff illness.

SAFEGUARDING EMPLOYEES AND CLIENTS HEALTH BY CONSIDERING:

1. Following government and health organisation guidelines with regards to transport, personal hygiene and food safety advice.
2. Using PPE (personal protective equipment) including masks, filters etc in the case of our engineers.
3. Ceasing to service premises deemed to be a dangerous source.
4. Not sharing vehicles, tools or equipment between our engineers.
5. Not undertaking any new work to avoid the risk of infection and transmission, however we **will** complete any work that is underway at the time.

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RECOVERING AND RESUMPTION OF SERVICE:

1. We will continue to provide our services in the Priority Order set out below:

- Planned visits to key clients.
- Reactive visits (call outs) to key clients.
- Planned visits to other contract clients.
- Routine visits to other contract customers.

In order to continue servicing our clients in the case of staff absence through illness, our directors, contract managers, engineers are fully trained and equipped to carry out service work.

We keep a stock of tools and materials sufficient to cover our services for a minimum of 3 months under normal circumstances or longer if staff members were incapacitated. We also have a list of alternative suppliers who provide us with all necessary tools and materials.



Keith Alflatt
Joint Managing Director



Mark Alflatt
Joint Managing Director



Paul Crookes
Director



David Saunders
Director



Jack Parker
Director

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