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Pandemic Planning Health and Safety Policy

The Health and Safety at Work Act 1974 imposes a statutory duty on employers to ensure, insofar as is reasonably practicable, the health, safety and welfare of their employees whilst at work. This duty also extends to others who may be affected by the activities of Engineered Systems (Electrical) Ltd.

Aims and Commitments:

Engineered Systems (Electrical) Ltd will:

- Provide a safe and healthy working environment and will not compromise the health and safety of any individual whilst having direct control of Pandemic circumstances.
- Provide the necessary training, advice and resources to all its staff to allow for the safe performance of day to day operations whilst operating in a Pandemic Scenario
- Comply, as far as reasonably practicable, with relevant health and safety legislation and Government body advices regarding Pandemics

Pandemic Planning (including COVID-19 / Coronavirus)

Introduction:

Viral Pandemics, including COVID-19 and other strains of Influenza, are highly infectious viral illnesses that have the capacity to spread very rapidly. A pandemic occurs when a new viral infection strain emerges and spreads, because people have no natural resistance to it. The scale, severity and impact of a viral pandemic are difficult to predict. What is known is that pandemics affect entire countries with up to 50% of the population developing the illness. Past pandemics have spread globally in two, and sometimes three, waves over a period of months.

Any viral pandemic, as confirmed by the World Health Organization, has the potential to seriously affect Engineered Systems (Electrical) Ltd.'s operations, its employees and their families. With such a high percentage of the population potentially affected, absenteeism could disrupt public transportation systems, utility services, health provision and services, communications and services provided by our suppliers. It is also anticipated that schools would be closed to prevent the spread of infection.

A viral pandemic may therefore affect our staffing in four principal ways:

- Staff may themselves become infected, which is likely to lead to an unprecedented level of sickness absence



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- Staff may have fears of being infected whilst at work and of passing on infection to their families and friends
- Stress levels will be higher than normal because of pressures on staffing
- Staff with caring responsibilities may be adversely affected by local measures, such as closure of schools. As a result, staff may have to stay at home to care for dependent children. In other cases, staff may be caring for partners and other dependents, such as older relatives

Viral Pandemics have the potential to affect all businesses and employers in a region, including those providing essential services on which this business relies.

Engineered Systems (Electrical) Ltd will use the World Health Organization pandemic alert phases to trigger organisational actions once evidence emerges of increased human-to-human transmission.

Our focus will be on: -

- Raising employees' awareness of the threat of a pandemic
- Producing action plans when needed that are specific to each of the organisation's locations
- Maintaining health and hygiene measures and standards

Planning for a Pandemic:

When it starts to become obvious that local facilities and services are not functioning satisfactorily, decisions will be made at Company level to enable a corporate response.

The planned response will be to:

- Maintain awareness of global developments and advices given
- Undertake awareness training/give advice across the organisation
- Brief senior management on control measures
- Ensure external stakeholders are involved/made aware, e.g. suppliers, insurers, customers
- Maximise the use of video conferencing where available
- Review all overseas travel to infected areas and countries

Pandemic Response:

The company will seek to reduce the overall and specific risks to staff by taking appropriate infection control actions. Engineered Systems (Electrical) Ltd will distribute information regarding monitoring transmission interventions, infection control, communications, identifying vulnerable workers, and business and personal travel.

Pandemic Recovery

Unlike other disaster contingency planning, recovery interventions in the case of a pandemic, need to take into account the likelihood of follow-on waves which may place the organisation in a critical response phase for many weeks, possibly months.

Because of the ever-changing conditions that apply to a Pandemic scenario, company guidelines and safe working procedures will be constantly reviewed to allow for flexibility and adaptability.

Guidelines and Safe Working Procedures in response to a Pandemic

Transmission Interventions – Infection Control:

Engineered Systems (Electrical) Ltd will seek to reduce the overall risks to staff by taking appropriate infection control actions. It is absolutely essential that the following control measures are instigated at the earliest opportunity. Basic health protection advice will be issued to all staff.

- Avoid close contact at work and outside (face-to-face/large gatherings)
- Stay at home when sick

- Cover mouth and nose when sneezing / coughing
- Immediately bin any tissues used when sneezing / coughing
- Clean hands thoroughly immediately - with hot water and soap for a minimum of 20 seconds / if unavailable use hand sanitizer
- Avoid touching eyes, nose and mouth
- Stop visitors to your site
- Stop your staff visiting sites of known or possible infection
- Increase site cleaning. This **must** include **all** - door handles / door push panels / telephones / handrails / light switches / other communal areas and items / printers and photocopiers
- Have sufficient quantities of alcohol-based hand-gel / sanitising wipes / alcohol-based cleaning agents
- Instigate site contingency plan - should staff be required to stay at home to look after children because of schools closures or relatives and others who succumb to infection*

*This should be instigated immediately family members and close friends of staff become infected, whether the staff member succumbs personally, remains at work, or not. These steps may be too late, however, where incubation / carriers of the virus are already be on site.

Initially policies for Time Off for Dependents or Holiday should be used for time off. Greater flexibility will be required where deaths impact on personnel. In all cases Engineered Systems (Electrical) Ltd will advise / confirm staff conditions of pay.

Goods, services and functions of Engineered Systems (Electrical) Ltd that are essential to its operations and business are defined below:

- Carry out business planning i.e. which functions/services can be carried out by other locations/sites (if necessary)
- Develop an order of succession i.e. plan which functions/services can be carried out by personnel other than those normally given the task, and train non-essential back up staff to perform essential tasks
- Purchase/stockpile essential supplies, materials and equipment
- Ensure maintenance plans are up to date to guarantee that all equipment essential to the business's operation, is capable of sustained operation
- Encourage a high take-up of annual flu jab vaccinations amongst employees at higher risk
- Put in place policies to enable flexible working in the event of a pandemic for key staff
- Ensure the adequate supplies of infection control materials (e.g. alcohol-based hand cleaners, wipes and cleaning materials) are held in readiness
- Ensure steps are taken to heighten awareness of Engineered Systems (Electrical) Ltd.'s infection control procedures, particularly covering hand hygiene
- Provide advice for all workers on personal, workplace and family protection as the pandemic develops
- Prepare employee support services, including grief counselling and psychiatric care

Implications for other H&S & HR Policies:

The Pandemic Policy and associated arrangements will only be invoked during a Pandemic outbreak and, at that time, will override existing policies with Board approval.

The policy is developed in the context of a duty to provide our customers with a level of service, whilst maintaining the health, safety and welfare of our staff. The impact of a pandemic may be significant and consequently there may be a time when existing working arrangements will be insufficient and new arrangements covering some areas will have to be invoked, for example:

- Flexible working / alteration to work patterns

- Redeployment
- Overtime and unsocial hours
- Disruption to travel infrastructure
- Additional staffing provision
- Sickness absence
- Annual leave – cancellation / refusal
- Compassionate leave
- Carers / dependents leave
- Study leave – cancellation / suspension
- Support to Staff
- Staff who refuse to attend work
- Staff at high risk
- Pay arrangements

Instructions on these will be sent out individually by Mick or Alison.

At no time will any health & safety procedures be suspended.

Personnel at work will be expected to continue to abide by all company rules, regulations and working procedures at all times.

It may be necessary to suspend any work in HR that is not required by law. It is anticipated that any disciplinary investigations and hearings will be suspended until after the end of the recovery period of the pandemic. However, the powers of suspension will be retained in the event of serious disciplinary events taking place.

Across all services there will be a need to ensure that appropriately trained staff are available in the relevant location(s) to ensure continuity of service. It is hoped that personnel will work closely with Engineered Systems (Electrical) Ltd to ensure service continues to its customers.

Because of the ever-changing conditions that apply to a Pandemic scenario, this Policy, Guidelines and Safe Working Procedures will be constantly reviewed to allow for flexibility and adaptability.

COVID-19 Symptoms:

The most significant symptoms are the sudden onset of:

- fever
- cough or shortness of breath
- tightness of the chest

Other symptoms may include:

- headache
- tiredness
- chills
- aching muscles
- sore throat
- runny nose
- sneezing
- loss of appetite

Infectious period: Most people may be infectious soon after they develop symptoms and will continue to spread the virus for up to fourteen days (adults). People become less infectious as symptoms subside and are considered no longer infectious once symptoms are gone.

If you develop symptoms while not at work:

- Stay at home (self-isolate) and do not go to work until you are fully recovered
- Contact the National Health Service advice line (telephone 111 in UK) for advice and an initial assessment of symptoms in the first instance
- Inform your manager to let them know you are ill

REMEMBER: CATCH IT! BIN IT! KILL IT!

