

Business Continuity Plan - Infectious Disease Pandemic

The Chartered Management Institute's 2011 Business Continuity Management report makes specific reference to a flu pandemic and suggests that particular attention is given to this threat.

The primary purpose of our infectious disease plan is to protect the health and safety of site personnel, protect site assets, and preserve the ability to continue essential operations.

We aim to utilise a three phase approach to seek to minimise the threat:

Phase 1. Initial outbreak.

- Notifying all our staff as to the recommended procedures regarding containment, with regular governmental updates
- Issue Site Managers with Guidance on Unitrust Coronavirus protocols
- Review all annual leave returns and locations of travel and wellbeing in line with government advice
- Issuing guidelines to staff, of known symptoms, so they can be vigilant in the early detection of infected persons on site
- Release and require completion of Ihasco Coronavirus Training Info Video by all staff.
- Issue Policy on "What to do in the event they display symptoms at work" (self-isolate immediately, inform Client/Site Manager/Control, removal from site to home)

- Issue guidelines on "What to do in the event they display symptoms at home" (self-isolate for 14 days if required, call Control immediately)

- Provide alcohol hand gel in instances where it is not provided by our client sites.

- Use increased wash down facilities;

- Provide PPE where appropriate if not supplied by client site, i.e. gloves, and hand sanitizer.

Phase 2. Increased cases in specific geographic areas.

- Employ social distancing techniques in order to limit viral spread of infection at the site.

- Risk assess all sites to determine anyone displaying symptoms and send them home;

- Non-essential staff to work from home via remote working facilities;

- Establish potential for key personnel and shift officers to remain on site;

- Seek to maintain core services – large pool of CSOs maintained, supported by our Close Protection teams and 3rd party security recruitment company (if necessary)

- Establish minimum site manning levels in advance with clients

- Regular communications with staff and clients regarding the status of the pandemic with updates on the Government guidelines and best practice via email, SMS and employee/client portal.

Phase 3. Widespread outbreak.

- Home working;
- Withdraw mobile visits and fall back to remote monitoring;
- Staff to refrain from using public transport. Transport contingency options would be considered.
- Issue of pandemic PPE to staff
- Consider food provision arrangements such as those used by the military.

We have established an incident response process to manage any outbreak of coronavirus within one of our client premises.

The incident response team will consist of the:

- **Unitrust Contract Manager**
- **HSQE Manager**
- **Head of Operations**
- **Strategic Director**

- **Senior Responder** – Malcolm Kay (Head of Operations)

- **H&S Responder** – Darryl Roberts (HSQ&E)

- **Response Team Member** – Site Contract Manager

- **Response Team Member** – Sarah Griffin (Strategic Director)

The HSQE Manager and Contract Manager must be notified immediately of any coronavirus risk in a client building. The HSQE Manager will then assess the situation and as necessary call together the incident response team.

The response team will agree the measures that are to be put in place with the client and how that will be communicated to staff.

<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-guidance-to-assist-professionals-in-advising-the-general-public/guidance-to-assist-professionals-in-advising-the-general-public>