

Emergency Health Policy

Introduction

Outbreaks of infection can vary greatly in extent and severity. This plan recommends general procedures, which are to be followed in all types of outbreaks and applies to all staff and contractors. This Policy should be read in conjunction with the Health and Safety Policy.

Statement of Intent

Axcis Education has an incident and crisis management team (CMT), which includes the CEO, Senior Director and HR Director. The CMT are responsible for the command, control, co-ordination and communication of our response to an incident or crisis a public health emergency affecting our business operations, our staff, contractors and clients. The CMT are responsible for managing the response to an incident or crisis respectively.

In direct response to an event a public health emergency, the CMT will oversee and lead the development of HR policies and procedures. The CMT will subsequently test contingency plans through scenario-based exercises.

Procedures

Internal and external communications to our staff, contractors, clients and other interested parties will be coordinated by our CMT team. More detailed information will be provided if the likelihood of an outbreak or a public health emergency were to arise.

As appropriate, Axcis Education will also seek information from it's clients with regard to their own contingency plans and current advice they are issuing to their own workforce, to ensure that where Axcis Education have contractors on our clients' sites, that our advice is complimentary to any requirements at those sites.

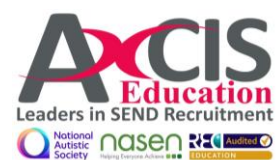
Priorities

Our main priorities during an outbreak or a public health emergency will be to

- Provide support to our colleagues and contractors who become ill (providing access to health information and potentially supplementing healthcare and well-being initiatives);
- Maintain open and frequent communications with our staff, contractors and clients regarding developments related to the outbreak or a public health emergency where it directly affects our organisation and provision of our recruitment services to our clients;
- Implement measures to minimise the spread of an outbreak throughout our organisation (and ultimately across our client sites) as appropriate and advised by relevant government and health authorities, which will include contingency measures to;

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- Manage instances of illness amongst our staff and contractors and have in place appropriate staff policies including those dealing with absences (particularly where families are required to care for children at home where schools close), travel, whether to attend work, and personal hygiene measures;
- Allow for alternative arrangements for key functions to operate remotely where offices are required to be partially or fully closed to prevent the spread of an outbreak;
- Place restrictions on business related travel and business meetings and provide alternatives to physical meetings where it becomes necessary to minimise contact with third parties in aid of preventing an outbreak a public health emergency;
- Continue to provide recruitment services to our customers with potentially high rates of staff and contractors absences across our branch network to minimise the impact to our business and our clients' businesses;
- Continue to support our national and strategic accounts, particularly where we provide recruitment services from our client's premises and to ensure that our contingency plans are developed in alignment with our client's plans given our presence on our client sites;

Infection control

Our main infection control measures will be:

- Ensuring our staff, contractors and other interested parties are aware of the requirements and advice to follow in the event of an outbreak or public health emergency;
- Enhanced cleaning, using normal cleaning materials, of surfaces which are most likely to be routes by which infection can be transmitted (for example, door handles);
- A campaign, in support of the government's campaign, to encourage good standards of hand and respiratory hygiene along with the provision of necessary hygiene materials (e.g. additional bins for tissues along with hand wipes/gels).

With respect to travel arrangements and face to face meetings, the CMT would seek advice from Public Health England and advise accordingly.

HR Policies

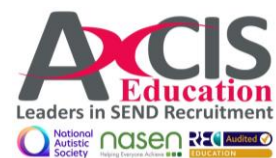
HR policies to cover the circumstances of an outbreak or a public health emergency will address matters such as sending home staff and contractors if advised by Public Health England.

Suppliers

Where there are dependencies on external suppliers of goods and services, assurances will be sought from suppliers that they have necessary contingency arrangements in place.

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Sources of Information

Advice will be taken from the following nationwide organisations in the process of developing contingency planning with regard to a public health emergency.

<http://www.hpa.org.uk/>

<http://www.who.int/>

<http://www.gov.uk/>

Communicating this Policy

This Policy is available on the Axcis Education website and is communicated to all contractors, clients and staff.

The contact details for Axcis Education are as follows:

Contact Point	Number or e-mail	Notes
Landline	0207 580 2956	Use during office hours
Martin Keddie	0207 580 2956	Associate Director – HR & Candidate Management
Sara Wills	0207 580 2956	HR & Training Director
E-mails	martin@axcis.co.uk sara@axcis.co.uk	E-mails are periodically checked out of hours

Signed: *Paul Gold*

Position: CEO

Date: 3rd August 2020

Revision date: Annually

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