
Transferable Skills Training Pandemic Policy

Introduction

When a disease outbreak happens, it can cause widespread illness and disruption to normal business services. There are many types of diseases that can cause a widespread outbreak.

In the event of pandemic outbreak, you can play a key role in protecting your health as well as in limiting the negative impact on the organisation's activities.

Policy - Statement of Intent

The aim of this policy is to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees, students and all others who may be affected by our work activities during a pandemic, and to adopt measures and advice required by Government Public Health bodies and comply with all relevant health and safety legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002 (as amended).

Employer Responsibilities

To ensure that all work activities are undertaken by the organisation giving due regard to current measures and advice required by Government Public Health bodies, TST will:

- Appoint a person within TST who will be responsible for identifying and keeping up to date with current measures and advice. The Business Manager is the nominated person.
 - Ensure that credible and reliable sources of information are identified, and these resources are used to establish TST's safe working procedures.
 - Ensure that relevant risk assessments are reviewed to take account of measures and advice required to be taken by Government Public Health bodies
 - Ensure that relevant risk assessments take account of persons not in our employment but who could be affected by risks to their health and safety, arising out of, or in connection with, our work activities.
 - Provide such information, instruction, training and supervision as is necessary to ensure all staff, students and others understand the measures to be taken to protect themselves, their colleagues and any other person who may be affected by our work activities.
 - Ensure that adequate resources are made available to fulfil the requirements of this policy.
 - Review this policy at least annually or more frequently if significant changes occur.
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To minimise disruption to normal business service by a pandemic outbreak, goods, services and functions of TST that are essential to its operations and survival will be defined and TST will:

- Consider whether functions can be carried out across different work areas, utilizing all available teaching areas within the Merryhue site.
- TST will, where appropriate and necessary, establish flexible working policies, enabling staff to agree homeworking and different work patterns.
- Develop an order of succession to detail which functions can be carried out by staff other than those normally dedicated to the task and, if appropriate, train other staff to perform essential tasks.
- Ensure wherever possible that all equipment essential to maintain TST's operations, including PPE, is available in sufficient numbers.
- TST will monitor employees' business travel plans and new procedures for notifying employees' location during periods of business travel will be introduced in the event of a pandemic.
- Staff will be provided, wherever possible, with assistance to access government- and employer-provided support services, including help and advice with personal, financial, and psychological issues.
- Where necessary, introduce short time, or part time working or, in exceptional circumstances, a period of temporary lay-off without pay (with the exception of any statutory entitlement).

This list of measures is not definitive and TST will take any other steps deemed necessary in the circumstances.

Prior to returning to site all staff and students will be required to undertake a personal risk assessment to ensure, as far as practically possible, they have mitigated any risks to both themselves and their families.

STAFF Responsibilities

Staff will be expected to adhere to any guidance and instructions issued by TST during the pandemic. These may include:

- Asking staff to be flexible, to a reasonable extent, in terms of working hours, to meet the needs of the business. At times, the needs of TST will require working hours to be modified and you will be expected to vary hours and days of work accordingly.
 - Directing staff to avoid face-to-face meetings and to use teleconferencing, videoconferencing, and the internet, where possible.
 - Advising staff to avoid crowded places or heavily populated gatherings (e.g. sporting events).
 - Directing staff to avoid congregating at break times.
 - Avoiding travelling at busy periods on public transport (e.g. staggered starting times).
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Student Responsibilities

Students will be expected to adhere to any guidance and instructions issued to them by TST during the pandemic. These may include:

- At times TST may require student programmes to be modified, and as a result hours and days of attendance may be varied accordingly.
 - Directing students to avoid congregating at break times.
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