Planning For The Worst

Andrew Ostle
Head of Standards & Compliance
Something serious has gone wrong, but we have a plan.
What Do I Need

An Overall Plan
An overall plan for your organisation to provide the framework in which you will operate.
(You can use our template)

More Detailed Plans
Each department or function has their own plan with the details of how they will continue to operate.
(You can use our checklist)

Working Together
Plans have been developed collaboratively with the key people from across the organisation.

We are all clear on how we are going to respond.
Overall Plan

Context - Describe The Scenario
Risks and Impact - Highlight the key risks and impact
Roles and Responsibilities – Be clear on who does what during the incident.
Triggers – What event or circumstances triggers your plan.
Communications – Have an idea of how you are going to coordinate the response and communicate.
Approach – Set out your overall approach to dealing with the incident.
Prioritise – Be clear on which services you need to prioritise in the worst case.

Test – Prove that you can do it!

Cover the essentials, but leave room to adapt.
The BESA Group Plan

Ongoing monitoring of the situation, with regular Management Team discussions to review risk and refine response plans.

Taking practical and proportionate action to minimise the risk of infection to employees, Staged in line with Government response.

Taking steps to deal with a situation where a significant number of employees are directly affected and unable to work.

Research

Contain
Delay
Mitigate

Monitoring
Minimising
Managering

Stage 1
Stage 2

Incident Response Plan

Trigger
### Big Things
- List of Prioritised Services and Activities
- Allocation of Roles and Responsibilities
- Allocation of Deputies and Cover
- Alternative Work Locations
- Handling of Temporary Staff
- Handling of Staff at Higher Risk (Declared Underlying Medical Conditions)
- Options for Additional Resource and Budget Identified

### Essentials
- Access to Work Computers
- Phone Calls
- Emails
- Electronic Files
- Operational Software

### Practical Things
- Paper Records
- Paper Applications
- Payment Processing
- Secure Transporting and Storage of Paper Records
- Printing
- Deliveries
- Post-In
- Post-Out

### Meetings and Events
- Projects Impacted
- Internal Meetings
- External Meetings
- Internal Audits
- External Audits
- External Regulatory Commitments
- Site Visits
- Events Attending
- Events Hosting

### External Dependencies
- Supply Chain Dependencies
- Other External Dependencies
Your Plans Will Change

Challenge business-as-usual.
Do we need to do it?
Can we do it in a different way?

Examples
- Temporary relaxation of driver hours rules for those delivering to supermarkets for one month.
- CITB says it can accept expired training cards on sites.
- Meetings and events being done online rather than face-to-face.
- No longer requiring a physical signature on key documents.

Change your approach if required, but let people know.
Top Tips

Don’t seek planning perfection, just have a good idea what you are going to do.
Take a collaborative approach, this isn’t a one-person job.
Meet regularly to discuss how things are working out.
Adapt and be flexible, both with your response plans and operational activity.
Communicate regularly with staff - too much is better than too little.
Be open and honest, otherwise people fill the gaps.
Ask for help, there is a lot of support out there.
Share your pain - you are not alone and similar businesses might have solutions to your problems.
Share your ideas - they might help someone else in your position.

Work together, face the challenges and do your best.
Our Specialists Can Help

We have teams of specialists who can deal with more specific issues and questions that you might have relating to the impact of the Coronavirus outbreak.

**Employment Affairs** - employment.affairs@thebesa.com  
**Legal and Commercial Services** - legal@thebesa.com  
**Health & Safety** - hssupport@thebesa.com  
**Technical** - technical@thebesa.com

Or Call us on 0207 3134900.

BESA is here to support members like you.
More Information

More Detail – Business Continuity Planning
The Government have created some useful guidance on Business Continuity Planning.

A good introduction and step-by-step guide to planning for disruption to your business.

A toolkit provided by the Government for Business Continuity Management.

Official Advice – Coronavirus Covid-19
The Government provides advice to employers and businesses on how to respond to the Coronavirus outbreak.

The NHS also provide some useful information about Coronavirus.
https://www.nhs.uk/conditions/coronavirus-covid-19/
Thanks