

PANDEMIC FLU EXERCISE

This is a very simple exercise which is designed to help you understand the potential impact that pandemic illness could have on your workforce and the knock on effect for your business operations.

	ACTION	NOTES
Step one	Run off a list of all your staff.	
Step two	Working from the top, remove every 7 th name to a separate list for absentees	<p>Annual leave and bank holidays account for approximately 11 percent of a working year.</p> <p>Sickness absence accounted for approximately 2 percent of working hours in the private sector during 2013 according to the Office for National Statistics.</p> <p>Taken together, 13 percent is roughly equivalent to 1 in 7.</p>
Step three	Working from the top again, remove every 4 th name of the ones remaining. Add them to the absentee list.	<p>For emergency planning purposes the government has provided the following assessment of the impact of a worst case pandemic flu incident:</p> <p>“In the UK, up to one half of the population may become infected Large numbers of staff are likely to be absent from work at any one time.”</p> <p>Not all sufferers would succumb at the same time, so let’s suppose that only a fifth would be absent through illness at any one time.</p> <p>Add to this a further number of staff who will need to take time off to care for poorly family members.</p>
Step four	Total up the number of staff left on your rosta.	Could you continue to run your business operations and meet your priorities with this number of staff?
Step five	Look at the names on the absentee list.	Does this group include people with seniority, key skills or expertise that would affect your ability to conduct business as usual?
<p>Things you can do</p> <ol style="list-style-type: none"> 1. Always encourage your staff to take part in flu vaccination programmes when they are provided. 2. Reduce reliance on individual members of staff by: <ul style="list-style-type: none"> • Cross training staff to ensure that all operations can be covered by a number of different people. • Completing documented procedures for business critical operations to assist people who are less familiar with the job. 3. List your critical functions and put arrangements in place to help you fulfil them during disruption. 		



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