

Business Continuity Preparations for a Pandemic

Purpose

This policy has been published to ratify BDS Solutions' position on Business Continuity preparations to be carried out in the event of a pandemic. The text below in the Policy section may be supplied to customers requesting confirmation of such plans.

Policy


BDS Solutions Information Governance Steering Group regularly oversees our Business Continuity plans, both in respect to BDS Solutions Internal Services and External Client Services. Information Governance is reviewed monthly by BDS' Management Team.

Therefore BDS Solutions has ongoing management monitoring in place, tailored to manage the effects of a potential Pandemic commensurate with NHS recommendations, namely:

1. The authorisation of special precautions to assess the health of the workforce, potentially turning away infected workers reporting for work.
2. Identification and training of backup staff for all key personnel.
3. Expansion of Tele Conferencing facilities to replace face-to-face meetings where possible.
4. Increased capacity for remote access and internet to enable key personnel to work from home.
5. Increased provision of cellular phones to allow key personnel to be accessible wherever they are.
6. Utilisation of an alternative workforce in the event that a large portion (20% to 50%) of the usual workforce is impacted by a pandemic.

BDS Solutions Management Team continually reviews the need for extra personnel to enhance our current Consultancy and Service Desk resource teams. In addition, BDS Solutions Management Team has partnered with a company capable of providing technically trained and NHS experienced resources at short notice.

BDS Solutions has a Quality Management System to ISO 9001 standards, externally audited and certified annually, providing documented operating procedures, templates and work instructions for all aspects of BDS business.

Signed: 
on behalf of Bowley Data Systems Limited

Title: Managing Director

Date: 9th July 2019