**General statement**

The Company regards the health, safety and welfare of its employees, workers, contractors, clients, customers, suppliers and other interested third parties who may be affected by its activities as being of prime importance. It will take all reasonable steps to ensure that its activities do not put anyone at significant risk of injury or ill health.

The purpose of this policy is to provide clear guidance on the steps the Company will take regarding vaccination against infectious diseases, biological agents and viruses which could affect its staff, in order to facilitate the health and safety of its employees and others in the workplace.

The following vaccines may be offered to employees, workers, consultants, and contractors employed or engaged by the Company, where they are commercially available:

•

influenza\*

• hepatitis A and B\*

• Japanese encephalitis\*

• MMR\*

• typhoid\*

• tuberculosis\*

• varicella (chickenpox)\*

• DTaP/IPV/Hib\*

• coronavirus (COVID-19)\*

***(\*amend or delete as appropriate, and, if applicable, add notations to indicate which job roles and workplace locations will be offered vaccination)***

**Legal position**

The Company has specific duties and responsibilities under the Health and Safety at Work etc. Act 1974 and other health and safety legislation. In accordance with this legislation, it is the Company’s intention to implement effective control measures to protect staff against infectious diseases, biological agents, and viruses that they may encounter whilst working, and therefore this policy is part of the Company’s overall steps to ensure a safe working environment.

This policy adopts a voluntary approach to vaccination, and so the Company is not imposing any requirement on employees or others to be vaccinated. However, as the Company has a legal duty to protect the health and wellbeing of all its staff, offering a vaccination programme to eligible employees and other staff and encouraging them to be vaccinated (where possible) is one way of achieving this. In addition, by choosing to be vaccinated, individuals will protect themselves and they may also help to protect others in the workplace and the wider community.

The Company therefore strongly encourages eligible staff to participate in its vaccination programme, where it is safe to do so in individual circumstances.

Whilst vaccination is ultimately a personal choice, and the Company acknowledges that some individuals may be unable, or unwilling, to have specific (or any) vaccines for health or other reasons, it would encourage staff to make informed decisions by reading about vaccinations through official sources and being wary of misinformation and conspiracy theory around vaccinations that may be circulated by unofficial sources on social media.

**Responsibilities and procedures**

The Company has appointed INSERT NAME HERE, Managing Director to have responsibility for delivering this policy’s objectives and overseeing its implementation. [In conjunction with the Company’s occupational health provider,] they will:

• Identify, through risk assessment, any infectious diseases, biological agents and viruses that employees and other staff may be exposed to whilst working and develop a matrix of vaccines which may be offered based on job role or workplace location.

• Identify employees and other staff who may be at higher risk of serious illness caused by infectious diseases, biological agents and viruses, or who may be at higher risk of exposure to infectious diseases, biological agents and viruses, and adjust the offering of vaccination accordingly. This may include staff who are clinically vulnerable, clinically extremely vulnerable, over the age at which vaccines are recommended, or pregnant (some vaccines are unsuitable for those who are pregnant). It also includes those who travel to known virus or disease regions of the world and those who work with sewage, refuse or bodily fluids.

• Ensure those who are required to undertake international travel for work-related purposes are provided with the relevant vaccinations.

• Follow government and public health guidelines on the provision of vaccinations.

• Provide eligible staff with information on the health risks that have been identified, the types of vaccines being offered to them and the risks of vaccination and of not being vaccinated – however, the Company cannot provide medical or scientific advice on particular vaccines or on the risks that may apply in individual cases, and therefore eligible staff should discuss with a healthcare professional whether any particular risks apply with particular vaccines in their personal circumstances.

• Ensure individuals give their written consent before any vaccine is administered.

• Assess the reasonable adjustments that may be required to an individual’s job role where vaccination is refused.

• Appoint a reputable organisation to administer the Company’s vaccination programme (where provided in-house).

• Allow reasonable [paid] time off for employees to attend vaccination appointments during working hours, in accordance with the provisions of the Company’s [leaves of absence/medical and dental appointments] policy.

• Ensure that repeat or booster vaccinations are offered in a timely manner – details of vaccines received by employees and other staff will be kept confidential and stored securely by the Company for the purposes of ensuring health and safety in the workplace and issuing re-vaccination reminders and this information will be handled in accordance with data protection legislation and the Company’s data protection policy and privacy notice.

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| --- | --- |
| **Name:** | Insert Name Here |
| **Position** | Managing Director |
| **Date:** |  |
| **Signature:** |  |
| **Review:** |  |