

BUSINESS CONTINUITY MANAGEMENT PLAN

For



**St Michael's C of E Primary
The Grove, Flixton M41 6JB**

February 2014

Reviewed Nov 2016

Reviewed July 2018

Detailing arrangements for:

**Incident Management
Business Continuity
Recovery and Resumption of Normal School Activity**

This template and associated guidance has been designed to complement and enhance existing Local Authority procedures and guidance, such as those covering Educational Visits and Health and Safety in Education Premises. It does not supersede those procedures or any existing arrangements for contacting key partners and the Emergency Services during a critical incident.

Although the template has been produced with Schools and other Educational settings in mind, it serves as a generic template for Business Continuity Planning and should be adapted to meet your individual School's needs.

***** As a user of the Business Continuity Plan you must familiarise yourself with the whole document upon receipt of it, and wherever necessary, raise any queries immediately with the Plan Owner, who is named in Part 1.4. *****

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1.0 About this Plan

1.1 Document Control

| Date | Revision/Amendment Details & Reason | Author |
|--------------------------|-------------------------------------|----------------|
| Feb 6 th 2014 | Alison Drayton | Data Committee |
| Nov 2016 | Alison Drayton | Data Committee |
| | | |

1.2 Plan Purpose

To provide a flexible response so that St Michael's C of E Primary can:

- Respond to a disruptive incident (incident management)
- Maintain delivery of critical activities during an incident (business continuity)
- Return to 'business as usual' (resumption and recovery)

1.3 Plan Remit

The following Teaching, School Administration, Catering, After School Club

The following are covered by this Plan:

- 7 Classrooms
- Kitchen
- Offices – Head and Administrative
- Hall

1.4 Plan Owner

ALISON DRAYTON is this Plan's Owner and responsible for ensuring that it is maintained, exercised and updated in accordance with School Policy for reviewing business continuity and emergency response plans.

1.5 Plan Distribution

This Business Continuity Plan is distributed as follows:

| NAME | ROLE | ISSUE DATE | PLAN REF NO |
|--------------------|--------------------|---|-------------|
| Mrs Debbie Gould | Chair of Governors | Feb 2014/reviewed 2016/reviewed 2018 | |
| Mrs Alison Drayton | Head | | |
| Mrs Lynda Sandbach | Office Staff | | |
| Mrs Ann Gallagher | Office Staff | | |
| Mr Pete Aston | Caretaker | | |
| | | | |
| | | | |

1.6 Plan Storage

Available on the school website

1.7 Plan Review Schedule

This Plan will be updated as required and formally reviewed in line with the School's review timetable.

2.0 Plan Activation

2.1 Circumstances

This Plan will be activated in response to an incident causing significant disruption to the School, particularly the delivery of key/critical activities.

Examples of circumstances triggering activation of this Plan include:

- Loss of key staff or skills e.g. above normal levels of absenteeism due to illness or other scenarios such as severe weather, transport disruption
- Loss of critical systems e.g. ICT failure, power outage
- Denial of access, or damage to, facilities e.g. loss of a building through fire or flood, an external emergency with the School in the Emergency Service's cordon preventing access, School facilities in use for General/Local Elections, severe weather scenarios or utilities failure
- Loss of a key resource e.g. an external supplier/partner vital to the delivery of a critical school activity such as your catering provider or any providers of transport e.g. for SEN pupils

2.2 Responsibility for Plan Activation

A member of the nominated **School Incident Management Team**¹ will normally activate and stand down this Plan.

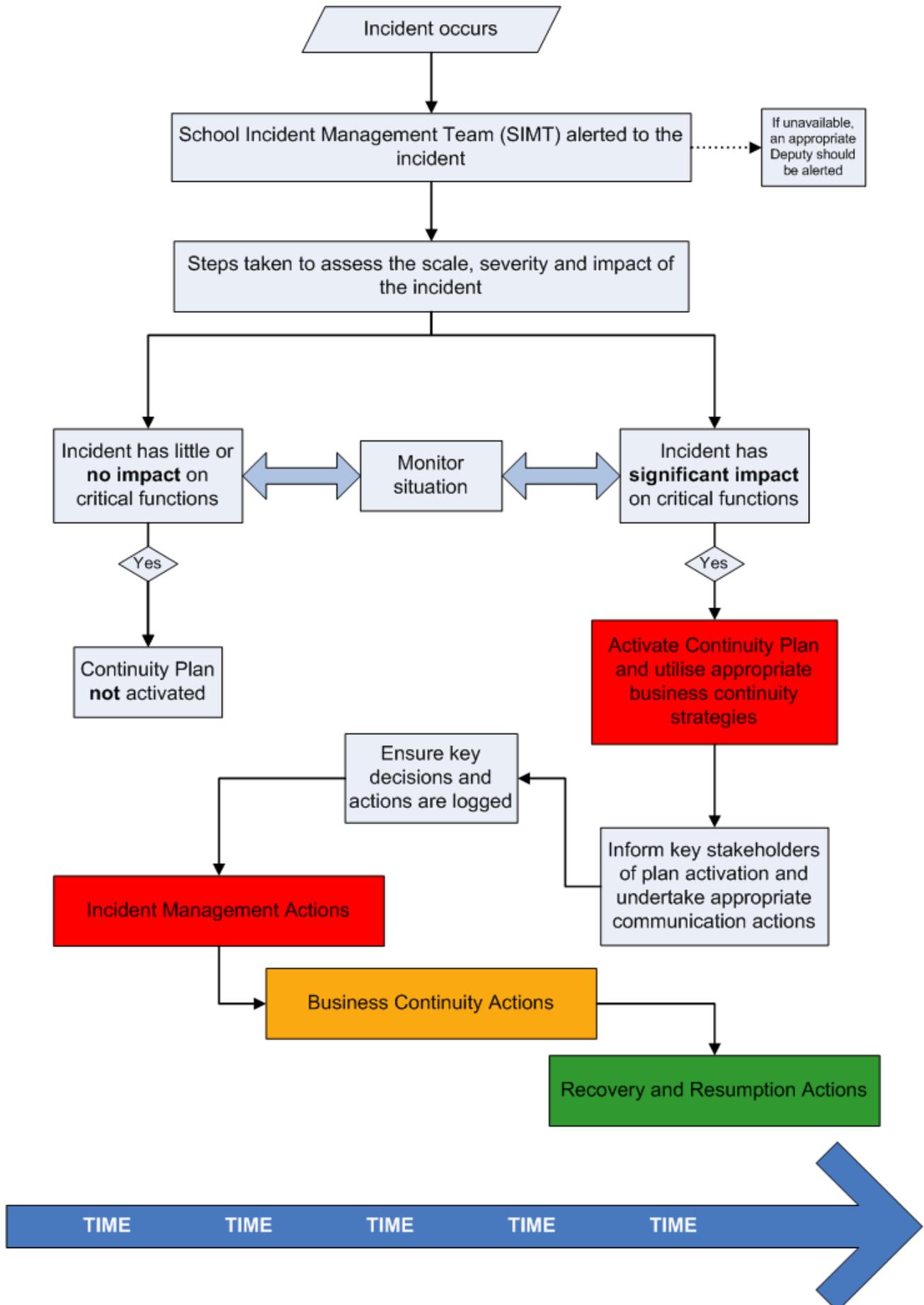
2.3 Escalating a Serious Incident

All serious incidents should be reported to Management Support to Schools on the Helpline Number: 0161 234 7137. If the incident is deemed to be of a 'critical' nature, the Critical Incident Plan will be activated and other Council Services notified to respond as appropriate.

All incidents affecting the physical infrastructure of the School should be reported to the Planning and Accommodation Support Service (PASS) on the General Enquiries Number: 0161 234 7465 or directly to the Property Development Advisor for your area. PASS will then take appropriate action to support the School's response to an incident in terms of activating other Council Services and partner agencies as required.

¹ See Section 3.1 for the responsibilities your School Incident Management Team

2.4 Activation Process



3.0 Roles and Responsibilities

3.1 School Incident Management Team

| Role | Responsibilities | Accountability / Authority |
|--|---|---|
| Headteacher and Business Continuity Coordinator | <ul style="list-style-type: none"> ▪ Senior responsible owner of Business Continuity Management in the School ▪ Ensuring the School has capacity within it's structure to respond to incidents ▪ Determining the School's overall response and recovery strategy ▪ Business Continuity Plan development ▪ Developing continuity arrangements and strategies e.g. alternative relocation site, use of temporary staff etc ▪ Involving the School community in the planning process as appropriate ▪ Plan testing and exercise ▪ Conducting 'debriefs' following an incident, test or exercise to identify lessons and ways in which the plan can be improved ▪ Training staff within the School on Business Continuity ▪ Embedding a culture of resilience within the School, involving stakeholders as required | The Headteacher has overall responsibility for day-to-management of the School, including lead decision-maker in times of crisis. |
| School Incident Management Team <i>Mrs Ann Gallagher</i> <i>Mrs Lynda Sandbach</i> <i>Mr Pete Aston</i> | <ul style="list-style-type: none"> ▪ Leading the School's initial and ongoing response to an incident ▪ Declaring that an 'incident' is taking place ▪ Activating the Business Continuity Plan ▪ Notifying relevant stakeholders of the incident, plan activation and ongoing response actions ▪ Providing direction and leadership for the whole School community ▪ Undertaking response and communication actions as agreed in the plan ▪ Prioritising the recovery of key activities disrupted by the incident ▪ Managing resource deployment ▪ Welfare of Pupils ▪ Staff welfare and employment issues | The School Incident Management Team has the delegated authority to authorise all decisions and actions required to respond and recover from the incident. |

The following Staff have been identified as the School's Incident Management Team:

| Name | Role | Contact Details (delete/amend as necessary) |
|--------------------|-----------|---|
| Mrs Alison Drayton | Head | Email Address: adrayton@smpsflinton.co.uk Out of Hours Contact Details Mobile preferable 07976835116 |
| Mr Pete Aston | Caretaker | Mobile Number: 07990993410 Email Address: peter.aston@ntlworld.com Out of Hours Contact Details: Mobile |

3.2 Additional Response and Recovery Roles

Depending on the circumstances of the incident, it may be necessary to activate one or all of the roles described below.

| Role | Responsibilities | Accountability / Authority |
|---|---|--|
| Incident Loggist (record keeper) Admin staff: Lynda and Ann | <ul style="list-style-type: none"> ▪ Ensuring that all key decisions and actions taken in relation to the incident are recorded accurately | Reporting directly to the Headteacher or School Incident Management Team. |
| Media Coordinator Mr Chris Gallagher Chair of Governors/Web site manager Neale Haywood Shott | <ul style="list-style-type: none"> ▪ Collating information about the incident for dissemination in Press Statements ▪ Liaison with Manchester City Council's Press Office to inform media strategy | The Media Co-ordinator should assist with providing information to the Press Office but should not undertake direct contact with Media. |
| Stakeholder Liaison Alison Drayton - Head | <ul style="list-style-type: none"> ▪ Co-ordinating communication with key stakeholders as necessary. This includes (but does not cover all): <ul style="list-style-type: none"> ○ Governors ○ Parents/Carers/carers ○ Key Manchester City Council Services ○ School Crossing Patrol ○ School Transport Providers ○ External agencies e.g. Emergency Services, Health and Safety Executive (HSE) etc ○ Support for the pupils | All communications activities should be agreed by the School Incident Management Team. Information sharing should be approved by the Headteacher (or School Incident Management Team if the Headteacher is unavailable). |

| | | |
|--|---|---|
| Facilities Manager Mr Pete Aston | <ul style="list-style-type: none"> ▪ Undertaking duties as necessary to ensure site security and safety in an incident ▪ Liaison with the School Incident Management to advise on any issues relating to the school physical infrastructure ▪ Lead point of contact for any Contractors who may be involved in incident response | Reporting directly to the Headteacher or School Incident Management Team. |
| ICT Coordinator Mrs Cathy Prole(Deputy) | <ul style="list-style-type: none"> ▪ Ensuring the resilience of the School's ICT infrastructure ▪ Liaison with Manchester City Council ICT support or external providers (if applicable) ▪ Work with the Business Continuity Coordinator to develop proportionate risk responses | ICT Coordinator reports directly to the Business Continuity Coordinator for plan development issues. In response to an incident, reporting to the School Incident Management Team. |
| Recovery Coordinator Team Cathy Prole Office Staff Pete Aston | <ul style="list-style-type: none"> ▪ Leading and reporting on the School's recovery process ▪ Identifying lessons as a result of the incident ▪ Liaison with Business Continuity Coordinator to ensure lessons are incorporated into the plan development | Is likely to already be a member of the School Incident Management Team, however will remain focussed on leading the recovery and resumption phase. Reports directly to Headteacher. |

The following School staff have been identified as people who may be able to undertake additional roles in your response to an incident:

| Name | Role | Contact Details |
|-----------------|-------------|--|
| Mrs Cathy Prole | Deputy Head | Mobile Number: 07890 422807 Email Address: cprole@smpsflinton.co.uk Out of Hours Contact Details: Mobile |

3.3 The Role of Governors

| Role | Responsibilities | Accountability / Authority |
|--------------------|---|--|
| Board of Governors | <ul style="list-style-type: none">▪ Working in partnership with the Headteacher to provide strategic direction in planning for and responding to disruptive incidents▪ Undertaking actions as required to support the School's response to a disruptive incident and subsequent recovery▪ Acting as a 'critical friend' to ensure that the School Business Continuity Plan is fit-for-purpose and continuity arrangements are robust and reliable▪ Monitoring and evaluating overall performance in developing School Resilience and reporting to Parents/Carers | Liaison with the Headteacher or School Incident Management Team in response to a crisis. Reporting progress in developing Business Continuity Plans to Parents/Carers |

4.0 Incident Management

Turn immediately to Section 5.0 for pre-planned incidents or slowly developing scenarios that are not 'no notice' emergencies but have the potential to disrupt School activities e.g. computer virus, flu pandemics, a pre - planned strike, forecast for heavy snow or a power outage etc

4.1 Purpose of the Incident Management Phase

The purpose and priorities for this phase are to:

- Protect the safety and welfare of pupils, staff, visitors and the wider community
- Protect vital assets e.g. equipment, data, reputation
- Ensure urgent and necessary communication takes place
- Support the Business Continuity phase
- Support the Recovery and Resumption phase

4.2 Incident Management Actions

| | ACTION | FUTHER INFO/DETAILS | ACTIONED? (tick/cross as appropriate) |
|----|---|---|--|
| 1. | Make a <i>quick</i> initial assessment: <ul style="list-style-type: none"> ▪ Survey the scene ▪ Assess (i.e. scale/severity, duration & impact) ▪ Disseminate information (to others) | Gather and share information to facilitate decision-making and enhance the response <i>A full impact assessment form can be found in Appendix A</i> | <input type="checkbox"/> |
| 2. | Call the Emergency Services (as appropriate) | TEL: 999 Provide as much information about the incident as possible | <input type="checkbox"/> |
| 3. | <ul style="list-style-type: none"> ▪ Evacuate the School building, if necessary. ▪ Consider whether it may be safer or better for the welfare of pupils to stay within the School premises and congregate at a relative place of safety indoors. ▪ If there is time and it is safe to do so, consider the recovery of vital assets/equipment to enable delivery of critical School activities ▪ Notify relevant stakeholders of site evacuation | <ul style="list-style-type: none"> ▪ Use normal fire evacuation procedures for the School ▪ Consider arrangements for staff/pupils with special needs ▪ If the decision is to stay within the School, ensure the assembly point is safe and take advice from Emergency Services as appropriate | <input type="checkbox"/> |

| | ACTION | FUTHER INFO/DETAILS | ACTIONED? (tick/cross as appropriate) |
|-----|---|--|--|
| 4. | Ensure all Pupils, Staff and any School Visitors report to the identified Assembly Point. | <p>The normal Assembly point for the School is: Assembly point ,as in fire procedures - school playground/the area of grass opposite school on the Grove.</p> <p>The alternative Assembly Point for the School is: The Grove, by nursery exit near School field, away from direct vicinity of school building.</p> | <input type="checkbox"/> |
| 5. | Check that all Pupils, Staff, Contractors and any Visitors have been evacuated from the building and are present. Consider the safety of all pupils, staff, contractors and Visitors as a priority | Teacher registers and using signing in/out sheets for School visitors? | <input type="checkbox"/> |
| 6. | Ensure appropriate access to site for Emergency Service vehicles | Ensure any required actions are safe by undertaking a dynamic risk assessment | <input type="checkbox"/> |
| 7. | Establish a contact point for all supporting personnel | Consider the availability of staff and who may be best placed to communicate information | <input type="checkbox"/> |
| 8. | Identify School Incident Management Team to undertake specific emergency response roles | <i>Information on roles and responsibilities can be found in Section 3.0</i> | <input type="checkbox"/> |
| 9. | Ensure a log of key decisions and actions is started and maintained throughout the incident | <i>The Log template can be found in Appendix A</i> | <input type="checkbox"/> |
| 10. | Where appropriate, record names and details of any staff, contractors or visitors who may have been injured or affected by the incident as part of your incident record keeping | This information should be held securely as it may be required by Emergency Services or other agencies either during or following the incident | <input type="checkbox"/> |
| 11. | <ul style="list-style-type: none"> ▪ Take further steps to assess the impact of the incident ▪ Agree response / next steps | Continue to record key decisions and actions in the incident log <i>The impact assessment form can be found in Appendix B.</i> | <input type="checkbox"/> |
| 12. | Log details of all items lost by Pupils, Staff, Visitors etc as a result of the incident, if appropriate | <i>A form for recording this information is in Appendix C</i> | <input type="checkbox"/> |

| | ACTION | FUTHER INFO/DETAILS | ACTIONED? (tick/cross as appropriate) |
|-----|---|---|--|
| 13. | Consider the involvement of other Teams, Services or Organisations who may be required to support the management of the incident in terms of providing additional resource, advice and guidance | Depending on the incident, the following Teams in Children's Services may be approached to assist with incident management: <ul style="list-style-type: none"> ▪ Management Support for Schools ▪ Planning and Accommodation Support Service ▪ Education Psychology Service | <input type="checkbox"/> |
| 14. | If appropriate, arrange contact with the Council Press Office via Management Support for Schools. | Establish a media area if necessary. | |
| 15. | Assess the key priorities for the remainder of the working day and take relevant action | Consider actions to ensure the health, safety and well-being of the School community at all times. Consider your business continuity strategies i.e. alternative ways of working, re-location to your recovery site etc to ensure the impact of the disruption is minimised. <i>Business Continuity Strategies are documented in Section 5.3</i> Consider the School's legal duty to provide free school meals and how this will be facilitated, even in the event of emergency school closure. | <input type="checkbox"/> |
| 16. | Ensure Staff are kept informed about what is required of them | Consider: <ul style="list-style-type: none"> ▪ what actions are required ▪ where staff will be located ▪ Notifying Staff who are not currently in work with details of the incident and actions undertaken in response | <input type="checkbox"/> |

| | ACTION | FUTHER INFO/DETAILS | ACTIONED? (tick/cross as appropriate) |
|-----|--|---|--|
| 17. | Ensure Pupils are kept informed as appropriate to the circumstances of the incident | Consider communication strategies and additional support for pupils with special needs. Consider the notification of pupils not currently in School. School Do Jo messaging system, school website, or local radio to communicate with Pupils | <input type="checkbox"/> |
| 18. | Ensure Parents/Carers are kept informed as appropriate to the circumstances of the incident. Parents/carers of those immediately affected by the incident will require additional considerations to ensure information is accurate and up-to-date. | Agree arrangements for parents/carers collecting pupils at an appropriate time Consider how emergency communication needs will be established e.g. phone lines, answer machine message, website update | <input type="checkbox"/> |
| 19. | Ensure Governors are kept informed as appropriate to the circumstances of the incident | Communicate to Chris Gallagher via mobile Phone 07801 823290 as appropriate to the nature of the incident. | <input type="checkbox"/> |
| 20. | Consider the wider notification process and the key messages to communicate | Local Radios may be useful in broadcasting key messages | <input type="checkbox"/> |
| 21. | Communicate the interim arrangements for delivery of critical School activities | Ensure all stakeholders are kept informed of contingency arrangements as appropriate e.g. website/telephone etc. Consider who needs to know the interim arrangements e.g. key stakeholders- Pete Aston/Chris Gallagher, Dolce – school meal provider. | <input type="checkbox"/> |
| 22. | Log all expenditure incurred as a result of the incident | Record all costs incurred as a result of responding to the incident <i>The Financial Expenditure Log can be found in Appendix D</i> | <input type="checkbox"/> |

| | ACTION | FUTHER INFO/DETAILS | ACTIONED? (tick/cross as appropriate) |
|------------|---|--|--|
| 23. | Seek specific advice/ inform your Insurance Company as appropriate | Insurance Policy details can be found in the bottom drawer of the cupboard in Head's office – labelled insurance. Trafford MBC would have the duplicate. Buildings Plans with Mark Graham. Trafford MBC. | <input type="checkbox"/> |
| 24. | Ensure recording process in place for staff/pupils leaving the site | Ensure the safety of staff and pupils before they leave site and identify suitable support and risk control measures as required | <input type="checkbox"/> |

5.0 Business Continuity

5.1 Purpose of the Business Continuity Phase

The purpose of the business continuity phase of your response is to ensure that critical activities are resumed as quickly as possible and/or continue to be delivered during the disruption. This may involve activation one or more of your business continuity strategies to enable alternative ways of working. During an incident it is unlikely that you will have all of your resources available to you, it is therefore likely that some 'non critical' activities may need to be suspended at this time.

5.2 Business Continuity Actions

| | ACTION | FUTHER INFO/DETAILS | ACTIONED? <i>(tick/cross as appropriate)</i> |
|----|---|--|---|
| 1. | Identify any other stakeholders required to be involved in the Business Continuity response | Depending on the incident, you may need additional/specific input in order to drive the recovery of critical activities, this may require the involvement of external partners | <input type="checkbox"/> |
| 2. | Evaluate the impact of the incident | <p>Take time to understand the impact of the incident on 'business as usual' School activities by communicating with key stakeholders to gather information.</p> <p>Consider the following questions:</p> <ul style="list-style-type: none"> ▪ Which School activities are disrupted? ▪ What is the impact over time if these activities do not continue? ▪ Would the impact be: <ul style="list-style-type: none"> ○ Manageable? <input type="checkbox"/> ○ Disruptive? <input type="checkbox"/> ○ Critical? <input type="checkbox"/> ○ Disastrous? <input type="checkbox"/> ▪ What are current staffing levels? ▪ Are there any key milestones or critical activity deadlines approaching? ▪ What are your recovery time objectives? ▪ What resources are required to recover critical activities? | <input type="checkbox"/> |

| | ACTION | FUTHER INFO/DETAILS | ACTIONED? (tick/cross as appropriate) |
|----|---|--|--|
| 3. | Plan how critical activities will be maintained, utilising pre-identified or new business continuity strategies (See Section 5.3) | Consider: <ul style="list-style-type: none"> ▪ Immediate priorities ▪ Communication strategies ▪ Deployment of resources ▪ Finance ▪ Monitoring the situation ▪ Reporting ▪ Stakeholder engagement Produce an action plan for this phase of response. | <input type="checkbox"/> |
| 4. | Log all decisions and actions, including what you decide not to do and include your decision making rationale | Use the Decision and Action Log to do this. <i>The log template can be found in Appendix A</i> | <input type="checkbox"/> |
| 5. | Log all financial expenditure incurred | <i>The Financial Expenditure Log can be found in Appendix D</i> | <input type="checkbox"/> |
| 6. | Allocate specific roles as necessary | Roles allocated will depend on the nature of the incident and availability of staff | <input type="checkbox"/> |
| 7. | Secure resources to enable critical activities to continue/be recovered | Consider requirements such as staffing, premises, equipment, ICT, welfare issues etc | <input type="checkbox"/> |
| 8. | Deliver appropriate communication actions as required | Ensure methods of communication and key messages are developed as appropriate to the needs of your key stakeholders e.g. Staff, Parents/Carers, Governors, Suppliers, Local Authority, Central Government Agencies etc. | <input type="checkbox"/> |

5.3 Business Continuity Strategies

| | Arrangements to manage a loss or shortage of Staff or skills | Further Information (e.g. Key contacts, details of arrangements, checklists) |
|----|--|--|
| 1. | Use of temporary staff e.g. Supply Teachers, Office Staff etc | Ranstad Education 0161 245 3637 Stop Gap 0161 912 1186 Teach Direct 0161 870 3623 |
| 2. | Multi-skilling and cross-training to ensure staff are capable of undertaking different roles and | Head to organise |

| | | |
|----|--|------------------|
| | responsibilities, this may involve identifying deputies, job shadowing, succession planning and handover periods for planned (already known) staff absence e.g. maternity leave | |
| 3. | Using different ways of working to allow for reduced workforce, this may include: <ul style="list-style-type: none"> • Larger class sizes (subject to adult and child ratios) • Use of Teaching Assistants, Student Teachers, Learning Mentors etc • Virtual Learning Environment opportunities • Pre-prepared educational materials that allow for independent learning • Team activities and sports to accommodate larger numbers of pupils at once | Head responsible |
| 4. | Suspending 'non critical' activities and focusing on your priorities | Head Responsible |
| 5. | Using mutual support agreements with other Schools | Head responsible |
| 6. | Ensuring Staff management issues are considered i.e. managing attendance policies, job description flexibility and contractual requirements etc | Head Responsible |

| | Arrangements to manage denial of access to your premises or loss of utilities | Further Information (e.g. Key contacts, details of arrangements, checklists) |
|----|---|--|
| 1. | Using mutual support agreements with other Schools | LA advise |
| 2. | Pre-agreed arrangements with other premises in the community i.e. Libraries, Leisure Centres, Colleges, University premises | Contact Flixton Girls or Wellacre Academy |
| 3. | Virtual Learning Environment opportunities | Cathy Prole |
| 4. | Off-site activities e.g. swimming, physical activities, school trips | Contact Urmston Leisure |

| | Arrangements to manage loss of technology / telephony / data / power | Further Information (e.g. Key contacts, details of arrangements, checklists) |
|----|--|--|
| 1. | Back-ups of key school data e.g. CD or Memory Stick back-ups, photocopies stored on and off site, mirrored servers etc | Esi Tech Jamie 079791 06027 |
| 2. | Reverting to paper-based systems e.g. paper registers, whiteboards etc | All staff |
| 3. | Flexible lesson plans | All staff |
| 4. | Emergency generator e.g. Uninterruptible Power Supply (UPS) | Pete Aston |

| | | |
|----|--------------------|------------|
| 5. | Emergency lighting | Pete Aston |
|----|--------------------|------------|

| | Arrangements to mitigate the loss of key suppliers, third parties or partners | Further Information (e.g. Key contacts, details of arrangements, checklists) |
|----|---|--|
| 1. | Pre-identified alternative suppliers | Three keys available Alison Drayton Pete Aston Cathy Prole |
| 2. | Ensuring all external providers have business continuity plans in place as part of contract terms | School Wrap Club |
| 3. | Insurance cover | Trafford |
| 4. | Using mutual support agreements with other Schools | LA advise where available learning space is available. |

6.0 Recovery and Resumption

6.1 Purpose of the Recovery and Resumption Phase

The purpose of the recovery and resumption phase is to resume 'business as usual' working practises for the School as quickly as possible. Where the impact of the incident is prolonged, 'normal' operations may need to be delivered under new circumstances e.g. from a different location.

6.2 Recovery and Resumption Actions

| | ACTION | FUTHER INFO/DETAILS | ACTIONED? (tick/cross as appropriate) |
|----|---|--|--|
| 1. | Agree and plan the actions required to enable recovery and resumption of normal working practises | Agreed actions will be detailed in an action plan and set against timescales with responsibility for completion clearly indicated. | <input type="checkbox"/> |
| 2. | Respond to any ongoing and long term support needs of Staff and Pupils | Depending on the nature of the incident, the School Incident Management Team may need to consider the use of Counselling Services | <input type="checkbox"/> |
| 3. | Once recovery and resumption actions are complete, communicate the return to 'business as usual'. | Ensure all staff are aware that the business continuity plan is no longer in effect. Staff will be emailed | <input type="checkbox"/> |
| 4. | Carry out a 'debrief' of the incident with Staff (and possibly with Pupils). Complete a report to document opportunities for improvement and any lessons identified | The incident de-brief report should be reviewed by all members of the School Incident Management Team and in particular by the Business Continuity Coordinator to ensure key actions resulting from the incident are implemented within designated timescales. Governors may also have a role in monitoring progress in completing agreed actions to further develop the resilience of the School. | <input type="checkbox"/> |
| 5. | Review this Continuity Plan in light of lessons learned from incident and the response to it | Implement recommendations for improvement and update this Plan. Ensure any revised versions of the Plan is read by all members of the Business Continuity Team | <input type="checkbox"/> |

7.0 Appendices

Please insert page numbers upon plan completion

| | Content | |
|---|---|--|
| A | Log Template | |
| B | Impact Assessment Form | |
| C | Lost Property Form | |
| D | Financial Expenditure Log | |
| E | Contents of Emergency Box / 'Grab bag' | |
| F | Risk Identification, Evaluation and Management Matrix | |
| G | Incident Management Decision-Making Tool | |
| H | Staff Contact List via adrayton@smpsflinton.co.uk | |
| I | Key Contacts List Mrs Alison Drayton Mr Pete Aston Mrs Cathy Prole | |

| Impact Assessment Form | | | |
|------------------------|--|-----------------|--|
| Completed By | | Incident | |
| Date | | Time | |

| Question | Logged Response | | | | | | |
|---|---|----------|--------------------------|----------|--------------------------|---------|--------------------------|
| How were you made aware of the incident? | | | | | | | |
| What is the nature of the incident? (e.g. type, location & severity) | | | | | | | |
| Are there any staff or pupil casualties or fatalities? (Complete casualty / fatality sheets if needed) | | | | | | | |
| Have the Emergency Services been called? | | | | | | | |
| Is the incident currently affecting School activities? If so, which areas? | | | | | | | |
| What is the estimated duration of the incident? | | | | | | | |
| What is the actual or threatened loss of workforce? | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; padding: 2px;">Over 50%</td> <td style="width: 60%; padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">20 – 50%</td> <td style="padding: 2px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">1 – 20%</td> <td style="padding: 2px;"><input type="checkbox"/></td> </tr> </table> | Over 50% | <input type="checkbox"/> | 20 – 50% | <input type="checkbox"/> | 1 – 20% | <input type="checkbox"/> |
| Over 50% | <input type="checkbox"/> | | | | | | |
| 20 – 50% | <input type="checkbox"/> | | | | | | |
| 1 – 20% | <input type="checkbox"/> | | | | | | |
| Has access to the whole site been denied? If so, for how long? (provide estimate if not known) | | | | | | | |
| Which work areas have been destroyed, damaged or made unusable? | | | | | | | |
| Is there evidence of structural damage? | | | | | | | |

| Question | Logged Response |
|---|-----------------|
| Appendix B Which work areas are inaccessible but intact? | |
| Are systems and other resources unavailable? (include computer systems, telecoms, other assets) | |
| If so, which staff are affected by the ICT disruption and how? | |
| Have any utilities (gas, electricity or water) been affected? | |
| Is there media interest in the incident? (likely or actual) | |
| Does the incident have the potential to damage the School's reputation? | |
| Other Relevant Information | |

CONTENTS OF EMERGENCY BOX / 'GRAB BAG'

| Section | Details |
|----------------------------|---|
| Business Continuity | Business Continuity Plan (plus spare copies of forms in Appendices) |
| | Key contact details, including: Governors, Parents/Carers, Local Authority, Suppliers etc |
| Organisational Information | Staff Handbook (policies and procedures) |
| | School branding material and stationery |
| | School logo |
| | Other key documents |
| Financial Information | Bank, insurance details, Payroll etc |
| | Invoices, purchase orders, etc |
| | Financial procedures |
| | Assets Register and Insurance Policy |
| Staff Information | Staff contact details |
| | Staff emergency contact details |
| IT / Equipment Information | Software licence agreement and key codes |
| | Office telephone list (for phone divert) |
| | Back-up rota and data restoration routine |
| Equipment and other items | First Aid Kit |
| | Greater Manchester A – Z map |
| | Portable radio (plus spare batteries) |
| | Wind up LED torch |
| | Back-up tapes |
| | Laptop with wireless connection |
| | Pay-as-you-go mobile phone and battery powered mobile phone charger |
| | Stationery including permanent markers, clipboards, pens, blue-tack, pins, pencils and notebook paper |
| | Disposable camera with film |
| | Hazard barrier tape |
| | Emergency cash, a cheque book or spare credit card |
| | Contact details for taxi / transport providers |
| | School Floor Plans |
| | Spare keys |
| | Whistle / megaphones |
| High visibility jacket | |

IDENTIFYING, EVALUATING AND MANAGING RISKS

GUIDANCE FOR COMPLETING THE RISK MATRIX:

| LEGEND | |
|--------|-------------|
| I | Impact |
| P | Probability |
| I x P | Risk Rating |

To establish your risk rating, it is necessary to multiply the perceived consequence (or impact) of the risk (score 1 - 5) with the perceived likelihood (or probability) of that risk occurring (score 1-5). Please see tables below for guidance on risk rating scores.

| Impact (or Consequence) | |
|-------------------------|---|
| Description | Indicators |
| 5 (Major) | The risk has a major impact if realised |
| 4 (Significant) | The risk has a significant impact if realised |
| 3 (Moderate) | The risk has a moderate impact if realised |
| 2 (Minor) | The risk has a minor impact if realised |
| 1 (No consequence) | The risk has no consequence impact if realised |

| Probability (or Likelihood) | |
|-----------------------------|---------------------------------------|
| Description | Indicators |
| 5 (Very Likely) | The risk will emerge |
| 4 (Likely) | The risk should emerge |
| 3 (Unlikely) | The risk could emerge |
| 2 (Very Unlikely) | The risk is unlikely to emerge |
| 1 (Impossible) | The risk will not emerge |

| Score | Risk Description | Action Required |
|-------|------------------|-----------------|
|-------|------------------|-----------------|

| | | |
|-------------|--------------|--|
| 25 | Extreme Risk | ▪ Immediate escalation to Headteacher for risk control activities |
| 20 - 15 | High Risk | ▪ Risk to be actively managed with appropriate risk control activities |
| 12 - 6 | Medium Risk | ▪ Take appropriate action to manage the risk |
| 5 and below | Low Risk | ▪ Risk to be removed from register with monitoring activity to assess changes in risk rating |

Example School Risk Assessment (partially complete)

| | Risk Description | I | P | Risk Rating | Risk Control(s) | Additional Controls Required (if any) | Lead for Risk Control Activities |
|----|---|---|---|-------------|--|--|----------------------------------|
| 1. | Pandemic or epidemic e.g. influenza virus, meningitis | 4 | 3 | 12 | <ul style="list-style-type: none"> • Staff absenteeism policy • Use of Supply Teachers | Pre-prepared Teaching packs for Virtual Learning Environment | <i>Ms R Controller</i> |
| 2. | Severe weather events e.g. high winds, snow, heat wave, drought | | | | | | |
| 3. | Power outage | | | | | | |
| 4. | Utilities disruption e.g. gas, electricity or water supply | | | | | | |
| 5. | Telephony failure | | | | | | |
| 6. | Fire affecting the School premises | | | | | | |
| 7. | Widespread or localised flooding | | | | | | |

| | Risk Description | I | P | Risk Rating | Risk Control(s) | Additional Controls Required (if any) | Lead for Risk Control Activities |
|------------|--|----------|----------|--------------------|------------------------|--|---|
| 8. | Mass staff absence e.g. industrial strikes, lottery syndicate | | | | | | |
| 9. | Transport disruption | | | | | | |
| 10. | Violent extremist activity on School premises | | | | | | |
| 11. | Local hazards in the area e.g. School proximity to airport, railway line, tram line, motorways, industrial sites etc | | | | | | |
| 12. | | | | | | | |
| 13. | | | | | | | |
| 14. | | | | | | | |
| 15. | | | | | | | |

STAFF CONTACT LIST

| Name | Role | Contact Details |
|------|------|---|
| | | Mobile Number: Email Address: Out of Hours Contact Number: Home Address: |
| | | Mobile Number: Email Address: Out of Hours Contact Number: Home Address: |
| | | Mobile Number: Email Address: Out of Hours Contact Number: Home Address: |
| | | Mobile Number: Email Address: Out of Hours Contact Number: Home Address: |
| | | Mobile Number: Email Address: Out of Hours Contact Number: Home Address: |
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| | | Mobile Number: Email Address: Out of Hours Contact Number: Home Address: |
| | | Mobile Number: Email Address: Out of Hours Contact Number: Home Address: |

KEY CONTACTS LIST

| CONTACT | TELEPHONE NUMBER |
|--|---|
| School Contacts | |
| Headteacher | 07976835116 |
| Deputy Head | 07890422807 |
| Premises Manager | 07990993410 |
| Chair of Governors | 07812195615 |
| Deputy Chair of Governors | 07866239269 |
| | |
| | |
| | |
| Key Local Authority Contacts | |
| Management Support for Schools | |
| Planning and Accommodation Support Service Helpdesk | |
| | |
| | |
| | |
| Other Local Authority Contacts | |
| | |
| | |
| | |
| | |
| Other Local Contacts | |
| Police | 999 / 0161 872 5050 (for general enquiries) |
| Police – your local station/community officer | |
| Greater Manchester Fire & Rescue Services | 999 |
| Hospital – your nearest A&E | Trafford General |
| Your Local Church or Religious Centre | St Michael's C of E |
| BBC Radio Manchester | |
| Local Radio | |
| NHS – your local clinic | |
| Primary Care Trust – Manchester | |
| Health Protection Agency | |
| Meningitis free phone number | |
| | |
| | |
| | |
| Other Useful Contacts | |
| Foreign Office | 020 7270 1500 |
| | |
| | |