****

**BUSINESS CONTINUITY MANAGEMENT PLAN**

|  |
| --- |
| **Jubilee Primary School** |
|  |
| Detailing arrangements for:  Incident Management  Business Continuity  Recovery and Resumption of Normal School Activity |

**Table of Contents**

|  |  |  |
| --- | --- | --- |
| **Section** | **Content** | **Page No.** |
| **1.0** | **About this Plan** | **3** |
| 1.1 | Document Control | 3 |
| 1.2 | Plan Purpose | 3 |
| 1.3 | Plan Remit | 3 |
| 1.4 | Plan Owner | 3 |
| 1.5 | Plan Distribution | 4 |
| 1.6 | Plan Storage | 4 |
| 1.7 | Plan Review Schedule | 4 |
| **2.0** | **Plan Activation** | **4** |
| 2.1 | Circumstances | 4 |
| 2.2 | Responsibility for Plan Activation | 4 |
| 2.3 | Activation Process | 5 |
| **3.0** | **Roles and Responsibilities** | **6** |
| 3.1 | School Incident Management Team | 6 |
| 3.2 | Additional Response and Recovery Roles | 7 |
| 3.3 | The Role of Governors | 8 |
| **4.0** | **Incident Management** | **9** |
| 4.1 | Purpose of the Incident Management Phase | 9 |
| 4.2 | Incident Management Actions | 9 |
| **5.0** | **Business Continuity** | **12** |
| 5.1 | Purpose of the Business Continuity Phase | 12 |
| 5.2 | Business Continuity Actions | 12 |
| 5.3 | Business Continuity Strategies | 13 |
| **6.0** | **Recovery and Resumption** | **15** |
| 6.1 | Purpose of the Recovery and Resumption Phase | 15 |
| 6.2 | Recovery and Resumption Actions | 15 |
| **7.0** | **Appendices** | **17** |
| A | Log Template | 18 |
| B | Impact Assessment Form | 18 |
| C | Lost Property Form | 20 |
| D | Financial Expenditure Log | 21 |
| E | Contents of Emergency Box / ‘Grab bag’ | 22 |
| F | Risk Identification, Evaluation and Management Matrix | 23 |
| G | Incident Management Decision-Making Tool | 27 |
| H | Staff Contact List | 28 |
| I | Key Contacts List | 29 |

##### 1.0 About this Plan

##### Document Control

|  |  |  |
| --- | --- | --- |
| Date | Revision/Amendment Details & Reason | Author |
| 08/12/2020 | Creation Date | Bradley Ekman (Business Manager) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Plan Purpose

# To provide a flexible response so that Jubilee Primary School 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. **Definition**

An emergency is any event, which causes, or has the potential to cause injury, loss of life, damage to property or significant business disruption.

***A disaster is the escalation of an emergency to the point where normal conditions are not***

***expected to be recovered for at least 24 hours.***

* + 1. **Review and Training**

The Leadership Team and the Board of Governors should review this document annually.

# Plan Remit

The following *School functions* are covered by this Plan:

* . Teaching, school administration, catering, out of hour’s clubs, school trips etc.

The following *School premises* are covered by this Plan:

* classrooms, office, hubs

# Plan Owner

Tom Prestwich 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 |
| Tom Prestwich | Headteacher | December 2020 |
| Bradley Ekman | Business Manager | December 2020 |
| Philippa Cail | Deputy Headteacher | December 2020 |
| Samantha Etsy | Deputy Headteacher | December 2020 |
| Alastair Crockett | Assistant Headteacher | December 2020 |
| Strictly Education | Network Manager | December 2020 |
| Juan Suarez | Premises Manager | December 2020 |
| Tsedal Powell | Chair of Governors | December 2020 |
| Simon Funnell | Vice Chair | December 2020 |

### Plan Storage

All parties on the distribution list, see above, are required to safely and confidentially store either a hard copy of this plan or an electronic copy provided on a flash drive, at their regular place of work **and** off-site i.e. at home/in vehicles (if appropriate) /in grab bags.

1.7 Plan Review Schedule

This Plan will be updated as required and formally reviewed in line with the School’s review timetable. Once fully approved by the Governing Body this will be reviewed annually.

Next review to commence in **December 2021.**

# 2.0 Plan Activation

# 2.1 Circumstances

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

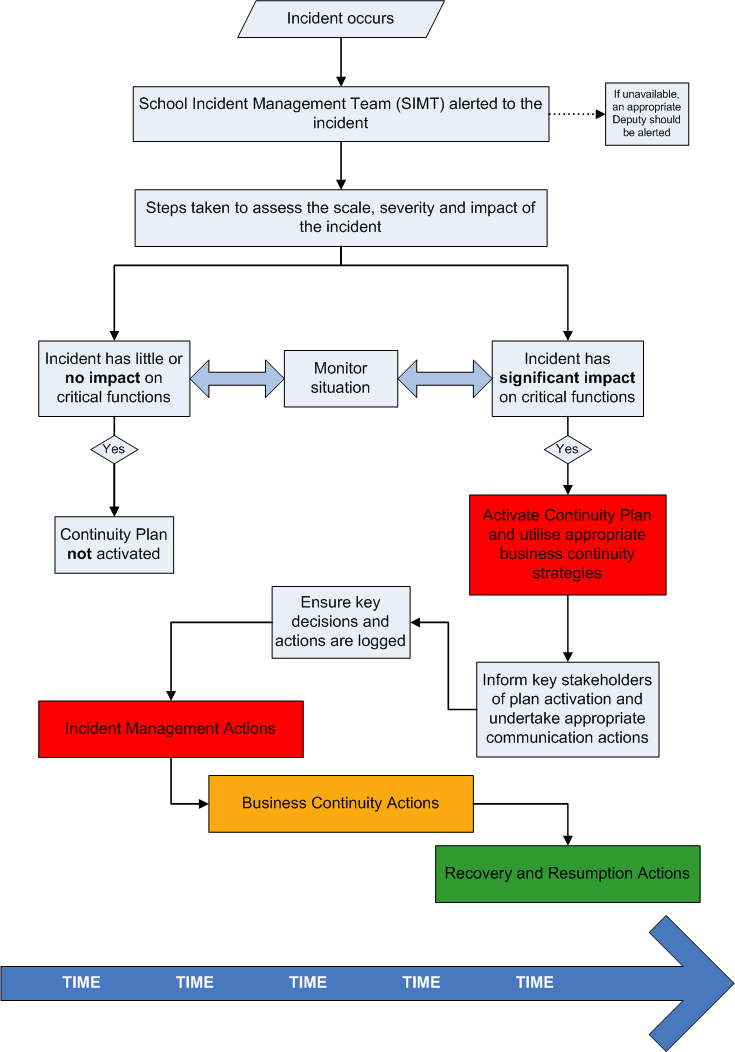
# Examples of circumstances triggering activation of this Plan include:

* 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**

Only a member of the nominated School Incident Management Team (See 3.1 below) can activate and stand down this Plan.

**2.3 Activation Process**



**3.0 Roles and Responsibilities**

**3.1 School Incident Management Team**

|  |  |  |
| --- | --- | --- |
| **Role** | **Responsibilities** | **Accountability / Authority** |
| Headteacher  Mr T Prestwich | * Senior responsible owner of Business Continuity Management in the School * Ensuring the School has capacity within its structure to respond to incidents * Determining the School’s overall response and recovery strategy | The Headteacher has overall responsibility for day-to-day management of the School, including lead decision-maker in times of crisis. |
| Business Continuity Coordinator  Business Manager | * 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 * 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 * Maintaining contact details of staff and students | Business Continuity Co-ordinator reports directly into the Headteacher and is a member of the School Incident Management Team. |
| School Incident Management Team  Mr T Prestwich  Miss S Etsy  Miss P Cail  Mr B Ekman  Mr J Suarez | * Declaring that an ‘incident’ is taking place * Leading the School’s initial and ongoing response to an incident * 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 lead by the Headteacher has the delegated authority to authorise all decisions and actions required to respond and recover from the incident.  Should the Headteacher not be available then either the Deputy Headteachers or the Business Manager has the authority to declare an emergency. |

The following Staff have been identified as the School’s Incident Management Team (SIMT):

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Contact Details (delete/amend as necessary)** |
| Tom Prestwich | Headteacher and ultimate decision maker | Mobile Number:  Email Address: [tprestwich@jubilee.lambeth.sch.uk](mailto:tprestwich@jubilee.lambeth.sch.uk) |
| Bradley Ekman | Business Manager | Mobile Number: 07453307540  Email Address: [b.ekman@jubilee.lambeth.sch.uk](mailto:b.ekman@jubilee.lambeth.sch.uk) |
| Philippa Cail | Deputy Headteacher  Recovery Coordinator | Mobile Number:  Email Address: [pcail@jubilee.lambeth.sch.uk](mailto:pcail@jubilee.lambeth.sch.uk) |
| Sam Etsy | Deputy Headteacher  Recovery Coordinator | Mobile Number:  Email Address: [sesty@jubilee.lambeth.sch.uk](mailto:sesty@jubilee.lambeth.sch.uk) |
| Alastair Crockett | ICT Network Manager | Mobile Number:  Email Address: [acrockett@jubilee.lambeth.sch.uk](mailto:acrockett@jubilee.lambeth.sch.uk) |
| Juan Suarez | Premises Manager | Mobile Number:  Email Address: [jsuarez@jubilee.lambeth.sch.uk](mailto:jsuarez@jubilee.lambeth.sch.uk) |

**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 Log (record keeper) | * 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. |
| Stakeholder Liaison | * Co-ordinating communication with key stakeholders as necessary. This includes (but does not cover all): * Governors * Parents/Carers * Key Lambeth Council Services * External agencies e.g. Emergency Services, Health and Safety Executive (HSE) etc. | All communication activities should be agreed by the School Incident Management Team. Information sharing should be approved by the Headteacher (or the above named if the Headteacher is unavailable). |
| Premises Manager | * 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 Network Manager | * Ensuring the resilience of the School’s ICT infrastructure * Work with the Business Continuity Coordinator to develop proportionate risk responses | ICT Coordinator reports directly to the Business Continuity Coordinator for plan development issues. |
| Recovery Coordinator | * 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 future versions of the plan. | Is likely to already be a member of the School Incident Management Team, however will remain focussed on leading the recovery and resumption phase. |

**3.3 The Role of Governors**

|  |  |  |
| --- | --- | --- |
| **Role** | **Responsibilities** | **Accountability / Authority** |
| Board of Governors  Led by (Chair) | * 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. |

**4.0 Incident Management**

**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)*** |
| --- | --- | --- | --- |
|  | Make a *brief* initial assessment:   * Survey the scene if safe to do so. * Assess (i.e. scale/severity, duration & impact) * Disseminate information (to others) | Gather and share information to facilitate decision-making and enhance the response  *A full impact assessment form can be found in Appendix A* |  |
|  | Call the Emergency Services  (as appropriate) | TEL: 999 Provide as much information about the incident as possible |  |
|  | * Evacuate/Close 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 | * 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 |  |
|  | Ensure all Pupils, Staff and any School Visitors report to the identified Assembly Point. | The normal **Assembly Point** for the School is: the school playground  The **alternative Assembly Point** for the School is: the wide pavement in front of Holy Trinity C of E Primary School, Upper Tulse Hill |  |
|  | 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, contactors and Visitors as a priority. | The Business Manager (or Office Staff in their absence) will take a register from the Staff Lists, Teacher registers and using signing in/out sheets for School visitors to account for all individuals in the building.  The fire wardens will evacuate each of their floors as per our fire evacuation plan. |  |
|  | Ensure appropriate access to site for Emergency Service vehicles | Ensure any required actions are safe by undertaking a dynamic risk assessment |  |
|  | Establish a contact point for all supporting personnel | Consider the availability of staff and who may be best placed to communicate information |  |
|  | Ensure a log of key decisions and actions is started and maintained throughout the incident | *The Log template can be found in Appendix A* |  |
|  | 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 |  |
|  | * 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  *The impact assessment form can be found in Appendix B.* |  |
|  | Log details of all items lost by Pupils, Staff, Visitors etc. as a result of the incident, if appropriate | *A form for recording this information is in Appendix C* |  |
|  | 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:   * Management Support for Schools * Planning and Accommodation Support Service * Education Psychology Service |  |
|  | If appropriate, arrange contact with the Council Press Office via Management Support for Schools. | Establish a media area if necessary. |  |
|  | 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.  *Business Continuity Strategies are documented in Section 5.3*  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. |  |
|  | Ensure Staff are kept informed about what is required of them | Consider:   * 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 |  |
|  | 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.  communicate with Pupils – school will use email, notices on the website, text services and telephone contacts to communicate with parents and pupils |  |
|  | 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 |  |
|  | Ensure Governors are kept informed as appropriate to the circumstances of the incident | Headteacher will contact Chair of governors (vice Chair in their absence) by phone to communicate with all the Governors. Governors will be updated regularly depending on the nature of the incident.  Governing body to hold emergency meetings if required |  |
|  | Consider the wider notification process and the key messages to communicate | Local Radios may be useful in broadcasting key messages, Website and communication systems |  |
|  | Communicate the interim arrangements for delivery of critical School activities | Ensure all stakeholders are kept informed of contingency arrangements as appropriate through the school website, by email and telephone etc.  All pupils and parents as well as staff, governors and other key stakeholders, customers, suppliers will be notified of arrangements |  |
|  | Log all expenditure incurred as a result of the incident ensuring receipts are kept. | Record all costs incurred as a result of responding to the incident  *The Financial Expenditure Log can be found in Appendix D* |  |
|  | Seek specific advice/ inform your Insurance Company as appropriate | Insurance Policy details can be found with the Business Manager. |  |
|  | 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 |  |

**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 activating 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? *(tick/cross as appropriate)*** |
| --- | --- | --- | --- |
|  | 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 |  |
|  | Evaluate the impact of the incident | Take time to understand the impact of the incident on ‘business as usual’ School activities by communicating with key stakeholders to gather information.  Consider the following questions:   * Which School activities are disrupted? * What is the impact over time if these activities do not continue? * Would the impact be: * Manageable? * Disruptive? * Critical? * Disastrous? * 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? |  |
|  | Plan how critical activities will be maintained, utilising pre-identified or new business continuity strategies (See Section 5.3) | Consider:   * Immediate priorities * Communication strategies * Deployment of resources * Finance * Monitoring the situation * Reporting * Stakeholder engagement   Produce an action plan for this phase of response. |  |
|  | 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.  *The log template can be found in Appendix A* |  |
|  | Log all financial expenditure incurred ensuring receipts are kept | *The Financial Expenditure Log can be found in Appendix D* |  |
|  | Allocate specific roles as necessary | Roles allocated will depend on the nature of the incident and availability of staff |  |
|  | Secure resources to enable critical activities to continue/be recovered | Consider requirements such as staffing, premises, equipment, ICT, welfare issues etc. |  |
|  | 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. |  |

**5.3 Business Continuity Strategies**

|  |  |  |
| --- | --- | --- |
|  | **Arrangements to manage a loss or shortage of Staff or skills**  ***Please add/amend/delete as appropriate*** | **Further Information**  (e.g. Key contacts, details of arrangements, checklists) |
|  | Use of temporary staff e.g. Supply Teachers, Office Staff etc. | Business Manager has details of supply agencies |
|  | Multi-skilling and cross-training to ensure staff are capable of undertaking different roles and responsibilities, this may involve identifying deputies, job shadowing, succession planning and handover periods for planned (already known) staff absence e.g. maternity leave | Headteacher has details of staff expertise |
|  | Using different ways of working to allow for reduced workforce, this may include:   * 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 | Headteacher with SLT will implement this |
|  | Suspending ‘non critical’ activities and focusing on your priorities |  |
|  | Using mutual support agreements with other Schools |  |
|  | Ensuring Staff management issues are considered i.e. managing attendance policies, job description flexibility and contractual requirements etc. |  |

|  |  |  |
| --- | --- | --- |
|  | **Arrangements to manage denial of access to your premises or loss of utilities** | **Further Information**  (e.g. Key contacts, details of arrangements, checklists) |
|  | Using mutual support agreements with other Schools | Loughborough Primary School |
|  | Pre-agreed arrangements with other premises in the community i.e. Libraries, Leisure Centres, Colleges, University premises | Support from Lambeth to acquire other sites as stated in the Funding Agreement |
|  | Virtual Learning Environment opportunities | Google Classroom |
|  | Localising the incident e.g. isolating the problem and utilising different sites or areas within the School premises portfolio |  |
|  | Off-site activities e.g. swimming, physical activities, school trips |  |

|  |  |  |
| --- | --- | --- |
|  | **Arrangements to manage loss of technology / telephony / data / power** | **Further Information**  (e.g. Key contacts, details of arrangements, checklists) |
|  | Back–ups of key school data e.g. CD or Memory Stick back–ups, photocopies stored on and off site, mirrored servers etc. | Strictly Education keeps back up/Cloud |
|  | Reverting to paper-based systems e.g. paper registers, whiteboards etc. | Business Manager |
|  | Flexible lesson plans | Google Classrooms |
|  | Emergency generator e.g. Uninterruptible Power Supply (UPS) |  |
|  | Emergency lighting |  |

|  |  |  |
| --- | --- | --- |
|  | **Arrangements to mitigate the loss of key suppliers, third parties or partners** | **Further Information**  (e.g. Key contacts, details of arrangements, checklists) |
|  | Pre-identified alternative suppliers |  |
|  | Ensuring all external providers have business continuity plans in place as part of contract terms |  |
|  | Insurance cover | Lambeth Insurance |
|  | Using mutual support agreements with other Schools |  |
|  | Using alternative ways of working to mitigate the loss e.g. suspending activities, adapting to the situation and working around it |  |

**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)*** |
| --- | --- | --- | --- |
|  | 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. |  |
|  | 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 |  |
|  | 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 notified via email  Parents will be notified via the school website, text messaging, telephone and letters.  Local Authority and Governors will be notified |  |
|  | 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 debrief 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. |  |
|  | 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 |  |

**7.0 Appendices**

**Please insert page numbers upon plan completion**

|  |  |  |
| --- | --- | --- |
|  | **Content** | **Page No.** |
| A | Log Template | 17 |
| B | Impact Assessment Form | 18 |
| C | Lost Property Form | 20 |
| D | Financial Expenditure Log | 21 |
| E | Contents of Emergency Box / ‘Grab bag’ | 22 |
| F | Risk Identification, Evaluation and Management Matrix | 23 |
| G | Incident Management Decision-Making Tool | 27 |
| H | Staff Contact List | 28 |
| I | Key Contacts List | 29 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Log of Events, Decisions and Actions** | | | |
| **Completed by** |  | **Sheet Number** |  |
| **Incident** |  | **Date** |  |
| **Time (24hr clock)** | **Log Details** | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |

| **Impact Assessment** | **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? | Over 50% |  |
| 20 – 50% |  |
| 1 – 20% |  |
| 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? |  | |
| 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 |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Lost Property Form** | | | |
| Completed By |  | **Incident** |  |
| **Date** |  | **Time** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name** | **Status**  **(e.g. staff, pupil visitor)** | Details of possessions lost/left behind | |
| **What** | **Where left/lost** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial Expenditure Log** | | | |
| Completed By |  | **Incident** |  |
| **Date** |  | **Time** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Expenditure Details**  ***(What, for whom etc.)*** | **Cost** | **Payment Method** | **Transaction made by** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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 | Electronic |
|  |
|  |
|  |
| Financial Information | Electronic |
|  |
|  |
|  |
| Staff Information | Staff contact details |
| Staff emergency contact details |
| IT / Equipment Information | Electronic |
|  |
|  |
| Equipment and other items | First Aid Kit |
| Torch |
| Stationery |
| School Floor Plans |
| Whistle/megaphone |
| High Visibility jacket |
| Batteries |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

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

**IDENTIFYING, EVALUATING AND MANAGING RISKS**

**GUIDANCE FOR COMPLETING THE RISK MATRIX:**

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)** | | **Probability (or likelihood)** | |
| **Description** | **Indicators** | **Description** | **Indicators** |
| 5 (Major) | The risk has a **major** impact if realised | 5 (Very Likely | The risk **will** emerge |
| 4 (Significant) | The risk has a **significant** impact if realised | 4 (Likely | The risk **should** emerge |
| 3 (Moderate) | The risk has a **moderate** impact if realised | 3 (Unlikely) | The risk **could** emerge |
| 2 (Minor) | The risk has a **minor** impact if realised | 2 (Very Unlikely) | The risk is **unlikely** to emerge |
| 1 (No consequence) | The risk has **no** consequence if realised |  |  |

|  |  |  |
| --- | --- | --- |
| **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** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Pandemic or epidemic e.g. influenza virus, meningitis | **3** | **3** | **12** | Staff absence policy  Use of Supply Teachers  Send pupils affected home and inform parents to seek medical help | Pre-prepared Teaching packs for Virtual Learning Environment  Seek advice from DfE and Health officials  Notify local authority  Notify governors and work on alternative provisions | *Business Manager* |
|  | Severe weather events e.g. high winds, snow, heat wave, drought | **3** | **3** | **9** | Emergency closure procedures | Have print out of all pupils contact details so that text message can be sent  Update information on the internet | *Business Manager* |
|  | Power outage | **2** | **3** | 6 | H&S Policy | Contact electricity board to carry out repairs | *Business Manager* |
|  | Utilities disruption e.g. gas, electricity or water supply | **2** | **3** | **6** | Send students home  Call in plumbers to address problem  Staff to work from home | Contact electricity board to carry out repairs | *Business Manager* |
|  | Telephony failure | **2** | **4** | **8** | Use school mobile phone for communication | Have print out of all pupils contact details so that text reminder of school mobile can be sent | *Business Manager* |
|  | Fire affecting the School premises | **5** | **4** | **20** | Inform insurance to ensure speedy recovery and return to business as usual  Students to be provided with work packs through Google Classroom until alternative premises can be established | Liaise with DfE and local authority for alternative premises making use of existing local capacity (London Met, Wapping High School, Bow School) | *Business Manager* |
|  | Widespread or localised flooding | **3** | **2** | **6** | Inform insurance to ensure speedy recovery and return to business as usual  Students to be provided with work packs through Google Classroom until alternative premises can be established | Liaise with DfE and local authority for alternative premises making use of existing local capacity (London Met, Wapping High School, Bow School) | *Business Manager* |
|  | Mass staff absence e.g. industrial strikes, lottery syndicate | **3** | **4** | **12** | Use in house cover (Teaching Apprentice, HLTA, Learning Mentors and other staff free) | Keep school open for some student at least  Keep details of local supply agencies for replacement staff | Mr T Prestwich |
|  | Transport disruption | **4** | **5** | **20** | Staff absence policy  School cover policy | Inform all staff in advance of any planned strikes/disruption | *Business Manager* |
|  | Violent extremist activity on School premises | **3** | **2** | **6** | Safeguarding policy | Contact police | *Headteacher* |
|  | Local hazards in the area e.g. School proximity to airport, railway line, tram line, motorways, industrial sites etc. | **3** | **2** | **6** | Monitor situation and respond appropriately |  | *Business Manager* |
|  | Internet not working | **2** | **3** | **6** | Use fax line and mobile phones to communicate | Have print out of all pupils contact details so that text reminder of school mobile can be sent | *Business Manager* |
|  | LG Member absence | **3** | **4** | **12** | Staff absence policy  Distribute management loading to other LG Members and if required middle leaders | Inform Chair of Governors  Cover lessons as above using in house cover (Teaching Apprentice, HLTA, Learning Mentors and other staff free) | *Business Manager* |
|  | SIMs down | **2** | **3** | **6** | Export pupil and parents details to excel three times a year to ensure up to date contact details available | Collect Parents details three times a year to ensure changes to mobile numbers and addresses can be managed  Have print out of all pupils contact details so that text reminder of school mobile can be sent | *Business Manager* |

**Critical Incident Decision-Making Tool**

|  |  |  |  |
| --- | --- | --- | --- |
| **Information**  *What do you know/what do you* ***not*** *know?* | **Issues**  *What are the problem/issues arising from that piece of information* | **Ideas**  *What are the ideas for solving the issues/problems?* | **Actions**  *What are you going to do? What are you* ***not*** *going to do? Who is responsible? What are the timelines?* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Insert SIMS printout of staff information**

**Staff Telephone Numbers**

| **Title** | **Forename** | **Surname** | **Telephone Number** |
| --- | --- | --- | --- |
|  |  | **Staff number are accessible via Groupcall emerge** | **All admin staff have a login** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**KEY CONTACTS LIST**

|  |  |  |
| --- | --- | --- |
| NAME | ROLE | TELEPHONE |
| Tom Prestwich | Headteacher | 07966927676 |
| Bradley Ekman | Business Manager | 07453307540 |
| Philippa Cail | Deputy Headteacher | 07764947641 |
| Samantha Etsy | Deputy Headteacher | 07956856198 |
| Alastair Crocket | Assistant Headteacher | 07500 827072 |
| Strictly Education | Phil RatcliffeTechnical Service Desk Manager | **Tel:** 0330 123 2544 (Opt 2) | **Mob:** 07796 541 284 | **Fax:** 020 3475 3489  **Address:** Strictly Education Ltd, No1 Pixham End, Dorking, RH4 1QA. **Email:** [phil.ratcliffe@strictlyeducation.co.uk](mailto:phil.ratcliffe@strictlyeducation.co.uk) **Web:** [www.strictlyeducation.co.uk](https://www.strictlyeducation.co.uk/) |
| Juan Suarez | Premises Manager | 07946263374 |
| Tsedal Powell | Chair of Governors | 0207 207 6519 (home)07985 751 324 (mobile) [tpowell12.208@lgflmail.org](mailto:tpowell12.208@lgflmail.org) |
| Simon Funnell | Vice Chair | 07976313259 [sfunnell4.208@lgflmail.org](mailto:sfunnell4.208@lgflmail.org) |

|  |  |
| --- | --- |
| **Key Local Authority Contacts** |  |
| Clare (LEA Interim Director of Services) | Insert phone number |
|  |  |
| **Other Local Contacts** |  |
| Police | 999 or 101 (for general enquiries) |
| Police – your local station/community officer | Brixton Station |
| Fire & Rescue Services | 999 or 101 |
| Hospital – your nearest A&E | Kings College Hospital |
|  |  |
| **Other Useful Contacts** |  |
| LCRC 0300 303 0450  Email [LCRC@PHE.GOV.UK](mailto:LCRC@PHE.GOV.UK) |  |
| Tim Coulson – DfE Regional Office | Rsc.eastnelondon@education.gsi.gov.uk |