



Business Continuity Plan

For

Disaster Recovery in the event of a Critical Incident

ASHTON WEST END PRIMARY ACADEMY

Approved by the Finance Committee on 23rd September 2020

1.0 Introduction

The Academy Business Continuity Plan (BCP) has been written for those who will be involved in re-establishing the operational delivery of services following a major incident. It should be read in conjunction with:

- The matching Business Continuity Plan
- The Academy's fire evacuation plan (the operation of which does not necessarily activate the BCP).

2.0 Definitions

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.

3.0 General Information

3.1 Review and Training

This document should be reviewed annually by the Leadership Teams and the Academy Trust Board.

3.2 Associated Documents/information

Associated Documents include:

- Business Continuity Plan
- Fire Evacuation Plans
- Fire risk assessment

3.3 Emergency Contact Information

An emergency information pack is kept at reception in the main Academy office and includes:

- Copies of this document
- Access to staff and student data (those on roll) with home phone numbers can be accessed on-line from SIMS.

4.0 Strategy

If a disaster is declared by Ashton West End Primary Academy's the Headteacher or the Assistant Headteachers and the Academy's Business Manager will activate the Business Continuity Plan.

Staff communication will be via email and the website if this is operable, or by use of the snow plan telephone lists if not.

The following organisations may need to be advised of the implementation of the Business Continuity Plan as soon as possible:

- Education Funding Agency
- Director of Education office
- Press Office
- Health and Safety Advisors
- Health and Safety Executive (HSE)
- Insurance Advisors
- Local Police
- Local Fire Service

5.0 Roles and Responsibilities

5.1 *Headteacher or the Assistant Headteachers*

The Headteacher is responsible for the implementation and co-ordination of the BCP, including:

- Immediately contacting the Accountant if the disaster relates to the built environment or the ICT infrastructure to establish if the building can be re-occupied and/or service delivery reinstated
- Co-ordination of status reports/communication for the benefit of all audiences (including staff, students, parents, LA, Academies Team at DFE, press)
- Maintaining the BCP in an up-to-date format by delegating responsibility to the Finance Officer for updates.

5.2 *Incident Management Team (IMT)*

Lead by the Headteacher, the Incident Management Team includes all Assistant Headteachers and the site manager. Additional members of the team will be recruited to match the specific needs of the incident.

The IMT is responsible for acting under the direction of the Headteacher and the Assistant Headteachers to restore normal conditions as soon as possible.

5.3 *Staff*

Staff are required to co-operate with the IMT in support of the BCP.

In the event that staff are sent home, they should remain available during normal working hours to assist with necessary tasks.

6.0 Procedure for Closing the Academy

6.1 Closure in advance of a School day

The school can be closed in advance of a normal school day using the following system:

1. Closure authorised by the Headteacher or Assistant Headteachers
2. Notification of a school closure using the website and radio station.
3. Recording the closure on the home page of the school website (actioned by Headteacher).

6.2 Closure during a School Day

It is never a preferred option to close the school during a school day but it can be done using the following procedures:

1. Closure authorised by the Headteacher or the Assistant Headteachers on the basis that students with parental authorisation may make their way home by themselves. Students will continue to be supervised by staff until parents authorise them to leave or they are collected.
 - a. Parental authorisation can be provided by text message or email from a parental phone number or email address directly to the student's phone and seen (and recorded) by a member of staff
 - b. Consider use of Places of Safety (as described below).
2. Notification of the school closure using the website (actioned by the Business Manager) and Key 103.
3. Recording the closure on the home page of the school website (actioned by Business Manager). If the school website is unavailable, contact the technician to post a message on online.

6.3 Immediate Places of Safety

In the event of a major incident on site requiring the school to be closed, students will assemble at the primary assembly points. If these are not useable staff will escort students to the secondary assembly points.

Insert here a map of the campus showing primary and secondary assembly points, running track and top staff car park respectively.

6.4 Off-Site Place of Safety

If it becomes necessary to evacuate the site completely, students will be escorted into the grounds of the field on Katherine St from where they can be collected or from where they can be released to make their own way home.

7.0 Lockdown Procedure

It is now possible to envisage circumstances where the school may wish to lock itself in, to secure staff and students from an outside threat. This circumstance is described as a 'lockdown'.

If a lockdown is declared:

- The Academy site manager will be advised to implement the lockdown via word-of-mouth
- The school will be advised that it is in 'lockdown' by word-of-mouth.
- All staff will remain in classrooms and keep students calm and away from windows
- All students in external PE lessons will be advised to return to the Sports Hall.

The lockdown will proceed in the following priority:

- The external gates of the school will be closed and locked ensuring no one can enter or leave the premises.
- The following doors will then be locked:
- Main building front entrances (2) Note: the rear entrance to the academy building

Monitoring the Site Entrances:

Once the site is secure, staff should return to the building and monitor Academy entrances via CCTV. The gates should only be opened by academy when visual confirmation of the presence of the Emergency Services can be confirmed.

8.0 Business Recovery in the Event of a Loss of Buildings or site Space

8.1 General

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the the Local Authority. In the event of building unavailability, the school will be entitled to financial unavailability deductions to off-set the Unitary Charge Payments that will still be due for payment.

Temporary working facilities are the responsibility of the Academy Trust for which it holds insurance (see below).

8.2 Insurance

Ashton West End Primary Academy is a member of the risk protection arrangement (RPA) membership. The RPA membership certificate states that the academy has unlimited cover.

8.3 Replacement Site Facilities

The size and scope of facilities required for the school will vary according to circumstance. In the first instance contact should be made with the EFA Insurance

The location of the temporary accommodation will be determined based on the space required and circumstances at the time. Two possible locations that have been identified for consideration should temporary accommodation / buildings need to be sited are:

- The field
- KS1 playground
- KS2 playground

9.0 Pandemic Threat / Mass Staff Unavailability

Loss of staff is considered a generic threat to operations. The spread of a virus capable of impacting on operational service delivery is now considered genuine and serious.

In the event of mass staff illness, the IMT will shut the school to students using the same procedures described above.

10.0 Other Threats

The following Other Threats have been considered

- Phone and ICT Communications Loss
- Finance Process Breakdown – payments to staff & suppliers fail
- Utilities / Energy Supply failure

- Service Delivery Loss of General Nature – the Academy are unable to provide buildings or ICT support
- Key Supplier Failure
- Evacuation due to Nearby Incident
- Bad Weather prolonged
- Strikes
- Terrorist Attack or Threat

11.0 Draft Recovery Action Plans

Operational Threat	Steps to Restore Normal Working	Action by Whom	Comments/Notes
Phone and ICT Communications Loss	1.	Business Manager	
Finance Process Breakdown – payments to staff & suppliers fail		Business Manager	
Utilities / Energy Supply failure	1.	Business Manager	
Building Loss – partial or complete (Fire, Flood etc.)	1.	Headteacher and Business Manager	
Building Denial leading to short term lack of access	1.	Headteacher	
Service Delivery Loss of General Nature – Academy is unable to provide buildings or ICT support	1.	Headteacher/Business Manager	
Key Supplier Failure other than Academy – e.g. Catering, transport	1.	Business Manager and Catering Manager	
Evacuation due to Nearby Incident	1.	Headteacher and Assistant Heads	
Lockdown due to Nearby Incident	1.	Headteacher	
Fire	1.	Headteacher	
Bad Weather prolonged		Headteacher	
Strikes	1.	Headteacher	
Terrorist Attack or Threat		Headteacher	