



## Business Continuity Management Policy

### Policy Statement

This provision believes that a key element in ensuring the safety and wellbeing of its staff, children and other users of the premises is its ability to cope in the event of an emergency or crisis. This is particularly true where critical systems are affected.

### The Aims of the Policy

The aim of this policy is to identify our critical functions and activities and to ensure that any risks in these areas can be reduced or responded to effectively.

It is also to ensure that business continuity is included in all our emergency plans and contingency plans.

### Developing a Business Continuity Plan

1. Business continuity management is a continuous cycle of risk assessment, comprising the following steps.
  1. Identifying the priority functions or critical aspects of an organisation.
  2. Assessing the possible risks to those aspects.
  3. Formulating a plan.
  4. Reviewing the plan annually.
2. The priority functions that apply to this provision include:
  1. accommodation/premises (ie relocation or recovery after a severe fire or flood)
  2. water supplies
  3. power, heating and lighting
  4. availability of staff (especially key members)
  5. computers, IT and communication systems
  6. transport.
3. Each of these functions is assigned a recovery priority as follows.

1. Critical —recovery is an immediate priority (eg in the case of a threat to safety).
  2. Urgent —recovery must take place within 24 hours.
  3. Essential — recovery must take place within two to three days.
  4. Routine — recovery must take place within a week.
4. Once the priority functions have been identified, and the threats that might affect them, the importance of recovering them and how quickly or easily this could be done have been assessed, a plan is developed for each area. This identifies what needs to be done and in what order.

## Key Considerations

- Good internal and external communications are vital for the efficient management of an incident and will be prioritised.
- People will be informed quickly, simply and factually about any emergency and told what to do.
- The press/media will not be allowed onto the premises unless permission, and the consent of senior management, has been obtained.
- A "grab-bag" is readily available in the main office, containing a copy of the emergency plan and emergency contact details. This will be taken by the responsible person in the event of any emergency evacuation of the site.

## Major Incidents and Civil Contingencies

We understand and comply with the local civil contingency plans that operate in the event of a major incident or alert, such as a plane crash or a terrorist incident.

We understand that the Civil Contingencies Act 2004 and other emergency planning provisions place a duty on the LA to ensure adequate resilience is in place to be able to deal with such events.

In any major incident, we will co-operate fully with local resilience plans and with the police and fire services.

## Responsibility and Implementation

The management is responsible for business continuity and for ensuring that all plans are properly implemented.

The person responsible for managing and maintaining the facilities and premises has a key role to play in business continuity arrangements. They have specialist knowledge about estates safety, such as the location of cut-off valves for gas and electricity, master switches, and fire alarm resets.

All staff are responsible for:

- co-operating fully with risk assessments and planning

- implementing the continuity plans where required.

Information on the policy is:

- circulated to all staff
- provided to all new employees.

All those with emergency responsibilities should hold an up-to-date copy of the emergency plan off-site.

## Training

All new staff are encouraged to read this policy as part of their induction process. Those with specific duties and responsibilities under the policy are expected to have read and understood the business continuity plans relating to their areas and functions and are offered additional training where required.

The provision manager is expected to attend specialist training in business continuity management and sufficient local briefings to enable them to keep their knowledge up to date and act proficiently within local resilience arrangements.

## Linked Policies

Other policies that should be referred to include:

- Health and safety
- Fire safety/evacuation.

## Policy Review

This policy is reviewed regularly. The emergency plan is subject to annual review and approval. It will be amended after a review of any incident or emergency contingency exercise.