BUSINESS CONTINUITY MANAGEMENT PLAN

for

Warren Farm Primary School
Aylesbury Crescent, Kingstanding B44 0DT
08/09/2022
Detailing arrangements for:

Incident Management
Business Continuity
Recovery and Resumption of Normal School Activity

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1.0 About this Plan

1.1 Document Control

Date	Revision/Amendment Details & Reason	Author
06/10/2016	Review	M. McLaughlin
28/11/2017	Review	M. McLaughlin
12/09/2018	Review	M. McLaughlin
12/09/2019	Review	M. McLaughlin
08/09/2020	Review	M.McLaughlin
08/09/2021	Review	M.McLaughlin / G. Barr
08/09/2022	Review	M.McLaughlin / S. Taylor

1.2 Plan Purpose

To provide a flexible response so that Warren Farm 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)

1.3 Plan Remit

The following school functions are covered by this Plan:

- Teaching, school administration, catering, out of hours clubs, school trips.

The following school premises are covered by this Plan:

- Classrooms, kitchen, offices, sports hall, dining hall, temporary classrooms

1.4 Plan Owner

Mark McLaughlin (School Business Manager) 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
Mark McLaughlin	SBM	10/11/2022	Sept 22
Simon Taylor	Head Teacher	10/11/2022	Sept 22
Judith Dovey	Chair of Governors	10/11/2022	Sept 22
Mandip Nandhra	Deputy Head	10/11/2022	Sept 22
Michelle Houghton	Secretary	10/11/2022	Sept 22
Julie Hanna	Caretaker	10/11/2022	Sept 22
Laura Barnes	Vice Chair of Governors	10/11/2022	Sept 22

1.6   Plan Storage

All parties on the distribution list, see above, are required to safely and confidentially store a copy of this plan 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 annually 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. This will be the head teacher or deputy head in their absence.

2.3 Escalating a Serious Incident

The Head Teacher will decide if the incident can be managed by school alone. If it is deemed that it cannot then the school should alert the DCSF through single point of contact
(Lead Officer Hazel Moore – Tel no: 01325 391032: M- 07917067981)

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

2.4 Activation Process

Incident occurs

School Incident Management Team (SIMT) alerted to the incident

If unavailable, an appropriate Deputy should be alerted

Steps taken to assess the scale, severity and impact of the incident

Incident has little or **no impact** on critical functions

Monitor situation

Incident has **significant impact** on critical functions

Yes

Yes

Continuity Plan **not** activated

Activate Continuity Plan and utilise appropriate business continuity strategies

Assess lockdown need

Ensure key decisions and actions are logged

Inform key stakeholders of plan activation and undertake appropriate communication actions

Incident Management Actions

Business Continuity Actions

Recovery and Resumption Actions

TIME   TIME   TIME   TIME   TIME

3.0 Roles and Responsibilities

3.1 School Incident Management Team

Role	Responsibilities	Accountability / Authority
Headteacher	- 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	The Headteacher has overall responsibility for day-to-management of the School, including lead decision-maker in times of crisis.
Business Continuity Coordinator	- 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	Business Continuity Co-ordinator reports directly into the Headteacher and will usually be a member of the School Incident Management Team.
School Incident Management Team *(including Business Continuity Coordinator and Headteacher)*	- 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)
Simon Taylor	Head Teacher	Mobile Number: 07749707035 Email Address: simontaylor@warrenfarmgo.co.uk Out of Hours Contact Details: 07749707035
Mark McLaughlin	Business Continuity Co-ordinator	Mobile Number: 07816131866 Email Address: sbm@warrenfarmgo.co.uk Out of Hours Contact Details: 01926 858285
Mandip Nandhra	Incident Management Team	Mobile Number: 07956636191 Email Address: Mandip.nandhra@warrenfarmgo.co.uk Out of Hours Contact Details: 07956636191
Julie Hanna	Incident Management Team	Mobile Number: 07749830713 Email Address: Out of Hours Contact Details: 07749830713

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)	▪ 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	▪ Collating information about the incident for dissemination in Press Statements ▪ Liaison with Press Office of Education Department to inform media strategy	The Media Co-ordinator should assist with providing information to the Press Office but should not have direct contact with Media.
Stakeholder Liaison	▪ Co-ordinating communication with key stakeholders as necessary. This includes (but does not cover all): o Governors o Parents/Carers/carers o Key Birmingham City Council Services o School Transport Providers o External agencies e.g. Emergency Services, Health and Safety Executive (HSE) etc	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	▪ 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	▪ Ensuring the resilience of the School's ICT infrastructure ▪ Liaison with Service Birmingham 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	▪ 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
Michelle Houghton	Incident loggist	Mobile Number: 07960147064 Email Address:michelle.houghton@warrenfarmgo.co.uk Out of Hours Contact Details: 07960147064
Jed Freeman	ICT Co-ordinator	Mobile Number: 07788986354 Email Address: jed@edusupport.co.uk Out of Hours Contact Details:07788986354
Julie Hanna	Facilities Manager	Mobile Number: 07749830713 Email Address: Out of Hours Contact Details: 07749830713

3.3 The Role of Governors

Role	Responsibilities	Accountability / Authority
Board of Governors	- 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 *quick* initial assessment: ▪ 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 *A full impact assessment form can be found in Appendix A*	☐
2.	Call the Emergency Services (as appropriate)	**TEL: 999** Provide as much information about the incident as possible	☐
3.	▪ 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	▪ 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	☐

	ACTION	FUTHER INFO/DETAILS	ACTIONED? *(tick/cross as appropriate)*
4.	Ensure all Pupils, Staff and any School Visitors report to the identified Assembly Point.	The normal **Assembly poi**nt for the School is: Main school playground (front of school) The **alternative Assembly Point** for the School is: Kingstanding Leisure Centre	☐
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, contactors and Visitors as a priority	The school operates a fire marshall scheme. The building is "swept" and areas allocated to different staff. Signing in book will be used to identify visitors.	☐
6.	Ensure appropriate access to site for Emergency Service vehicles	Ensure any required actions are safe by undertaking a dynamic risk assessment	☐
7.	Establish a contact point for all supporting personnel	Consider the availability of staff and who may be best placed to communicate information	☐
8.	Identify School Incident Management Team to undertake specific emergency response roles	*Information on roles and responsibilities can be found in Section 3.0*	☐
9.	Ensure a log of key decisions and actions is started and maintained throughout the incident	*The Log template can be found in Appendix A*	☐
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	☐
11.	▪ 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.*	☐
12.	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*	☐
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: ▪ School and Governor Support ▪ Support Service ▪ Education Psychology Service	☐

	ACTION	FUTHER INFO/DETAILS	ACTIONED? *(tick/cross as appropriate)*
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. *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.	☐
16.	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	☐
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. Notifications will be made on local radio stations and also on the school website.	☐
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	☐
19.	Ensure Governors are kept informed as appropriate to the circumstances of the incident	Governors will be informed via email and telephone. The frequency will depend on nature of incident.	☐

	ACTION	FUTHER INFO/DETAILS	ACTIONED? *(tick/cross as appropriate)*
20.	Consider the wider notification process and the key messages to communicate	Local Radios may be useful in broadcasting key messages	☐
21.	Communicate the interim arrangements for delivery of critical School activities	Ensure all stakeholders are kept informed of contingency arrangements as appropriate. This will be done through website updates and telephone calls.	☐
22.	Log all expenditure incurred as a result of the incident	Record all costs incurred as a result of responding to the incident *The Financial Expenditure Log can be found in Appendix D*	☐
23.	Seek specific advice/ inform your Insurance Company as appropriate	Insurance Policy details can be found as an appendix to this plan for the copies held by the Head Teacher, Business Manager and Chair of Governors.	☐
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	☐

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? *(tick/cross as appropriate)*
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	☐

2.	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?
			☐

	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: ▪ Immediate priorities ▪ Communication strategies ▪ Deployment of resources ▪ Finance ▪ Monitoring the situation ▪ Reporting ▪ Stakeholder engagement Produce an action plan for this phase of response.	☐
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. *The log template can be found in Appendix A*	☐
5.	Log all financial expenditure incurred	*The Financial Expenditure Log can be found in Appendix D*	☐
6.	Allocate specific roles as necessary	Roles allocated will depend on the nature of the incident and availability of staff	☐
7.	Secure resources to enable critical activities to continue/be recovered	Consider requirements such as staffing, premises, equipment, ICT, welfare issues etc	☐
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.	☐

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	Maria Khlupina (Monarch Recruitment) 0121 237 3189
2.	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	TA's identified as capable in emergency of standing in for teachers.
3.	Using different ways of working to allow for reduced workforce, this may include: • Larger class sizes (subject to adult and child ratios)	Learning Mentors and TA's identified as capable in emergency of standing in for teachers.

	• 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	
4.	Suspending 'non critical' activities and focusing on your priorities	
5.	Using mutual support agreements with other Schools	
6.	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)
1.	Using mutual support agreements with other Schools	
2.	Pre-agreed arrangements with other premises in the community i.e. Libraries, Leisure Centres, Colleges, University premises	
3.	Virtual Learning Environment opportunities	
4.	Localising the incident e.g. isolating the problem and utilising different sites or areas within the School premises portfolio	
5.	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)
1.	Back–ups of key school data e.g. CD or Memory Stick back–ups, photocopies stored on and off site, mirrored servers etc	Finance and pupil data is now hosted so can be accessed even if is site issue.
2.	Reverting to paper-based systems e.g. paper registers, whiteboards etc	Registers printed weekly in paper form in case of power outage or computer failure.
3.	Flexible lesson plans	
4.	Emergency generator e.g. Uninterruptible Power Supply (UPS)	UPS attached to servers.
5.	Emergency lighting	Emergency lighting to all exits.

	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	
2.	Ensuring all external providers have business continuity plans in place as part of contract terms	
3.	Insurance cover	Comprehensive insurance in place through Bluefin Insurance Brokers
4.	Using mutual support agreements with other Schools	
5.	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)*
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.	☐
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	☐
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. This information will be communicated to staff through the emergency contact flowchart. Parents will be informed through Radio Broadcasts, message on answerphone and also on school website.	☐
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.	☐
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	☐

7.0 Appendices

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

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?	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?	

Question	Logged Response
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	

Appendix C

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**

Appendix D

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

	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	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
	Birmingham A – Z map
	Portable radio (plus spare batteries)
	Wind up LED torch
	Back-up tapes
	Laptop with wireless connection
	Mobile phone and mobile phone charger
	Stationery including permanent markers, clipboards, pens, blue-tack, pins, pencils and notebook paper
	Disposable camera with film
	Hazard barrier tape
	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

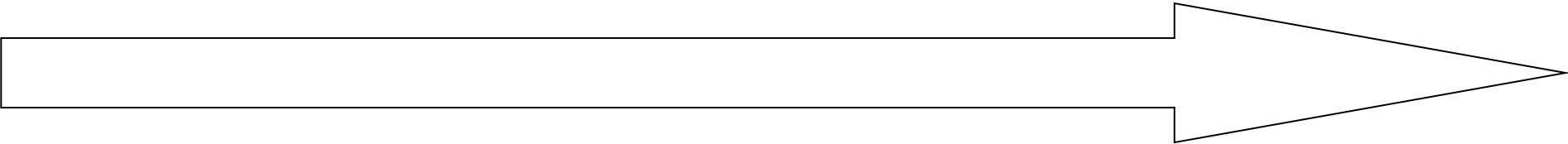| Score	Risk Description	Action Required
25	Extreme Risk	▪ Immediate escalation to Headteacher for risk control activities
20 - 15	High Risk	▪ Risk to be actively managed with appropriate risk control activities
12 - 6	Medium Risk	▪ Take appropriate action to manage the risk
5 and below	Low Risk	▪ Risk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

	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	• Staff absenteeism policy • Use of Supply Teachers	Planning available TA's available in emergency	*G. Barr*
2.	Severe weather events e.g. high winds, snow, heat wave, drought	4	5	20	• Staff contact flowchart • Caretaker lives on-site • Emergency closure procedures		
3.	Power outage	4	2	8	• RCD Testing process • Statutory testing procedures • 5 year electrical test		
4.	Utilities disruption e.g. gas, electricity or water supply	4	2	8	• See above • Site monitoring by caretaker		

	Risk Description	I	P	Risk Rating	Risk Control(s)	Additional Controls Required (if any)	Lead for Risk Control Activities
5.	Telephony failure	3	2	6	• Maintenance contract in place for telephone system. • Backup mobile phones on contract		
6.	Fire affecting the School premises	5	2	10	• Fire safety plan • Fire risk assessment • Emergency evacuation procedures • Fire training • Good housekeeping to reduce risk. • PAT testing annually.		
7.	Widespread or localised flooding	4	1	4	• School not situated in a flood plain • School drainage system regularly inspected / cleaned		
8.	Mass staff absence e.g. industrial strikes, lottery syndicate	5	1	5	• Contingency planning • Good staff relationships maintained		
9.	Transport disruption	2	3	6	• Minibus maintained		
10.	Violent extremist activity on School premises	5	1	5	• Site security		
11.	Local hazards in the area e.g. School proximity to airport, railway line, tram	1	1	1	• Not applicable		

	Risk Description	I	P	Risk Rating	Risk Control(s)	Additional Controls Required (if any)	Lead for Risk Control Activities
	line, motorways, industrial sites etc						
12.							
13.							
14.							
15.							

Critical Incident Decision-Making Tool

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

KEY SERVICES THAT MUST BE MAINTAINED

Essential Functions State any critical times of year	Statutory Duties Include timeframes	No Of Essential Staff Needed FIRST WEEK
Washroom facilities – day 1	Required before staff and pupils can attend	n/a
Free School Meals – day 1	Facility to provide FSM to every pupil entitled must be available	n/a
Drink making facilities – day 1	To enable staff and pupils to remain hydrated	n/a
External communications – day 1 (phone/fax line/mobile phone)	Keeping parents informed	n/a
First aid – day 1	School must provide a qualified first aider	1 qualified first aider
Medical assessment area – day 1	To enable first aid assessment in a discrete manner	n/a
Attendance Records	Pupil roll call must be taken twice a day	1 member of admin staff
Staff attendance records	Record of staff absence must be maintained	1 member of admin staff
Timetable cover	All lessons must be taught by a suitable qualified person	1
External examinations – usually summer term	Ensure that examination procedures are adhered to	1 invigilator and 1 communicator per external exam (dependent upon exam timetable)
First aid	School must provide a qualified first aider	1 qualified first aider

Emergency Contact

In the event of need to send a group message we use Teachers2Parents messaging service

www.**teachers2parents**.co.uk/

Login details are held by key staff

STAFF CONTACT LIST

Name	Role	Contact Details

KEY CONTACTS LIST

CONTACT	TELEPHONE NUMBER
School Contacts	
Headteacher	07725721773 (G. Barr)
Deputy Head	07955753566 (C. Osborne)
School Business Manager	07816131866 (M. McLaughlin)
Chair of Governors	07956157269 (C. Bates)
Vice Chair of Governors	07884650931 (L. Barnes)
Premises Manager (Caretaker)	07749830713 (J. Hanna)
Nursery Teacher	07771614041 (J. Whitehorn)
Assistant Head (KS1)	07725909226 (K. Taroni)
Key Local Authority Contacts	
Governor Support	0121 303 2541
Emergency Repairs Service (Acivico)	0121 303 6425 (0121 303 4149 out of hours)
City Engineer	
Sue Twells (Head of School Improvement)	0121 303 4926
Other Local Authority Contacts	
Kingstanding Leisure Centre	0121 464 8790
Kingstanding Play Centre	0121 464 8791
Other Local Contacts	
Police	999
Police – your local station/community officer	0345 113 5000
Fire & Rescue Services	999
Hospital – your nearest A&E	Good Hope Hospital - 0121 424 2000
Radio WM	08453 009956 (from 5.00 a.m.) bbcwm@bbc.co.uk
Heart FM	0121 607 7288 snowline@heartfm.co.uk
Free Radio	0121 566 5430 (from 5.30am) closuresbirmingham@freeradio.co.uk
NHS – your local clinic (School Nurse)	0121 465 5618/5620
Health Protection Agency	0844 225 3560
Meningitis free phone number	080 8800 3344
Other Useful Contacts	

Foreign Office	020 7270 1500
One Call Building Service (Jaz)	07929518814
Mark Cashmore (Electrician)	07849366027
Corona Energy (Gas) Acct No: 20408080	0800 111 999 / 0844 225 2883
EDF Energy (electricity) Acct No: 17137872	0845 7331331 (power failure)
Severn Trent Water – Acct No: 7790103559	0800 783 4444
TTG Southern (telephones) Acct No: 013339	01223 507070
British Gas Solar (re P.V. panels)	0800 980 9038
Trip Mobile (School)	07738066335
Alarm System – ADT	0121 255 6231
Entry Door – AGS	01952 588959
Fire Alarm / Fire equipment	Firemark Ltd 01278 727460

Appendix K

LOCKDOWN PROCEDURE

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Our procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff. Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

· A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)

· An intruder on the school site (with the potential to pose a risk to staff and pupils)

· A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud etc)

· A major fire in the vicinity of the school

· The close proximity of a dangerous dog roaming loose

1 Partial Lockdown
Alert to staff: 'Partial lockdown'
This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

· All outside activity to cease immediately, pupils and staff return to building.
(There need to be a means of communicating the alert to duty staff at break times)

· All staff and pupils remain in building and external doors and windows locked

· Free movement may permitted within the building dependent upon circumstances

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an ongoing and dynamic risk assessment based on advice from the emergency services

This can then be communicated to staff and pupils. 'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue, air vents can be closed (where possible) as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

2 Full Lockdown

Alert to staff: 'Full lockdown'
This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

· All pupils return to base (classroom, tutor room or other agreed location eg sports/assembly/dining hall)

· External doors locked. Classroom doors locked (where possible). Windows locked, blinds drawn, pupils sit quietly out of sight (eg under desk or around a corner)

· Register taken -the office will contact each class in turn for an attendance report

Staff and pupils remain in lock down until it has been lifted by a senior member of staff / emergency services. At any point during the lockdown, the fire alarm may sound which is a cue to evacuate the building.
During the lockdown, staff will keep agreed lines of communication open but not make unnecessary calls to the central office as this could delay more important communication.

Examples of discreet communication channels might be:

· Where staff have access to an internal e-mail system then they could access their account and await further instruction. In practical terms, staff would need to be familiar with accessing their account through a variety of means eg laptop, smartphone or tablet

Communication between parents and the school
School lockdown procedures, especially arrangements for communicating with parents, should be routinely shared with parents either by newsletter or via the school website. In the event of an actual lockdown, it is strongly advised that any incident or development is communicated to parents as soon as is practicable. It is obvious that parents will be concerned but regular communication of accurate information will help to alleviate undue anxiety.[2]

Parents should be given enough information about what will happen so that they:

· Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety

· Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers

· Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger

· Wait for the school to contact them about when it is safe for you to come get your children, and where this will be from

*The communication with parents part of the plan needs to reassure parents that the school understands their concern for their children's welfare and that everything that can possibly be done to ensure children's safety will be done. However**, it may also be prudent to reinforce the message '..the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out…'***

Emergency Services
It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services depending on the severity of the incident that has triggered the Lockdown. Emergency Services will support the decision of the Headteacher with regarding the timing of communication to parents.