Business Continuity & Recovery Plan

Date Published	June 2023
Next Review	June 2024
UCC Governor Approval Committee	Full Governing Body
UCC Staff Role Responsible	The Principal

CONTENT	PAGE
BUSINESS CONTINUITY & RECOVERY PLAN	
Introduction	3
Definition	3
Assessment and implementation	3
Prioritisation and formulation	4
Delivery and Strategy of the Action Plan	4
Resumption and review	5
Links to other policies	5
APPENDICES	
1. Initial Impact Assessment Form	**6**
2. Detailed Impact Assessment and Action Plan	**7**
3. Business Continuity and Recovery Framework	**8**

Introduction

Uppingham Community College Business Continuity & Recovery Plan (BCRP) will be used by those people who will be responsible for ensuring core business functions are maintained in the short, medium and long term in the event of serious disruption.

Examples of serious disruption include:
- Full or partial denial of access
- Full or partial loss of services (utilities, internet, telecoms etc)
- Loss of key staff or skills
- Potential risk of harm

The purpose of having a Business Continuity & Recovery Plan is about minimise the impact of serious disruption on the strategic objectives of the College by protecting as far as possible the core business functions, namely:

- Student welfare
- Staff welfare
- Education of students
- Strategic management of the college
- Finance
- ICT and telecoms systems

This policy is overseen by the Principal and the School Business Director.

Definition

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

A disaster is the escalation of an emergency to the point where normal conditions are not expected to be recovered for a week or a longer period of time.

Assessment and Implementation

The Business Continuity & Recovery Plan will normally be implemented in response to an emergency incident. The Principal will form an Incident Management Team (IMT) to assess the scale, impact and likely duration of the incident completing an Initial Impact Assessment Form (Appendix 1).

The decision to implement the Business Continuity & Recovery Plan will be taken by the Principal with reference to the Chair of Governors.

Prioritisation and formulation

Once the decision to implement has been taken, a more detailed assessment of the situation and plan of action in response will be carried out by the Principal and designated staff using Detail Impact Assessment and Action Plan (Appendix 2) and with reference to the Business Continuity Framework (Appendix 3).

In general, the Action Plan will prioritise in the following order:
- Health, safety and welfare of students and staff
- Protection of vital assets: physical, data and reputation
- Preservation of urgent and necessary channels of communication
- Continuity of core business functions
- Resumption of normal business

Delivery and strategy of the Action Plan

The Action Plan will include designation of roles to particular members of staff. The Principal will maintain overall oversight and ownership of the Action Plan.

The Action Plan will include use of the emergency information pack which is kept in the main reception and also the College's One Drive, which includes:

- Copies of this document
- Contact details for all Senior Leaders and Site staff
- Emergency Closure Procedures

Communication with staff and students will be via email, Bromcom and the website if operable.

The following organisations will be advised of the implementation of the Business Continuity & Recovery Plan as soon as possible:
- UCC Governors via email
- Rutland County Council
- Local media (Rutland Sounds)
- Health and Safety Advisors
- Health and Safety Executive (HSE)   01234 5678910
- Insurance Advisors - RPA   0330 058 5566
- Local Police
- Local Fire Service
- Transport Providers

If the incident requires full closure of the College, the steps taken will depend on timing.
If the College is closed at the time of the incident: the Principal will make the decision to implement the Emergency Closure Procedure which will be communicated using the usual channels. If the College is open at the time of the incident, the Principal will authorise the closure, students will be supervised whilst transport arrangements are made and escorted to a place of safety (if necessary – furthest point on the playing fields) and communication sent via SchoolComms and the website. If evacuation is required, the fire alarm will sound and students and staff will assemble on the ATP for registers to be taken. (Fire Evacuation Procedures)

If access to the College site is prohibited for a period of time, remote teaching will be provided to students.

If the incident requires a <u>lockdown</u> to secure staff and students from an outside threat, this will be communicated by word of mouth via the Site team. All staff will remain in classrooms and keep pupils calm and away from windows. All pupils in external PE lessons will be advised to return to the college building. The external gates will remain closed, external doors will be locked and access only given to the emergency services. The site will be fully monitored via CCTV.

If the event results in a loss of buildings or space, interruption to business activities, legal advice/claim, damaged to property etc, the college will inform the <u>insurers</u> at the earliest convenience.
DfE Risk Protection Arrangement: Top Mark Claims Ltd on 03300 585566 - urgent incidents

The Principal will arrange regular monitoring of the Action Plan with input from key stakeholders to ensure that if is being delivered effectively and to make any changes necessary.

Resumption and review

The Action Plan will include actions towards full resumption of normal business. Once achieved, the Principal will notify relevant parties that the Action Plan has been concluded.

The Principal will subsequently carry out a full review of the recovery and continuity process and make recommendations for any changes to future Action Plans.

Links to other policies & procedures:

- Fire Evacuation and Drill Procedures
- Incident Response Plan
- Emergency Closure Procedure
- Risk Register

APPENDIX 1:   **INITIAL IMPACT ASSESSMENT FORM**

What is the **nature** of the incident? (E.g fire/flood/storm/denial of access)	

What is the **extent** of the incident?

Which areas of the site are affected?	
What equipment is affected? (E.g all telephones, PC's in office)	
Which/how many people are affected?	
Which services are affected in which blocks? (E.g electrical supply to Maths block)	
Which departments are affected? (list each or write 'all')	
What is the expected **duration** of the incident? (list durations of each separate element)	

Severity Assessment

Critical Function	Maximum tolerated period of disruption *
Denial of access – full site	1 day
Denial of access < 25% of site	1 day
Denial of access > 25% of site	1-4 weeks
Loss of any utility to full site	1-7 days
Loss of any utility to part of site	1-4 weeks
Loss of IT services	1 week
Loss of fixed line telecoms	1 month
Loss of key equipment	1 month
Loss of key service (E.g Catering)	1 month
Loss of > 10% of workforce (teaching)	1 week
Loss of > 10% of workforce (support)	2 weeks
Loss of < 10% of workforce	Normal workforce management
Loss of key role (s)	1+ weeks

*This is the time after which it is presumed to be necessary to implement the BCRP.

Decision to implement Business Continuity & Recovery Plan:	**Yes / No**

APPENDIX 2:   **DETAILED IMPACT ASSESSMENT AND ACTION PLAN**

Element	Nature of Impact	Extent / Quantity	Expected duration	Actions	Person	Timescale
Access to site						
Services / Utilities						
Staffing						
Equipment						
ICT and Telecoms						

Critical Function	Duration	Contingency Arrangements
Accommodation of students if full or partial denial of access	Short	Assess room timetable to identify available classrooms Consider larger teaching groups in suitable spaces (E.g Sports Hall)
	Long	Modular buildings erected on site
Welfare facilities if full or partial denial of access	Short	Closure if no facilities. If partial loss of facilities, signage to available WC's.
	Long	Temporary WC's erected on site
Catering – loss of service	Short	Packed lunch provided from home/provided by College for FSM students
	Long	Hot food prepared off site and delivered to College. Temporary kitchen and dining area to be erected on site.
Heating – full or partial loss	Short	Use of existing electric heaters in coldest areas. Hire of additional heaters
	Long	Purchase of alternative heating equipment
Water – full or partial loss	Short	Closure if no facilities. If partial loss, use facilities elsewhere on site.
	Long	Supply of bottled water
Accommodation of administrative staff	Short	Alternative rooms within College. Use of laptops/mobile as necessary. Remote working from home.
	Long	Consider temporary buildings
IT systems failure	Short	Back-up tapes stored in secure safe used to retrieve data Remote teaching using Teams and SMHW
	Long	Reinstate full functionality as a matter of urgency

Fixed line telecoms failure	Short	Hybrid system installed to ensure connectivity. Use of mobiles if needed.
	Long	Replace damaged system
Staffing	**Duration**	**Contingency arrangements**
Principal	Short	Deputies to assume key responsibilities
	Long	Appoint temporary replacement and/or backfill existing staff acting up
Deputy Principals	Short	Assistant Principals to take on additional responsibilities. UPS staff to support.
	Long	Appoint member of staff internally to act up.
Other Teaching Staff	Short	Internal cover or supply
	Long	Internal re-structure or temporary contracted appointment (s)
Business Director	Short	Finance Manager to maintain key tasks
	Long	Budget management advice/support from external source. Other duties backfilled where appropriate.
Site Manager	Short	Internal cover within the Site team.
	Long	Use of agency staff for longer-term cover.
Other Support Staff	Short	Manage without where possible, increase in hours for PT staff or agency staff.
	Long	Agency supply and/or temporary appointment