



Business Continuity Plan

2

Buckton Vale Primary School has the following Critical Objectives, which must be maintained:

- Provide Education
- Care and Safety of children, staff and public
- Provision of meals
- Provision of extended services

Plan details	
School	Buckton Vale Primary School
Plan Owner	The Governing Board
Plan Manager	The Headteacher
Plan Writer	The School Business Manager/Headteacher
Version No.	4
Date Updated	25 th April 2018

Plan review details	
Review Period	Annually
Date of next review	June 2019

LEA review details	
Date to LEA	
Date reviewed by LEA	

All staff undertaking activities identified must be informed of this Business Continuity Plan. The document signatory is also responsible for exercising this plan to confirm that it is still fit for purpose. The LA reserves the right to exercise the plan without warning.

Signature <i>Plan Owner</i>	<input type="text"/>
Date	<input type="text"/>

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Section 1 - Introduction

School Services	
Please provide a brief description of what the services undertaken by the school:	
<ul style="list-style-type: none"> • Teaching services • IT Services • Facilities provision • Senior Management • Administration service • Health and Safety service • Premises Management Service (Caretaker, cleaners etc) • Safeguarding service • Catering service • Welfare service • Before and After school clubs • Out of School activities • Parent functions • Hire of premises/grounds 	

Staff resources day to day			
Teachers	14	Midday Assistants	11
Teaching Assistants	8	Cleaning	3
Finance/IT Staff	3	Catering	3
Site Manager	1		

Section 2 - Invocation

When an incident affects Buckton Vale Primary School operations and/or its staff and visitors:

Step 1: Be Safe

- Stay calm
- Alert a senior member of staff to the incident
- Alert others around you if the incident presents physical or immediate danger
- Take necessary safety actions e.g. follow the evacuation or lockdown procedure
- Account for colleagues, contractors and visitors
- Alert a senior member of staff if any individual cannot be accounted for
- Consider calling home to reassure family that you are safe

Step 2: Be Together

- If evacuated, stay with your colleagues at your assembly point
- Be aware of emergency vehicles and welfare of others
- Move to local shelter point (if available and appropriate) as instructed
- If no physical danger, remain in your place of work and await further instructions
- DO NOT go home or move to another location unless requested/instructed by your line manager or senior personnel

Step 3: Be Patient

- Follow instructions from your line manager or appointed deputy/successor
- Remain calm and patient. Senior management will be discussing next steps in the interest of all staff and will communicate actions required as soon as possible
- Fulfil your part of the response when requested to do so
- Keep free or donate mobile phones. Be aware unnecessary use may put pressure on the network, which could hinder the response.
- If you must move/go home, discuss this with your line manager or appointed deputy/successor

Step 4: Be Alert

- Provide line managers/response staff with any helpful update/information
- Politely direct any press or media interest to the headteacher only
- Consult the school or council website for trusted updates (avoid potentially unreliable sources)
- If you are sent home, be ready to return to work / rejoin the response efforts at short notice

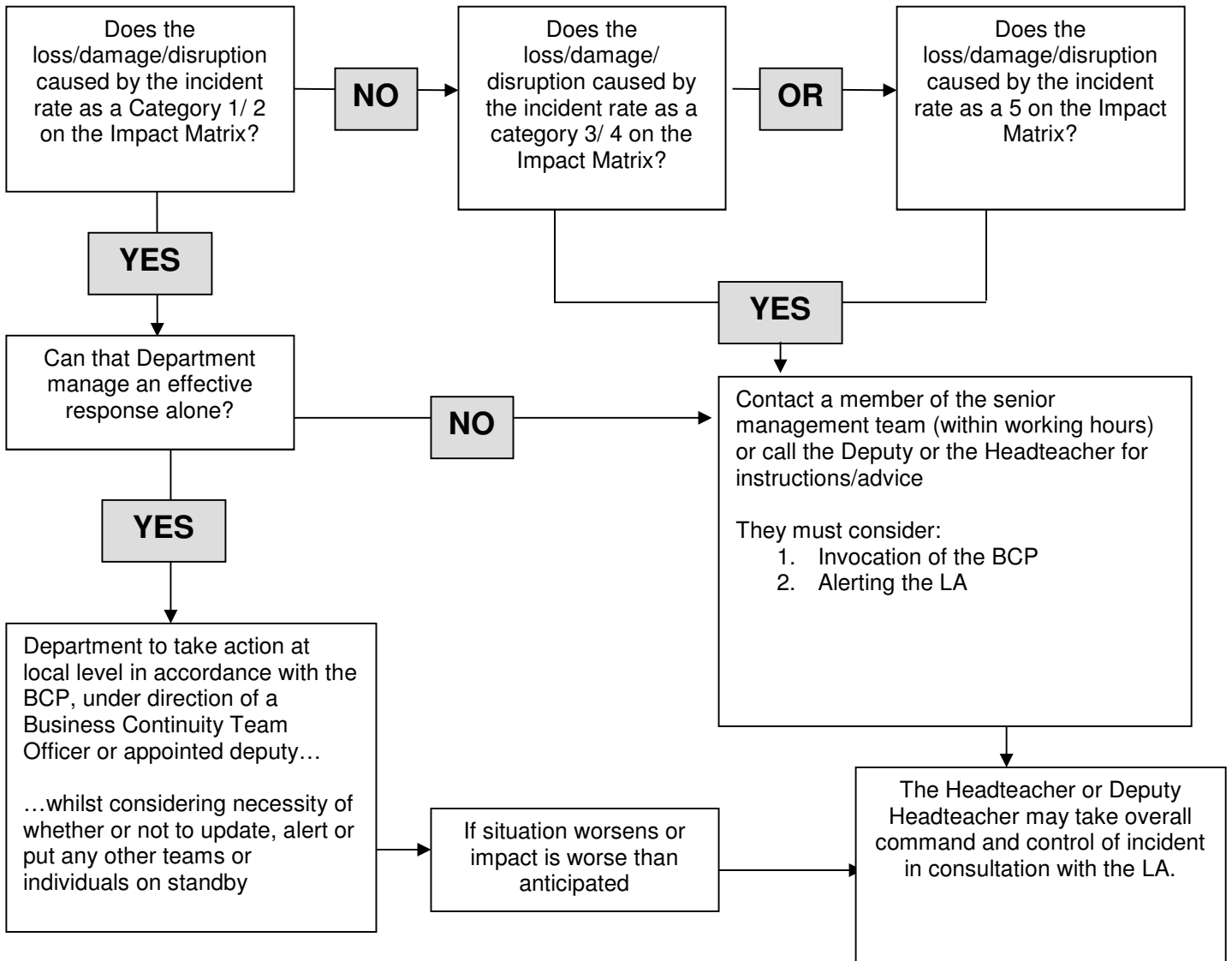
School Business Continuity Plans (BCPs) may be invoked under the following authority only:

- 1) When senior management team declares a business continuity incident has occurred and has provided direction that the Business Continuity Plan is to be invoked, or
- 2) When the Headteacher/Chair of Governors declares that the plan is to be invoked

The senior management team will ensure that the Headteacher, Chair of Governor and the Local Authority (LA) are appropriately informed about the incident and its progress. This should include the agreed response and recovery strategies and any other relevant factors.

Consideration will also be given to the content of the Unavoidable Closure guidance before a decision is made regarding invocation of the BCP.

If appropriate the following decision tree should be considered and the most appropriate actions taken:



**** ONCE THIS PLAN IS INVOKED THE HEADTEACHER/DEPUTY HEADTEACHER MUST ENSURE THAT A LOG IS KEPT OF ANY DECISIONS MADE OR ACTIONS TAKEN. AN EXAMPLE LOG IS GIVEN IN APPENDIX 2. ****

7 Impact Assessment

Category	Potential or real impact assessment
Negligible (1)	<ul style="list-style-type: none"> • Minor internal disruption to the department • No specialist personnel issues • Activity recovered within 30 days • No injuries beyond 'first aid' level • No significant disruption to service capability • Unlikely to cause any adverse publicity • Low impact on a strategic objective • Low impact on an operational objective • Can be easily remedied • Low stakeholder concern
Marginal (2)	<ul style="list-style-type: none"> • Minor impact on the performance of the school • Activity to be recovered within 14 days • Potential for complaints from individuals • Adverse local publicity • Litigation to be expected • Breaches of the law punishable by fines only • Minor disruption to the achievement of a strategic objective • Minor disruption to the achievement of an operational objective • Creates minor stakeholder concern • Minor injury to an individual or several people
Significant (3)	<ul style="list-style-type: none"> • Internal performance disruption • Activity must be fully recovered within 7 days • Potential for adverse local publicity in an ongoing nature • Potential for significant injuries or ill health • Short-term loss disruption of service capability • Needs careful public relations • High potential for complaint, litigation possible • Breaches of regulations/standards • Delays the achievement of a strategic objective • Delays the achievement of an operational objective • Creates moderate stakeholder concern • Severe injury to an individual or several people
Essential (4)	<ul style="list-style-type: none"> • Significant impact on the performance • Full recovery must occur within 48 hours • Potential for adverse national publicity or local publicity on a persistence nature affecting the local community • Potential for fatality or serious injury to several people • Litigation to be expected • Major delay in the achievement of a strategic objective • Major delay in the achievement of significant operational objective(s) • Significant delays in recovery • Creates significant stakeholder concern
Crucial (5)	<ul style="list-style-type: none"> • Inability to meet critical service level demands • Activity would rely on external mutual aid • Recovery must occur within 24 hours • Potential for adverse national publicity or local publicity on a persistence nature affecting the local community • Potential for fatality of one or more or serious injury to several people • Potential for major claims which would be outside the insurance cover • Litigation almost certain and difficult to defend • Breaches of law punishable with imprisonment • Prevents the achievement of a strategic objective • Prevents the achievement of significant operational objective(s) • Creates major stakeholder concern

Section 4 - Activity Analysis

Definitions

Maximum Tolerable Period of Disruption (MTPD)

The maximum length of time the school can manage a disruption to its key services.

Recovery Time Objective (RTO)

The point in time at which each of the key services would need to be resumed to a pre-determined minimum level in the event of a disruption.

SPOF

Single Point of Failure

4.1 Activity Summary

Activity No	Impact Category	Activity	SPOF	MTPD First 24 hours	MTPD 24 to 48 hours	MTPD Up to 1 week	MTPD Up to 2 weeks	MTPD Up to 1 month plus	RTO	Does the activity depend on, or influence the activities of other departments within the organisation or external agencies? If YES, list the departments.
1	5	Key Stage 1/2 Teaching	N			X			1 week	Parents
2	4	IT Service for education	N			X			1 week	No
3	5	Provision of utilities	Y	X					1 hour	Parents
4	4	Provision of outdoor play areas	N					X	2 weeks	No
5	4	Senior Management of School	N		X				24 hrs	No
6	3	Business Administration	N	X					3 hrs	No
7	1	School Visits	N					X	1 week	Parents
8	4	Provision of Health and Safety	N	X					1 hour	No
9	4	First Aid Services	N	X					1 hour	No
10	5	Cleaning of Premises	N		X				24 hrs	No
11	2	Maintenance of Premises	N					X	1 week	No
12	5	Security of Premises	N	X					1 hour	No

Activity No	Impact Category	Activity	SPOF	MTPD First 24 hours	MTPD 24 to 48 hours	MTPD Up to 1 week	MTPD Up to 2 weeks	MTPD Up to 1 month plus	RTO	Does the activity depend on, or influence the activities of other departments within the organisation or external agencies? If YES, list the departments.
13	5	Safeguarding Provision	N	X					1 hour	No
14	2	Provision of School Meals	N		X				24 hrs	Parents
15	5	Supervision of children at lunchtimes	N		X				3 hrs	No
16	3	Before and After School Clubs	N					X	1 week	Parents
17	2	Signposting to children's services	N	X					1 day	Parents
18	2	Hire of facilities	N					X	1 week	Hirer

¹ all activities should be impact assessed using the criteria in Section 2

² list activities with the most critical first in descending order

³ are any of the activities regarded as a Single Point of Failure (SPOF)

⁴ Recovery Time Objectives (RTO) should indicate the priority/timescale to restore a process to minimum service levels (for category 3, 4 or 5 activities only – the remainder can be left blank).

⁴ Maximum Tolerable Period of Disruption (MTPD) should indicate the maximum time to manage a disruption without damaging (for category 3, 4 or 5 activities only – the remainder can be left blank).

⁵ the Impact Assessment should take into consideration the effect on any interlinked departments or outside agencies

4.2 People – Total : Teaching Staff 14 posts, Teaching Assistants 8, Finance/IT 3, Middays/Cleaners 14, Security 1, Catering 3

Activity No	SPOF	Normal number of Staff to carry out activity	Minimum number of staff required to start/maintain activity	Location	Specialist skills/training required by staff	Can staff from outside the department support this activity and if YES, where from?	Contingency arrangements
1/2	N	14 teachers 8 Teaching Assistants	5 teachers	Main School	Qualified teachers and DBS checked	Yes Supply Agency	Would contact supply agency for extra staff. SLT on management time would cover.
1/2	N	1 IT Manager	1 IT Manager	Main School	Qualified IT Manager	Yes IT Services TMBC or private contractor	Would ask IT Manager to contact the Local Authority IT support. Passwords to be kept in the safe/Other schools for support/agency.
3	Y	1 Site Manager	1 Site Manager	Main School	Knowledge of School site/buildings	Yes Headteacher/School Officer	Appropriate member of staff would contact utility company and arrange cover from other schools
4	N	1 Site Manager	1 Site Manager	Main School	Knowledge of site management	Yes contractor/other schools	Headteacher/SLT would undertake non manual duties and buy in assistance from known company
5	N	1 Headteacher 1 Deputy Headteacher 3 TLR post holders	1 Headteacher or Deputy Headteacher	Main School	Member of the Leadership Team	Yes Another school	Would contact LA and arrange for a suitable placement

		Business Manager					
Activity No	SPOF	Normal number of Staff to carry out activity	Minimum number of staff required to start/maintain activity	Location	Specialist skills/training required by staff	Can staff from outside the department support this activity and if YES, where from?	Contingency arrangements
6	N	1 Headteacher 1 Business Manager 1 Admin Assistant	1 member of SLT	Main School	Knowledge of SIMS, FMS and Budget Plan. A minimum would be answering the telephone.	Yes TMBC or another school	Would contact TMBC for financial admin assistance. Would contact other schools in local cluster for additional assistance. IT Manager to log onto website, if available, to post information. Admin Assistant to send parent mail/Txt message.
7	N	Appropriate number of responsible adults as defined in Risk Assessment (usually minimum 1:10)	Appropriate number of responsible adults as defined in Risk Assessment (usually minimum 1:10)	Main School	Qualified teachers and DBS checked Responsible adults and List 99 checked	Yes Single Central Record holds list of DBS staff/volunteers	Would need to look at individual Risk Assessment for trip. Would need to ensure appropriate EVC (Educational Visit Coordinator) in place and suitably supported.

8	N	1 Headteacher 1 Site Manager 1 Business Manager	1 member of SLT	Main School	Health and Safety Knowledge	Yes TMBC Another school	Would ensure another member of SLT able to take over. If not, would contact LA for a suitable placement or seek assistance from staff at neighbouring schools.
9	N	3 Teaching Assistants/1 Teacher with First Aid qualifications	3 members of staff	Main School	First Aid Qualification	Yes Other schools or supply agency	Would contact other schools/supply agency and request a Teaching Assistant first aid trained.
No Activity	SPOF	Normal number of Staff to carry out activity	Minimum number of staff required to start/maintain activity	Location	Specialist skills/training required by staff	Can staff from outside the department support this activity and if YES, where from?	Contingency arrangements
10	N	1 Site Manager 3 Premises staff Contractor	1 member of premises staff	Main School	Appropriate training for the role	Yes Contractor Another School	Would contact buy in additional services from contractor
11	N	1 Headteacher 1 Site Manager 1 Business Manager	1 Site Manager	Main School	Knowledge of procedures	Yes Another School Contractor	Would contact and local schools for assistance and contractor
12	N	1 Headteacher 1 Site Manager 1 Business Manager	1 Site Manager	Main School	Knowledge of procedures and alarm codes/systems	Yes Another School	H/T, office staff, also would contact TMBC and local schools for assistance
13	N	1 Headteacher 1 member of SLT	1 member of SLT	Main School	Knowledge of the Safeguarding procedures	TMBC	Role would be taken by the most senior member of staff in school If necessary contact

							TMBC for a suitable placement
14	N	3 Catering Staff	1 Supervisor 1 Staff	Main School	Appropriate training for the role	TMBC/Carillion	Supervisor role would be taken by most senior member of catering staff If necessary contact TMBC/Contractor for additional support
15	N	1 member of SLT 11 Welfare Staff	1 member of SLT 8 other Staff	Main School	DBS checked	Staff in school	Other Staff called in to assist. If necessary, school would close at lunch time and parents be asked to collect their children
Activity No	SPOF	Normal number of Staff to carry out activity	Minimum number of staff required to start/maintain activity	Location	Specialist skills/training required by staff	Can staff from outside the department support this activity and if YES, where from?	Contingency arrangements
16	N	1 member of SLT on site Teachers or Teaching Assistants in line with number of children	1 member of SLT on site Teachers or Teaching Assistants in line with number of children	Main School	Appropriately trained DBS checked	Yes, bought in provider	Would ask other staff to cover/new contractor/cancel sessions
17	N	1 member of SLT	1 member of SLT	Main School	None	Another school/TMBC	A member of the SLT would assume responsibility
18	N	1 Site Manager	1 member of SLT	Main School	Appropriately trained Knowledge of procedures and alarm	Member of SLT	A member of SLT would cover role. schools for assistance

				codes/systems etc.		
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4.3 Equipment (Assets and Premises)

Activity No	SPOF	Location	Owner	Normal Equipment	Minimum Equipment	Contingency Arrangements
1/2	N	Main School	School	11 class rooms ICT Suite Library Corridor Learning Bays 2 support rooms Learning Resources 30 Chairs per room 30 desks per room Internet connection	Learning Resources 1 chair per child 1 desk per child	Would move the children into the hall or “double up” classrooms where possible. Request portable classrooms from TMBC. Identify extra resources available within school and utilise. Borrow resources from another school. Send the children home if unable to provide.
1/2	N	Main School	School	ICT Suite facilities 1 desktop, SMART board and projector per room Teachers laptops 2 servers	1 desktop, SMART board and projector per room	Would postpone computing in the interim
3	Y	Main School	School/TMBC/ Utility company	Heating and Electrical System Water Pipes	Heating and Electrical System Water Pipes	If utilities supply not available for a prolonged period would contact LA and organise a meeting to identify re housing of children. In the short term would speak to utilities company and identify how long unavailable and advise staff and parents

Activity No	SPOF	Location	Owner	Normal Equipment	Minimum Equipment	Contingency Arrangements
4	N	Main School	TMBC Play Equipment – School/ground owned by TMBC	2 playground areas School Field Outdoor play equipment Brushes, shovels, hose pipe and grit	1 playground Brushes, shovels, hose pipe and grit	Children could use outdoor facilities on a rota. Children could remain indoors. Extra members of staff used to supervise classrooms
5	N	Main School	School	3 admin desktops 2 servers 5 laptops 2 landlines 1 mobile phone Internet connection CCTV screen	1 admin desktop 1 server 1 laptop 1 landline Internet connection	Could work from any office in the building Could manage some tasks via internet and landline. Could work from home.
6	N	Main School	School	2 admin desktops 1 server Internet connection	1 admin desktop 1 server Landline Mobile phone Internet connection	Would seek support from the Local Authority IT support to re-establish services. Could work from home/another office.
7	N	Main School	School	Appropriate transport First Aid equipment	Appropriate transport First Aid equipment	Cancel out of school activity and reschedule
8	N	Main School	School	None	None	Would continue to manage the Health and Safety provision as necessary
9	N	Main School	School	2 Standard wall mounted First Aid Kits Portable First Aid kits First Aid supplies	Equipment within 2 standard First Aid kits (as identified by HSE)	First Aid administered where appropriate

				cupboard		
10	N	Main School	School	Cleaning Equipment	Cleaning Equipment	Would purchase items if unavailable/purchase additional hours from contractor
Activity No	SPOF	Location	Owner	Normal Equipment	Minimum Equipment	Contingency Arrangements
11	N	Main School	School	None	None	If premises not available for a prolonged period would contact LA and organise a meeting to identify re housing of children. Would advise staff and parents.
12	N	Main School	School	None	None	If premises not secure for a prolonged period would contact LA and organise a meeting to identify re housing of children. Would advise staff and parents.
13	N	Main School	School	Lockable Filing Cabinet	Lockable Filing Cabinet	Would use another cabinet within school or borrow one from another school/contact TMBC for referrals/guidance
14	N	Main School	TMBC	Catering equipment	Catering equipment	If unable for a prolonged period of time would request children to bring own lunches to school or close the school at lunch time and ask parents to collect
15	N	Main School	School	Play Equipment	Play Equipment	Children would continue to be supervised by staff
16	N	Main School	School	Learning Resources Creative Resources	None	Adjust content of activities Cancel activity and inform parents
17	N	Main School	TMBC	None	None	Parents would still be signposted to appropriate services/contact TMBC for advice
18	N	Main School	TMBC	None	None	If premises unavailable then arrangements for hiring would be cancelled

4.3.1 Equipment (Specialist and ICT software)

Activity No	SPOF	Normal Specialist Equipment	Minimum Specialist Equipment	Normal IT software	Minimum IT software	Normal Vehicles Required	Minimum Vehicles Required	Contingency Arrangements
1/2	N	SMART boards	None	None	None	None	None	Could deliver learning without ICT
1/2	N	ICT Suite facilities SMART board and projector per room Teacher laptops 2 servers	None	Curriculum Software SMART board	None	None	None	If server not available would be able to provide limited computing lessons
3	Y	None	None	None	None	None	None	None
4	N	None	None	None	None	None	None	None
5	N	2 admin desktops 1 server 5 laptops 2 landlines 1 mobile phone CCTV screen	None	None	None	None	None	Would retain manual records until systems available/work from home.
6	N	2 admin desktops 1 server CCTV screen	None	SIMS FMS HCSS Education	None	None	None	Would retain manual records until systems available and enter onto the system at a later date. To pay bills would undertake a manual system and retain records. To

Activity No	SPOF	Normal Specialist Equipment	Minimum Specialist Equipment	Normal IT software	Minimum IT software	Normal Vehicles Required	Minimum Vehicles Required	Contingency Arrangements
								complete anything more would use back up and ask IT support services for advice. Log onto website/parent mail from another school.
7	N	None	None	None	None	Suitable transport	Suitable transport	Cancel out of school activity and reschedule
8	N	None	None	None	None	None	None	Close school if non-compliant
9	N	First Aid Kit. Care Plans for identified children and associated medication (e.g. Epi-Pens)	First Aid Kit Care Plans for identified children and associated medication (e.g. Epi-Pens)	None	None	None	None	Multiple First Aid Kits available and copies of care plans If necessary phone for ambulance assistance
10	N	Buffer/Carpet clnr	None	None	None	None	None	Contractor to supply all equipment
11	N	Premises Keys	Premises Keys	None	None	None	None	Headteacher/Business Manager and Admin Assistant had access to keys.
12	N	Alarm System Premises Keys	Alarm System Premises Keys	None	None	None	None	If alarm system fails would call out maintenance company and await the system becoming available. Headteacher is aware of locality of keys.
13	N	None	None	None	None	None	None	None
14	N	None	None	None	None	None	None	None
15	N	None	None	None	None	None	None	None
16	N	None	None	None	None	None	None	None
17	N	None	None	None	None	None	None	None

18	N	Premises Keys	Premises Keys	None	None	None	None	Headteacher and Admin Assistant have access to keys.
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4.4 Activity Documents

Activity No.	SPOF	Essential Documents / Information	Where are these stored?	How are they accessed?	Contingency Arrangements
1	N	Registers	SIMS and Main Office or Classroom	From SIMS or Main Office	If SIMS not available would take copies of the classroom registers, or handwrite an attendance sheet to record attendance. Daily backups of all data completed each day.
1	N	Contact Details for Children	SIMS and Reception Office	From SIMS or Reception Office	If SIMS not available use paper copies in Reception Office. Daily backups of all data completed each day.
1	N	Medical details for children	SIMS and School Office Notices in Staff Room	From SIMS or School Office	If SIMS not available use paper copies in School Office. Daily backups of all data completed each day.
2	N	Tameside Passport	Website	Tameside Schools Support Website	Can be accessed through any web browser. Can be accessed by staff at home.
3	Y	None	None	None	None/contact utility providers
4	N	Risk Assessments	Site manager's office Hard Copies in Health and	Headteacher's PC or Headteacher's Office	If unable to access would complete new risk assessment in line with

			Safety File		school policy
5	N	Staff data	SIMS and Headteacher's Filing Cabinet	SIMS or Heads Office	Hard copies of contact information also kept in the school office and daily backups of all data completed each day.
6	N	Software Manuals	ICT suite Online Local Authority	IT Manager	Would contact appropriate helpline for advice
6	N	Invoices	Main Office	Main Office	Contact companies and ask for re issue
7	N	Risk Assessments	Hard Copies in Health and R.A File	Site Manager's office	If unable to access would complete new risk assessment in line with school policy
8	N	Risk Assessments	As above		If unable to access would complete new risk assessment in line with school policy
9	N	Medical details for children	SIMS and Reception Office Notices in Staff Room relating to specific children	From SIMS or Reception Office	If SIMS not available use paper copies in Reception Office. Daily backups of all data completed each day.
10	N	COSHH Registers	Site Managers Office	Site Managers Office	Would obtain copies from suppliers
11	N	Risk Assessments	Site managers office		If unable to access would complete new risk assessment in line with school policy
12	N	Manuals for Alarm System	Site Managers Office	Site Managers Office	If unavailable would contact Alarm Monitoring service for advice
13	N	Case Files	Headteacher's Office	Headteacher's Office	Hard copies of information also kept at Headteacher's home and can be accessed there.
13	N	Critical Incident Reports	Headteacher's Office	Headteacher's Office	Hard copies of information also kept at Headteacher's home and can be accessed there.
14	N	Risk Assessments/record of	Kitchen Supervisors	Kitchen Supervisors	If unable to access would contact

		allergies	Office	Office	TMBC Catering Services/Contractor for help and advice
15	N	Contact Details for Children	SIMS and Reception Office	From SIMS or Reception Office	If SIMS not available use paper copies in Reception Office. Daily backups of all data completed.
15	N	Medical details for children	SIMS and Reception Office Notices in Staff Room relating to specific children	From SIMS or Reception Office	If SIMS not available use paper copies in Reception Office. Daily backups of all data completed.
16	N	Before and After School Clubs Registers	With adult running the Club and School Office	From adult running the Club or School Office	Would handwrite registers. Contact Details also available form SIMS and School Office.
17	N	None	None	None	None
18	N	None	None	None	None

4.5 Stakeholder Details

Activity No.	SPOF	Stakeholder	Internal	External	Services Provided	Dependency (Required for delivery of activity)	Dependent (Depends on delivery of activity)	Interested Party (Needs to be informed)	Contingency Arrangements
1	N	Parents/Carers		X			X		Would notify of the situation
1	N	LA	X					X	Would notify of the situation
1	N	Chair of Governors	X					X	Would notify of the situation
1	N	Catering Services	X		Meals			X	Would notify of the situation
2	N	IT Support	X		IT Support	X			Would notify of the situation
2	N	IT Support	X		IT Support	X			Would notify of the situation
3	Y	Utilities Supplier		X	Water, Gas, Electricity	X			Would contact supplier and identify the length of the problem and keep staff and parents updated.
4	N	None	None	None	None	None	None	None	None
5	N	Chair of Governors	X					X	Would notify of the situation
6	N	TMBC Finance Dept.	X					X	Would notify of the situation
7	N	Parents/Carers		X				X	Would notify of the situation
8	N	TMBC Health and Safety Officers	X					X	Would notify of the situation
9	N	None	None	None	None	None	None	None	None

10	N	Hirers of Premises		X			X		Would notify of the situation
11	N	Hirers of the Premises		X				X	Would notify of the situation
12	N	Headteacher	X					X	Would notify of the situation
12	N	Police		X				X	Would notify of the situation
13	N	Chair of Governors	X					X	Would notify of the situation
13	N	Headteacher	X					X	Would notify of the situation
14	N	TMBC/Carillion	X				X		Would notify of the situation
14	N	Head of LA	X					X	Would notify of the situation
14	N	Chair of Governors	X					X	Would notify of the situation
15	N	Parents/Carers		X			X		Would notify of the situation
16	N	Parents/Carers		X			X		Would notify of the situation
16	N	Before and After School Club provider	X			X			Would notify of the situation
17	N	Headteacher	None	None	None	None	None	None	None
18	N	Hirer of Premises		X				X	Would notify of the situation

Section 5 – Recovery Plan for all activities identified -

Identify and develop a plan for dealing with any additional work that may be required once the cause of the invocation of the plan has been rectified in order to minimise any adverse effect on the restoration of day-to-day operations.

Areas for consideration might include: -

- Inputting paper based information created as a result of the loss of I.T.
- Testing of systems to ensure that they are functioning normally
- Verifying information held on systems to identify any lost or corrupted data.
- Correction of any errors discovered
- Prioritised clearance of any backlogs of work that was suspended during the incident
- Notification of dependent departments, external agencies, suppliers etc.

APPENDIX ONE

Key School Contacts

Name	Title	Telephone Number
Mrs Deborah Brown	Headteacher	All aware of relevant telephone numbers
Mr Nick Whitbread	Chair of Governors	
Mrs Carol Roberts	Business Manager	
Mr Jason Marsden	Site Manager	
Mrs Cath Fairfoul	Kitchen Supervisor	
Mr Colin Lister	IT Manager	

Other Key Contacts

Name	Stakeholder	Telephone Number
Parents / Carers	Parents / Carers	Through SIMS or Main Office
Corona Energy	Gas Supplier	0800 111999
United Utilities	Water Supplier	0845 7462236
Scottish Power	Electricity Supplier	0800 1954141
Mrs Jackie Hellar	Millbrook Primary School	01457 834314
Guardian Education	Supply Cover	0161 413 9057
TMBC Health and Safety		0161 342 3751
TMBC Finance		0161 342 3786
TMBC IT		0161 342 4402
TMBC Catering/Carillion	Jacqui Wellfair	0161 342 4379/07803262972
Parkside Cleaning	Claire	0161 301 5217
Detect All Alarms	Alarm Monitoring	0161 633 2933
Police		0161 872 5050

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Appendix 2 – Incident Log

Department:			Date:	
Item No	Time	Details of Issue	Action Taken / Decision Made	Signature

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Appendix 3 – Contingency Arrangements

Expansion of contingency arrangements as outlined in the Activity Summary

Arrangements in case of evacuation or lockdown of building due to major incident	
	<ul style="list-style-type: none"> • All staff and pupils to assemble on the school playground, classrooms or hall as per fire/lockdown procedures • Teachers to take registers • Office staff to account for staff and visitors • Once this is completed those responsible to report to Mrs Brown to confirm all are accounted for • If the building cannot be used contact Millbrook Primary School 01457 834314 and notify them that we will be walking all children and staff to their school. This arrangement was confirmed with the school on 25th April 2018. • Notify Bright Future Nursery of any incident 01457 836552. • From Millbrook Primary School parents will be contacted via ‘Teachers to Parents’ regarding arrangements for collecting their children. The admin assistant, business manager, EYFS lead and IT manager can all log onto the website. Passwords for the site are kept in the fire pack located in the office. The pack contains keys, paper record of contact numbers, plan of the school and other relevant information. • Lead staff Mrs Deborah Brown – Headteacher

SignedDate (Chair of Governors/Committee)

SignedDate (Headteacher)