

BUSINESS CONTINUITY PLAN

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School Role:	Head of School
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Reviewer:	Niall Kelly / Sarah Morgan
School Role:	Proprietor
Date:	01.09.2022

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Introduction

The school Business Continuity Plan (BCP) will be used during any incident within the school, which threatens to disrupt education at the school on a long term basis.

What is the purpose of this plan?

A business continuity or disaster recovery plan sets out how the school would cope if some disaster happened – for example, the premises burning down or flooding, a large scale theft of equipment or a total failure of the school's IT system. The plan will document how it addresses the following issues: premises not available, asset management, insurance cover and IT failure. Premises no longer available due to a significant emergency

Howard House School has established partnerships with:

- Ellington Football Club and the Isabella Centre provision for a maximum of a two week period where children and staff will be able to utilise a specific space with the following services:
 - space for up to 30 students at any one time and access to toilets
 - some outside space

Asset Management

The asset register of all resources is held by Young Foundations Ltd.

Daily backing up of resources

- All Information Technology data is backed in the cloud as part of an ICT system maintenance strategy.
- Data designated critical or sensitive is encrypted
- Senior Admin and Headteacher/equivalent documents are stored on the cloud.

Significant shortage of staff

In the event of an unusual lack of permanent staff, the school will utilise a range of local supply agencies, such as:

Exact Education: 0191 212 1111

Protocol Education Newcastle: 0191 279 7270

Vision for Education Newcastle: 0191 267 4555

First Class Supply: 0191 251 5566

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Teaching Personnel: 0191 223 5073

Leadership Team

The Business continuity plan will be held both by the Headteacher/equivalent and School Administrator. The Headteacher/equivalent will inform staff of the plan of action as outlined in summary below. Copies of this plan are available on the shared drive on the computers and there are hard copies available in main school office.

If children are required to be evacuated from the school immediately, they will be gathered in class groups at the front of the school (Main entrance), as per our Fire Evacuation plan, registered and taken to Ellington Football Club as a group via organised School transport.

BromComm will be used to contact Parents/Carers and Staff to contact families. These are updated at least annually. It is the responsibility of the families and staff to update any contact details.

School Business Continuity Plan Spring 2022 Inform of scale of incident: what has happened, what is not available and why. Information to be established from emergency services HT to also contact Director: Nicola Dixon mobile: 07791 665472

Hazel Redford will ensure all relevant officers from the Local Authority are informed.

HT and SLT will ensure an attempt to contact all families is made once we are resident in our 'rest' school.

Notices will also be posted around the perimeter of the school at the earliest convenience detailing the reason for closure, possible date for re-opening (if known), information providing advice to parents, carers and pupils on how they will be kept informed of progress regarding reopening of the school e.g., School Website and texting.

HT to discuss short term provision of resources with Ray Dunn at Ellington will support **Howard House School** for a maximum of two weeks with the following facilities:

- space for up to 30 students at any one time and access to toilets
- some outside space

HT will liaise with Ray Dunn regarding long term solution, should disaster require significant time before children, families and staff can return. Consideration of implementing the remote learning policy.

In the event of lockdown due to pandemic, please see Pandemic Policy. We will respond to government guidance and action our support for critical workers and vulnerable families as well as remote learning immediately

Useful Contacts

Name	Contact Number
National Gas Emergency Service	0800 111 999
Power Cut	0800 668 877
Water	0345 717 1100

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Local Council	01670 823171
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Name	Position in the company	Contact Number
Niall Kelly	CEO of MHC and Young Foundations	01244 915002
Tom Ellison	Managing Director	01244 915002
Nicola Dixon	Operations Director	07791 665472
Victoria Walker	Business Manager	01244 915002

Emergency
Severe Weather or Natural Disaster Tornado: <ul style="list-style-type: none">• When warning is issued by siren or other means, seek inside shelter, consider the following:<ul style="list-style-type: none">- Small interior rooms on the lowest floor and without windows- Hallway on the lowest floor away from doors and windows and- Rooms constructed with reinforced concrete, brick, or block with no windows.

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- Stay away from outside walls and windows
- Use arms to protect head and neck
- Remain sheltered until the tornado threat is announced to be over.

Flood: If indoors:

- Be ready to evacuate as directed by the emergency coordinator and/ or the designated official.
- Follow the recommended primary and secondary evacuation routes.

If Outdoors:

- Climb high and stay there
- Avoid walking or driving through flood water
- If car stalls, abandon it immediately and climb to a higher ground

Hurricane:

- The nature of a hurricane provides for more warning than other natural and weather disasters. A Hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when hurricane winds of 74mph or higher, or a combination of dangerously high water and rough seas, are expected in the area within 24 hours.

Once a hurricane watch has been issued:

- Stay calm and await instructions from the emergency coordinator or the designated official
- Moor any boat securely, or move to a safe place if time allows
- Continue to monitor local TV and radio stations for instructions
- Move early out of low-lying areas or from the coast, at the request of officials.
- If you are on high ground away from the coast and plan to stay, secure the building, moving all loose items and boards up windows and openings
- Collect drinking water in appropriate containers

Once a hurricane warning has been issued:

- Be ready to evacuate as directed by the emergency coordinator and/or the designated official
- Leave areas that might be affected by storm tide or stream flooding.

During a hurricane:

- Remain indoors and consider the following:
 - Small interior rooms on the lowest floor and without windows
 - Hallway on the lowest floor away from doors and windows and
 - Rooms constructed with reinforced concrete, brick, or block with no windows.

Blizzard If indoors:

- Stay calm and await instructions from the emergency coordinator or the designated official.
- Stay indoors

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- If there is no heat:
 - close of unneeded rooms or areas
 - stuff towels or rags in the cracks under doors
 - cover windows at night
- Eat and drink. Food provides the body with energy and head. Fluids prevent dehydration
- Wear layers of loose- fitting, light weight, warm clothing, if available.

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If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter not available:
 - Prepare a lean-to, wind break or snow cave for protection from the wind.
 - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect the heat.
 - Do not eat the snow. It will lower your body temperature. Melt it first.

If stranded in a car or a truck:

- Stay in the vehicle
- Run the motor for about 10 minutes each hour. Open the window a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not clogged.
- Make yourself visible to rescuers
 - Turn on the dome light at night when running the engine
 - Tie a coloured cloth to your antenna or door
 - Raise the hood after the snow stops falling
 - Exercise to keep blood circulating and to keep warm.

Heat wave contingency plan

- If a heat wave has been predicted the home will ensure that there are plenty of cold fluids available.
- The designated Marshall will instruct staff members to attempt to keep the house cool, by closing windows, blinds, curtains. The designated Marshall is responsible for checking that this request has been actioned.
- Young people are to be encouraged to staff cool, by taking cool showers or baths and/ or to sprinkle themselves several times a day with cold water. In addition, young people are encouraged to wear cool light clothing.
- Young people and staff are to avoid too much exercise, which can cause heat exhaustion or heat stroke, which can be fatal. Staff members are to watch for signs of heat stress an early sign is fatigue.
- Young people are encouraged to drink plenty of cold fluids which hydrated the body.
- If drivers are on shift, they are to park the vehicle on the house car park area where it is most shaded and cooler, they need to leave the windows open 2/3 inches for ventilation. When driving the vehicle, the driver is to ensure that there is sufficient amount of bottled water taken on the journey and also that the windows are open. No young people are to be left in the vehicle alone.
- Between the hours of 11am and 3pm young people are to be encouraged to either stay indoors or if they sit in the garden encouraged to sit under a sunshade or tree area for natural shade. Young people must be encouraged to use sunscreen as are staff members.
- Medication may be exposed to extreme temperatures and the designated Marshall is to seek advice from the local pharmacy if the current measures in place are not effective. Refer to medication risk assessment.
- All young people have risk agreements regarding applying sun block cream and to reapply every two hours.
- All young people have access to fans in the house. Additional fans are stored in spare office.

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Bomb Threat:

To report an imminent threat call 999 or ring the Anti-Terrorist Hotline on 0800 789 321

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A member of staff who receives the threat may not be prepared - receiving such a threat may be the closest that many people ever come to acts of terrorism.

Advice for staff on handling a threat, for example:

- Stay calm and listen
- Obtain as much information as possible- try to get the caller to be precise about the location and timing of the alleged bomb and whom they represent. If possible, keep the caller talking.
- Ensure that any recording facility is switched on.
- When the caller rings off, dial 1471 (if the facility operates and you have no automatic number display) to see if you can get their number.
- Immediately report the incident to the police to decide on the best course of action. If you cannot get hold of anyone, and even if you think the call is a hoax, inform the police directly.
- Give your impressions of the caller and an exact account of what was said. If you have not been able to record the call, make notes for the police. Do not leave your post - unless ordered to evacuate- until the police arrive. You might need to evacuate the premises because of:
 - A threat aimed directly at the building
 - A threat received elsewhere and passed on to you by the police
 - Discovery of suspicious item in the building (perhaps a postal package, an unclaimed holdall or rucksack)
 - Discovery of a suspicious item or vehicle outside the building
 - An incident to which the police have alerted you. Whatever the circumstances, you should tell the police as soon as possible what action you are taking. The biggest dilemma facing anyone responsible for an evacuation plan is how to judge where the safest place might be. For

Example, if an evacuation route takes people right past a suspect device outside your building, or through an area believed to be contaminated, evacuation may not be the best course of action.

A general rule of thumb is to find out if the device is external or internal to your premises. If it is within the building you may consider evacuation, but if the device is outside the building it may be safer to stay inside.

The decision to evacuate will normally be yours, but the police will advise. In exceptional cases they may insist on evacuation, although you should always do so in consultation with the police.

Planning and initiating evacuation should be the responsibility of the manager or senior on shift in conjunction with the police. To evacuate the building Follow the same process as the fire evacuation procedure however the assembly point is further away from the building at the end of the street.

Suspicious Packages Any member of staff who believes they have detected a suspicious package or a package with suspicious contents should:

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- Leave it alone- do not handle to investigate it further
- Clear and secure the immediate area
- Dial 999 and report the matter they may also advise the person reporting the incident on further actions to take.

Taking details from telephoned Bomb Threat/ Terrorist Attack

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- Immediately alert someone else to the problem by note or signal but DO NOT out down the handset or cut off the conversation
- Try to keep the caller talking (apologise for a bad line, ask him/her to speak up etc.) 3. Complete this form as you go along, asking questions in sequence if necessary.
Message (exact words):
 - Where is it?
 - What time will it go off?
 - What does it look like?
 - What kind of bomb is it?
 - What type of explosive?
 - Why are you doing this?
 - Who are you?

Time of call: Mark the details below that apply at the time of the call if possible
Details of caller:

- Man/Woman/Child/Old/Young
- Speech: Intoxicated/Rational/Rambling/Speech impediment/Laughing/Serious
- Accent (foreign/Local/ Message read out/ Spontaneous
- Distractions: any noise on the line/ Operator/ Call Phone/ Pay tone/ coins inserted/ mobile phone noises/ interruptions/ persons in background Other Noises: Traffic/ Talk/ Typing/ Machinery/ Aircraft/ Music/ Children/ Other

Emergency procedure - chemical spill

- Less hazardous chemicals used wherever possible
- Material safety Data sheet for substances obtained from supplier and guidance followed.
- COSHH Assessment completed for all hazardous chemicals and control measures implemented.
- Appropriate Personal Protective Equipment (e.g. gloves, goggles etc.) provided and worn where identified in COSHH assessment.
- Chemicals stored appropriately and access restricted when in use. Activities undertaken outside of school hours where possible.
- Immediate cleaning up of any spillage
- All containers clearly labelled
- Always read the labels before using Harmful Substances.

Media Policy

If you are contacted by the media, you are not to supply any information or make any comment on any situation or staff or young persons linked to the company, you can supply them with the companies selected media spokesperson along with 'no comment':

Company's media spoke person: Tom Ellison, Managing Director
Contact Number: 01244 915002
Contact Address: 7 Grosvenor Road, Chester
Postcode: CH1 2DD