

SPRINGWELL LEARNING COMMUNITY - LINCOLNSHIRE



Business Continuity Plan

<u>DATE POLICY WRITTEN:</u>	<u>September 2019</u>
<u>GOVERNOR RATIFICATION DATE:</u>	<u>17th October 2019</u>
<u>DATE OF REVIEW:</u>	<u>September 2020</u>

Location	Springwell Alternative Academy Lincolnshire
Date of Assessment	29 April 2019
Version Number	1.0
(Executive) Principals	Lisa Ashcroft-Day and Phil Willott

Brief Overview of the Academy Service (Purpose, Operations, Staffing, Resources etc.)
Springwell Lincolnshire comprises 4 school sites spread across the county at Mablethorpe, Lincoln, Spalding and Grantham. Each school is designed to accommodate 63 pupils with a higher staff to pupil ratio than would be found in a mainstream school. The Lincoln site is also the home for a number of central administrative staff.

Year	Historical evidence of business disruption at Springwell Lincolnshire
	Lincoln and Grantham are newly built, Mablethorpe is partly new build with major refurbishment of some existing buildings and Spalding will be a fully refurbished building prior to occupation, approximately 12 years old. As these buildings have not been occupied previously there is no history of disruption at these sites. Boston is the temporary site for Spalding and has been occupied since Springwell Lincolnshire formed. Other than several days of snow closures in early 2018 there have been no disruptions.

Equality Impact Assessment: At all stages within this policy and procedure and in accordance with the Equality Act 2010, provision will be made for any reasonable adjustments to accommodate the needs of individuals.

Plan Purpose

To provide a flexible and immediate response to an adverse event, i.e. the incident to ensure Springwell Lincolnshire academies can:

- Respond effectively to any disruptive incident (Incident Management)
- Evaluate all functions i.e. Business Impact, also referred to as (MTPD) Maximum Tolerable Period of Disruption
- Evaluate all school activities with views to continuation (Business Continuity)
- Resolve / mitigate / control the incident and return to normal day to day school activities (Resumption and Recovery).

Plan Remit

The plan remit is designed to recover all key functions as identified in the Emergency Planning Policy. These functions have been identified below as being the more likely ones to occur in a primary / secondary school education setting:

- Inclement Weather
- Utility Failure
- ICT Failure
- Fire Alarm Failure or Detection Fault
- Fire or Suspected Fire
- Hostage-taking (unlikely)
- Terror Related Threat/s
- Serious Injury / Illness
- Visits and Journeys
- Suspect Package / Bomb Threat (unlikely).
- Transport / Travel Incident

Plan Owners

The plan owners are the Executive Principals of Springwell Alternative Academies Lincolnshire and the plan will be reviewed on an annual basis or after an incident if this is sooner. All reviews will take place in line with the Emergency Planning Policy.

Communication of the Plan

The plan will be available on the Total Risk Manager (TRM) system and other agreed areas of the Academy site as determined by the Executive Principals, e.g. Microsoft Teams.

Responsibility for Plan Activation

The most senior member of staff on site at the time will be responsible for activating the plan.

Escalation of a Serious Incident

All serious incidents should be reported to Wellspring Academy Trust (WAT) on telephone number **01226 720742**. The Business and Operations team will assist locally and will inform the Chief Executive Officer.

Key contact details for the Business and Operations team are:

Name	Number	Email
Josh Greaves (Chief Operating Officer)	07783 410191	j.greaves@wellspringacademies.org.uk
Adam McDermott (Projects and Procurement Manager)	07375 391842	a.mcdermott@wellspringacademies.org.uk
Direct Office Line	01226 720742	

ICT Disaster Recovery Plan

Primary ICT does not have a formal recovery plan; however, the server is backed up to Cloud storage as an additional measure and could be used to restore data to a new server if required. Also, as MS Teams is used by all Springwell Lincolnshire schools, should there be catastrophic hardware failure or loss at any site, hardware at other sites or mobile devices can be used from any location.

Key Contact

Name	Mobile	Email
Help Desk	0113 426 4288	support@primaryictsupport.co.uk

Critical Functions

Function	Mitigation and Controls	Key Contact Information
Fire Alarm	<p>Fire Evacuation Procedure in place.</p> <p>System under warranty for first 12 months (not Boston), with a service agreement in place.</p>	<p>Freedom Fire and Security; 01522 525800; office@freedomfsm.co.uk</p> <p>Boston only: AlarmLine; 01205 310330; emergency callout 0844 335 2015; EMCS monitoring station 0844 809 9980; info@alarmline.co.uk</p>
Boilers	Serviced every 12 months, internal daily system of checking the boiler/plant room.	Selmec; 01522 500777 (out of hours use same number; if no response after 3 attempts over 10 minutes, contact Mike Coe 07435 785718, if no response from this call John Richmond 07970 796182)
Visits & Journeys	Currently under a Service Level Agreement with EVOLVE.	Jake Wild, Educational Visits Advisor; jake@evolveadvice.co.uk ; www.evolveadvice.co.uk ; 01327 588488
Loss of Utilities	<ol style="list-style-type: none"> 1. Gas supply emergencies. 2. Electricity supply emergencies. 3. Water supply emergencies 	<ol style="list-style-type: none"> 1. National Gas Emergency Service. Call 0800 111 999. 2. Western Power. Call 0800 6783 105. 3. Anglian Water. Water and sewerage queries, call 03457 145 145; to report a leak, call 0800 771 881.
Loss of Catering Facilities	SLA with Sodexo	Richard Leedell; 0113 823 2200, 07768 033087; richard.leedell@sodexo.com

Loss of ICT, Virus threats	ICT System, Data Backup & Anti-Virus all under a Service Level Agreement with Primary ICT	Primary ICT Support Ltd, Tel: 0113 426 4288 Tech Support: support@primaryictsupport.co.uk
Lack of, or loss of teaching staff	Agreement with Teaching Personnel Ltd	Letitia Cluskey; Letitia.cluskey@teachingpersonnel.com ; 01482 908020
Site, Premises unavailable for occupation and use	Transport to be arranged through existing taxi contracts.	<ol style="list-style-type: none"> 1. Short term – utilise other Springwell capacity/targeted intervention. 2. Medium term – utilise other Springwell or WAT members' capacity. 3. Long term – utilise LCC vacant buildings or temporary accommodation on existing Springwell sites.