

# Tibshelf Community School

## Critical Incident Plan – Appendix 13 - Business Continuity and Risk Review

Business Continuity Plan	
Possible Major Event	Plan to manage event
Day 1: any event	<ul style="list-style-type: none"><li>• Critical Incident Plan actions including contact DCC for assistance</li><li>• Contact insurers and meet loss adjusters if appropriate</li><li>• Communication to staff, students, parents and governors using most appropriate methods available (website, email, text, Twitter, local radio and press)</li><li>• Emergency meeting (with key services if appropriate)</li></ul>
Loss of premises for an extended period Eg fire damage, contamination.	<ul style="list-style-type: none"><li>• Temporary accommodation possibly on the school field</li><li>• Other local schools may be able to accommodate some lessons</li><li>• Remote learning</li><li>• Contact exam boards if necessary</li></ul>
Large scale loss of property due to fire or theft	<ul style="list-style-type: none"><li>• Contact range of suppliers to assess how quickly property can be replaced.</li></ul>
Loss of information due to catastrophic IT failure	<ul style="list-style-type: none"><li>• IT Disaster Recovery Plan</li></ul>
Mass unavailability of staff Eg flu pandemic	<ul style="list-style-type: none"><li>• Contact range of agencies to obtain temporary staff</li><li>• Emergency reduced timetable combined with remote learning arrangements</li></ul>

Risk Review				
Description of Risk	Risk Level (Probability / Impact)	Red Amber Green?	Description and evaluation of current control or mitigation methods	Action By
<b>Political</b>				
Strike action	MP/MI	Amber	Continue to maintain good industrial relations	M Pollard
<b>Economic</b>				
Reduction in funding <ul style="list-style-type: none"> <li>adverse national funding formula April 2018</li> <li>student numbers</li> <li>reduced availability of centrally funded central services</li> </ul>	HP/HI	Red	Work with LA to ensure we can continue to take over the PAN Continued efficiencies Maximise alternative sources of income Take account of best available information Seek LA and other advice and work with other schools who are in the same position	M Pollard, L Crowder
Loss of key personnel <ul style="list-style-type: none"> <li>temporarily eg, sickness</li> <li>permanently eg, resignation</li> </ul>	LP/HI	Amber	Review sickness cover and succession plans for key staff including finance, IT, exams, alternative curriculum and Site/Progresso See Business Continuity Plan	M Pollard, P Kenworthy L Crowder
<b>Environmental</b>				
Fire	LP/HI	Amber	We have regular fire drills. We have a sprinkler system. We review our Fire Strategy Plan annually. The alarm system has a control panel showing source and nature of alarm. Smoke and heat detectors installed. Business Continuity Plan	L Crowder C Selby
Flood	LP/MI	Green	Action taken has reduced the risk: clearing drains and gutters. Roof leaks reported and actioned See Business Continuity Plan	L Crowder C Selby

Chemicals a) within Science and Technology b) within Cleaning and Kitchen c) from outside	LP/HI	Amber	Risk assessments Training of staff Evacuation procedures Critical Incident Plan Lockdown Procedures	M Pollard, L Crowder, E Sinclair, K Williamson, C Selby Catering Manager
Legionella outbreak through school	LP/HI	Amber	Annual testing and chlorination Removal/isolation of water tanks if possible	L Crowder, C Selby
Food poisoning	LP/MI	Green	5* Hygiene certificate renewed	L Crowder Catering Manager
School closure over extended period eg for snow	LP/MI	Green	Emergency closure procedure to ensure as much prior warning as possible Communication plans in place including website and text system, both accessible from home Partial opening to prioritise year groups taking external exams Teachers as far as possible to set work in an extended closure situation	M Pollard P Kenworthy L Crowder
<b>Legislative</b>				
Changes to Health and Safety, employment legislation, GDPR	MP/LI	Green	Qualified, trained, knowledgeable staff employed Procured professional services Abreast of new and emerging initiatives	L Crowder B Wright C Selby
<b>Social</b>				
Demographic change: new building in Tibshelf leads to an unmanageable increase in student numbers	HP/HI	Red	<ul style="list-style-type: none"> <li>Continue to monitor trends</li> <li>Trend is currently for numbers to increase</li> <li>Continue discussions with LA</li> <li>Planned increase to building capacity</li> </ul>	M Pollard L Crowder
Flu pandemic	LP/MI	Green	<ul style="list-style-type: none"> <li>See Business Continuity Plan</li> </ul>	M Pollard
Inability to respond appropriately to a first aid emergency	MP/MI	Amber	<input type="checkbox"/> Risk assessment to be prepared to ensure arrangements are adequate	L Crowder J Marshall

<b>Technological</b>				
Boiler failure	LP/MI	Green	DCC Property Package	L Crowder C Selby
Server failure	LP/HI	Amber	ICT Disaster Recovery Plan	L Crowder M Dickens
Alarm failure	LP/HI	Amber	Weekly testing of alarms Visual checks carried out	L Crowder C Selby
Unauthorised access to IT network	LP/MI	Amber	ICT Policy reviewed annually.	L Crowder M Dickens
<b>Other</b>				
Examination procedures	LP/HI	Amber	<ul style="list-style-type: none"> <li>• Training</li> <li>• Segregation of duties and management control</li> <li>• Regular review of procedures</li> <li>• Monitor to ensure that there are sufficient resources</li> </ul>	B Fischer A Stephenson
Safeguarding procedures	LP/HI	Amber	<ul style="list-style-type: none"> <li>• Training</li> <li>• All procedures under review</li> <li>• Clear lines of accountability</li> <li>• Keep abreast of recognised good practice and guidance</li> <li>• Regular lockdown drills carried out</li> </ul>	P Kenworthy A Ball L Crowder

Administering Medications to Students	LP/Hi	Amber	<ul style="list-style-type: none"> <li>• Training</li> <li>• All procedures under review</li> <li>• Clear HCPs</li> <li>• Clear lines of accountability</li> <li>• Keep abreast of recognised good practice and guidance</li> </ul>	L Crowder J Marshall E Dunn J-L Hosie
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<b>Key</b>	
LP	Low probability
MP	Medium probability
HP	High probability
LI	Low impact
MI	Medium impact
HI	High impact