



SERVICES TO PEOPLE

BUSINESS CONTINUITY PLAN

FOR

Bridge Hall Primary School



This template and associated guidance has been designed to complement and enhance existing Local Authority procedures and guidance, such as those covering Critical Incident Guidelines and Educational Visits etc. It does not supersede those procedures or any existing arrangements for contacting key partners and the Emergency Services during a critical incident.

Although the template has been produced with Educational settings in mind, it serves as a generic template for Business Continuity Planning and should be adapted to meet your individual School's needs.

Note that Q 23 of the Schools Financial Value Standard concerns the requirement for a Business Continuity Plan.

As a user of the Business Continuity Plan you must familiarise yourself with the whole document upon receipt of it, and raise any queries immediately with the Plan Owner who is named in Part 2.3.

1.0 INTRODUCTION

The following pages provide a template for a school Business Continuity Plan.

The plan provides generic guidelines to actions that should be considered by the Headteacher, his/her nominated deputy, and the school in case of any disruption or interruption to school activities.

The accompanying guidance is an integral part of the Business Continuity Plan and should be referred to when developing and utilising the Plan.

Date of issue: October 2023	Date of next review: October 2025
Copies of this Plan are kept at: • The School Office with the School Emergency Pack (Grab Bag) • Head Teachers Office • Off site at Forest School	
Person/s responsible for reviewing plan: The Deputy Headteacher, in conjunction with the Business Manager have responsibility for reviewing the Plan.	
Adopted By: Head Teacher Name Alexandra Jamieson Signature Chair of Governors Name Mr David Trafford Signature	

2.0 ABOUT THIS PLAN

2.1 Plan Purpose

To provide a flexible response so that Bridge Hall Primary School can:

- Minimise the risk of disruption through careful planning.
- Respond effectively to an emergency/disruptive incident (incident management).
- Maintain delivery of critical activities during an emergency/incident (business continuity).
- Return to 'business as usual' in a structured way within reasonable timescales (resumption and recovery).
- Comply with the Schools Financial Value Standard.
- Comply with duties under the Civil Contingencies Act 2004 and with current best practice.

2.2 Plan Remit

The following school functions are covered by this Plan:

- Teaching
- School Administration
- Catering
- Wrap Around Care (before + after school)
- After-school clubs
- School Trips
- The use of the school hall / premises by a third party (eg HAF)
- Forest School

The following school premises are covered by this Plan:

- Classrooms
- The school Office
- Hall
- Outside play/sports area
- Forest School

2.3 Plan Owner

Bridge Hall Primary School is this Plan Owner and is responsible for ensuring that the plan is maintained, exercised and updated in accordance with School Policy for reviewing business continuity and emergency response plans.

2.4 Plan Distribution

This Business Continuity Plan is distributed as follows:

NAME	ROLE	ISSUE DATE	PLAN REF NO
Mrs Alexandra Jamieson	Headteacher	December 2023	
Mr David Trafford	Chair of Governors	December 2023	
Mrs Andrea Ryan	School Business Manager	December 2023	
Mrs Deborah Henderson	Deputy Headteacher	December 2023	

2.5 Plan Storage

All parties on the distribution list, see above, are required to safely and confidentially store a copy of this plan at their regular place of work **and** off-site i.e. at home/in vehicles (if appropriate) /in grab bags.

2.6 Plan Review Schedule

This plan will be updated as required and formally reviewed in line with the School's review timetable. 30th October 2025

3.0 ROLES AND RESPONSIBILITIES

3.1 School Incident Management Team

Role	Responsibilities	Accountability/Authority
Headteacher	▪ Senior responsible owner of Business Continuity Management in the School. ▪ Ensuring the School has capacity within its structure to respond to incidents. ▪ Determining the School's overall response and recovery strategy.	The Headteacher has overall responsibility for day to day management of the School, including lead decision-maker in times of crisis.
Business Continuity Coordinator	▪ Business Continuity Plan development. ▪ Developing continuity arrangements and strategies e.g. alternative relocation site, use of temporary staff etc. ▪ Involving the school community in the planning process as appropriate. ▪ Plan testing and exercise. ▪ Conducting 'debriefs' following an incident, test or exercise to identify lessons and ways in which the plan can be improved. ▪ Training staff within the School on Business Continuity. ▪ Embedding a culture of resilience within the school, involving stakeholders as required.	Business Continuity Co-ordinator reports directly into the Headteacher and will usually be a member of the School Incident Management Team.
School Incident Management Team <i>(including Business Continuity Coordinator and Headteacher)</i>	▪ Leading the School's initial and on-going response to an incident. ▪ Declaring that an 'incident' is taking place. ▪ Activating the Business Continuity Plan. ▪ Notifying relevant stakeholders of the incident, plan activation and on-going response actions. ▪ Providing direction and leadership for the whole School community. ▪ Undertaking response and communication actions as agreed in the plan. ▪ Prioritising the recovery of key activities disrupted by the incident. ▪ Managing resource deployment. ▪ Welfare of pupils. ▪ Staff welfare and employment issues.	The School Incident Management Team has the delegated authority to authorise all decisions and actions required to respond and recover from the incident.

The following Staff have been identified as the School's Incident Management Team:

Name	Role	Contact Details (delete/amend as necessary)
Mrs Alexandra Jamieson	Headteacher	Mobile Number: 07762424774 Email Address: alexandra.jamieson@bridgehall.stockport.sch.uk
Mrs Deborah Henderson	Deputy Headteacher	Mobile Number: 07891929312 Email Address: deborah.henderson@bridgehall.stockport.sch.uk

3.2 Additional Response and Recovery Roles

Depending on the circumstances of the incident, it may be necessary to activate one or all of the roles described below.

Role	Responsibilities	Accountability/Authority
Incident Loggist (record keeper) School Business Manager	Ensuring that all key decisions and actions taken in relation to the incident are recorded accurately.	Reporting directly to the Headteacher or School Incident Management Team.
Media Coordinator Headteacher	- Collating information about the incident for dissemination in Press Statements. - Liaison with Stockport Metropolitan Borough Council's Press Office to inform media strategy.	The Media Co-ordinator should assist with providing information to the Press Office but should not undertake direct contact with Media.
Stakeholder Liaison Deputy Headteacher	- Co-ordinating communication with key stakeholders as necessary. This includes (but does not cover all): - Governors - Parents/Carers/Guardians - Key Stockport Metropolitan Borough Council Services	All communications activities should be agreed by the School Incident Management Team. Information sharing should be approved by the Headteacher (or School Incident Management

	○ School Crossing Patrol ○ School Transport Providers ○ External agencies e.g. Emergency Services, Health and Safety Executive (HSE) etc.	Team if the Headteacher is unavailable).
Facilities Manager Site Manager	▪ Undertaking duties as necessary to ensure site security and safety in an incident. ▪ Liaison with the School Incident Management Team to advise on any issues relating to the school physical infrastructure. ▪ Lead point of contact for any contractors who may be involved in incident response.	Reporting directly to the Headteacher or School Incident Management Team.
ICT Coordinator Deputy Headteacher	▪ Ensuring the resilience of the School's ICT infrastructure. ▪ Liaison with Stockport Metropolitan Borough Council ICT support or external providers (if applicable). ▪ Work with the Business Continuity Coordinator to develop proportionate risk responses.	ICT Coordinator reports directly to the Business Continuity Coordinator for plan development issues. In response to an incident, reporting to the School Incident Management Team.
Recovery Coordinator Headteacher	▪ Leading and reporting on the school's recovery process. ▪ Identifying lessons as a result of the incident. ▪ Liaison with Business Continuity Coordinator to ensure lessons are incorporated into the plan development.	Is likely to already be a member of the School Incident Management Team, however will remain focussed on leading the recovery and resumption phase. Reports directly to Headteacher.

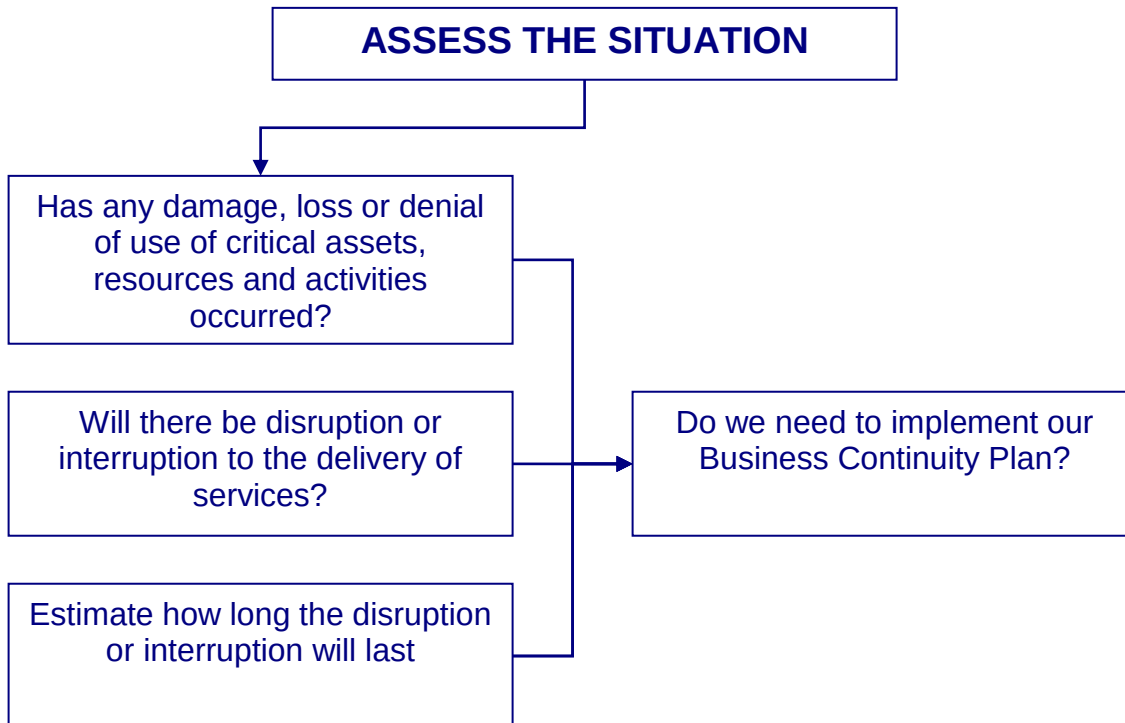
The following school staff have been identified as people who may be able to undertake additional roles in your response to an incident:

Name	Role	Contact Details
Mrs Alexandra Jamieson	Headteacher	Mobile Number: 07762424774 Email Address: alexandra.jamieson@bridgehall.stockport.sch.uk
Mrs Deborah Henderson	Deputy Headteacher	Mobile Number: 07891929312 Email Address: deborah.henderson@bridgehall.stockport.sch.uk
Mrs Andrea Ryan	School Business Manager	Mobile Number: 07837196933 Email Address: andrea.ryan@bridgehall.stockport.sch.uk
Mr Harry Dewhurst	Site Manager	Mobile Number: Email Address: harry.dewhurst@bridgehall.stockport.sch.uk

3.3 The Role of Governors

Role	Responsibilities	Accountability/Authority
Board of Governors	- Working in partnership with the Headteacher to provide strategic direction in planning for and responding to disruptive incidents. - Undertaking actions as required to support the School's response to a disruptive incident and subsequent recovery. - Acting as a 'critical friend' to ensure that the School Business Continuity Plan is fit-for-purpose and continuity arrangements are robust and reliable. - Monitoring and evaluating overall performance in developing School Resilience and reporting to Parents/Carers.	Liaison with the Headteacher or School Incident Management Team in response to a crisis. Reporting progress in developing Business Continuity Plans to Parents/Carers.

4.0 PHASE I: ASSESS THE SITUATION



The following is a list of the main critical functions (assets, resources and activities) that support the delivery of education and other school based services:

Critical Function	Description
Examinations	Providing staff and facilities to enable pupils to sit examinations in accordance with statutory guidance (including SAT's, GCSE and A-Level).
Teaching staff	The provision of a suitable number of qualified teaching staff to deliver National Curriculum (Foundation to Key Stage 4).
Support staff	The provision of suitably qualified and experienced support staff to assist in the education of pupils and running of establishment services including extended services/Children's Centre's etc.
Safe and secure premises	The provision of suitable, safe and secure accommodation to enable the delivery of education and to meet duty of care requirements as per 'in loco parentis', health & safety legislation etc.
Catering facilities and staff	The provision of suitable catering facilities to enable the preparation of school meals including free school meals. The provision of suitably trained catering staff to prepare school meals to national standards.

Utilities-gas	The supply of gas to enable the heating of premises and preparation of school meals etc.
Utilities-water	The supply of water for drinking and general usage including flushing of toilets, preparation of meals, washing etc.
Utilities-electric	The supply of electricity to enable ICT systems to run, lighting of premises, etc.
Provision of ICT education	The provision of ICT to deliver education.
Provision of ICT administrative	The provision of ICT to enable the establishment to run effectively.
Keeping of suitable records	The keeping of suitable records in relation to staff/pupils and general administrative functions within an establishment.
Keeping of suitable coursework	The creation and safe keeping of coursework including electronic documentation and items such as textiles, D&T work pieces.
Provision of cleaning contractors	The provision of suitable numbers of cleaners to carry out general cleaning such as toilets, waste collection and removal.

The suggested 'Maximum Tolerable Period of Disruption' (MTPD) has been formulated by the Services to People Directorate and is determined by when an impact is deemed to be 'significant' or 'very significant'. The following summarises the MTPD acceptable for each critical function:

CRITICAL FUNCTION	MTPD	NOTES
Examinations	1 day	Disruption to GCSE, A-Level and SATS would have a significant impact.
Teaching Staff	1 week	For Special schools and PRUs, it is felt that loss of staff for 2 days would have a significant impact due to higher staffing levels required.
Support Staff	2 weeks	For Special schools and PRUs, it is felt that loss of staff for 1 week would have a significant impact
Premises	1 week	Damage to premises and utilities or denial of access to premises will have a significant impact if lasting for more than 1 week.
Catering	1 week	Loss of normal catering arrangements would mean the delivery of alternative cold meals. Catering contractor to have in place appropriate BCP.
Utilities	1 week	Loss of utilities may result in immediate school closure, depending on circumstances and seasonal factors (e.g. summer or winter). Such closure will have a significant impact after 1 week similar to loss of use/denial of access to premises.
ICT Education and Administrative	2 weeks	
Records, Information and Coursework	1 month	Rather than being the MTPD the figure of 1 month if based upon the amount of data lost.
Cleaning	1 week	For Nursery schools 2 days is considered as being the MTPD whilst for primary and specials it is 3 days. Cleaning contractor to have in place appropriate BCP.

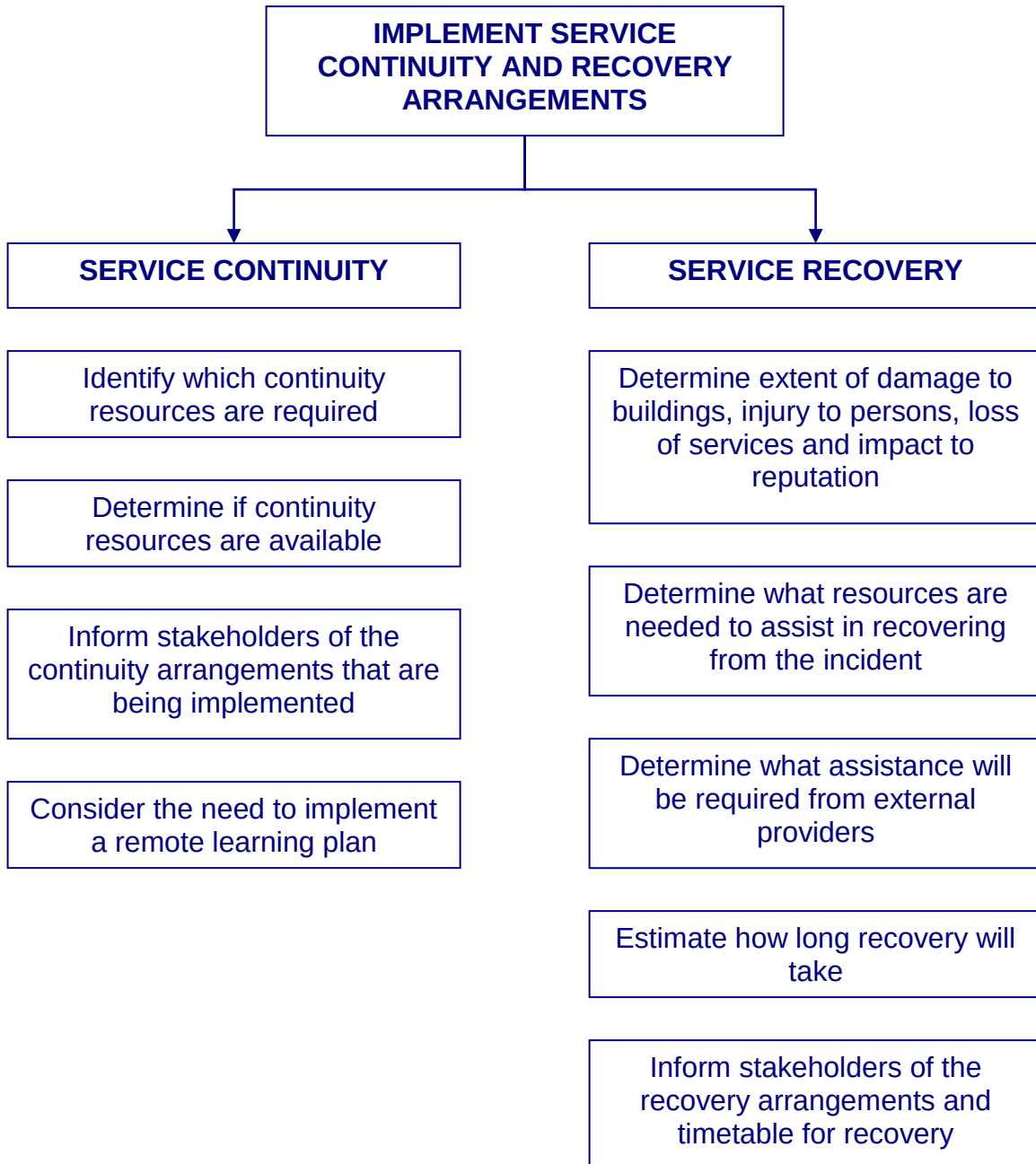
Below is a summary of the typical impacts that a loss or disruption may have:

Impact Area	Example Descriptor
Education	Impacts on education may include loss of large number of days of teaching, disruption to education, loss of coursework etc.
Child welfare/well-being	Impacts on a child may include physical impacts (e.g. hunger, cold etc.), psychological impacts (e.g. loss of course work, having to move school), future prospects and educational abilities.
Parents/Guardians	Impacts on parents/guardians may include loss of earnings (taking time off work), disruption to work, perception of establishment, Services to People directorate, Stockport Metropolitan Borough Council.
Statutory Compliance	Statutory compliance may include duty of care, in loco parentis, H&S legislation, duty to provide 190 days education, OFSTED, duty to provide free school meals etc.
Reputation	Reputation may be the reputation to the establishment, Services to People directorate or Stockport Metropolitan Borough Council.
Extended Services	Extended services may include Breakfast Clubs, After School Clubs, Children's Centres, hiring of rooms/halls etc.
Staff	Impacts on staff can be financial, physical, and psychological.

Below are some guidelines as to the impact levels:

Category	Descriptor
Insignificant	There is not thought to be any detrimental impacts that would warrant the implementation of a BCP.
Minor	There is thought to be some detrimental impact on the provision of service but not significant enough to warrant the implementation of BCP.
Moderate	There is thought to be some impact on some areas. This may require the implementation of BCP if the impact is considered to affect critical areas such as education or child well-being.
Significant	A significant impact in a number of areas that warrants the implementation of the BCP.
Very Significant	The impact is severe with major detrimental impact on education, stakeholders and extended services. There are also major compliance issues and damage to the reputation of establishment, Services to People directorate and Stockport Metropolitan Borough Council. Immediate implementation of BCP.

4.0 PHASE II: IMPLEMENT BUSINESS CONTINUITY PLAN



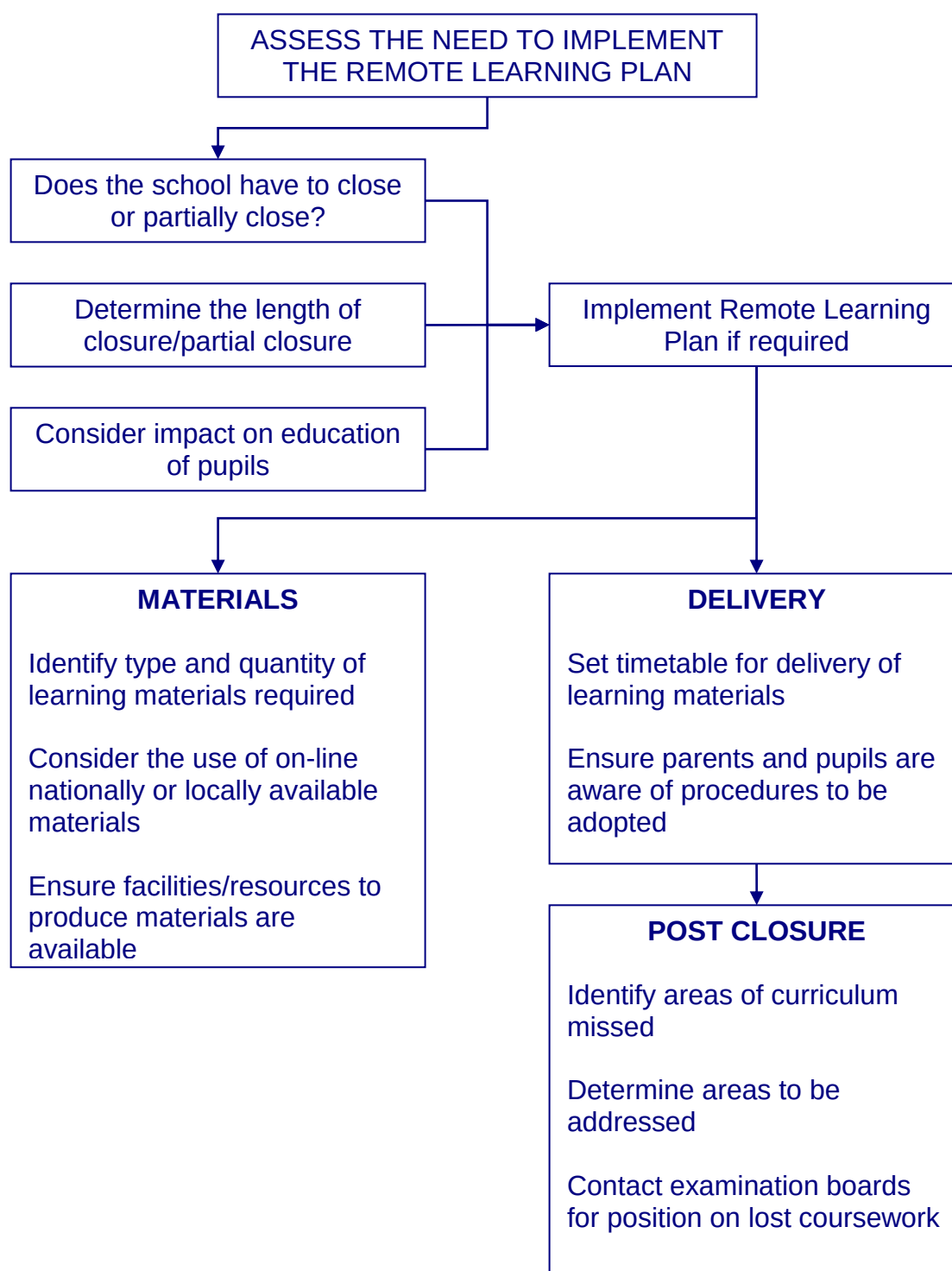
BUSINESS CONTINUITY ARRANGEMENTS

ITEM	RESOURCE	CONTINGENCY REQUIREMENT
Staffing Loss	Senior manager (e.g. Headteacher)	Headteacher – Mrs Alexandra Jamieson Support from School Improvement Advisor – Howard Bousfield Deputy Headteacher – Deborah Henderson
	Teaching staff	Agency Staff to be used – Tradewind  Charlotte Gaffney BA Hons QTS Primary Education Recruitment Specialist – Managing Consultant 0161 674 0138 / 07543 202 264 Charlotte.gaffney@twrecruitment.com 
	Teaching assistants	Agency to be used – Tradewind (see above)
	Technicians	IT support from AVA
	SEN support staff	Mrs Rebecca Sinclair (SENDCO) Pastoral Team
	Administrative support staff	Support from LA and Cluster Group

	Technical support staff	
	Site care	Site Manager – Mr Harry Dewhurst - 07547153124 / 07365860353 Integral – Contact 0844 2486 112 (24 hour help desk) Site Security from Safe and Sound – 0161 474 5555
	Catering and/or cleaning	Catering from Totally Local Company
	Invigilators	
	Other staff	
Premises	Damage/denial of use of general classroom and/or associated contents	Children could be relocated to the hall, learning bay or meeting room. Chromebooks and/or iPads could be used
	Damage/denial of use of specialist classroom and/or associated contents	Specialist teaching can be relocated to the meeting room or learning bay
	Damage/denial of use of administrative areas and/or associated contents	Administration areas can be relocated to other office space / small areas. Use of laptops and mobile phones.
	Damage/denial of use of some commons parts (e.g. hall for examinations)	Lunchtime catering could be relocated to the community center
	Loss of utilities (gas, electric, water)	Loss of water – School will provide bottled water for drinking and hand sanitizer for hand hygiene. Gas Heating – Coats could be worn for a short time until heaters could be supplied. Electricity – School could remain open for a short time only.
Catering	Damage/denial of use of catering facilities	TLC would organize meals at another site and transfer them over.
	No catering staff	TLC would send alternative staff.

ICT	Loss of telephony system	The Headteacher has access to a mobile phone and Facebook which will allow quick information sharing with parents.
	Loss of I.T servers/software	Classes / lessons would be affected but would still proceed. Admin work would be limited. AVA would be advised immediately.
	Loss of I.T hardware	AVA back up the server regularly
Cleaning	No cleaning staff available	Agency cleaning staff to be used
Records	Loss or damage to administrative records	Critical information is kept electronically
Coursework	Loss or damage to coursework	Pupil attainment and progress is assessed at regular intervals – this is tracked digitally.

PHASE III: REMOTE LEARNING PLAN



REMOTE LEARNING PLAN

DETAILS OF REMOTE LEARNING STRATEGY TO BE ADOPTED	
ELECTRONIC LEARNING ONLY	All of KS2 would be loaned a chrome book
	KS2 pupils are trained to use Google Classroom
	The School Website contains remote learning tasks for each year group
	Electronic learning platforms are secure and protected from viruses
	School will provide access to the learning platform away from the school
MATERIAL PREPARATION	All pupils, from Y1 to Y6, are provided with work books for Maths and English
	Folders with additional tasks can be provided
	Additional study materials are stored electronically and accessed off-site in case access to the school is denied
	Class teachers are responsible for developing learning materials now and during any period of closure
DELIVERY AND COLLECTION METHODS	If pupils are denied access to the school building, all home learning materials will be available for collection via the school office / entrance
	Access arrangements for collection of home learning materials will be communicated to parents via Facebook and the School website

REMOTE SUPPORT AND MARKING	Remote learning support, marking and feedback will take place via the School website, Google Classroom and / or Facebook
ALTERNATIVE SITE	The Community Center will be used as an alternative site where the remote learning requirements (e.g. material preparation, delivery and support) can be delivered from in case access to the school is denied
	Outdoor learning will continue in the school grounds wherever possible.

5.0 APPENDICES

Please insert page numbers upon plan completion

	Content	Page No.
A	Staff Contact List	
B	Key Contact List	
C	Contents of Emergency Box / 'Grab Bag'	
D	Log Template	
E	Financial Expenditure Log	
F	Essential Equipment Log	
G	Essential IT Log	
H	Essential Paper Based Records Log	

Appendix A

STAFF CONTACT LIST

Name	Role	Contact Details
Alexandra Jamieson	Headteacher	Mobile Number: 07762424774 Email Address: alexandra.jamieson@bridgehall.stockport.sch.uk headteacher@bridgehall.stockport.sch.uk
Deborah Henderson	Deputy Headteacher	Mobile Number: 07891929312 Email Address: deborah.henderson@bridgehall.stockport.sch.uk
Rebecca Sinclair	SENDSCO / SLT	Mobile Number: 07818118100 Email Address: rebecca.sinclair@bridgehall.stockport.sch.uk
Helen Paterson	Teacher	Mobile Number: 07870610078 Email Address: helen.paterson@bridgehall.stockport.sch.uk
Kath Corcoran	Teacher	Mobile Number: 07514926482 Email Address: Kathleen.corcoran@bridgehall.stockport.sch.uk
Megan Smith	Teacher	Mobile Number: 07730456521 Email Address: megan.smith@bridgehall.stockport.sch.uk
Rhea Platt	Teacher	Mobile Number: 07935033077 Email Address: rhea.platt@bridgehall.stockport.sch.uk
Julie Gaskill	Teacher	Mobile Number: 07982241318 Email Address: rhea.platt@bridgehall.stockport.sch.uk

Appendix A cont

Name	Role	Contact Details
Amy Sherlock	Teacher	Mobile Number: 07921587706 Email Address: amy.heap@bridgehall.stockport.sch.uk
Penny Spencer	Teacher	Mobile Number: 0772199910 Email Address: penny.spencer@bridgehall.stockport.sch.uk
Carolyn Whiteley	Teacher	Mobile Number: 07812675312 Email Address: Carolyn.whiteley@bridgehall.stockport.sch.uk
Sara Wilkinson	Teacher	Mobile Number: 07919046507 Email Address: sara.wilkinson@bridgehall.stockport.sch.uk
Martin Wilcock	Teacher	Mobile Number: 07821135262 Email Address: martin.wilcock@bridgehall.stockport.sch.uk
Louise Howarth	Welfare Assistant	Mobile Number: 07474881395 Email Address: louise.howarth@bridgehall.stockport.sch.uk
Zoe Brown	HLTA	Mobile Number: 07523329032 Email Address:zoe.brown@bridgehall.stockport.sch.uk
Natalie Gilbert	HLTA	Mobile Number: 07847715309 Email Address: natalie.gilbert@bridgehall.stockport.sch.uk
Ros Steele	TA	Mobile Number: 07590191563 Email Address: ros.steele@bridgehall.stockport.sch.uk

Name	Role	Contact Details
Roseanne Tracey	TA	Mobile Number: 07425826659 Email Address: roseanne.tracey@bridgehall.stockport.sch.uk
Priska Dempsey	TA	Mobile Number: 07971441009 Email Address: Priska.dempsey@bridgehall.stockport.sch.uk
Megan Adams	TA	Mobile Number: 07806782349 Email Address: megan.adams@bridgehall.stockport.sch.uk
Holly Lee	TA	Mobile Number: 07541197008 Email Address: holly.lee@bridgehall.stockport.sch.uk
Bradley Wilkinson	TA	Mobile Number: 07961991056 Email Address: Bradley.wilkinson@bridgehall.stockport.sch.uk
Andrea Ryan	School Business Manager	Mobile Number: 07837196933 Email Address: andrea.ryan@bridgehall.stockport.sch.uk
Elisha Taylor	Finance/Admin Officer	Mobile Number: 07487812574 Email Address: Elisha.taylor@bridgehall.sch.uk
Harry Dewhurst	Site Manager	Mobile Number: 07480310869 Work Mobile Number: 07365860353 Email Address: harry.dewhurst@bridgehall.stockport.sch.uk

Name	Role	Contact Details
Jo Smallwood	Cleaner	Mobile Number: 07746196217 Email Address: joanne.smallwood@bridgehall.stockport.sch.uk
Sue Barker	Cleaner	Mobile Number: 07305971302 Email Address: susan.barker@bridgehall.stockport.sch.uk
Jane Knott	Midday Supervisor	Mobile Number: 07368591322 Email Address: jane.knott@bridgehall.stockport.sch.uk
Annabelle Sleeman	Midday	Mobile Number: 07521185923 Email Address: Annabelle.sleeman@bridgehall.stockport.sch.uk
Lindsay Littlewood	Midday	Mobile Number: 07933273189 Email Address: Lyndsey.littlewood@bridgehall.stockport.sch.uk
Rebecca McCullogh	Midday	Mobile Number: 07855980353 Email Address: rebecca.mccullogh@bridgehall.stockport.sch.uk
Amy Slater	TA	Mobile Number: 07783791288 Email Address: amy.slater@bridgehall.stockport.sch.uk
Sophie Thouret	TA	Mobile Number: 07445389782 Email Address: sophie.thouret@bridgehall.stockport.sch.uk
Sarah Stuart	TA	Mobile Number: 07984606739 Email Address: sarah.stuart@bridgehall.stockport.sch.uk

Contact	Telephone Number
School Contacts	
Headteacher - Alexandra Jamieson	07762424774
Deputy Head - Deborah Henderson	07891929312
Premises/Site Manager – Harry Dewhurst	07480310869 / 07365860353
Business Manager – Andrea Ryan	07837196933
Chair of Governors – David Trafford	07966921916
Vice Chair of Governors – Yvonne Guariento	07704446043
Key Local Authority Contacts	
Pat Morgan – Senior Adviser School & Children's Support Services	0161 474 3917
Barry Kirkman – Partnership Support Officer	0161 474 3842
John Pasiecznik – Media & Civil Resilience Manager	0161 474 3063
Bob Youel – Senior Occupational Safety & Health Advisor	0161 474 3056
SSK - 24 Hour Control Room	0161 474 5555
SSK – General Enquires	0161 474 5710
NPS – Property Action Line (Carillion from February 2014)	0161 495 6100
NPS – General Enquiries (Carillion from February 2014)	0161 495 6000
Emergency/Medical Contacts	
Ambulance	999/0161 438 4162
Fire Station	999/0161 736 5866
Health Protection & Control of Infection Unit: David Baxter/Jennifer Kilheeney	0161 474 2440
Master Call (Out of Hours) GP	0161 476 2299
NHS Direct	111 www.nhsdirect.nhs.uk
Police	999/0161 872 5050
Stepping Hill Hospital	0161 483 1010 (Switchboard)
Stepping Hill Hospital – Emergency Dept.	0161 419 4110/4111
Public Services	
Electricity NW Ltd – Public Emergency No.	0800 807 060 http://www.enwl.co.uk
Environment Agency	0800 807 060 http://www.environment-agency.gov.uk
National Grid Gas	0800 111 999 http://www.nationalgrid.com/uk/gas/
MET Office Emergency	Tel: 0870 900 0100 or 01392 885680 http://www.metoffice.gov.uk/
United Utilities PLC	0845 746 2200 http://www.unitedutilities.com/emergencies.aspx

Appendix B

KEY CONTACTS LIST

Service	Contact name & address	Tel no/Mobile no/ Email/Fax
Air Conditioning Engineers	Integral	0844 2486 112
Boiler Engineers	Integral	0844 2486112 NWS@integral.co.uk
Carpenter	Integral	
Cleaning Contractor	N/A	
Coach Hire	Selwyns of Manchester	01928529031
Couriers/Parcel Delivery Companies	Royal Mail Parcels Councillor Lane Post Office Cheadle, Stockport	0161 428 5435
CCTV Specialists	Integral	0844 2486 112
Electrical Suppliers	Npower	08450701699
Electrician	Integral	
Gas Suppliers	SEFE Energy Limited	0161 837 3395
Glaziers	Integral	
Local Fire Station	King Street, Stockport	0161 736 5866
Local Hospital(s)	Stepping Hill	0161 419 4110/4111
Local Police Station	Cheadle Heath Police Station Europa Way, Stockport SK3 6XE	0161 856 9829 Gen:0161 872 5050
Local Supermarket	Morrisons	0161 477 7557
Locksmiths	Integral	
Plumber	Integral	
Security Company	Safe and Secure Solutions Ltd 140 Market St, Hyde Tameside SK14 1EX	07753350769 08000191959
Specialist Equipment	Integral	
Telephone/Network Suppliers	Digital Telecom UK Ltd 2B Crown Business Park Crown Top Lane Rochdale OL11 2PU	01706507356
Taxi Company	Lynx Taxi	01614805000
Temporary Accommodation Suppliers	NPS, Atlas House, Bird Hall Lane Stockport (Carillion from February 2014)	0161 495 6099
Van Hire	County Car & Van Rental	0161 474 1515
Waste Skip Hire	Cheadle Skip Hire 24 Adswood Rd Ind Estate Adswood Rd, Stockport SK3 8LF	0161 476 3103

Appendix C

This template provides suggested contents of an emergency box/grab bag.

Section	Details
Business Continuity	Business Continuity Plan (plus spare copies of forms in appendices) Key contact details, including: Governors, Parents/Carers, Local Authority, Suppliers etc.
Organisational Information	Staff Handbook (policies and procedures) School branding material and stationery School logo Other key documents
Financial Information	Bank, insurance details, payroll etc. Invoices, purchase orders etc. Financial procedures Assets Register and Insurance Policy
Staff Information	Staff contact details Staff emergency contact details
IT/Equipment Information	Software licence agreement and key codes Office telephone list (for phone divert) Back-up rota and data restoration routine
Equipment and other items	First Aid Kit Greater Manchester A – Z map Portable radio (plus spare batteries) Wind up LED torch Back-up tapes Laptop with wireless connection Pay-as-you-go mobile phone and battery powered mobile phone charger Stationery including permanent markers, clipboards, pens, blue-tack, pins, pencils and notebook paper Disposable camera with film Hazard barrier tape Emergency cash, a cheque book or spare credit card Contact details for taxi/transport providers School Floor Plans Spare keys Whistle/megaphones High visibility jacket

Appendix D

This form can be used to record actions required as a result of an incident/emergency and the reasons for decisions made.

[illegible]

Appendix E

This form can be used to detail expenses incurred as a result of an incident/emergency.

Financial Expenditure Log			
Completed By		Incident	
Date		Time	

	Expenditure Details (What, for whom etc.)	Cost	Payment Method	Transaction made by

Appendix F

ESSENTIAL EQUIPMENT LOG

This form can be used to summarise the minimum resources that your school/establishment will require to run the essential services assuming an incident prevents access to the normal place of work. This can be broken down by room, class, area, building or a single column for the whole school. LT is an abbreviation of “Long term” and is the total required should access be denied for over 2 weeks.

Requirement	Period	Class / Room / Area							Total
		1	2	3	4	5	6	7	
Number of staff:									
• Administration	1st Wk								
	LT								
• Teachers	1st Wk								
	LT								
• Other (please state)	1st Wk								
	LT								
Number of class rooms:									
• Basic	1st Wk								
	LT								
• Specialist (please state)	1st Wk								
	LT								
Number of desks and chairs:									
• Office desks	1st Wk								
	LT								
• Classroom desks	1st Wk								
	LT								
• Office chairs	1st Wk								
	LT								
• Classroom chairs	1st Wk								
	LT								
• Specialist desks and chairs (please state)	1st Wk								
	LT								
Telephone requirements (number of units):									
• Normal office phones	1st Wk								
	LT								
• Mobile phones	1st Wk								
	LT								
• Pagers	1st Wk								
	LT								

Equipment:									
- Office (e.g. fax machines, shredders) - Classroom (e.g. whiteboards)	1st Wk								
	LT								
	1st Wk								
	LT								
Public access requirements	1st Wk								
	LT								
Wheelchair access requirements	1st Wk								
	LT								
Special provisions e.g.:									
- Confidential interview area - Floor loading for a safe - Secure area - Additional power - Goods/in out provision. - Other - Office accommodation (sq. metres) - Class Room accommodation (sq metres)	1st Wk								
	LT								
	1st Wk								
	LT								
	1st Wk								
	LT								
	1st Wk								
	LT								
	1st Wk								
	LT								
	1st Wk								
	LT								
	1st Wk								
	LT								
	1st Wk								
	LT								
Storage space (sq. metres)	1st Wk								
	LT								
Hardware and Networking requirements:									
- Number of networked workstations - Number of local PCs - Access to other systems	1st Wk								
	LT								
	1st Wk								
	LT								
	1st Wk								
	LT								
Printing requirements	1st Wk								
	LT								
Other essential equipment	1st Wk								
	LT								

Appendix G

ESSENTIAL I.T. LOG

This form can be used to list the minimum systems or applications that your school/establishment will require to run the essential services assuming an incident prevents access from your normal PC and servers and those that would have to be reconstructed.

Entries may include e-mail, internet, systems, applications, spreadsheets, databases etc.

Required By - identify the maximum length of time before the system is required.

Number of Users - minimum number of users who will require access in order to provide essential functions.

Backups - identify the person/group who takes regular backups of the data.

Functions - key services that are dependent on the availability of the system/application.

Availability Agreed With - identifies who has agreed the requirement and arranged the recovery agency.

Essential Systems/Application	Required by (Hours/Days)	Min. Number Of Users Requiring Access	Who Takes Backups	Function(s)	Availability Agreed With

Back up Details

Where are backups held?		No of laptops in establishment/team (Stored offsite overnight?)	
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Appendix H

ESSENTIAL PAPER BASED RECORDS

This form can be used to record any vital paper based records which are not on the computer network. Vital documents = those which if lost would prevent or severely impair the school's/department's ability to deliver a service, expose it to greater risk of litigation or achieve essential business objectives. These documents are likely to be those where it is not possible to replace in whole or part the information contained in them.

Document Type	Location	Duplicated?	Where Are Duplicates Held?