

BUSINESS CONTINUITY PLAN

Author:	Derek Weelands
School Role:	Head of School
Date:	01.09.2023

Reviewer:	Niall Kelly / Lynette Edwards
School Role:	Proprietor
Date:	01.09.2023

Next review date:	01.09.2024
--------------------------	------------

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

BUSINESS CONTINUITY PLAN

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.

Sleuth 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: Lynette Edwards mobile: 07570 266942

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
Local Council	01670 823171

BUSINESS CONTINUITY PLAN

Name	Position in the company	Contact Number
Niall Kelly	CEO of MHC and Young Foundations	01244 915002
Seona Weir	Managing Director	07970279147
Lynette Edwards	Director of Education	07570 266942
Nicola Dixon	Operations Director	07791 665472
Michelle Oatway	Director of Support Services	01824 790600

Emergency
<p>Severe Weather or Natural Disaster Tornado:</p> <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. 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. <p>Flood: If indoors:</p> <ul style="list-style-type: none"> Be ready to evacuate as directed by the emergency coordinator and/ or the designated official. Follow the recommended primary and secondary evacuation routes. <p>If Outdoors:</p> <ul style="list-style-type: none"> Climb high and stay there Avoid walking or driving through flood water If car stalls, abandon it immediately and climb to a higher ground <p>Hurricane:</p> <ul style="list-style-type: none"> The nature of a hurricane provides for more warning than other natural and weather disasters. A Hurricane watch 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. <p>Once a hurricane watch has been issued:</p> <ul style="list-style-type: none"> 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.

BUSINESS CONTINUITY PLAN

- 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
- 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.
-

- 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 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

BUSINESS CONTINUITY PLAN

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
- 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 heat. Fluids prevent dehydration
- Wear layers of loose- fitting, light weight, warm clothing, if available.

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

BUSINESS CONTINUITY PLAN

- 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.

Bomb Threat:

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

- Immediately alert someone else to the problem by note or signal but DO NOT put 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.)
- 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?

BUSINESS CONTINUITY PLAN

- 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: Seona Weir, Managing Director

Contact Number: 01824 790600

Contact Address: Alexander House, Highfield Park, Llandyrnog, Denbigh, Wales

Postcode: LL16 3LG