



**MANOR**  
MULTI ACADEMY TRUST

# **Business Contingency Plan**

(VERSION 1.0)

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# Manor MAT Business Continuity Plan

## 1 INTRODUCTION

The Manor MAT Business Continuity Plan (BCP) has been written for those who will be involved in re-establishing the operational delivery of services following a major incident. It should be read in conjunction with:

- All of our Schools will have a fire evacuation plan (the operation of which does not necessarily activate the BCP).

## 2 DEFINITIONS

An emergency is any event which causes, or has the potential to cause injury, loss of life, damage to property or significant business disruption.

***A disaster is the escalation of an emergency to the point where normal conditions are not expected to be recovered for at least 24 hours.***

## 3 GENERAL INFORMATION

### 3.1 Review and Training

This document will be reviewed annually by the CEO and the Academy Trust Board.

### 3.2 Associated Documents / Information

Associated Documents include:

- Fire Evacuation Plans

- Fire risk assessment
- Internal telephone contacts list

### **3.3 Emergency Contact Information**

An emergency information pack is kept in the office of all our schools and kept by Headteachers and includes:

- Copies of this document
- The telephone numbers of all key staff to cascade the information

Access to staff and student data (those on roll) with home phone numbers can be accessed on-site from SIMS. Staff and student data (those on roll) with mobile numbers can be accessed from the Teachers2Parents texting service on-line.

## **4 STRATEGY**

If a disaster is declared by Manor Primary’s CEO / Headteacher, or their Deputy, in any of our schools the Business Continuity Plan will be activated.

Staff communication will be via mobile telephone / email as appropriate and the website if this is operable.

The following organisations may need to be advised of the implementation of the Business Continuity Plan as soon as possible:

- |                                      |              |
|--------------------------------------|--------------|
| • Director of Education’s Office     | 01902 554100 |
| • Buildings Team – LA                | 01902 551368 |
| • Buildings Team – Concept Education | 07795 023260 |
| • Press Office (WCC)                 | 01902 554077 |

- Health and Safety Executive (HSE) 0345 3009923 (Fatal or major)
- Insurance Advisors (EFA RPA) All other via [www.hse.gov.uk](http://www.hse.gov.uk)
- Local Police (Spring Vale) 0113 2462040
- Local Fire Service (Bilston) 101 ext 871-3019
- Local Fire Service (Bilston) 0121 3807557

## **5 ROLES AND RESPONSIBILITIES**

### **5.1 CEO/ Headteacher**

The CEO, or Headteacher in their absence, is responsible for the implementation and co-ordination of the BCP, including:

- Immediately contacting the Insurance Advisors (EFA RPA – see above) if the disaster relates to the built environment or the ICT infrastructure to establish if the building can be re-occupied and/or service delivery reinstated
- Co-ordination of status reports / communication for the benefit of all audiences (including staff, students, parents, Local Authority, Academies Team at DFE, press)
- Maintaining the BCP in an up-to-date format by delegating responsibility to the Finance Director for updates.

### **5.2 Incident Management Team (IMT)**

Lead by the CEO, the Incident Management Team (IMT) includes the Headteacher, Deputy and Assistant Headteachers from school concerned, ICT and Premises Manager, School Business Manager and Finance Director. Additional members of the team will be recruited to match the specific needs of the incident if required.

The IMT is responsible for acting under the direction of the CEO and Headteacher of the school (or the Deputy Headteacher in their absence) to restore normal conditions as soon as possible.

### **5.3 Staff**

Staff are required to co-operate with the IMT in support of the BCP.

In the event that staff are sent home, they should remain available during normal working hours to assist if necessary.

## **6 PROCEDURE FOR CLOSING THE ACADEMY**

### **6.1 Closure in advance of a school day**

The school can be closed in advance of a normal school day using the following systems:

- Closure authorised by the CEO or Headteacher.
- Notification of a school closure using the Local Authority on-line website (actioned by the CE or Headteacher). If unavailable please contact the Director of Education Services office.
- Implementing the school staff 'telephone chain' (actioned by the CEO or Headteacher)
- Recording the closure on the home page of the school website (actioned by the CEO or Headteacher)
- Sending out text messages via the Parentmail system to all parents (actioned by CEO , Headteacher or School Business Manager).

## **6.2 Closure during a school Day**

It is never a preferred option to close the school during a school day but it can be done using the following procedures:

- Closure authorised by the CEO or the Headteacher. Pupils will continue to be supervised by staff until they are collected.
- Consider use of places of safety if necessary (as described in 6.3 and 6.4)
- Notification of a school closure using the Local Authority on-line website (actioned by the CEO or Headteacher). If unavailable please contact the Director of Education Services office.
- Recording the closure on the home page of the school website (actioned by the CEO or Headteacher)
- Sending out text messages via the Teachers2Parents system to all parents (actioned by CEO, Headteacher or School Business Manager).

## **6.3 Immediate Places of Safety**

### **All schools will identify secondary assembly point**

In the event of a major incident on site requiring the school building to be closed, students will assemble on the school playground. If this is not useable, staff will escort students to, the secondary assembly point.

For Brindley Heath, this will be Foley Infant Academy.

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If both sites are not viable, children will evacuate to Kinver High Secondary School.

## **6.4 Off-Site Place of Safety**

If it becomes necessary to evacuate the site completely, students will be escorted into the secondary assembly point from where they can be collected.

## **7 LOCKDOWN PROCEDURE**

It is now possible to envisage circumstances where the school may wish to lock itself in, to secure staff and students from an outside threat. This circumstance is described as a 'lockdown'.

If a lockdown is declared:

- The ICT & Premises Manager and / or Site Manager will be advised to implement the lockdown via word-of-mouth, walkie talkie or contact via mobile phone. If both of the site staff are unavailable the CEO or Headteacher will co-ordinate the lockdown procedure.
- The IMT will communicate via word-of-mouth, internal telephone lines or via mobile phone.
- The school will be advised that it is in 'lockdown' by word-of-mouth, internal telephone or by mobile phone.
- All staff will remain in classrooms and keep students calm and away from windows.
- All students in external PE lessons will be advised to return to the school site via the main rear entrance, if safe to do so.

The lockdown will proceed in the following priority:

- The following doors will then be locked:
  - Main building front entrances;
  - Teaching School side entrance;
  - All other external doors.



Note: the rear entrance to the building (PE entrance as mentioned above) could be left accessible if necessary, by using fobs or keypad, if needing to bring pupils into the school from external lessons.

### Monitoring the Site Entrances

Once the site is secure, staff should return to the building and monitor the academy site via the CCTV, and discretely from the windows if safe to do so. The gates and doors should only be opened when it is confirmed safe to do so by the Emergency Services.

## **8 SILENT EVACUATION**

The majority of fire escapes are only accessible when the fire alarm releases to open these doors. The system is also equipped with software to enable a single release that will free Maglocks without the need for the fire alarm. This provision is available if it ever became necessary to complete a silent evacuation. Doors will be released following an instruction from the IMT. Notification of a silent evacuation would be made by word-of-mouth, walkie talkie, internal telephone or via mobile phone.

## **9 LOSS OF BUILDINGS OR SITE SPACE**

### **9.1 General**

Replacement of the buildings and facilities that have been damaged or made unavailable will be the responsibility of the Academy Trust and the Education Funding Agency (EFA).

Temporary working facilities are the responsibility of the school and Academy Trust for which it is covered via the Risk Protection Arrangement (RPA) operated by the EFA.

## **9.2 Insurance**

The academy is part of the government backed Risk Protection Arrangement (RPA) which provides funding to cover the cost of any damage up to the Reinstatement value of the property and will cover the cost of any temporary accommodation required.

## **9.3 Replacement Site Facilities**

The size and scope of facilities required for the school will vary according to circumstance. In the first instance contact should be made with the emergency number for the EFA RPA on 0113 2462040

The location of the temporary accommodation will be determined based on the space required and circumstances at the time. Locations would be identified by consultation with the Local Authority, neighbouring academies and other teaching schools.

Erecting additional buildings on our current site will always be the preferred solution.

## **10 PANDEMIC THREAT / STAFFING SHORTAGES**

Loss of staff is considered a generic threat to operations. The spread of a virus capable of impacting on operational service delivery is now considered genuine and serious.

In the event of mass staff illness, the IMT will shut the school to students using the same procedures described above.

## **11 OTHER THREATS**

The following other threats have been considered:

- Phone and ICT communications loss;

- Finance process breakdown – payments to staff & suppliers fail;
- Utilities / Energy supply failure;
- Service delivery loss of a general nature – Manor Primary are unable to provide buildings for other services;
- Key supplier failure – e.g. catering;
- Evacuation due to nearby incident;
- Prolonged adverse weather;
- Strikes;
- Terrorist attack or terrorist threat.

**Signed by CEO** \_\_\_\_\_

**Signed by Chair of Directors** \_\_\_\_\_