



Humber Education Trust

Business Continuity Management Policy

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Contents

Policy Statement	Page 3
Policy Scope	Page 3
Aims and Objectives	Page 3
Definitions	Page 4
Disruptive Events	Page 5
Roles and Responsibilities	Page 5
Training	Page 8
Monitoring and Reporting	Page 8
Policy Review	Page 9

Policy Statement

Humber Education Trust (HET) recognises the potential strategic, operational and financial risks associated with an incident or crisis situation resulting in a business interruption and the importance of an appropriate emergency response, business continuity and recovery process ultimately leading to a permanent recovery of operations and activities.

HET maintains emergency response and business continuity and recovery plans to facilitate the management of any incident which has the potential to disrupt the operations and activities of individual academies and/or HET.

Policy Scope

This policy applies to all HET locations, facilities, support systems and individuals whether employed, volunteer or those with significant control of HET; a breach of this and/or any related policy may result in disciplinary action.

Aims and Objectivities

The purpose of this policy is to formalise the emergency planning and business continuity management programme for HET and to provide guidelines for developing, maintaining and exercising emergency and business continuity plans (BCP's).

This policy establishes the basic principles and framework necessary to ensure emergency response, resumption, restoration and permanent recovery of HET's operations and activities during a business interruption event. The policy objectivities are to have arrangement in place to identify and control risks to:

- the lives of persons affected by the emergency situation,
- the safety of persons working or studying at satellite locations,
- the buildings, assets and infrastructure of individual academies and HET,
- the interests of key stakeholders,
- the environment,
- the continuity of teaching, learning and community based activities; and
- the reputation of HET.

Business Continuity Management (BCM) is comprised of three constituent elements:

- the emergency response (ER) phase focuses on the protection of life, property and assets;
- the business continuity (BC) ensures plans are in place to allow HET to deliver its objectives during a period of business interruption, and;
- business recovery identifies the activities necessary to allow HET to return to pre-interruption status of operations and activities.

Definitions

The following phrases and their definitions will apply to this policy:

- *Business Continuity Management (BCM)*
“A holistic management process that identifies potential threats to an organisation and the impact to business operations that those threats, if realised, might cause, and which provides a framework for building organisational resilience with the capability for an effective response that safeguards the interests of its key stakeholders, reputation, brand and value-creating activities.” Business Continuity Institute
- *Business Impact Analysis (BIA)*
Process of analysis business functions and the effect that a business/service interruption may have on them.
- *Business Recovery (BR)*
The personnel and strategies required to effect recovery may change with the nature of the business interruption. The requirements for BR will be determined by the BIA and risk assessments.
- *Critical Activities*
Those activities which enable HET to meet its most important and time-sensitive objectives.
- *Emergency Response*
The plan in place to deal with sudden, unplanned and unwanted incidents that could threaten the health and safety of staff, volunteers, learners and others on HET premises. The ER identifies people, actions and resources necessary to allow HET and individual academies to respond to internal and/or externally generated incidents.

- *Resilience*
The ability of HET to resist being seriously affected by an incident or interruption.
- *HET Incident Management Team*
A group of senior leadership/management and key individuals that deal with business disruptions, major incidents and emergencies/crises affecting the entire Trust, individual academies or which are beyond the coping strategies of a Local Incident Management Team (LIMT)

Disruptive Events

There are many possible causes of operational and activity disruption. As a general guide, ER, BC and BR must be carried out to minimise the effects of many potentially disruptive events including but not limited to the follow:

- national disaster or epidemic,
- terrorist attack,
- accidental release of hazardous substance,
- extreme weather conditions,
- fire, flood or subsidence,
- loss of supply change,
- loss of utilities,
- loss of IT and communications infrastructure; and
- industrial action/disruption to staffing.

Disruptive events may not be mutually exclusive i.e. extreme weather may lead to a loss of electricity and disruption to transport links affecting the ability of staff to get to work.

The causes and consequences of a business interruption could be local in nature, regional or national and therefore, it is important to consider operationally critical factors such as supply chain adaptability.

Roles and Responsibilities

Business Continuity Management complements ER, BC and BR arrangements and as such many of the risk and emergency responsibilities of strategic and operational managers will already be documented within the wider definition of the Business Continuity Plan.

However, ER and BC are not the sole responsibility of senior managers and all personnel with management and operational responsibilities should be involved in

the management of critical incidents and/or crisis situations. Therefore, HET has developed the following core leadership and management teams at each level of the Trust:

HET Executive Group (HETEG)

The HETEG is responsible for:

- appointing one or more competent persons to oversee the development, implementation and application of this policy and related guidance,
- endorsing this policy and making it a living document with HET,
- ensuring that appropriate constituent parts of HET have developed emergency, business continuity and business recovery plans and that these plans are realistic and reflect the actual criticalities and interdependencies of individual academies and centrally provided support services; and
- providing information about emergency response, business continuity and business recovery management to all constituent parts of HET, staff, volunteers, parents/carers, learners, partner organisations and others who may be affected by operational disruption.

HET Incident Management Team (HETIMT)

Each member of the HETIMT has a set of pre-defined roles and responsibilities identified in HET's emergency response and business continuity plans. The team/team members will:

- monitor incidents in schools and services, and/or incidents that may affect their staff and students working or studying at satellite locations, and be prepared to act in case incidents escalate into more serious events;
- take steps to contain the incident (without putting themselves at risk) whilst awaiting the arrival of the emergency services,
- decide which persons and services will be mobilised to manage emergencies that are likely to affect multiple parts of HET,
- decide whether to set up an incident control room to manage an emergency,
- liaise with the emergency services,
- take details of injuries and provide next-of-kin details,
- act to provide for the welfare of staff and others who may be affected during an emergency,
- keep a log of actions taken during an emergency,
- keep HETEG informed of the incident and the actions taken to deal with it,
- assess damage and contact insurers/loss adjusters,
- decide and approve the invocation of HET's Business Continuity Plan,

- work together during a business interruption and invocation of the plan to mitigate the adverse consequences of the business interruption and return to normal operations/activities in line with the recovery time objectives identified in the plan,
- organise or facilitate business recovery activities,
- liaise with HETLMTs and external bodies as determined by the business interruption and in accordance with the required actions identified in the ER and BC plans; and
- participate in ER/BC tests and exercises.

Responsibilities of Academy Principal's

Academy Principals are responsible for ensuring compliance with HET's Business Continuity Management Policy. The degree to which Principal comply with the following arrangements will depend on the size and nature of each academy, any specialist provision and how embedded it is in another academy's environment (buildings/facilities).

Small academies which have been assessed as low risk should ensure they can follow the HET's ER, BC and BR plans and arrangements.

Larger academies in which there are higher risk activities and/or materials should develop detailed ER plans, illustrating how these risks are controlled and the response to be taken in the event of an internally or externally generated emergency.

Academies which authorise staff and student to work or study at satellite locations should have emergency plans in place that detail how to maintain the health and safety of these individuals in emergencies.

Principals must ensure that all relevant individuals are familiar with the emergency plan and know what to do in the case of an emergency.

Where identified as necessary by risk assessments, Academy Principals have a responsibility to ensure that they:

- appoint a local incident management team,
- appoint a member of the team to act as the 'incident controller',
- formulate emergency plans,
- regularly test the emergency plans through exercises; and
- maintain the plans to ensure they continue to be relevant and reflect realistic potential emergencies.

Academies which have higher risk profiles must plan to deal with business interruptions as identified above but must also:

- appoint a member of staff to act as the business continuity co-ordinator,
- identify a group of staff who will coordinate the business continuity response,
- conduct business impact analyses and risk assessments,

Responsibilities of the Local Incident Management Team (LIMT)

LIMT members are appointed by the leadership and management from across various operations within an individual academy. The team is responsible for:

- drawing up and maintaining emergency response plans,
- coordinating the response to incidents,
- operating autonomously in the event of an incident,
- keeping a log of actions taken during an emergency and reporting to the HET Incident Management Team.

Responsibilities of all staff/volunteers

All staff/volunteers must:

- ensure they are aware of the core aspects of the academy's ER arrangements,
- make themselves familiar with their individual role/responsibility if identified as a member of LIMT; and
- attend ER/BC training and exercise sessions as required.

Training

Staff/volunteers involved in emergency response and business continuity/recovery management will be offered training. Persons taking on the roles of business continuity coordinator will be offered specialised training and given assistance to develop plans and exercises.

Monitoring and Reporting

The effectiveness of the policy will be monitored via audit and post exercise/test analysis. The policy will be reviewed every three years or as the result of the findings of investigations into unplanned incidents and emergencies, and how they were handled.

All incidents requiring invocation of the ER plan should be reported to HETIMT.

Policy Review

HET will review and publish this policy on an annual basis, ensuring that it remains accurate and fit for purpose.

Sign Off

Approved By (print name):	
Role Title:	
Signature:	
Date:	

**Where everybody counts,
every moment matters.**

