St Ralph Sherwin Catholic Academy Trust
Business Continuity Management Plan

Academies within the Trust will draw up their own procedures and allocate responsibilities for managing business continuity and their plans will be agreed by the relevant Local Governing Bodies

Adopted: 21st March 2016
Review cycle: Annually
Date of next Review: March 2019

1.0   About this Plan

1.1   Document Control

Date	Revision/Amendment Details & Reason	Author
5.10.2015	Draft for consideration by STJH Senior Mgt	Cecilia Emery
30.10.2015	Draft for consideration by LGB	Cecilia Emery
07.12.2015	Draft for consideration by Academy Trust	Cecilia Emery
01.03.2016	Draft for consideration by Academy Trust	Cecilia Emery
01.06.2018	Updated to reflect changes in personnel, change of name of Trust	Cecilia Emery

1.2   Plan Purpose

To provide a flexible response so that The Academy Trust is equipped to:

- Respond to a disruptive incident (incident management)
- Maintain delivery of critical activities during an incident (business continuity)
- Return to 'business as usual' (resumption and recovery)

1.3   Plan Remit

The following functions are covered by this Plan:
- Learning and Teaching including examinations and statutory testing
- Finance
- Administration

1.4   Plan Owner

The Company Secretary is this Plan's Owner and responsible for ensuring that it is maintained, exercised and updated in accordance with the review schedule.

1.5   Academy Trust Incident Management Team Plan Distribution

NAME	ROLE	ISSUE DATE
Dominic Roberts	Acting Chair of the Academy Trust	25th June 2018
Joan McCarthy	Headteacher Saint John Houghton	25th June 2018
Anthony Harrison	Headteacher The Priory	25th June 2018
Kate Mann	Headteacher English Martyrs	25th June 2018
Tammie McNamara	Acting Headteacher St Joseph's	25th June 2018
Cecilia Emery	Company Secretary	25th June 2018
Debbie Waby	Finance Director	25th June 2018

1.6   Plan Storage

All parties on the distribution list are required to store safely and confidentially 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.

1.7   Plan Review Schedule

This Plan will be reviewed annually by the Academy Trust and contact numbers maintained, checked and updated 3 times per year at the start of Terms 1,3 and 5.

2.0   Plan Activation

2.1   Circumstances

This Plan will be activated in response to an incident causing significant disruption to the Academy Trust requiring immediate responsive action beyond that which could be reasonably expected during the day to day running of the Trust and may include:

- Death of a child, staff member or Director/Governor
- Serious accident involving children and/or Academy Trust personnel on or off the premises
- A violent intrusion onto Academy Trust premises (eg armed intruder, bomb alert, terrorist threat)
- Loss of key staff or skills e.g. above normal levels of absenteeism due to illness or other scenarios such as severe weather, transport disruption
- Loss of critical systems e.g. ICT failure, power outage
- Denial of access, or damage to, facilities e.g. loss of all or parts of the premises through fire or flood, an external emergency with the premises in the Emergency Service's cordon preventing access, severe weather scenarios (eg snow and ice) or utilities failure
- Loss of a key resource e.g. an external supplier/partner vital to the delivery of a critical activity such as a catering provider or any providers of transport e.g. for SEN pupils
- The effects of disasters in the wider community
- The release of hazardous substances near or on the Academy Trust sites

2.2   Responsibility for Plan Activation

Any person listed at 1.5 may activate and stand down this Plan. Depending on the nature of the incident then activation of this plan may trigger activation of one of the Academy Business Continuity Management Plans.

2.3   Escalating a Serious Incident

All serious incidents should be reported to Derbyshire County Council and the Nottingham Roman Catholic Diocesan Education Service. If the incident is deemed to be of a 'critical' nature, the Derbyshire Critical Incident Plan will be activated and other Council Services notified to respond as appropriate.

3.0   Roles and Responsibilities

3.1   Academy Trust Incident Management Team

Role	Responsibilities	Accountability / Authority
Headteachers	▪ Ensure that their Academy has capacity within its structure to respond to incidents ▪ Determine the Academy's overall response and recovery strategy	Overall responsibility for day-to-management of their Academies, including lead decision-maker in times of crisis
Company Secretary	▪ Business Continuity Plan development ▪ Developing continuity arrangements and strategies e.g. alternative relocation site, use of temporary staff etc ▪ Involving the Academy 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 ▪ Embedding a culture of resilience within the Academy, involving stakeholders as required	Reports to the Academy Trust Directors
Academy Trust Incident Management Team Dominic Roberts Joan McCarthy Anthony Harrison Kate Mann Tammie McNamara Debbie Waby Cecilia Emery	• Leading the Academy Trust's initial and ongoing 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 ongoing response actions • Providing direction and leadership for the Academy trust 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 • Ensuring that all key decision and actions taken are recorded accurately • Collating information about the incident for dissemination in Press Statements • Liaison with Local Authority Press Offices to inform media strategy	Authorises all decisions and actions required to respond and recover from the incident

Depending on the circumstances of the incident, it may be necessary to activate one or all of the roles described below at one or more of the academies in the Academy Trust.

Role	Responsibilities	Accountability / Authority
Premises Manager	▪ Undertake duties as necessary to ensure site security and safety in an incident ▪ Advise on any issues relating to the school physical infrastructure ▪ Lead point of contact for any Contractors who may be involved in incident response	Reports to Headteacher
ICT Network Manager or provider	▪ Ensure the resilience of the ICT infrastructure ▪ Liaise with external providers as set out in ICT Disaster Recovery Plan ▪ Work with the Business Continuity Coordinator to develop proportionate risk responses	Reports to Headteacher
Exams Officer	▪ Implement Examinations Contingency Plan if appropriate	Reports to Headteacher
Counsellor/Lay Chaplain	▪ Provide support to students and their families if appropriate	Reports to Headteacher

3.2   The Role of Directors and Governors

Role	Responsibilities	Accountability / Authority
Academy Trust Directors	▪ Work in partnership with the Executive to provide strategic direction in planning for and responding to disruptive incidents	Liaise with the Academy Trust Incident Management Team in response to a crisis.
Local Governing Body	▪ Undertake actions as required to support the Trust's response to a disruptive incident and subsequent recovery ▪ Act as a 'critical friend' to ensure that the Business Continuity Plan is fit for purpose and continuity arrangements are robust and reliable ▪ Monitor and evaluate overall performance in developing resilience and reporting to Parents/Carers	Report progress in developing Business Continuity Plans to Parents/Carers and to Academy Trust

4.0   Incident Management

> *Turn to Section 5.0 for pre-planned incidents or slowly developing scenarios that are not 'no notice' emergencies but have the potential to disrupt Academy Trust activities e.g. computer virus, flu pandemics, a pre - planned strike, forecast for heavy snow or a power outage etc*

4.1   Purpose of the Incident Management Phase

The purpose and priorities for this phase are to:

- Protect the safety and welfare of pupils, staff, visitors and the wider community
- Protect vital assets e.g. equipment, data, reputation
- Ensure urgent and necessary communication takes place
- Support the Business Continuity phase
- Support the Recovery and Resumption phase

4.2   Incident Management Actions – this checklist may be used by the Academy Trust or by Academies

	ACTION	FUTHER INFO/DETAILS	ACTIONED? *(tick/cross as appropriate)*
1.	Make a *quick* initial assessment: ▪ Survey the scene ▪ Assess (i.e. scale/severity, duration & impact) ▪ Disseminate information (to others)	Gather and share information to facilitate decision-making and enhance the response *A full impact assessment form can be found in Appendix A*	☐
2.	Call the Emergency Services (as appropriate)	**TEL: 999** Provide as much information about the incident as possible	☐
3.	▪ Evacuate the building, if necessary. ▪ Consider whether it may be safer or better for the welfare of pupils to stay on the premises and congregate at a relative place of safety indoors. ▪ If there is time and it is safe to do so, consider the recovery of vital assets/equipment to enable delivery of critical activities ▪ Notify relevant stakeholders of site evacuation	▪ Use normal fire evacuation procedures ▪ Consider arrangements for staff/pupils with special needs and those with egress plans ▪ If the decision is to stay on the premises, ensure the assembly point is safe and take advice from Emergency Services as appropriate	☐
4.	Ensure all Pupils, Staff and any visitors report to the identified Assembly Point.	The normal **Assembly Point** for the Academy is: *(insert location)* The **alternative Assembly Point** for the Academy is: *(insert location)*	☐
5.	Check that all Pupils, Staff, Contractors and any Visitors have been evacuated from the building and are present. Consider the safety of all pupils, staff, contactors and Visitors as a priority	Staff nominated in the Fire Evacuation procedures report areas have been checked/cleared	☐

	ACTION	FUTHER INFO/DETAILS	ACTIONED? *(tick/cross as appropriate)*
6.	Ensure appropriate access to site for Emergency Service vehicles	Ensure any required actions are safe by undertaking a dynamic risk assessment	☐
7.	Establish a contact point for all supporting personnel	Consider the availability of staff and who may be best placed to communicate information	☐
8.	Identify Academy Incident Management Team to undertake specific emergency response roles	*Information on roles and responsibilities can be found in Section 3.0 or in plans for each Academy*	☐
9.	Ensure a log of key decisions and actions is started and maintained throughout the incident	*The Log template can be found in Appendix A*	☐
10.	Where appropriate, record names and details of any staff, contractors or visitors who may have been injured or affected by the incident as part of your incident record keeping	This information should be held securely as it may be required by Emergency Services or other agencies either during or following the incident	☐
11.	Take further steps to assess the impact of the incident Agree response / next steps	Continue to record key decisions and actions in the incident log *The impact assessment form can be found in Appendix B.*	☐
12.	Log details of all items lost by Pupils, Staff, Visitors etc as a result of the incident, if appropriate	*A form for recording this information is in Appendix C*	☐
13.	Consider the involvement of other Teams, Services or Organisations who may be required to support the management of the incident in terms of providing additional resource, advice and guidance	Depending on the incident contact may be made with Derbyshire County Council Emergency Planning Team and the Nottingham Roman Catholic Diocesan Education Service.	☐
14.	If appropriate, arrange contact with appropriate Press Offices	Establish a media area if necessary.	
15.	Assess the key priorities for the remainder of the working day and take relevant action	Consider actions to ensure the health, safety and well-being of the Academy Trust/Academy community at all times. Consider your business continuity strategies i.e. alternative ways of working, re-location to your recovery site etc to ensure the impact of the disruption is minimised. *Business Continuity Strategies are documented in Section 5.3* Consider the legal duty to provide free school meals and how this will be facilitated, even in the event of emergency closure.	☐

	ACTION	FUTHER INFO/DETAILS	ACTIONED? *(tick/cross as appropriate)*
16.	Ensure Staff are kept informed about what is required of them	Consider: ▪ what actions are required ▪ where staff will be located ▪ Notifying Staff who are not currently in work with details of the incident and actions undertaken in response	☐
17.	Ensure Pupils are kept informed as appropriate of the circumstances of the incident	Consider communication strategies and additional support for pupils with special needs. Consider the notification of pupils not currently in the Academy. Parents of students absent from the academy may be contacted via email or by phone depending on nature of incident.	☐
18.	Ensure Parents/Carers are kept informed as appropriate to the circumstances of the incident. Parents/carers of those immediately affected by the incident will require additional considerations to ensure information is accurate and up-to-date.	Agree arrangements for parents/carers collecting pupils at an appropriate time Consider how emergency communication needs will be established e.g. phone lines, answer machine message, website update	☐
19.	Ensure Directors and Governors are kept informed as appropriate to the circumstances of the incident	Trust Governor will be used to post messages. Frequency will be determined by nature of incident	☐
20.	Consider the wider notification process and the key messages to communicate	Local Radios may be useful in broadcasting key messages	☐
21.	Communicate the interim arrangements for delivery of critical Academy Trust/Academy activities	Ensure all stakeholders are kept informed of contingency arrangements as appropriate by website messages, text, email.	☐
22.	Log all expenditure incurred as a result of the incident	Record all costs incurred as a result of responding to the incident *The Financial Expenditure Log can be found in Appendix D*	☐
23.	Seek specific advice/ inform your Insurance Company as appropriate	Insurance Policy details can be obtained from the Finance Director and *summary details are attached to this plan at Appendix H*	☐
24.	Ensure recording process in place for staff/pupils leaving the site	Ensure the safety of staff and pupils before they leave site and identify suitable support and risk control measures as required	☐

5.0   Business Continuity

5.1   Purpose of the Business Continuity Phase

The purpose of the business continuity phase is to ensure that critical activities are resumed as quickly as possible and/or continue to be delivered during the disruption. This may involve activation of one or more of the business continuity strategies to enable alternative ways of working. During an incident it is unlikely that all resources will be available, it is therefore likely that some 'non critical' activities may need to be suspended at this time.

5.2   Business Continuity Actions

	ACTION	FUTHER INFO/DETAILS	ACTIONED? *(tick/cross as appropriate)*
1.	Identify any other stakeholders required to be involved in the Business Continuity response	Depending on the incident, you may need additional/specific input in order to drive the recovery of critical activities, this may require the involvement of external partners	☐

2.	Evaluate the impact of the incident	Take time to understand the impact of the incident on 'business as usual' Academy Trust/Academy activities by communicating with key stakeholders to gather information.
		
		Consider the following questions:
		▪ Which activities are disrupted?
		▪ What is the impact over time if these activities do not continue?
		▪ Would the impact be:
		   o Manageable? ☐
		   o Disruptive? ☐
		   o Critical? ☐
		   o Disastrous? ☐
		▪ What are current staffing levels?
		▪ Are there any key milestones or critical activity deadlines approaching?
		▪ What are your recovery time objectives?
		▪ What resources are required to recover critical activities?
			☐

3.	Plan how critical activities will be maintained, utilising pre-identified or new business continuity strategies (See Section 5.3)	Consider:
		   ▪ Immediate priorities
		   ▪ Communication strategies
		   ▪ Deployment of resources
		   ▪ Finance
		   ▪ Monitoring the situation
		   ▪ Reporting
		   ▪ Stakeholder engagement
		Produce an action plan for this phase of response.
			☐

4.	Log **all** decisions and actions, including what you decide **not** to do and include your decision making rationale	Use the Decision and Action Log to do this. *The log template can be found in Appendix A*	☐
5.	Log all financial expenditure incurred	*The Financial Expenditure Log can be found in Appendix D*	☐

	ACTION	FUTHER INFO/DETAILS	ACTIONED? *(tick/cross as appropriate)*
6.	Allocate specific roles as necessary	Roles allocated will depend on the nature of the incident and availability of staff	☐
7.	Secure resources to enable critical activities to continue/be recovered	Consider requirements such as staffing, premises, equipment, ICT, welfare issues etc	☐
8.	Deliver appropriate communication actions as required	Ensure methods of communication and key messages are developed as appropriate to the needs of your key stakeholders e.g. Staff, Parents/Carers, Governors, Suppliers, Local Authority, Central Government Agencies etc.	☐

5.3   Business Continuity Strategies

	Arrangements to manage a loss or shortage of Staff or skills	Further Information (e.g. Key contacts, details of arrangements, checklists) (Academies to add their key contacts and arrangements)
1.	Use of temporary staff e.g. Supply Teachers, Office Staff etc	
2.	Multi-skilling and cross-training to ensure staff are capable of undertaking different roles and responsibilities, this may involve identifying deputies, job shadowing, succession planning and handover periods for planned (already known) staff absence e.g. maternity leave	
3.	Using different ways of working to allow for reduced workforce, this may include: - Larger class sizes (subject to adult and child ratios) - Use of Teaching Assistants, Student Teachers, Learning Mentors etc - Virtual Learning Environment opportunities - Pre-prepared educational materials that allow for independent learning - Team activities and sports to accommodate larger numbers of pupils at once	
4.	Suspending 'non critical' activities and focusing on your priorities	
5.	Using mutual support agreements with other Schools	
6.	Ensuring Staff management issues are considered i.e. managing attendance policies, job description flexibility and contractual requirements etc	
7.	Staff Absence cover	

	Arrangements to manage denial of access to your premises or loss of utilities	Further Information (e.g. Key contacts, details of arrangements, checklists) (Academies to add their key contacts and arrangements)
1.	Using mutual support agreements with other Schools	
2.	Pre-agreed arrangements with other premises in the community i.e. Libraries, Leisure Centres, Colleges, University premises	

3.	Online Learning Environment opportunities	
4.	Localising the incident e.g. isolating the problem and utilising different sites or areas within the School premises portfolio	
5.	Catering	
6.	Off-site activities e.g. swimming, physical activities, school trips	
7.	Arrangements for collection of mail direct from the sorting office	

	Arrangements to manage loss of technology / telephony / data / power	**Further Information** (e.g. Key contacts, details of arrangements, checklists) (Academies to add their key contacts and arrangements)
1.	Back–ups of key school data e.g. Cloud services	
2.	Reverting to paper-based systems e.g. paper registers, whiteboards etc	
3.	Flexible lesson plans	
4.	Emergency generator e.g. Uninterruptible Power Supply (UPS)	
5.	Emergency lighting	
	Arrangements to mitigate the loss of key suppliers, third parties or partners	**Further Information** (e.g. Key contacts, details of arrangements, checklists) (Academies to add their key contacts and arrangements)
1.	Pre-identified alternative suppliers	
2.	Ensuring all significant external providers have business continuity plans in place as part of contract terms	
3.	Insurance cover	
4.	Using mutual support agreements with other Schools	
5.	Using alternative ways of working to mitigate the loss e.g. suspending activities, adapting to the situation and working around it	

6.0   Recovery and Resumption

6.1   Purpose of the Recovery and Resumption Phase

The purpose of the recovery and resumption phase is to resume 'business as usual' working practices for the Academy Trust/Academy as quickly as possible. Where the impact of the incident is prolonged, 'normal' operations may need to be delivered under new circumstances e.g. from a different location.

6.2   Recovery and Resumption Actions

	ACTION	FUTHER INFO/DETAILS	ACTIONED? *(tick/cross as appropriate)*
1.	Agree and plan the actions required to enable recovery and resumption of normal working practises	Agreed actions will be detailed in an action plan and set against timescales with responsibility for completion clearly indicated.	☐
2.	Respond to any ongoing and long term support needs of Staff and Pupils	Depending on the nature of the incident, the Academy Trust/Academy Incident Management Team may need to consider the use of Counselling Services	☐
3.	Once recovery and resumption actions are complete, communicate the return to 'business as usual'.	Ensure all staff are aware that the business continuity plan is no longer in effect. Staff will be informed by email and by messages on the website.	☐
4.	Carry out a 'debrief' of the incident with Staff (and possibly with Pupils). Complete a report to document opportunities for improvement and any lessons identified	The incident de-brief report should be reviewed by all members of the Academy Trust/Academy Incident Management Team to ensure key actions resulting from the incident are implemented within designated timescales. Directors and Governors may also have a role in monitoring progress in completing agreed actions to further develop the resilience of the Trust.	☐
5.	Review this Continuity Plan in light of lessons learned from incident and the response to it	Implement recommendations for improvement and update this Plan. Ensure any revised version of the Plan is read by all members of the Incident Management Team	☐

	Appendix A - Log of Events, Decisions and Actions		
Completed by		**Sheet Number**	
Incident		**Date**	
Time	**Log Details**		
24hr clock			

Appendix B - Impact Assessment Form			
Completed By		**Incident**	
Date		**Time**	
Question			
How were you made aware of the incident?			
What is the nature of the incident? (e.g. type, location & severity)			
Are there any staff or pupil casualties or fatalities? (Complete casualty / fatality sheets if needed)			
Have the Emergency Services been called?			
Is the incident currently affecting Academy activities? If so, which areas?			
What is the estimated duration of the incident?			
What is the actual or threatened loss of workforce?	Over 50% ☐ 20 – 50% ☐ 1 – 20% ☐		
Has access to the whole site been denied? If so, for how long? (provide estimate if not known)			
Which work areas have been destroyed, damaged or made unusable?			
Is there evidence of structural damage?			
Which work areas are inaccessible but intact?			
Are systems and other resources unavailable? (include computer systems, telecoms, other assets)			

Appendix B - Impact Assessment Form			
Completed By		**Incident**	
Date		**Time**	
Question			
If so, which staff are affected by the ICT disruption and how?			
Have any utilities (gas, electricity or water) been affected?			
Is there media interest in the incident? (likely or actual)			
Does the incident have the potential to damage the School's reputation?			
Does the incident have an impact on neighbouring properties or people?			
Other Relevant Information			

Appendix C - Lost Property Form				
Completed By			**Incident**	
Date			**Time**	

No.	Name	Status (e.g. staff, pupil visitor)	Details of possessions lost/left behind	
			What	**Where left/lost**

Appendix D - Financial Expenditure Log			
Completed By		**Incident**	
Date		**Time**	

	Expenditure Details *(what, for whom etc)*	Cost	Payment Method	Transaction made by

Appendix E - CONTENTS OF EMERGENCY BOX / 'GRAB BAG'

Many documents will be available electronically but essential documents will be included in the event of ICT disaster. Contents may vary between Academies and documents may not be stored in the Grab Bag due to confidentiality/sound financial procedures

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	
	School branding material and stationery
	School logo
Financial Information	Bank, insurance details, Payroll etc
	Cheque book
	Financial procedures
	Assets Register and Insurance Policy
Staff Information	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
	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
	Hazard barrier tape
	Emergency cash, a cheque book or spare credit card
	Contact details for taxi / transport providers
	Academy Floor Plans
	Spare keys
	Whistle / megaphones
	High visibility jackets

Appendix F - IDENTIFYING, EVALUATING AND MANAGING RISKS

GUIDANCE FOR COMPLETING THE RISK MATRIX:

LEGEND	
I	Impact
P	Probability
I x P	Risk Rating

To establish your risk rating, it is necessary to multiply the perceived consequence (or impact) of the risk (score 1 - 5) with the perceived likelihood (or probability) of that risk occurring (score 1-5). Please see tables below for guidance on risk rating scores.

Impact (or Consequence)	
Description	**Indicators**
5 (Major)	The risk has a *major* impact if realised
4 (Significant)	The risk has a *significant* impact if realised
3 (Moderate)	The risk has a *moderate* impact if realised
2 (Minor)	The risk has a *minor* impact if realised
1 (No consequence)	The risk has *no consequence* impact if realised

Probability (or Likelihood)	
Description	**Indicators**
5 (Very Likely)	The risk *will* emerge
4 (Likely)	The risk *may well* emerge
3 (Possible)	The risk *could* emerge
2 (Unlikely)	The risk is *unlikely* to emerge
1 (Impossible)	The risk *will not* emerge

Score	Risk Description	Action Required
25	Extreme Risk	▪ Immediate escalation to Headteacher for risk control activities
20 - 15	High Risk	▪ Risk to be actively managed with appropriate risk control activities
12 - 6	Medium Risk	▪ Take appropriate action to manage the risk
5 and below	Low Risk	▪ Risk to be removed from register with monitoring activity to assess changes in risk rating

Risk Assessment – to be reviewed at the start of Terms 1,3 and 5 by Leadership and Management Team in each Academy Academies to add risks as appropriate to their own settings

	Risk Description	I	P	Risk Rating	Risk Control(s)	Additional Controls Required (if any)	Lead for Risk Control Activities
1.	Pandemic or epidemic e.g. influenza virus, meningitis	4	3	12	• Staff absenteeism policy • Use of Supply Teachers	Pre-prepared Teaching Resources for online delivery	
2.	Severe weather events e.g. high winds, snow, heat wave, drought	3	3	9	• Supplies of grit • Water dispensers	• Warning signs for students and staff • Close unsafe areas	
3.	Power outage	3	3	9	• Back up power battery for ICT		
4.	Utilities disruption e.g. gas, electricity or water supply	3	3	9	• Regular Maintenance • Advance notice		
5.	Telephony failure	3	2	6	• Mobile phone available		

	Risk Description	I	P	Risk Rating	Risk Control(s)	Additional Controls Required (if any)	Lead for Risk Control Activities
6.	Fire affecting the School premises	5	2	10	• Regular fire drills • H&S monitoring • Fire Doors checked • Alarms checked and maintained • Extinguishers and fire hoses checked and maintained		
7.	Widespread or localised flooding	4	2	8	• Reviewing weather forecasts	• Follow local advice	
8.	Mass staff absence e.g. industrial strikes, lottery syndicate	5	2	10	• Temporary staff to cover for unexpected absence (not strike action)	• Online resources	
9.	Transport disruption	3	4	12	• All bus contact details held		
10.	Violent extremist activity on School premises	5	3	15	• Fire Evacuation procedures in place and practised	• Silent evacuation procedures	
11.	Local hazards in the area e.g. proximity to airport, railway line, tram line, motorways, industrial sites etc	2	2	4	None known		
12.							
13.							
14.							
15.							

Appendix G - Critical Incident Decision-Making Tool

Information	Issues	Ideas	Actions
*What do you know/what do you **not** know?*	*What are the problem/issues arising from that piece of information*	*What are the ideas for solving the issues/problems?*	*What are you going to do? What are you **not** going to do? Who is responsible? What are the timelines?*

Appendix H – Staff Contact List
Insert print out from MIS appropriate to each academy

Appendix I – Student/Parent Contact List
Insert print out from MIS appropriate to each academy

Appendix J – Emergency Contact List

CONTACT	TELEPHONE NUMBER
School Contacts	
Vice Chair of Trust – Dominic Roberts	0782 732 0594
Headteacher – Joan McCarthy	0792 008 2982
Headteacher The Priory – Anthony Harrison	0791 405 3101
Headteacher English Martyrs – Kate Mann	0773 486 1251
Headteacher St Joseph's – Tammie McNamara	0781 574 3745
Finance Director – Debbie Waby	0794 425 5546
Company Secretary – Cecilia Emery	0795 253 0471
Headteacher St Thomas – Graham Lobb	0115 9320550
Headteacher Kirk Hallam	0115 9301522
PR Consultant – Nicola Allen	0789 630 5059
Diocesan Contacts	
Diocesan Director of Education – Peter Giorgio	0747 135 5535
Assistant Director – Neil Weightman	0747 135 5534
Fr Peter Harvey	0115 932 5646
Fr Martin Sylvester	0844 587 4816
Canon John Berry	01773 713532
Local Authority Contacts	
Derbyshire Emergency Planning Team	Duty Officer 1: 0707 473 7451 Duty Officer 2: 0707 473 7452
Nottinghamshire Emergency Planning Team	0300 500 8080
Call Derbyshire (Key holder request)	01629 533190
Other Local Contacts	*Office Numbers*
Police	999 or 101 (for general enquiries)
Police – local station/community officer	0345 123 3333
Fire & Rescue Services	999 or 0115 932 6832
Hospital – nearest A&E Queens	0115 924 9924
Fr Peter Harvey	0115 932 5642
Local BBC Radio	0115 955 0500 (Radio Nottingham)
Other Local Radio	0115 873 1500 (Capital)
Ilkeston Hospital Minor Injuries Unit	0115 932 8422
Insurance Details	
Zurich	+44 (0)1489 868 888
RPA – Franklands – Paul Brown	01332 545358
Other Useful Contacts	
Foreign Office	020 7270 3000