



Springwell  
Leeds

# Business Continuity Planning

November 2017

<b>Location</b>	Springwell Leeds Academy
<b>Date of Assessment</b>	November 2017
<b>Version Number</b>	One
<b>(Executive) Principal</b>	Scott Jacques
<b>Agreed by Governing Body</b>	7 <sup>th</sup> December 2017

<b>Brief Overview of the Academy Service (Purpose, Operations, Staffing, Resources etc.)</b>
<p>Springwell Leeds currently comprises of the following sites:</p> <p>Oakwood Primary – Permanent site</p> <p>Temporary sites:</p> <p>Brudenell and Meanwood to close December 2017</p> <p>Stonegate site to close April 2018</p> <p>Burley Park site to close April 2018</p> <p>The new permanent sites will be:</p> <p>Springwell Leeds East – Opening January 2018</p> <p>Springwell Leeds South – Opening April 2018</p> <p>Springwell Leeds North – Opening September 2018</p> <p>This plan will require review in line with each school closure and the consequent opening of the new sites.</p> <p>The core operating times of the Academy are Monday to Friday of each week 07:00 – 18:00 inclusive of the core curriculum and teaching staff start and finish times. The general premises are open at 07:00 unlocked by site staff members and are secured at 19:00.</p>

*Equality Impact Assessment: At all stages within this policy and procedure and in accordance with the Equality Act 2010, provision will be made for any reasonable adjustments to accommodate the needs of individuals.*

## **Plan Purpose**

To provide a flexible and immediate response to an adverse event, i.e. the incident to ensure both Academies can:

- Respond effectively to any disruptive incident (Incident Management)
- Evaluate all functions i.e. Business Impact, also referred to as (MTPD) Maximum Tolerable Period of Disruption
- Evaluate all school activities with views to continuation (Business Continuity)
- Resolve / mitigate / control the incident and return to normal day to day school activities (Resumption and Recovery).

## **Plan Remit**

The plan remit is designed to recover all key functions as identified in the Emergency Planning Policy. These functions have been identified below as being the more likely ones to occur in a primary / secondary school education setting:

- Inclement Weather
- Utility Failure
- ICT Failure
- Fire Alarm Failure or Detection Fault
- Fire or Suspected Fire
- Hostage-taking (unlikely)
- Serious Injury / Illness
- Visits and Journeys
- Suspect Package / Bomb Threat (unlikely).

## **Plan Owner**

The plan owner is the (Executive) Principal of Springwell Leeds and the plan will be reviewed on an annual basis or after an incident if this is sooner. All reviews will take place in line with the Emergency Planning Policy.

## **Communication of the Plan**

The plan will be available on SYPRO and other agreed areas of the Academy sites as determined by the (Executive) Principal, e.g. staff rooms, reception areas and offices.

## **Responsibility for Plan Activation**

The most senior member of staff on site at the time will be responsible for activating the plan.

## Escalation of a Serious Incident

All serious incidents should be reported to Wellspring Academy Trust (WAT) on telephone number **01226 720742** via the Executive or Vice Executive Principal. The Business and Operations Team will assist locally and will inform the Chief Executive Officer.

Key contact details for the Business and Operations Team are:

Name	Number	Email
Josh Greaves (Chief Operating Officer)	07783 410191	<a href="mailto:j.greaves@wellspringacademies.org.uk">j.greaves@wellspringacademies.org.uk</a>
Adam McDermott (Project Officer)	07375 391842	<a href="mailto:a.mcdermott@wellspringacademies.org.uk">a.mcdermott@wellspringacademies.org.uk</a>
Geoff Howsam (Project Officer)	07375 391971	<a href="mailto:g.howsam@wellspringacademies.org.uk">g.howsam@wellspringacademies.org.uk</a>
Direct Office Line	01226 720742	

Key contact details for the Springwell Leeds Senior Leadership Team are:

Name	Mobile	Email
Scott Jacques (Executive Principal)	07817 007912	<a href="mailto:s.jacques@springwellacademyleeds.org">s.jacques@springwellacademyleeds.org</a>
Steve Tighe (Exec Vice Principal)	07921 807765	<a href="mailto:s.tighe@springwellacademyleeds.org">s.tighe@springwellacademyleeds.org</a>
Shazia Bashir (Strategic Business Manager)	07921 807778	<a href="mailto:s.bashir@springwellacademyleeds.org">s.bashir@springwellacademyleeds.org</a>
Stephen Boldy (Estates Manager)	07921 807764	<a href="mailto:s.boldy@springwellacademyleeds.org">s.boldy@springwellacademyleeds.org</a>

## Introduction

This 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 the Emergency Planning Policy and the Emergency Fire Evacuation Procedures for both Academy sites. There may be instances where the BCP is implemented without first having an emergency evacuation which has taken place. Events/actions detailed in the Emergency Planning Policy are not repeated in this Plan.

## **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. This can lead to the escalation of an emergency to the point where normal conditions are not expected to be recovered for at least 24 hours.

## **General Information**

This document should be reviewed annually by the (Executive) Principal and Senior Leadership Team. Associated Documents include the Emergency Fire Evacuation Procedures and the Emergency Planning Policy.

## **Pupil and Staff Contact Information**

Access to student data (those on roll) with home phone numbers can be accessed through Arbor at any of the Academy sites. Contact information for staff is also held on Arbor.

## **Strategy**

If a disaster is declared by the (Executive) Principal (or, Executive Vice Principal in his absence), then the BCP will be activated.

Staff communication will be via email and the website if this is operable, or by telephone communications utilising other staff members at the other unaffected Leeds Springwell sites.

## **Emergency Contacts**

A full listing of emergency contacts is contained within each Academies Emergency Planning Policies.

## **Roles and Responsibilities**

(Executive) Principal (or Executive Vice Principal in his absence). The (Executive) Principal is responsible for the implementation and co-ordination of the BCP, including:

- Immediately contacting the WAT Chief Executive or Chief Operating Officer to provide a situation report.
- Co-ordination of situation reports/communications for the benefit of all audiences including staff, students, parents, LA, WAT, press.
- Maintaining the BCP in an up-to-date format by delegating responsibility to the Strategic Business Manager for updates.

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

- Led by the (Executive) Principal, the IMT will comprise all of the Senior Leadership Team at the affected site(s) and the Estates Manager.
- Additional members of the team will be recruited to match the specific needs of the incident. It is expected that other staff members will be involved but would remain at their respective site.

- The IMT is responsible for acting under the direction of the (Executive) Principal to restore normal conditions as soon as possible.
- All 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 with necessary tasks if required.

### **Procedure for Closing the Academy**

In the event that the Academy site has not already been closed in accordance with the Emergency Planning Policy, and the decision is taken to close, the procedure most appropriate to the circumstances within the relevant sections of the Emergency Planning Policy should be followed.

### **Business Recovery in the Event of a Loss of Buildings or Site Space**

- Replacement of the buildings and facilities which are damaged or made unavailable may become the responsibility of the DFE through the Education Funding Agency's (EFA) Risk Protection Arrangements (RPA).
- Temporary working facilities are the responsibility of Springwell Leeds. Initially, attempts will be made to accommodate displaced staff and pupils across the remainder of the other Springwell Leeds sites in existing classrooms for the short term.
- It is unlikely that it would be possible to source suitable temporary accommodation elsewhere that would provide the security and safeguarding measures necessary for SEMH alternative provision settings. However, in conjunction with WAT and Leeds City Council alternative plans would be agreed.

### **Replacement Site Facilities**

The size and scope of facilities required for the school sites will vary according to circumstance. In the first instance contact should be made with WAT who will in turn contact the EFA, Leeds City Council and the RPA administrators where required.

Consideration should be given to temporary accommodation within the boundaries of the existing Leeds sites. The location of the temporary accommodation will be determined based on the space required and circumstances at the time. Possible locations that have been identified for consideration should temporary accommodation/buildings need to be sited are likely to be:

- On the field areas at the back of Oakwood Primary subject to Leeds City Council agreement.
- Meanwood site will still be available if a disaster were to happen at any of our site – there would be the need for us to maintain the site – and IT services could be deployed at short notice if required.

Erecting additional buildings on the two sites will always be the preferred solution as opposed to a total re-location across the City of Leeds.

## Pandemic Threat/Mass Staff Unavailability

Loss of staff is considered a generic threat to school operations. The spread of a virus capable of impacting on operational service delivery is considered genuine and serious. In the event of mass staff illness, the IMT may have to close the school after consultation with WAT.

## Risks, Threats & Mitigation

Core Functions which maintain the day to day operations of the Springwell Leeds sites have been considered.

These are highlighted in the two separate tables for critical functions for both schools.

## ICT Disaster Recovery Plan

Anything connected with ICT which may impact on both of the schools ability to function and deliver effective teaching and learning then the first point of contact would be James Watson at Primary ICT.

## Key Contact

Name	Mobile	Email
James Watson	07785 772879	james@primaryictsupport.co.uk

## Critical Functions – Springwell Leeds Academy

Function	Mitigation and Controls	Key Contact Information
Fire Alarm	Fire Evacuation Procedure in place.  Protec are due to provide an SLA which covers the testing, servicing and maintenance of the fire alarm and emergency lighting.	Jamie Jenkinson  Protec  Unit 1 Ashfield Court Whitehall Road LEEDS LS12 5JB Tel. 0845 456 5388
Boilers	The Gas fired boilers are inspected on a regular basis by	Ice Plumbing

	the Site Manager, i.e.: (Daily / Weekly) and are serviced on an annual basis by Ice Plumb, Barnsley.	Unit 9 Claycliffe Business Park Cannon Way Off Barugh Green Road Barugh Green Barnsley S75 1JU 01226 383 107
Educational School Visits & Journeys	Visits and Journeys are currently under a service level agreement with Leeds City Council with full access to the EVOLVE protocols and procedures.	Phil Jackson – Leeds City Council, 2 <sup>nd</sup> Floor West, Civic Hall, Portland Crescent, Leeds LS1 1UR <a href="mailto:Phillip.jackson@leeds.gov.uk">Phillip.jackson@leeds.gov.uk</a> Health and Safety Advisor (Outdoor Education) 0113 3788298 / Mobile 07891 2713
Loss of Utilities	N Power (For support) British Gas (For support)  Yorkshire Water (For support)	08456 729209 / <a href="mailto:YPO@NPOWER.COM">YPO@NPOWER.COM</a>  0800 375675 / BRITISHGAS.CO.UK/BUSINESS  0845 1208482
Loss of Utilities	<b>Localised</b> Fosters Electrical DRT Plumbing and Heating	Tel: 0113 2528500 Tel: 01226 361751
Loss of Catering Facilities	Leeds City Council Catering Agency are the service provider to the school. For any unavailability of service or equipment failure/s affecting service then the emergency contact is Catherine Ford	Catherine Ford: Tel: 0113 3782322  Nigel Crossland Catering Leeds  Civic Enterprise Leeds  Leeds City Council  0113 3782329

<p>Loss of ICT, Virus threats</p>	<p>"ICT System, Data Backup &amp; Anti-Virus all under a Service Level Agreement" with Primary ICT</p>	<p>James Watson (MD), Gareth Jubb (Service Manager), Nick Hutchinson (Site Technician)</p> <p>Tel: 0113 426 4264 Fax: 0871 528 2973 Email: <a href="mailto:james@primaryictsupport.co.uk">james@primaryictsupport.co.uk</a> Web: <a href="https://www.primaryictsupport.co.uk">https://www.primaryictsupport.co.uk</a> Sales: <a href="mailto:sales@primaryictsupport.co.uk">sales@primaryictsupport.co.uk</a> Tech Support: <a href="mailto:support@primaryictsupport.co.uk">support@primaryictsupport.co.uk</a> Web Support: <a href="mailto:web@primaryictsupport.co.uk">web@primaryictsupport.co.uk</a> (technician)</p>
<p>Lack of, or loss of teaching staff</p>	<p>Wellspring Academy Trust Support Centre</p> <p>Spring Ahead (Supply Made Easy)</p> <p>The sharing and re-location of existing staff members and resources from Ebor Primary to support</p>	<p>01226 720274</p> <p>01226 720274</p> <p><a href="http://www.springheadsupply.org.uk">www.springheadsupply.org.uk</a></p>
<p>Records, Archiving, Information &amp; Coursework</p>	<p>Safeguards are storage on the Web</p> <p>Arbor system in place – Pupil and staff information</p> <p>Strictly Education – Payroll information</p>	

**About this policy**

<b>Written by:</b>	<b>S. Jacques</b>
<b>Date:</b>	<b>1/11/17</b>
<b>Presented to Governors</b>	<b>December 2017</b>
<b>Ratified by Governors</b>	<b>YET TO BE RATIFIED</b>
<b>To be Reviewed by</b>	<b>31/08/2018</b>