



Premises: Continuity, Risk and Management Policy

Prepared By	Shane Rowe Head Teacher
Approved by the Proprietor	Keith Boulter
Date Approved	September 2020
To Be Reviewed	September 2021

Premises: Continuity, Risk and Management

Introduction

Broadlands Hall School is situated in the grounds adjacent to Broadlands Hall Care Home. It provides education for young people registered at Broadlands Hall, High Gables and Thistledown Home, all of which form a part of the Broadlands Hall Group. The school is open during term-time and provides education for boys with learning difficulties.

Group Managers for Facilities

Mrs Lesley Gundersen, who is based at Barnardiston Hall, undertakes the HR and administrative function for the Broadlands Hall Group and Mrs Angela Gregory provides Bursarial / supervision of maintenance work support.

Risk Assessment

- Risk Assessments are carried out for all areas of the school premises, as a whole and as individual units
- Risk Assessment policies are available for inspection on request from the main school office or by emailing the Head Teacher. All risks that may cause injury or harm to staff, student and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis, against review schedule
- Risk assessments are also created for each trip carried out off site and for each student, bearing in mind their personal abilities and needs

Major Risks to Business

We have not been able to identify any major risks to the school other than those caused by a normal 'accident'. Furthermore, we are confident that the precautions we have put in place are sufficient to eliminate most risks. There is no low-lying water or rivers in the vicinity and the industrial estate is situated on the other side of Haverhill which is nearest town.

Business Continuity

Because of the nature of our business, continuity in the case of a major incident has been seriously considered by the Management Team of the school and a cohesive plan has been produced to ensure that any disruption is kept to a minimum.

Buildings / Facilities

Emergency evacuation procedures are in place and are regularly practiced by the staff and young people at the School. Angela Gregory is NEBOSH accredited and performs regular checks of the school and ensures that Health and Safety practices and procedures are followed. The school performs termly fire drills.

A Grade 1 Fire Alarm System is installed and this is maintained regularly by outside contractors. The school is single storey and there are multiple escape routes as many of the classrooms have doors leading directly to the grounds. HLTA - Henryk Dzioba is the Fire Marshall.

Staff

A list of staff contact details are held both on and off site and staff files are kept in a lockable

cabinet at the school. Staff in the school are all aware of their roles in the case of an emergency and staff with critical and unique skills can be covered in case of absence / illness.

Records

All records regarding the young people and staff are kept in a locked cupboard in a locked room and / or on computers which are backed up regularly to a server. Records kept on the computer are in a secure folder (protected) backed up nightly and a copy of this is kept off-site.

Key Suppliers

Broadlands Hall School has no major key suppliers and we are confident that we could transfer to alternative suppliers in an emergency.

Insurance Policies

As you would expect, the Broadlands Hall Group has a comprehensive insurance policy which would provide the following resources in the event of a major incident.

Immediately

- Keith Boulter (Proprietor) or a member of the Management Team will contact the insurance company to alert them of the incident.
- A co-ordinator from the insurance company will come on site and evaluate the extent of the damage, ascertaining, in conjunction with the emergency services, whether the whole site would need to close.
- In the event of the school closing, children would be continue to be educated in the Homes by teachers until such time as an appropriate alternative could be found.

The following day

- If the site is partially closed, young people will be educated in small groups in the school or at the Homes, depending on the area of damage.
- Property/properties would be identified to be used until Broadlands Hall School could be made habitable. We are in touch with a local landowner and believe that appropriate properties could be made available to us at very short notice. We have considered the necessity for the property to be suitably alarmed and the insurance company would arrange for this to happen as soon as possible.

Ongoing

- Broadlands Hall School will be re-built to agreed specifications with suitable regard to the necessity of speed due to the vulnerability of our client base.

Management Policy

The Proprietor and owner, Keith Boulter has been identified as the person accountable for the delivery of this policy together with Lesley Gundersen, Angela Gregory and the Head Teacher, Shane Rowe. These individuals will meet annually to develop the Business Continuity Plan.

However, the plan will be regularly reviewed and updated in line with any new identifiable risks or change in current legislation. The current action plan is outlined below and has been agreed and distributed amongst key personnel.

Action	Person Responsible
Evacuation of building in the event of a major incident	All staff on duty led by the Head or Fire Marshall in charge at the time
Accounting for all	Head or Fire Marshall
Notify key members of staff and agree activities	Keith Boulter <i>Telephone 01440 786316 or 0779 596 2690</i>
Establish the immediate business needs	Management Team Keith Boulter 0779 596 2690 Head Teacher 07788392870 Angela Gregory 07799 962686 Lesley Gundersen 07795 962689
Implement business survival plan	Colonel Keith Boulter 0779 596 2690 Head Teacher 07788392870
Advise other staff of when and where to report	Head Teacher
Notify key suppliers	Angela Gregory
Notify key customers	Arvid Gundersen 0777 558 2268
Notify insurers	Keith Boulter / Mrs Angela Gregory
Notify bank	Keith Boulter
Notify local media / press release	Mrs Lesley Gundersen
Maintain a log of decisions, events and action taken	Mrs Lesley Gundersen
Consider working arrangements for staff	Keith Boulter
Redirection of mail	N/A
Redirection of telephones	Mrs Angela Gregory
Notify IT provider	Mrs Lesley Gundersen

<u>Insurance Details</u>			
<i>Company</i>	<i>Contact Number</i>	<i>Policy Type</i>	<i>Policy Number</i>
Zurich Insurance	01306 746308	Full	KSC-252037-0793
<u>Bank Details</u>			
			NA
<i>Company</i>	<i>Contact Number</i>	<i>Policy Type</i>	<i>Policy Number</i>
Clydesdale Bank	01284 747700	Business	
<u>Communications and IT Provider Contact</u>	iTECH	Angela Gregory	07795962686
<i>Company</i>	<i>Contact Number</i>	<i>Policy Type</i>	<i>Policy Number</i>
Telephone	UK Telco	0871 8710322	Business
<u>Key Staff Contact Details</u>			
<i>Name</i>	<i>Home Number</i>	<i>Mobile Number</i>	<i>Remarks</i>
Keith Boulter	01440 786316	0779 596 2690	
Mrs Angela Gregory	01284 789272	0779 596 2686	
Mrs Lesley Gundersen	01440 707339	0779 596 2689	
Mr Shane Rowe	07805515361	07788392870	
Mr Arvid Gundersen	01440 707339	0777 558 2268	

<u>Alternative Business Premises</u>			
<i>Company</i>	<i>Telephone Number</i>		
Thurlow Estate Office	01440 783215		
<u>Back-up Information and Equipment</u>			
Computer Data Back Up Location	Barnardiston Hall	01440 786316	
Critical Paper Back Up Location	Barnardiston Hall	01440 786316	0779 596 2689
<u>Important Business Contacts</u>			
All information kept off-site	Broadlands Hall	01440 786316	