

BEBINGTON HIGH SPORTS COLLEGE



Business Recovery Procedure

Agreed/Reviewed by Governors – see reverse

PROPOSED PLAN FOR LOSS OF BUILDING(S), HEATING, LIGHTING, POWER AND TELEPHONE:

General Statement:

Bebington High Sports College in partnership with Hochtief accepts their responsibilities under the Health and Safety at Work Act 1974, for providing a safe and healthy work place and working environment for all staff, students, visitors and other workers who may be affected by disruption due to loss of heating, lighting, power, telephone or damage to the building.

The Head Teacher and Governing Body therefore will take all reasonable steps to ensure that the Health and Safety Policy is implemented, that the Policy and Guidance documents are adhered to and monitored throughout the school.

To achieve successful implementation of the safety policy there should be a good network of communication between the school and Hochtief to ensure appropriate procedures are in place.

Definition:

An event involving sudden damage to the building, loss of heating, lighting, power and telephone network to a level which creates disruption to the school day.

Aims:

- 1 To create awareness of the need for planned arrangements to be made.
- 2 Provide reassurance at short notice.
- 3 Recommend the need to develop an appropriate plan
- 4 Consult with all parties on plan proposals

Scope of Plan:

- Serious damage to building
- Loss of heat
- Loss of light
- Loss of power
- Loss of telephone system

If occurs during term time:

Unless under extreme pressure avoid closing the school and endeavour to maintain normal routines and timetables. Communication is paramount during this phase.

If outside term time (or outside school hours:

Ensure appropriate procedures are in place for a nominated senior member of staff on site to communicate appropriate procedures for resolving and minimising any difficulties.

- a) **Initial support and communication**
The Head Teacher needs to be actively involved in planning and co-ordinating the school's response should the above difficulties occur.
- b) **Identify 'key' school staff to disseminate information**
Identify Senior Staff who are prepared to assume emergency roles and assist in leading the response.
- c) **Establish a member of staff for plan maintenance**
Once the plan is in operation, it is helpful to nominate a member of staff to regularly review and update the plan information at the same time as ensuring good communication and awareness. It is important to identify and develop links with appropriate personnel from Hochtief.

Specific Preparatory Measures

In order to ensure action is taken quickly and smoothly in the event of disruption to the school day, it is important that the following measures are in place to support the plan.

- d) Nominate a person (Governor or member of staff) who can be called upon to assist in responding to any media calls regarding the proposed closure of the school. Staff should not give interviews or make comments to the media.
- e) The School Emergency Management Plan and Home Telephone List should be retained at home as well as in school by the senior nominated staff members.
- f) **Contacting staff, students, Governors, parents, etc**
Nominated admin staff should be able to confidently access Student/Personnel systems and an up-to-date list of contact phone numbers and addresses should be held centrally both on computer and in hard copy accessible to staff. It would also be helpful to hold a set of addressed, adhesive labels for immediate use to inform all relevant parties. Consideration should be given to communication difficulties in the case of non-contact. It is important to clarify the roles of members of staff with reference to tasks such as informing parents and others.

If the School is to be closed follow the procedures as indicated below:

- Set up arrangements to enable accurate information to flow into and out of the school and for telephone calls.
- Ensure sufficient help is available to answer the many calls that could be received maintaining regular contact with parents.
- Care is taken when answering telephone calls to ensure reassurance is given.
- To arrange for all students/staff to be informed, in simple terms of the situation (ideally in small groups ie class teachers, wherever possible).
- Respond positively to ideas and suggestions.
- Be available to see staff/parents when required.

In the event of School closure, where appropriate, seek advice from Hochtief (PFI) Team, Local Authority, Chair of Governors, Head Teacher to establish procedures for educating students during the School closure.

If classrooms need to be taken out of use, accommodation will be provided by the Church Hall situated opposite the School and LA schools will provide temporary accommodation whenever possible. Similarly equipment and materials may be loaned from LA schools.

Should water and power supplies be affected the use of School mobile phones should be considered until provision is restored.

Depending upon circumstances cold meals and drinks will be provided by Chartwell Catering Group (PFI provider).

Should transport arrangements be required to transfer students/staff to accommodating LA schools the Authority Transport Section will arrange appropriate support.

Appropriate planning and organisation supported by all staff means that the effect of disruption is minimised and the school can continue as normal in as quick a time as possible. The costs of disruption are therefore low and thus the benefits incalculable.