

Business Continuity Plan

For



St Martin's School and Nursery

22 Goodwyn Avenue, Mill Hill

London NW7 3RG

9th October 2023

Detailing arrangements for:

Incident Management

Business Continuity

Recovery and Resumption

of Normal School Activity

1.0 About this Plan

1.1 Document Control

Date	Revision/Amendment Details & Reason	Author
May 2021	Initial document	Justine Shannon
May 2022	Annual Review	Justine Shannon
May 2023, ratified September 2023	In line with new policy review schedule	Justine Shannon

1.2 Plan Purpose

To provide a flexible response so that St Martin's School can:

- 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 are covered by this Plan:

- . Teaching, school administration, catering, after school clubs, early morning clubs, school trips and off site lessons

The following locations are covered by this Plan:

- classrooms, kitchen, office, outer buildings, playground

1.4 Plan Owner

The Operations Manager (Justine Shannon) is this Plan's Owner and responsible for ensuring that it is maintained, exercised and updated in accordance with School Policy for reviewing business continuity and emergency response plans.

1.5 Plan Distribution

This Business Continuity Plan is distributed as follows:

Re submitted May 2023

NAME	ROLE	ISSUE DATE	PLAN REF NO
Joanna Wilson	Proprietor	June 2021	
Sam Mbah	Head Teacher	June 2021	
Carole Doherty	Assistant Head	June 2021	
Dan Guyster	Deputy Head	June 2021	

1.6 Plan Storage

All parties on the distribution list, see above, are required to safely and confidentially store a copy of this plan at their regular place of work, the school grab bags **and** off-site i.e. at home

1.7 Plan Review Schedule

This Plan will be updated as required and formally reviewed in line with the School's review timetable annually.

2.0 Plan Activation

2.1 Circumstances

This Plan will be activated in response to an incident causing significant disruption to the School, particularly the delivery of key/critical activities.

Examples of circumstances triggering activation of this Plan include:

- 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 a building through fire or flood, an external emergency with the School in the Emergency Service's cordon preventing access, , School facilities in use for General/Local Elections, severe weather scenarios or utilities failure
- Loss of a key resource e.g. an external supplier/partner vital to the delivery of a critical school activity such as catering provider

2.2 Responsibility for Plan Activation

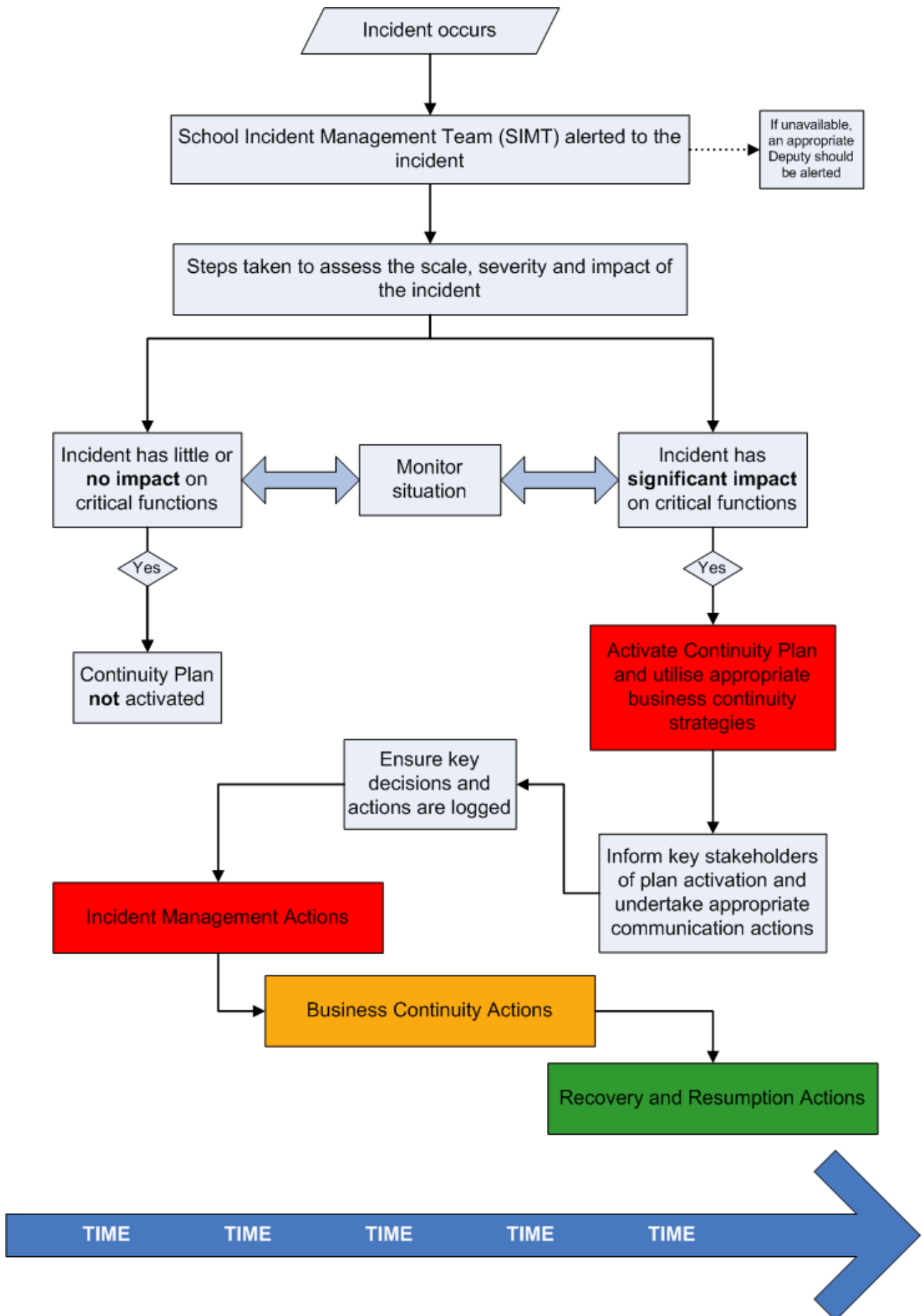
A member of the nominated **School Incident Management Team**¹ will normally activate and stand down this Plan – Head Teacher or Proprietor

2.3 Escalating a Serious Incident

All serious incidents should be reported to the London Borough of Barnet on telephone number 020 8359 2000 . If the incident is deemed to be of a 'critical' nature, the Critical Incident Plan will be activated and other Council Services notified to respond as appropriate.

¹ See Section 3.1 for the responsibilities your School Incident Management Team

2.4 Activation Process



3.0 Roles and Responsibilities

3.1 School Incident Management Team

Role	Responsibilities	Accountability / Authority
Head Teacher and Proprietor	<ul style="list-style-type: none"> ▪ Senior responsible owner of Business Continuity Management in the School ▪ Ensuring the School has capacity within it's structure to respond to incidents ▪ Determining the School's overall response and recovery strategy 	The Head Teacher and Proprietor has overall responsibility for day-to-management of the School, including lead decision-maker in times of crisis.
Operations Manager	<ul style="list-style-type: none"> ▪ Business Continuity Plan development ▪ Developing continuity arrangements and strategies ▪ Involving the SLT 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 ▪ Training staff within the School on Business Continuity ▪ Embedding a culture of resilience within the School, involving stakeholders as required 	The Operations Manager reports directly into the Head Teacher/ Proprietor and is a member of the School Incident Management Team.
School Incident Management Team <i>Operations Manager</i> <i>Head Teacher</i> <i>Assistant Head</i> <i>Proprietor</i>	<ul style="list-style-type: none"> ▪ Leading the School'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 whole School 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 	The School Incident Management Team has the delegated authority to authorise all decisions and actions required to respond and recover from the incident.

The following Staff have been identified as the School's Incident Management Team:

Name	Role	Contact Details (delete/amend as necessary)
Joanna Wilson	Proprietor	Mobile Number: available on staff version Email Address: joanna.wilson@stmartinmillhill.co.uk
Sam Mbah	Head Teacher	Mobile Number: available on staff version Email Address: head@stmartinmillhill.co.uk
Justine Shannon	Operations Manager	Mobile Number: available on staff version Email Address: Justine.shannon@stmartinmillhill.co.uk

3.2 Additional Response and Recovery Roles

Depending on the circumstances of the incident, it may be necessary to activate one or all of the roles described below.

Role	Responsibilities	Accountability / Authority
Office Manager	<ul style="list-style-type: none"> ▪ Co-ordinating communication with key stakeholders as necessary. This includes (but does not cover all): <ul style="list-style-type: none"> ○ Governors ○ Parents/Carers/carers ○ Key Council Services ○ External agencies e.g. Emergency Services, Health and Safety Executive (HSE) etc 	All communications activities should be agreed by the School Incident Management Team. The Headteacher (or Proprietor) if the Headteacher is unavailable.
Operations Manager	<ul style="list-style-type: none"> ▪ Undertaking duties as necessary to ensure site security and safety in an incident ▪ Liaison with the School Incident Management to advise on any issues relating to the school physical infrastructure ▪ Lead point of contact for any Contractors who may be involved in incident 	Reporting directly to the Headteacher or School Incident Management Team.

	response	
ICT Company CST 01628 334662 Crystalline (Internet) 0203 926 8900	<ul style="list-style-type: none"> ▪ Ensuring the resilience of the School's ICT infrastructure ▪ Liaison with the Council ICT support or external providers (if applicable) ▪ Work with the Business Continuity Coordinator to develop proportionate risk responses 	. In response to an incident, reporting to the School Incident Management Team and Operations Manager
Operations Manager	<ul style="list-style-type: none"> ▪ Leading and reporting on the School's recovery process ▪ Identifying lessons as a result of the incident ▪ Liaison with Business Continuity Coordinator to ensure lessons are incorporated into the plan development 	Reports directly to Headteacher.

The following School staff have been identified as people who may be able to undertake additional roles in your response to an incident:

Name	Role	Contact Details
Maria Jacobs	Office Manger	Mobile Number: available on staff version Email Address: office@stmartinmillhill.co.uk
Farhana Harun	Parent Governor	Mobile Number: available on staff version Email Address: parentgovernor@stmartinmillhill.co.uk

3.3 The Role of Governors

Role	Responsibilities	Accountability / Authority
Board of Governors	<ul style="list-style-type: none"> ▪ Working in partnership with the Headteacher to provide strategic direction in planning for and responding to disruptive incidents ▪ Undertaking actions as required to support the School's response to a disruptive incident and subsequent recovery ▪ Acting as a 'critical friend' to ensure that the School Business Continuity Plan is fit- 	Liaison with the Headteacher or School Incident Management Team in response to a crisis. Reporting progress in developing Business Continuity Plans to Parents/Carers

	<p>for-purpose and continuity arrangements are robust and reliable</p> <ul style="list-style-type: none">▪ Monitoring and evaluating overall performance in developing School Resilience and reporting to Parents/Carers	
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4.0 Incident Management

Turn immediately to Section 5.0 for pre-planned incidents or slowly developing scenarios that are not 'no notice' emergencies but have the potential to disrupt School 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

	ACTION	FUTHER INFO/DETAILS	ACTIONED? <i>(tick/cross as appropriate)</i>
1.	Make a <i>quick</i> initial assessment: <ul style="list-style-type: none">▪ 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 <i>A full impact assessment form can be found in Appendix A</i>	<input type="checkbox"/>
2.	Call the Emergency Services (as appropriate)	TEL: 999 Provide as much information about the incident as possible	<input type="checkbox"/>

	ACTION	FUTHER INFO/DETAILS	ACTIONED? <i>(tick/cross as appropriate)</i>
3.	<ul style="list-style-type: none"> ▪ Evacuate the School building, if necessary. ▪ Consider whether it may be safer or better for the welfare of pupils to stay within the School 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 School activities ▪ Notify relevant stakeholders of site evacuation 	<ul style="list-style-type: none"> ▪ Use normal fire evacuation procedures for the School ▪ Consider arrangements for staff/pupils with special needs ▪ If the decision is to stay within the School, ensure the assembly point is safe and take advice from Emergency Services as appropriate 	<input type="checkbox"/>
4.	Ensure all Pupils, Staff and any School Visitors report to the identified Assembly Point.	The normal Assembly point for the School is : 16/25 Goodwyn Avenue The alternative Assembly Point for the School is: Hartley Hall, Flower Lane (off site)	<input type="checkbox"/>
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, contractors and Visitors as a priority	Ensure where possible all fire registers are removed from the building	<input type="checkbox"/>
6.	Ensure appropriate access to site for Emergency Service vehicles	Ensure any required actions are safe by undertaking a dynamic risk assessment	<input type="checkbox"/>
7.	Establish a contact point for all supporting personnel	Consider the availability of staff and who may be best placed to communicate information	<input type="checkbox"/>
8.	Identify School Incident Management Team to undertake specific emergency response roles	<i>Information on roles and responsibilities can be found in Section 3.0</i>	<input type="checkbox"/>
9.	Ensure a log of key decisions and actions is started and maintained throughout the incident	<i>The Log template can be found in Appendix A</i>	<input type="checkbox"/>
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	<input type="checkbox"/>

	ACTION	FUTHER INFO/DETAILS	ACTIONED? <i>(tick/cross as appropriate)</i>
11.	<ul style="list-style-type: none"> ▪ 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 <i>The impact assessment form can be found in Appendix B.</i>	<input type="checkbox"/>
12.	Log details of all items lost by Pupils, Staff, Visitors etc as a result of the incident, if appropriate	<i>A form for recording this information is in Appendix C</i>	<input type="checkbox"/>
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, the following Teams in Children’s Services may be approached to assist with incident management: <ul style="list-style-type: none"> ▪ Management Support for Schools ▪ Planning and Accommodation Support Service ▪ Education Psychology Service 	<input type="checkbox"/>
14.	If appropriate, arrange contact with the Council Press Office via Management Support for Schools.	Establish a media area if necessary.	N/A
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 School 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. <i>Business Continuity Strategies are documented in Section 5.3</i> Consider the School’s legal duty to provide free school meals and how this will be facilitated, even in the event of emergency school closure.	<input type="checkbox"/>
16.	Ensure Staff are kept informed about what is required of them	Consider: <ul style="list-style-type: none"> ▪ 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 	<input type="checkbox"/>

	ACTION	FUTHER INFO/DETAILS	ACTIONED? (tick/cross as appropriate)
17.	Ensure Pupils are kept informed as appropriate to the circumstances of the incident	Consider communication strategies and additional support for pupils with special needs. 1. Pupil with hearing impairment will have a buddy for support as in the PEEP 2. Child with visual impairment will have a buddy for support as in the PEEP	<input type="checkbox"/>
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 1. First line of communication is Joanna Wilson who will inform form reps who will inform parents on the whats app group 2. A secure copy of contact details will be held by Mrs Wilson 3. Parent Governor Farhana Harun will be the second form of contact who will use the FoSM (Friends of St Martins) whats app to contact parents. 4. Where possible Maria Jacobs (office Manager) will contact parents via Engage is access to a computer and the internet is available	<input type="checkbox"/>
19.	Ensure Governors are kept informed as appropriate to the circumstances of the incident	School Governor Farhana Harun	<input type="checkbox"/>
20.	Consider the wider notification process and the key messages to communicate	Local Radios may be useful in broadcasting key messages	<input type="checkbox"/>

	ACTION	FUTHER INFO/DETAILS	ACTIONED? (tick/cross as appropriate)
21.	Communicate the interim arrangements for delivery of critical School activities	Ensure all stakeholders are kept informed of contingency arrangements as appropriate – A message on the school website where possible	<input type="checkbox"/>
22.	Log all expenditure incurred as a result of the incident	Record all costs incurred as a result of responding to the incident <i>The Financial Expenditure Log can be found in Appendix D</i>	<input type="checkbox"/>
23.	Seek specific advice/ inform your Insurance Company as appropriate	Insurance Policy details are held by MARSH -	<input type="checkbox"/>
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	<input type="checkbox"/>

5.0 Business Continuity

5.1 Purpose of the Business Continuity Phase

The purpose of the business continuity phase of your response 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 one or more of your business continuity strategies to enable alternative ways of working. During an incident it is unlikely that you will have all of your resources available to you, 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? <i>(tick/cross as appropriate)</i>
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	<input type="checkbox"/>
2.	Evaluate the impact of the incident	<p>Take time to understand the impact of the incident on 'business as usual' School activities by communicating with key staff to gather information.</p> <p>Consider the following questions:</p> <ul style="list-style-type: none"> ▪ Which School activities are disrupted? ▪ What is the impact over time if these activities do not continue? ▪ Would the impact be: <ul style="list-style-type: none"> ○ Manageable? <input type="checkbox"/> ○ Disruptive? <input type="checkbox"/> ○ Critical? <input type="checkbox"/> ○ Disastrous? <input type="checkbox"/> ▪ 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? 	<input type="checkbox"/>

	ACTION	FUTHER INFO/DETAILS	ACTIONED? <i>(tick/cross as appropriate)</i>
3.	Plan how critical activities will be maintained, utilising pre-identified or new business continuity strategies (See Section 5.3)	Consider: <ul style="list-style-type: none"> ▪ Immediate priorities ▪ Communication strategies ▪ Deployment of resources ▪ Finance ▪ Monitoring the situation ▪ Reporting ▪ Stakeholder engagement Produce an action plan for this phase of response.	<input type="checkbox"/>
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. <i>The log template can be found in Appendix A</i>	<input type="checkbox"/>
5.	Log all financial expenditure incurred	<i>The Financial Expenditure Log can be found in Appendix D</i>	<input type="checkbox"/>
6.	Allocate specific roles as necessary	Roles allocated will depend on the nature of the incident and availability of staff	<input type="checkbox"/>
7.	Secure resources to enable critical activities to continue/be recovered	Consider requirements such as staffing, premises, equipment, ICT, welfare issues etc	<input type="checkbox"/>
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.	<input type="checkbox"/>

5.3 Business Continuity Strategies

	Arrangements to manage a loss or shortage of Staff or skills	Further Information <i>(e.g. Key contacts, details of arrangements, checklists)</i>
1.	Use of temporary staff e.g. support staff, 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	

	<p>workforce, this may include:</p> <ul style="list-style-type: none"> • 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	

	Arrangements to manage denial of access to your premises or loss of utilities	Further Information (e.g. Key contacts, details of arrangements, checklists)
1.	Pre-agreed arrangements with other premises in the community i.e Hartley Hall	Hartley Hall
2.	Virtual Learning Environment opportunities	
3.	Localising the incident e.g. isolating the problem and utilising different sites or areas within the School premises portfolio	
4.	Off-site activities e.g. swimming, physical activities, school trips	

	Arrangements to manage loss of technology / telephony / data / power	Further Information (e.g. Key contacts, details of arrangements, checklists)
1.	Communicate with CST	Tel: 01628 334662
2.	Reverting to paper-based systems e.g. paper registers, whiteboards etc	
3.	Flexible lesson plans	
4.	Emergency lighting	

	Arrangements to mitigate the loss of key suppliers, third parties or partners	Further Information (e.g. Key contacts, details of arrangements, checklists)
1.	Pre-identified alternative suppliers	Holsworth

		Iceland and Sainsbury delivery of food. Stationary deliveries Initial hygiene contractor Photocopier - CIDT
2.	Ensuring all external providers have business continuity plans in place as part of contract terms	
3.	Insurance cover	MARSH
4.	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 practises for the School 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.	<input type="checkbox"/>
2.	Respond to any ongoing and long term support needs of Staff and Pupils	Depending on the nature of the incident, the School Incident Management Team may need to consider the use of Counselling Services	<input type="checkbox"/>
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. Inform parents and staff via email / whats app where necessary	<input type="checkbox"/>
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 School Incident Management Team and in particular by the Operations Manager to ensure key actions resulting from the incident are implemented within designated timescales. Governors may also have a role in monitoring progress in completing agreed actions to further develop the resilience of the School.	<input type="checkbox"/>
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 versions of the Plan is read by all members of the Business Continuity Team	<input type="checkbox"/>

7.0 Appendices

	Content	Page No.
A	Log Template	
B	Impact Assessment Form	
C	Lost Property Form	
D	Financial Expenditure Log	
E	Contents of Emergency Box / 'Grab bag'	
F	Risk Identification, Evaluation and Management Matrix	
G	Incident Management Decision-Making Tool	
H	Key Contacts List	

Impact Assessment Form			
Completed By		Incident	
Date		Time	

Question	Logged Response	
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 School activities? If so, which areas?		
What is the estimated duration of the incident?		
What is the actual or threatened loss of workforce?	Over 50%	<input type="checkbox"/>
	20 – 50%	<input type="checkbox"/>
	1 – 20%	<input type="checkbox"/>
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?		

Appendix B

Question	Logged Response
<p>Are systems and other resources unavailable? (include computer systems, telecoms, other assets)</p>	
<p>If so, which staff are affected by the ICT disruption and how?</p>	
<p>Have any utilities (gas, electricity or water) been affected?</p>	
<p>Is there media interest in the incident? (likely or actual)</p>	
<p>Does the incident have the potential to damage the School's reputation?</p>	
<p>Other Relevant Information</p>	

CONTENTS OF EMERGENCY BOX / 'GRAB BAG'

Section	Details
Business Continuity	Business Continuity Plan (plus spare copies of forms in Appendices) YES
	Key contact details, including: Governors, Parents/Carers, Local Authority, Suppliers ENGAGE APP
Organisational Information	Staff Handbook (policies and procedures) ON LINE
	School branding material and stationery N/A
	School logo N/A
	Other key documents N/A
Financial Information	Bank, insurance details, Payroll etc ON LINE
	Invoices, purchase orders, etc ON LINE
	Financial procedures ON LINE
	Assets Register and Insurance Policy ON LINE
Staff Information	Staff contact details ENGAGE ON APP
	Staff emergency contact details WHATS APP
IT / Equipment Information	Software licence agreement and key codes EXTERNAL CST
	Office telephone list (for phone divert) CRYSTALINE
	Back-up rota and data restoration routine CST
Equipment and other items	First Aid Kit YES
	Local map N/A
	Portable radio (plus spare batteries) N/A
	Wind up LED torch YES
	Back-up tapes N/A
	Laptop with wireless connection N/A
	Pay-as-you-go mobile phone and battery powered mobile phone charger N/A
	Stationery including permanent markers, clipboards, pens, blue-tack, pins, pencils and notebook paper YES
	Disposable camera with film N/A
	Hazard barrier tape YES
	Emergency cash, a cheque book or spare credit card N/A
	Silver blankets YES
	School Floor Plans YES
	Spare keys N/A
	Whistle / megaphones N/A
	High visibility jacket YES

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 should emerge
3 (Unlikely)	The risk could emerge
2 (Very Unlikely)	The risk is unlikely to emerge
1 (Impossible)	The risk will not emerge

Score	Risk Description	Action Required
25	Extreme Risk	<ul style="list-style-type: none"> Immediate escalation to Headteacher for risk control activities
20 - 15	High Risk	<ul style="list-style-type: none"> Risk to be actively managed with appropriate risk control activities
12 - 6	Medium Risk	<ul style="list-style-type: none"> Take appropriate action to manage the risk
5 and below	Low Risk	<ul style="list-style-type: none"> Risk to be removed from register with monitoring activity to assess changes in risk rating

Example School Risk Assessment (partially complete)

	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	5	25	<ul style="list-style-type: none"> Revert to online learning via Teams from home 	Pre-prepared Teaching packs for Virtual Learning Environment	Head Teacher
2.	Severe weather events e.g. high winds, snow, heat wave, drought	2	2	5	Revert to online learning via Teams from home		
3.	Power outage	4	2	6	Revert to online learning via Teams from home		
4.	Utilities disruption e.g. gas, electricity or water supply	4	2	6	Revert to online learning via Teams from home		
5.	Telephony failure	3	2	6	Use website and mobile phones from home		
6.	Fire affecting the School premises	4	2	6	Revert to online learning via Teams		
7.	Widespread or localised	4	2	2	Revert to online learning		

	Risk Description	I	P	Risk Rating	Risk Control(s)	Additional Controls Required (if any)	Lead for Risk Control Activities
	flooding				via Teams from home		
8.	Mass staff absence e.g. industrial strikes, lottery syndicate	5	1	2	Merging of classes		
9.	Transport disruption	4	1	6	Revert to online learning via Team from home Merging of classes		
10.	Violent extremist activity on School premises	4	1	5	Deploy lockdown procedure		
11.	Local hazards in the area e.g. School proximity to airport, railway line, tram line, motorways, industrial sites etc	3	1	5	Deploy lockdown procedure		
12.	Terror attack outside school	5	2	20	Deploy lockdown procedure		
13.							
14.							
15.							

KEY CONTACTS LIST

CONTACT	TELEPHONE NUMBER
School Contacts	
Headteacher – Sam Mbah	available on staff version
Deputy Head – Dan Guyster	available on staff version
Operations Manager – Justine Shannon	available on staff version
Parent Governors – Farhana Harun	available on staff version
Office Manager – Maria Jacobs	available on staff version
Proprietor – Joanna Wilson	available on staff version
CST	01628 531 400
CSL Reality (phones/ internet)	0203 926 8900
Key Local Authority Contacts	
London Borough Barnet	0207 993 8008
Other Local Contacts	
Police	999
Fire & Rescue Services	999
Hospital – your nearest A&E – Barnet General	020 82164600
Hartley Hall - Gillian	07789971998
NHS	111
Meningitis free phone number	080 8800 3344
DWF PR Contact	03301024210
Other Useful Contacts	
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