



Emergency Plan **Business Continuity Plan**

Clovelly House

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Introduction

Aim of this Plan

To prepare the business to cope with the effects of an emergency.

Objectives

- To define purpose of the business
- To analyse the emergency risks to the business
- To detail the agreed response to an emergency
- To identify Key Contacts during an emergency

Access

- A copy of this plan will be kept in the school office in the 'emergency evacuation' folder
- A further copy of this plan will be posted online on the company website
- A copy of the plan will be held in the school office

GDPR/Data Protection

- This plan will not include personal details of children and staff or any other person
- The plan will include the contact details of persons who should be contacted in an emergency
- These persons have agreed to be identified as Key Contacts during an emergency

Assessment of Risk

- The school and school will keep copies of Risk Assessments, including consideration of disruption to business
- All staff will be trained to update risk assessments on a continuous basis
- Risk Assessments will remain dynamic and working documents

Training

- All staff will be trained to understand and to use this plan when necessary at least once during their induction period and every two years thereafter
- All staff will be encouraged to engage in exercises during team meetings to consider different scenarios where they may need to consider disruption to business
- Senior staff will be trained to lead in the event of an evacuation
- All training will be evidenced and records kept including minutes of meetings where business continuity is discussed

Roles and Responsibilities

The Principal, Jennifer Collighan, 07853852519), will be responsible for maintaining and reviewing the BCP. Day to day management of the plan will be undertaken by the allocated administrators, Karen Boobyer, 01455 821253).

Using the BCP

In the event of an emergency the user should look through the index and find the relevant emergency plan and turn to the page indicated. Any additional resource or information required can be found in the appendix. If further assistance is required contact the on-call manager if you have not already.

There are also some documents that must be used in every initiation of the BCP:

- The emergency response checklist (Page 15)
- Key contact sheet (Page 18)
- The Log sheet (Page 19)

These documents will prompt you to take actions, give you important contact information and somewhere to document your actions.

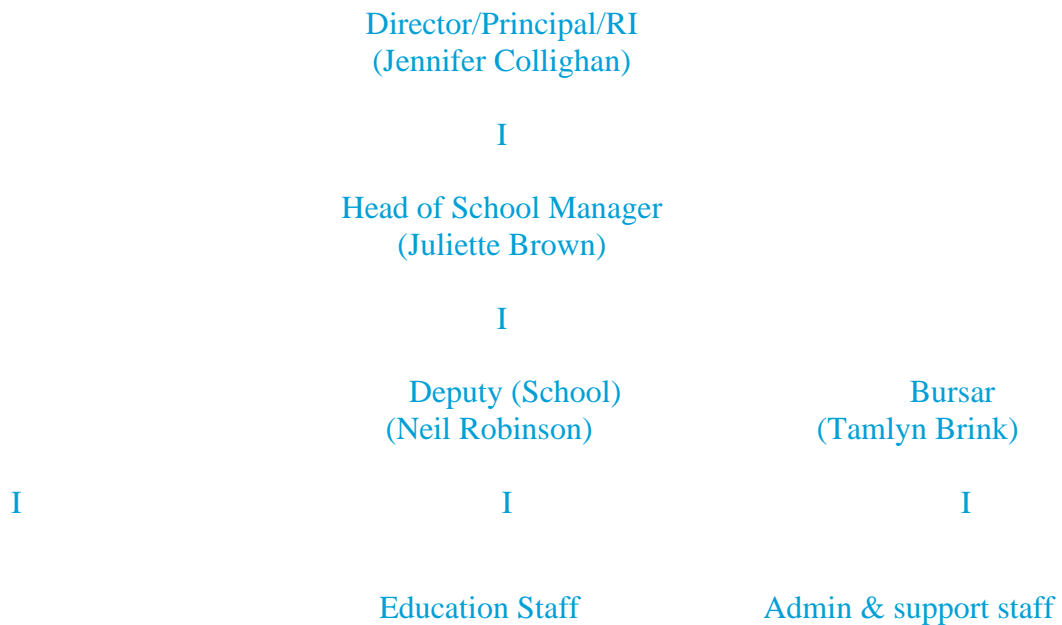
Further information is available in the appendix:

- Clovelly House School's pupil Contact Details (Page 19)
- Clovelly House School Contact Details (Page 19)
- List of Alternative accommodation (Page 21)
- Emergency transport arrangements (Page 22)
- Emergency funding (Page 23)
- Emergency medication (Page 24)
- Utility Suppliers (Page 25)

Mission Statement

Clovelly House is committed to the highest level of safeguarding and protection of children and adults. Whilst we strive to provide a safe and stable environment for all in the Clovelly family, we cannot plan for every unforeseen disaster or eventuality. This plan is in place to ensure that all staff responsible for children and other adults now and understand how to manage exception circumstances.

Clovelly House Line Management Structure



Emergency Plan No. 1 House Fire

In the event of a House Fire please follow the procedure detailed below.

Raise the alarm by shouting FIRE or sounding the alarm.

Commence Evacuation of the School.

If possible obtain the School's Running Log, so you can establish how many people are in the school, and enables you to log events as they happen.

Ensure all peoples in the School are safe and counted for, without putting your life at risk.

Phone 999, and ask for the Fire Service, and give the necessary details.

Contact the Manager to inform them of the incident.

Ensure safety of the staff and young people until further assistance arrives.

Manager to contact Director and Maintenance to inform them of incident.

If there is a death in the school go to Emergency Plan No. 3.

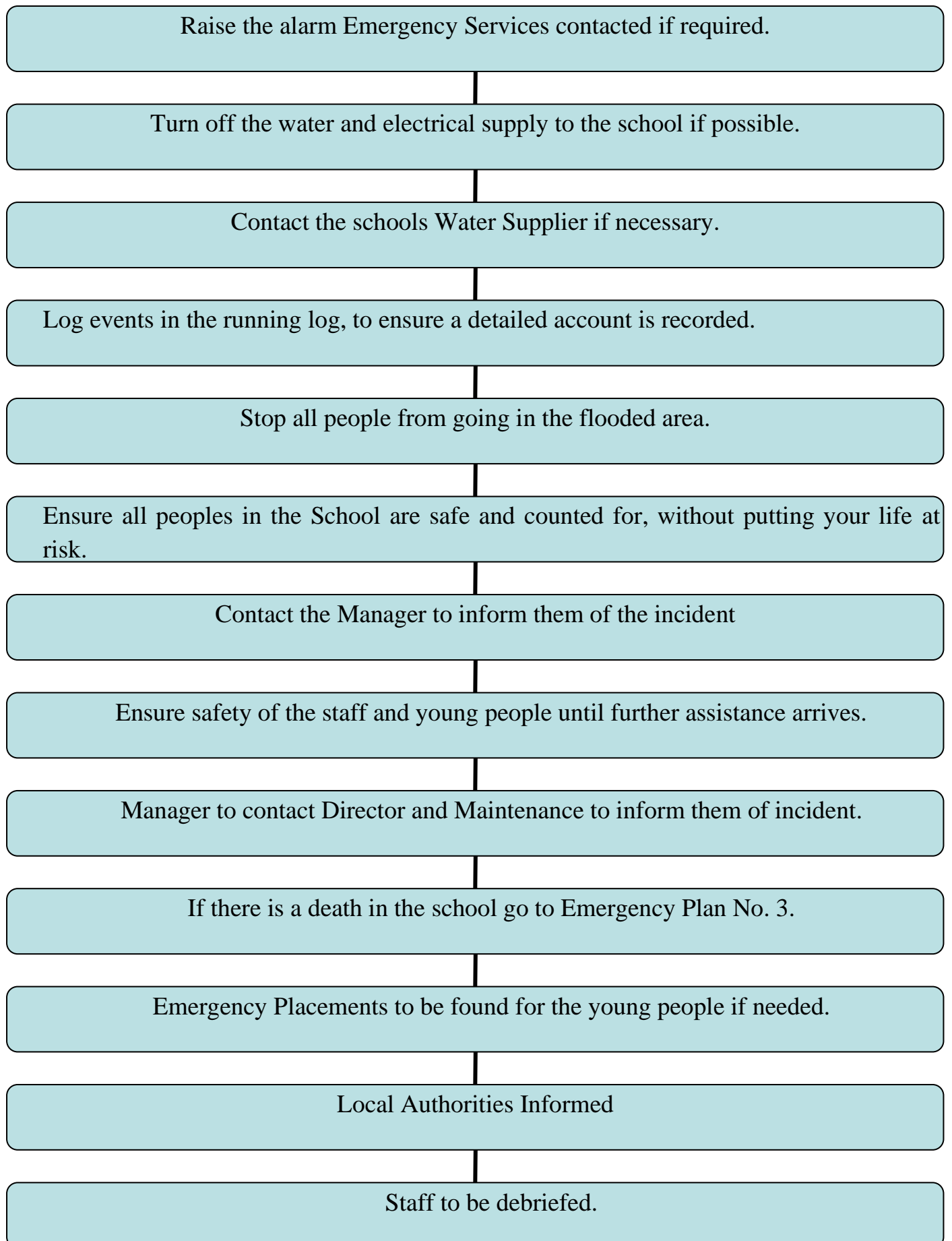
Emergency Placements to be found for the young people if needed.

Local Authorities Informed

Staff to be debriefed.

Emergency plan for Flooding no.2

In the event of the School being flooded follow the procedure detailed below.



Emergency Plan No. 3 Death of Young Person

In the event of a serious injury/death of a young person in the school follow the procedure detailed below.

Raise the alarm. Ensuring First Aid is administered if possible.

Contact the emergency services asking for Ambulance, and Police and give the necessary details.

Contact the Manager to inform them of the incident.

Manager to contact the Director and Bursar to inform them of incident.

The operations team will arrange for the Director to speak with the press nobody should talk to the press without speaking to the Director.

Ensure the other young people are safe, and being cared for.

Log events in the running log, to ensure a detailed account is recorded.

Stop all unnecessary peoples entering the critical area. (This may be to preserve the crime scene)

Ensure all peoples in the School are safe and counted for, without putting your life at risk.

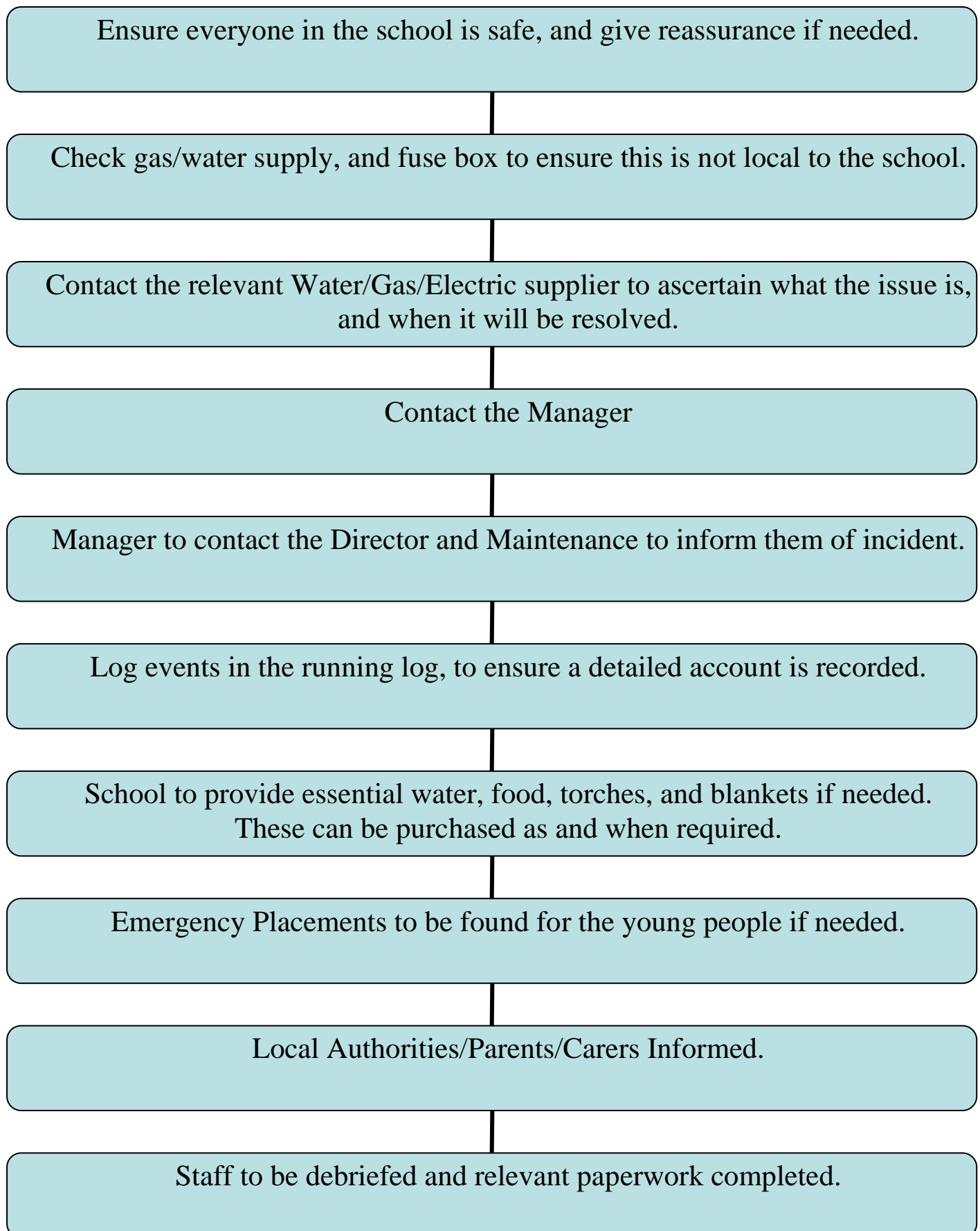
Emergency Placements to be found for the young people if needed.

Local Authorities/Parents/Carers Informed.

Staff to be debriefed and relevant paperwork completed.

Emergency Plan No. 4 Utility Failure

In the event of a Utility failure in the school follow the procedure detailed below.



Emergency Plan No. 5 Theft/Criminal Damage

In the event of a Theft, or Criminal Damage please follow the procedure detailed below.

Ensure everyone in the school is accounted for, and they are safe. Give positive reassurance whilst doing so.

Contain the damaged area, and keep clear for evidence gathering purposes.

If possible obtain the School's Running Log, so you can establish how many people are in the school, and this also enables you to log events as they happen.

Phone 999, and ask for the relevant Emergency Service, and give the necessary details.

Contact the Manager to inform them of the incident.

Ensure safety of the staff and young people until further assistance arrives.

Manager to contact the Director, and Maintenance to inform them of incident.

If there is a death in the school go to Emergency Plan No. 3.

Emergency Placements to be found for the young people.

Local Authorities/Parents to be informed.

Staff to be debriefed, and relevant paperwork to be completed.

Emergency Plan No. 6 Terrorism

In the event of a Terrorist Event involving the School please follow the procedure detailed below.

If possible obtain the School's Running Log, so you can establish how many people are in the school, and this also enables you to log events as they happen.

Ensure the safety of those in the school, and give reassurances if required.

Phone 999, and ask for the relevant Emergency Service, and give the necessary details, or follow the instructions of the Emergency Services if they are on the scene.

Contact the Manager to inform them of the incident, and remain in contact via mobile phone if you are relocated from the school.

Ensure safety of the staff and young people until further assistance arrives.

Lock Down the school if evacuated.

The Manager to contact the Director and Bursar to inform them of incident.

If there is a death in the school go to Emergency Plan No. 3.

Emergency Placements to be found for the young people if incident continues for any length of time.

Local Authorities/Parents to be informed.

Staff to be debriefed and relevant paperwork to be completed.

Emergency Plan No. 7 Natural Disaster

In the event of a Natural Disaster involving the School please follow the procedure detailed below.

If possible obtain the School's Running Log, so you can establish how many people are in the school, and this also enables you to log events as they happen.

Ensure the safety of those in the school, and give reassurances if required.

Phone 999, and ask for the relevant Emergency Service, and give the necessary details, or follow the instructions of the Emergency Services if they are on the scene.

Contact the Manager to inform them of the incident, and remain in contact via mobile phone if you are relocated from the school.

Ensure safety of the staff and young people until further assistance arrives.

Lock down the school if evacuated.

Manager to contact the Director, and Maintenance to inform them of incident.

If there is a death in the school go to Emergency Plan No. 3.

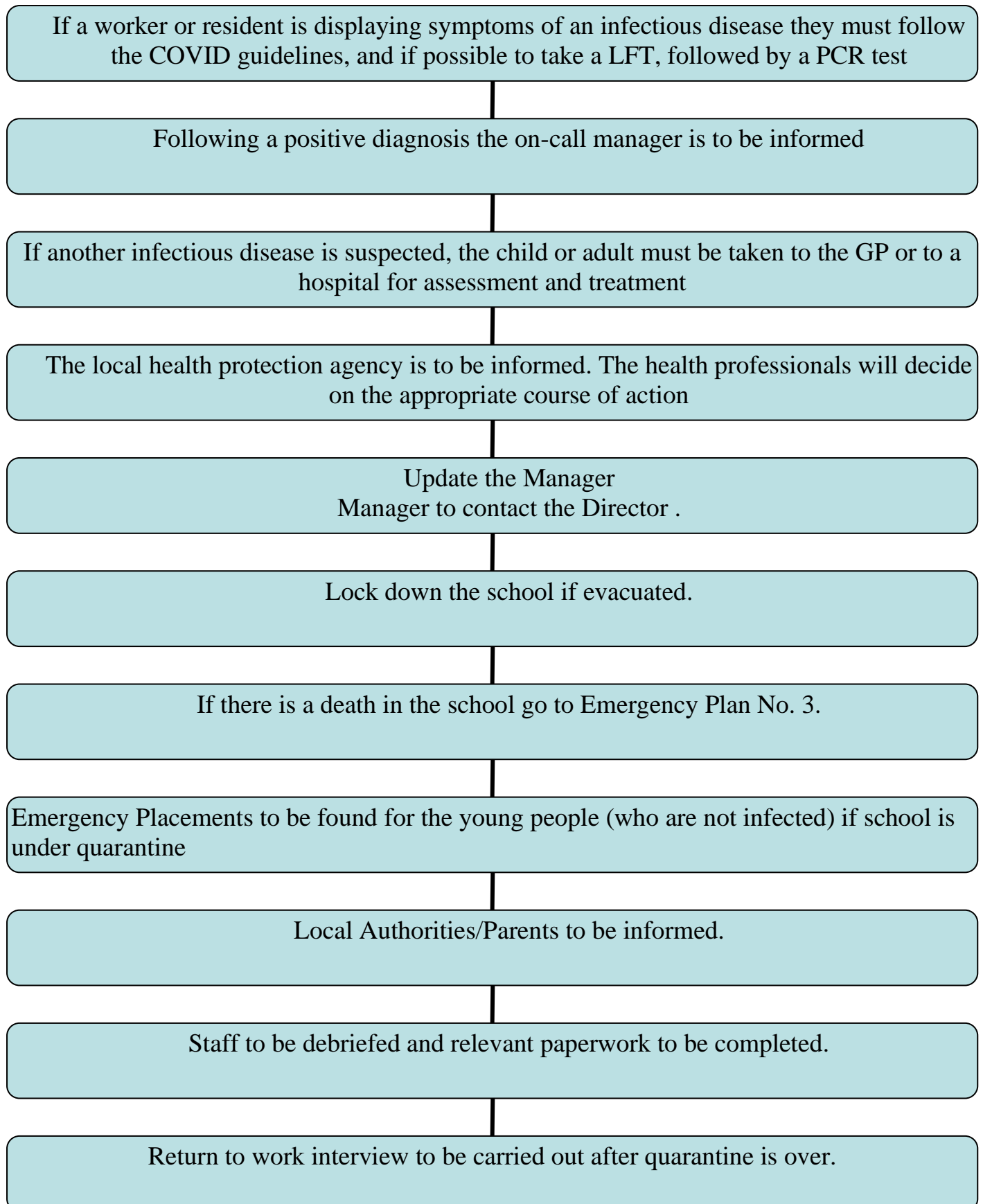
Emergency Placements to be found for the young people if incident continues for any length of time.

Local Authorities/Parents to be informed.

Staff to be debriefed and relevant paperwork to be completed.

Emergency Plan No. 8 infectious disease

In the event of a suspected outbreak of an infectious disease please follow the procedure detailed below.



Emergency Plan No. 9 Riots

In the event of a riot breaking out in the vicinity of the school please follow the procedures detailed below.

Ensure all windows and doors are secured and curtains are drawn (do not draw attention to yourself by standing by the window). Keep away from the windows.

Ensure all the young people, staff and visitors are safe and in the school. If they are not in the school attempt to contact them by telephone to ensure they are safe.

If there are signs of vandalism to the property or an attempt to force entry call the police immediately.

Inform the Manager of the situation

Manager to contact the Director, and Maintenance to inform them of incident.

Emergency Placements to be found for the young people if incident continues for any length of time or the school is uninhabitable

Local Authorities/Parents to be informed.

Staff to be debriefed and relevant paperwork to be completed.

Check other schools and colleagues are aware of any events of riot you may be aware of

Ensure all appointments and contacts are cancelled that may result in young people and staff leaving the building and putting themselves at risk

Ensure the safety of everyone concerned is paramount

Several Leadership Staff leaving the Business without Notice

In the event of leadership staff member leaving the school without serving notice the following procedures will be followed:

The Principal will take on all the outstanding leadership functions until a replacement leadership team has been appointed and trained.

To ensure all the young people, staff and families are contacted and updated about the situation and that they are reassured that the Principal will continue to run the school.

The Principal will undertake an audit of all tasks that need doing and will write an action plan and set systems in place to complete these.

The Principal will ensure that all safeguarding reporting and recording is kept up to date.

Emergency Placements will be found for the young people if staffing shortages continues for any length of time or the school is closed.

Local Authorities/Parents will be informed at all stages.

Emergency Response Checklist
For use during an emergency

- Start a log of actions taken:

- Liaise with Emergency Services:

- Take steps to ensure the safety of everyone:

- Identify any damage:

- Identify Functions disrupted:

- Call your management Team

- Provide information to staff:

- Decide on course of action:

- Communicate decisions to staff

- Record all events

- Arrange a Debrief:

- Review Business Continuity Plan:

COVID – 19

MANAGING CORONAVIRUS ISSUES AT WORK (AN HR PERSPECTIVE)

Guidance Notes and Q&A INTRODUCTION There are a number of risks posed by Coronavirus that employers will need to be aware of; it is important to remember that employers have a duty of care towards their employees and must take reasonable steps to protect the health and safety of their workforce.

WHAT IS THE CORONAVIRUS?

The World Health Organisation explains that coronaviruses (COVID-19) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as SARS (Severe Acute Respiratory Syndrome). This particular episode has been named 'COVID-19'.

It first appeared in December 2019 in Wuhan, which is within the Hubei province, China. A seafood market has been identified as the possible source of the virus. Very many countries around the world have cases of Coronavirus; some are more severely affected than others.

WHAT ARE THE SYMPTOMS?

Symptoms include fever, cough and shortness of breath. Some people will suffer from mild illness and recover easily whilst, in other cases, infection can progress to pneumonia. Reports suggest that the elderly, those with weakened immune systems, diabetes, cancer and chronic lung disease are the most susceptible to serious illness and death. Symptoms can appear in as few as two days after infection but it is thought that it can take up to 24 days. Employees who experience symptoms should follow Government advice on reporting this, which may include either internet or telephone services depending on the individual's location in the UK. Note that this may not include calling 111, which has been the general advice until now.

HOW IS THE VIRUS PASSED ON?

The virus is most likely to spread from person to person through: • direct contact with a person while they are infectious; • contact with droplets when an infected person coughs or sneezes; or • touching objects or surfaces (such as drinking mugs or desks) that were contaminated by droplets from secretions coughed or sneezed from an infected person with a confirmed infection, and then touching the mouth or face.

EMPLOYER CONSIDERATIONS

Duty of care Employers have a duty of care towards their employees which includes not exposing them to unnecessary risk. In this case, that may include not putting them in a position in which they could become infected by the virus without taking all reasonable precautions. Your duty of care, where Coronavirus is concerned, may differ depending on an employee's specific circumstances, for example, if they are older or they have underlying conditions. **Wellbeing:** It's important to acknowledge that your employees will be worried about the virus and that, in the most cases, their concerns will be valid. In addition to having a duty of care to protect health and safety, you also need to consider their wellbeing. Remind employees of any wellbeing initiatives you have, for example, an Employee Assistance Programme. Give employees the facts. With an increasing number of cases close to school, employees may be worried about their personal risk of catching the virus by being at work. You should assess the risk that your operations pose to your employees catching the virus, and take steps to mitigate this. Keep your employees updated with the facts and what you, as a company, are doing to protect their health and safety.

Business travel: Travel to some parts of the world is not advised by the Foreign and Commonwealth Office (FCO); in other parts, all but essential travel should be avoided. The Government is also advising that anyone with minor symptoms should self-isolate for seven days from when the symptoms began.

The symptoms are: • new continuous cough and/or • high temperature. Pay for employees who are advised to self-isolate. Emergency legislation put in place from 13 March 2020 requires statutory sick pay (SSP) to be paid to anyone self-isolating in order to prevent the infection or spread of the virus in accordance with public health guidance, and who are unable to work as a result, providing they meet the other eligibility criteria. This will be in place for a period of eight months. In addition, measures have been put in place for employees to obtain medical evidence from NHS 111 rather than their own GP. Further legislation will require SSP to be paid from day one of sickness absence, though this is not yet in place.

Monitoring:

* This plan will be discussed and approved by the SLT in August of every year and, at least once a year, thereafter.

* A log will be kept of any instances where disruption to the smooth running of the school and school has taken place. In any such case, all attempts will be made to assess the risk and to reduce the likelihood of a repeat occurrence.

Log Sheet

Date	Time	Information / Decisions / Actions	Initials

School Contact Details

**Clovelly House
Merrylees Road
Thornton
Leicestershire**

01455 828003

Key Contact Sheet

Clovelly House School

Contact	Office Number	Mobile Number	Useful information
Jennifer Collighan		07853852519	Director/Proprietor
Juliette Brown	01455 821253		School Head
Ronan Brink		07413019681	Landlord
Tamlyn Brink		07737920153	Bursar

Local Authorities

Contact	Office Number	Mobile Number	Useful information
Warwickshire			
Lincolnshire			
Northamptonshire			
Sandwell			
Leicestershire			

OFSTED Contact details:

enquiries@ofsted.gov.uk or call on 0300 123 1231.

Appendix 1 Alternative accommodation

If you have called all the advanced childcare schools and can not find the young people some accommodation within the company you must contact:

Name of accommodation	Name of contact	Address	Telephone number
Travel Lodge Leicester Markfield Hotel	Reception	Little Shaw Ln, Markfield LE67 9PP	travelodge.co.uk 0871 984 6083
Field Head Hotel	Reception	Markfield Ln, Markfield LE67 9PS	oldenglishinns.co.uk 01530 245454
Charnwood Arms Hotel	Reception	Beveridge Ln, Bardon Hill, Coalville LE67 1TB	goodnightinns.co.uk 01530 813644
Bosworth Hall Hotel	Reception	The Park Market Bosworth Nuneaton, CV13 0LP	08712220089
Castle Hotel	Reception	Main St, Kirby Muxloe, Leicester LE9 2AP	royal-residences.net 0116 239 5337
The Royal Arms	Reception	Sutton Cheney, Main St, Nr Market Bosworth CV13 0AG	royalarms.co.uk 01455 290263
Hotel Ibis	Reception	St Georges Way, Constitution Hill, Leicester LE1 1PL	accorhotels.com 0116 248 7200

Please ensure there are a minimum of 3 emergency accommodation contacts (e.g.3 local hotels)

Appendix 2 – Emergency Transport Arrangements

Mode of transport	Telephone number	Address
Closest schools vehicle		Clovelly House
Taxi	Leicester 01163 552 525 Hinckley 01455 828 279	Merrylees Road Thorton
Bus Arriva Midlands (Bus stops at Botchesterton junction north bound and south bound approximately every 1 hour 20 minutes)	0844 8000 4411 0116 242 3670	126 Leicester-Coalville 127 Leicester-Shepshed 26,16,126 Coalville-Leicester & Loughborough
Train Leicester Railway Station	0845 712 5678	

Appendix 3 - Dates of staff training and meetings

Dates of staff training	Dates raised in meetings
12/12/22 - Staff meeting to inform about Business Continuity Plan	
6/2/23 – discussed in staff meeting to inform new staff	

Appendix 4 – Emergency Funding

Source of funding	Name of contact	Information	Telephone number
Credit Card Details	Jennifer Collighan	Director	07853852519
Credit Card Details	Tamlyn Brink	Bursar	07737920153
Credit Card	Ronan Brink	Landlord	07413019681

Appendix 5 - List of documents

In the event of an emergency, the following documents may be found as needed:

<u>Document:</u>	<u>Where found:</u>
Emergency Procedures	H&S file in school office cupboard
Business Continuity Plan	Online, in school office, in action plan file in Principals drawer
Risk Assessments:	In RA file in school office cupboard
Individual records, pupils:	In personal files in school office cupboard
Individual records, staff:	In personnel files in Bursar’s cupboard in school office

Appendix 6 – Emergency Medication

Local GP	Address	Telephone number
Desford Medical Centre 08.00 to 21.00	54 Main Stree, Desford, Leicester LE9 9GR	01162 394 960
Local Hospital	Address	Telephone number
Leicester Royal Infirmary	Infirmary Square, Leicester, LE1 5WW	0300 303 1573
Out of hours emergency contact	Address	Telephone number
NHS Emergency and Urgent Care Services	N/A	101
Local Schools	Address	Telephone Number
Thorton Community Primary	Main Street, Coalville, Leicester, LE67 1AH	01530 230 250
Mercenfeld Primary School	Oakfield Avenue, Markfield, Leicester, LE67 9WG	01530 243 151
South Chernwood High School	Broad Lane, Markfield, LE67 9BT	01530 242 351
Brookfield High School	Ratby Road, Groby, LE6 0FP	01162 876 914
Ibstock Community College	Central Avenue, Ibstock, LE67 6NE	01530 260 705

Appendix 7 – Local Utility Suppliers

Gas Supplier	Address	Telephone number
N/A		
Electricity Supplier	Address	Telephone number
Western Power Eon		24 Hour 0800 678 3105 or 105 24 Hour 0345 303 3040
Water Supplier	Address	Telephone number
Southern Trent Water		Emergency 0800 783 4444
Telephone	Address	Telephone
B.T		0800 800 150
Electrician	Address	Telephone
Jack Elec	Barwell Common Road, Barwell.	0800 788 943 01455 449 918 07985 884 499

Approved & Signed: (Director) *Jennifer Collighan* 11.12.22....

Due for review on 10.12.23 Reviewed 5/11/22

Reviewed 07/02/23