HOLY TRINITY C of E SCHOOL, East Finchley

High Standards Together

'At Holy Trinity School we promise to provide opportunities for every child to be the best that they can be.

We aim to create a happy and secure Christian environment in which children can grow in confidence and independence.

We strive for excellence in teaching and learning to achieve high standards together.'

Our vision is to create a family rooted in love for one another where children and adults can flourish and achieve their potential to reach their own spiritual, academic and personal goals.

"Love one another. As I have loved you, so you must love one another" John 13v34

Policy Name:CRITICAL INCIDENT & BUSINESS CONTINUITY PLAN

Target Audience	All staff community
Curriculum / non curricular	Non curricular
Associated Policies / Documents	Educational Visits Policy, Health and Safety, Adverse Weather, Complaints
New Policy or Review of existing policy.	Annual Review
Date of Submission	November 2019
Date for Review	December 2020
Reviewed by FSB	Annually
Date ratified by Governors (FSB)	November 2019

BUSINESS CONTINUITY PLAN
&
CRITICAL INCIDENT

for

HOLY TRINITY C of E PRIMARY SCHOOL

November 2019

Detailing arrangements for:

Critical Incident Management

Business Continuity

Recovery and Resumption of Normal School Activity

Table of Contents

1.0 About this Plan

1.1 Document Control

Date	Revision/Amendment Details/Distribution	Author
6/12/14	Policy drafted	Head & Business Manager
September 2016	Policy Reviewed Headteacher, ratified by FSB	Headteacher
September 2017	Policy Reviewed Headteacher, ratified by FSB	Headteacher
December 2018	Policy Reviewed Headteacher, ratified by FSB	Headteacher
November 2019	Policy Reviewed Headteacher, ratified by FSB	headteacher

1.2 Plan Purpose

To provide a flexible response so that Holy Trinity C of E Primary can:

- Respond to a disruptive incident (critical 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 School functions are covered by this Plan:

- Teaching & learning, school administration, catering, breakfast and after school clubs, school lettings and HTSA events

1.4 Plan Owner

The Governing Body 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.

1.6   Plan Display and Storage

A copy of this plan is displayed on the Headteacher's notice board and stored on the school server and external LGFL server. A copy is also retained in the ==School Emergency Grab Bag==

1.7 Plan Review Schedule

This plan will be reviewed annually in line with the school's review timetable.

2.0 Plan Activation

2.1 Circumstances

This plan will be activated in response to an incident causing significant disruption to the school.

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 your catering provider.

2.2 Responsibility for Plan Activation

A member of the **School Incident Management Team**[1] will normally activate this plan.

2.3 Escalating a Serious Incident

All serious incidents should be reported to the Barnet Local Authority Incident Manager, Business & Performance Team on the helpline number 0208 359 7955. Or report https://barnet.info-exchange.com/Schoolincident more information can be found at https://www.barnet.gov.uk/wwc-home/information-for-schools/health-and-safety-in-schools.html

If the incident is deemed to be of a 'critical' nature, the Critical Incident Plan will be activated and other council services and/or the London Diocesan Board for Schools notified to respond as appropriate.

All incidents affecting the physical infrastructure of the school should be reported to Commercial Directorate at the London Borough of Barnet who will then take appropriate action to support the school's response to an incident in terms of activating other council services and partner agencies as required.

---

[1] *See Section 3.1 for the responsibilities your* School Leadership Team

2.4 Activation Process
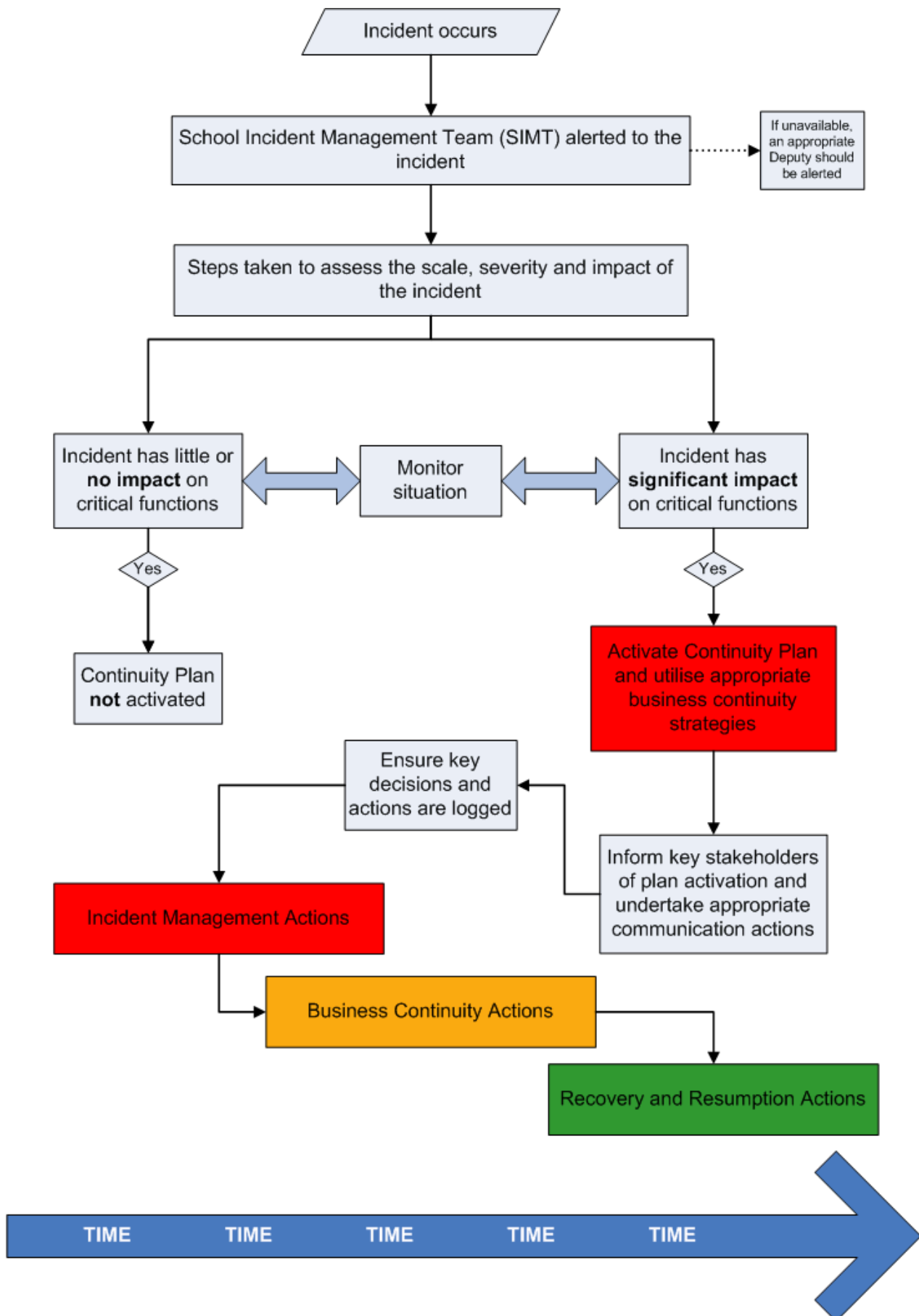
3.0 Roles and Responsibilities

3.1 School Incident Management Team (SIMT)

Role	Responsibilities	Accountability / Authority
Headteacher	- Senior responsible for Business Continuity Management in the School - Ensuring the School has capacity within its structure to respond to incidents - Determining the School's overall response and recovery strategy - Business Continuity Plan development - Developing continuity arrangements and strategies e.g. alternative relocation site, use of temporary staff etc - Involving the School community 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 Governing Body delegates responsibility to the Headteacher who has overall responsibility for day-to-management of the School, including lead decision-maker in times of crisis.
Senior Leadership Team	- 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 and employment issues	The Senior Leadership Team has the delegated authority to authorise all decisions and actions required to respond and recover from the incident.

See Appendix 1 for contact details of the School's Incident Management Team

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
Incident Command (Headteacher)	▪ Ensuring that all key decisions and actions taken in relation to the incident are recorded accurately	Reporting directly to the Governing Body and key partners
Media Coordinator (Headteacher)	▪ Collating information about the incident for dissemination to the Barnet LA Press Office Media Office Number 0208 359 2672	The Media Co-ordinator should assist with providing information to the Press Office but should not undertake direct contact with Media.

Stakeholder Liaison (Headteacher)	▪ Co-ordinating communication with key stakeholders as necessary. This includes (but does not cover all):
	  o Governors
	  o Parents/carers
	  o Key Barnet LA council services
	  o London Diocesan Board for Schools
	  o External agencies e.g. Emergency services, Health and Safety Executive (HSE) etc
		All communications activities should be agreed by the School Leadership Team. Information sharing should be approved by the Headteacher (or Senior Leadership Team if the Headteacher is unavailable).

Caretaker	▪ Undertaking duties as necessary to ensure site security and safety in an incident ▪ Liaison with the Senior Leadership Team to advise on any issues relating to the school physical infrastructure ▪ Lead point of contact for any contractors who may be involved in incident response	Reporting directly to the Headteacher or Senior Leadership Team.
IT Support	▪ Ensuring the resilience of the School's ICT infrastructure ▪ Liaison with Barnet LA ICT service for admin ICT support or external providers if applicable ▪ Work with the Headteacher to develop proportionate risk responses	The IT support company reports directly to the Headteacher for plan development issues. In response to an incident, reporting to the Headteacher or Senior Leadership Team
Recovery Coordinator (Headteacher)	▪ Leading and reporting on the School's recovery process ▪ Identifying lessons as a result of the incident ▪ Liaison with Senior Leadership Team & Governors to ensure lessons are incorporated into the plan development	The Headteacher will remain focussed on leading the recovery and resumption phase.

NB: Deputy Headteacher assumes Headteacher responsibilities in absence of Headteacher
Assistant Headteacher deputises for Deputy.

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

Role	Responsibilities	Accountability/Authority
Office Manager	To provide MIS data and contact details as required and support the Headteacher as required To provide communication with parents and external agencies and support the Headteacher as required	The School Administrator takes instruction from and reports to the Headteacher and Senior Leadership Team

3.3 The Role of Governors

Role	Responsibilities	Accountability / Authority
Governing Body	▪ 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-for-purpose and continuity arrangements are robust and reliable ▪ Monitoring and evaluating overall performance in developing School resilience and reporting to parents/carers	Liaison with the Headteacher or Senior Leadership Team in response to a crisis. Reporting progress in developing Business Continuity Plans to parents/carers

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**

4.0 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

4.1 Incident Management Actions

	ACTION	FUTHER INFO/DETAILS	ACTIONED? (tick/cross as appropriate)
1.	Make a quick initial assessment: ▪ 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 *A full impact assessment form can be found in Appendix A*	☐
2.	Call the Emergency Services (as appropriate)	**Telephone: 999** Provide as much information about the incident as possible	☐
3.	▪ 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	▪ 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	☐
4.	Ensure all pupils, staff and any School visitors report to the identified assembly point.	The normal assembly points for the School are the playgrounds The off-site assembly point is Park Road Playground	☐
5.	Check that all pupils, staff, contractors and any visitors have been evacuated from the building in line with fire evacuation procedures		☐

	ACTION	FUTHER INFO/DETAILS	ACTIONED? (tick/cross as appropriate)
6.	Ensure appropriate access to site for Emergency Service vehicles	Ensure any required actions are safe by undertaking a dynamic risk assessment	☐
7.	Establish a contact point for all supporting personnel	Consider the availability of staff and who may be best placed to communicate information	☐
8.	The Headteacher and Senior Leadership Team will identify staff to undertake specific emergency response roles	*Information on roles and responsibilities can be found in Section 3.0*	☐
9.	Ensure a log of key decisions and actions is started and maintained throughout the incident	*The Log template can be found in Appendix A*	☐
10.	Where appropriate, record names and details of any pupils, 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	☐
11.	▪ 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 *The impact assessment form can be found in Appendix B.*	☐
12.	Log details of all items lost by pupils, staff, visitors etc as a result of the incident, if appropriate	*A form for recording this information is in Appendix C*	☐
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 Barnet LA Children's Services may be approached to assist with incident management e.g. ▪ Learning Network Inspector ▪ Health & Safety service ▪ Education Psychology service	☐
14.	If appropriate, arrange contact with the Barnet LA Press Office	Establish a media area if necessary.	
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. *Business Continuity Strategies are documented in Section 5.3* 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.	☐
16.	Ensure staff are kept informed about what is required of them	Consider: ▪ 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	☐

	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. Consider the notification of parents/carers of pupils not currently in School by telephone or text	☐
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, text messages, answer machine message, website update	☐
19.	Ensure governors are kept informed as appropriate to the circumstances of the incident	Inform and update Chair or Vice Chair of Governing Body	☐
20.	Communicate the interim arrangements for delivery of critical School activities	Ensure all stakeholders are kept informed of contingency arrangements as appropriate. Consider who needs to know the interim arrangements e.g. key stakeholders, customers, suppliers	☐
21.	Log all expenditure incurred as a result of the incident	Record all costs incurred as a result of responding to the incident *The Financial Expenditure Log can be found in Appendix D*	☐
22.	Seek specific advice/ inform your Insurance Company via the LDBS Telephone 0207 932 1165	Insurance Policy details can be obtained from the LDBS.	☐
23.	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	☐

Business Continuity

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 the activation of 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.

Business Continuity Actions

	ACTION	FUTHER INFO/DETAILS	ACTIONED? *(tick/cross as appropriate)*
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	☐

2.	Evaluate the impact of the incident	Take time to understand the impact of the incident on 'business as usual' School activities by communicating with key stakeholders to gather information.
		
		Consider the following questions:
		▪ Which School activities are disrupted?
		▪ What is the impact over time if these activities do not continue?
		▪ Would the impact be:
		    ○ Manageable? ☐
		    ○ Disruptive? ☐
		    ○ Critical? ☐
		    ○ Disastrous? ☐
		▪ 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?
			☐

	ACTION	FUTHER INFO/DETAILS	ACTIONED? *(tick/cross as appropriate)*
3.	Plan how critical activities will be maintained, utilising pre-identified or new business continuity strategies (See Section 5.3)	Consider: ■ Immediate priorities ■ Communication strategies ■ Deployment of resources ■ Finance ■ Monitoring the situation ■ Reporting ■ Stakeholder engagement Produce an action plan for this phase of response.	☐
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. *The log template can be found in Appendix A*	☐
5.	Log all financial expenditure incurred	*The Financial Expenditure Log can be found in Appendix D*	☐
6.	Allocate specific roles as necessary	Roles allocated will depend on the nature of the incident and availability of staff	☐
7.	Secure resources to enable critical activities to continue/be recovered	Consider requirements such as staffing, premises, equipment, ICT, welfare issues etc	☐
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, pupils, parents/carers, governors, suppliers, Local Authority, Central Government agencies etc.	☐

5.0 Business Continuity Strategies

	Arrangements to manage a loss or shortage of Staff or skills	Further Information (e.g. Key contacts, details of arrangements, checklists)
1.	Use of temporary staff e.g. Agency Supply Teachers and Teaching Assistants, office staff etc	Teachers/TA's: Teachnow Tel: 02083715905
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	

	workforce, this may include:	
	• Larger class sizes (subject to adult and child ratios) • Use of Teaching Assistants, Student Teachers, Learning Mentors etc • Virtual Learning • 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.	Using mutual support agreements with other Schools	
2.	Pre-agreed arrangements with other premises in the community i.e. Libraries, Leisure Centres, Colleges, University premises	
3.	Virtual Learning Environment opportunities	
4.	Localising the incident e.g. isolating the problem and utilising different sites or areas within the School premises portfolio	
5.	Off-site activities e.g. swimming, physical activities, school trips	

	Arrangements to manage loss of technology / telephone / data / power	**Further Information** (e.g. Key contacts, details of arrangements, checklists)
1.	Back–ups of key school data e.g. Cloud, memory stick back–ups	off-site system back-ups LA Finance staff off-site back-ups on encrypted memory sticks
2.	Reverting to paper-based systems e.g. paper registers, whiteboards etc	Class printouts from MIS system
3.	Flexible lesson plans	
4.	Emergency generator e.g. Uninterruptible Power Supply (UPS)	Site Manager
5.	Emergency lighting	Site Manager

	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	
2.	Ensuring all external providers have business continuity plans in place as part of contract terms	
3.	Insurance cover	
4.	Using mutual support agreements with other Schools	
5.	Using alternative ways of working to mitigate the loss e.g. suspending activities, adapting to the situation and working around it	

Recovery and Resumption

6.0 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.

6.1 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. Appendix G	☐
2.	Respond to any ongoing and long term support needs of Staff and Pupils	Depending on the nature of the incident, the Senior Leadership Team may need to consider the use of Counselling Services	☐
3.	Once recovery and resumption actions are complete, communicate the return to 'business as usual'.	Ensure all stakeholders are aware that the business continuity plan is no longer in effect. Consider who needs to know that normal working practices have been resumed ie staff, parents/carers and pupils, external services and agencies, Local Authority etc	☐
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 Senior Leadership Team and in particular by the Headteacher to ensure key actions resulting from the incident are implemented within designated timescales. Governors will monitor progress in completing agreed actions to further develop the resilience of the School.	☐
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 – governors, Senior Leadership Team, office staff, teaching & learning staff, Site Manager, ICT and Finance staff.	☐

7.0 Appendices

	Content	Page No.
A	Log Template	19
B	Impact Assessment Form	20
C	Lost Property Form	22
D	Financial Expenditure Log	23
E	Contents of Emergency Box / 'Grab bag'	24
F	Risk Identification, Evaluation and Management Matrix	25-27
G	Incident Management Action Plan	28
H	Staff Contact List	29
I	Key Contacts List	30

Holy Trinity Fire Procedures

CONTINUOUS FIRE BELL

Headteacher to assembly point

OFFICE STAFF
Tina & Sara
- Contact Emergency Services
- **Print integris evacuation list**
- open gate by office
- collect registers
- collect visitor and student sign in books
- Shut office

CLASS TEACHERS
- Lead children out in silence through the closest exit.
- Close classroom doors
- Available TAs to check any toilets that are close to the classroom

FIRE WARDENS
Patsy & Kerri
- Check toilets and shared areas for fire
- Close any open doors of classes
- check Kitchen staff are out

CARETAKER
Stuart
- Contact Emergency Services
- Ensure Access for Emergency vehicles if available

ASSEMBLE IN CLASSES IN JUNIOR PLAYGROUND

Wait for Emergency Services

OFFICE STAFF
- Distribute registration
- Check visitors and staff are accounted for

CLASS TEACHERS
- Take registration
- Headcount

FIRE WARDENS
- Ensure all adults are accounted for

CARETAKER
- Liaise with emergency services

REPORT TO HEADTEACHER

Holy Trinity Lockdown Procedures

LOCKDOWN SOUND HEARD

OFFICE STAFF/ SITE MANAGER HEAD/DEPUTY

- Stay in immediate area
- Lock external doors if possible
- Call emergency services
- Take care of children in immediate area
- Keep in contact with each other and emergency services by internal phones, mobile phones or walkie talkie
- Wait for all clear from emergency services
- Inform others when lockdown is over

CLASS TEACHERS

- Everyone stay in the room where they are
- Shut all windows and doors and block doors with furniture if possible
- All blinds to be drawn and lights switched off
- Keep children as quiet and calm as possible
- Staff and children to hide under tables if possible away from windows

LUNCH TIME

- Children outside should come inside as quickly as possible to the nearest room
- Children eating lunch to be led by the adults and taken to nearest room/ Classroom
- Check Kitchen staff are out
- Staff and children to hide under tables if possible away from windows
- All blinds to be drawn and lights switched off

CLASSES/ ACTIVITIES OUTSIDE

- Children outside should come inside as quickly as possible to the nearest room

COLLECTIVE WORSHIP OR HALL TIME

- Lock all doors and pull curtains
- Keep children as quiet and calm as possible
- Children and staff to keep close to walls

STAY IN LOCKDOWN EVEN AFTER THE SOUND STOPS
Wait for further instructions

Appendix A

Holy Trinity C of E Primary				
Log of Events, Decisions and Actions				
Completed by		**Sheet Number**		
Incident		**Date**		
Time **24h clock**	**Log Details**			

Holy Trinity C of E Primary 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%	☐	
	20 – 50%	☐	
	1 – 20%	☐	
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?			

Appendix B

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

Appendix C

Holy Trinity C of E Primary Lost Property Form			
Completed By		**Incident**	
Date		**Time**	

No.	Name	Status (e.g. staff, pupil visitor)	Details of possessions lost/left behind	
			What	**Where left/lost**

Appendix D

Holy Trinity C of E Primary Financial Expenditure Log			
Completed By		**Incident**	
Date		**Time**	

	Expenditure Details *(what, for whom etc)*	**Cost**	**Payment Method**	**Transaction made by**

Holy Trinity C of E Primary
CONTENTS OF EMERGENCY BOX / 'GRAB BAG'
(one held in Headteacher Office and one in School Office)

Section	Details
Business Continuity (Paper copies and encrypted memory sticks)	Business Continuity Plan (plus spare copies of forms in Appendices)
	Key contact details, including: Governors, parents/carers, Local Authority, suppliers etc
Organisational Information (Encrypted memory sticks)	Staff Handbook (policies and procedures)
	School branding material and stationery
	School logo
	Other key documents
Financial Information (via Barnet LA School's Accountancy, Insurance Services, Payroll or details on encrypted memory sticks)	Bank, insurance details, Payroll etc
	Invoices, purchase orders, etc
	Financial procedures
	Assets Register and Insurance Policy
Staff Information (Off-site back-ups of MIS)	Staff contact details
	Staff emergency contact details
IT / Equipment Information (Logix – external provider)	Software licence agreement and key codes
	Office telephone list (for phone divert)
	Back-up rota and data restoration routine
Equipment and other items	First Aid kit
	Back-up tapes (off-site)
	Contact details for taxi/transport providers
	School floor plans
	Whistle
	High visibility jacket

Appendix F

Holy Trinity C of E Primary
IDENTIFYING, EVALUATING & 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	▪ Immediate escalation to Headteacher for risk control activities
20 - 15	High Risk	▪ Risk to be actively managed with appropriate risk control activities
12 - 6	Medium Risk	▪ Take appropriate action to manage the risk
5 and below	Low Risk	▪ 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	3	12	• Staff absenteeism policy • Use of Supply Teachers	Pre-prepared Teaching packs for Virtual Learning Environment	*Ms R Kimani*
2.	Severe weather events e.g. high winds, snow, heat wave, drought						
3.	Power outage						
4.	Utilities disruption e.g. gas, electricity or water supply						
5.	Telephony failure						
6.	Fire affecting the School premises						
7.	Widespread or localised flooding						

8.	Mass staff absence e.g.						8.

	Risk Description	I	P	Risk Rating	Risk Control(s)	Additional Controls Required (if any)	Lead for Risk Control Activities
	industrial strikes, lottery syndicate						
9.	Transport disruption						
10.	Violent extremist activity on School premises						
11.	Local hazards in the area e.g. School proximity to airport, railway line, tram line, motorways, industrial sites etc						
12.							
13.							
14.							
15.							

Appendix G

Holy Trinity C of E Primary Critical Incident Decision-Making Tool			
Information *What do you know/what do you **not** know?*	**Issues** *What are the problem/issues arising from that piece of information*	**Ideas** *What are the ideas for solving the issues/problems?*	**Actions** *What are you going to do? What are you **not** going to do? Who is responsible? What are the timelines?*

Holy Trinity C of E Primary

Holy Trinity C of E Primary STAFF CONTACT LIST

Staff contact details with information as shown below will be printed from the School MIS database and paper copies held in the two grab bags held in the Headteacher Office and School Office.
Back-ups of the data will also be held on encrypted pens.

Name	Role	Contact Details
Roz Kimani	Headteacher	Mobile Number: 07958660353 Email Address: rkimani@holytrinity.barnet.sch.uk Out of Hours Contact Number: 07958660353 Home Address: Enfield
Kirsty Newman (On Maternity Leave)	Deputy Headteacher	
Annabel Wharton	Inclusion Leader and Senior Teacher	Mobile Number: 07974 139 951 Email Address: amcgrath@holytrinity.barnet.sch.uk Out of Hours Contact Number: Home Address: East Barnet
Lisa Huegdon	Senior Teacher	Mobile Number: 07786 354 187 Email Address: lhuegdon@holytrinity.barnet.sch Out of Hours Contact Number: Home Address: Colindale
Stuart Ritson	Site Manager	Mobile Number: 07799387495 Email Address: sritson71@hotmail.com Out of Hours Contact Number: 07799387495 Home Address: School House, Holy Trinity School, Eagans Close

Appendix I

Holy Trinity C of E Primary KEY CONTACTS LIST	

CONTACT	TELEPHONE NUMBER
School Contacts	
Headteacher – Roz Kimani	07958660353
Deputy Head – Kirsty Newman	<mark>Maternity Leave</mark>
Senior Teacher – Annabel Wharton	07974 139 951
Interim - Chair of Governors – Emma Tsangrides	0777578553
Vice Chair of Governors	
Site Manager – Stuart Ritson	07799 387 495
Office Administrator – Sara Sheppard	07957 176 752
Clerical Officer	07870 492 235
ICT Technician – Andy Badger	07590 197 030
Catering Manager	CaterLink - 07884 738 256
Key Barnet Local Authority Contacts	
Incident Manager	020 8359 7626/7274
Press Office	020 8359 7039
Insurance Service	020 8359 7195
Caterlink	07884 738 256
Capita	020 3471 2514
Other Barnet Local Authority Contacts	
Link Inspector – Katie Dawbarn	0792 139460
Other Local Contacts	
Police	999 (emergencies) or 101(general enquiries)
Police – your local station/community officer	Colindale Station
Barnet Fire & Rescue Services	999 (emergencies) or 020 8555 1200 x 53270 (Local Fire Safety Centre)
Finchley Memorial Hospital (A&E)	999 (emergencies) or 020 8349 7500
NHS local clinic	
Central London Community Healthcare NHS Trust	020 7798 1300
Health & Safety Executive	020 7556 2100
Other Useful Contacts	
Foreign Office	020 7270 1500
London Diocesan Board for Schools	020 7932 1100 (Diocesan House main no.)

30