



Policy Title	Business Continuity Planning	Date Implemented or Date of Last Review	04/20
Policy Reference	L&M Local 1	Date of Next Review	03/21

Policy

The Placement will endeavour to ensure that its normal operations are properly and efficiently maintained at all times. Adverse external events may, however disrupt normal operations and in order to minimise disruption, and to seek a return to normal operations as quickly as possible, the Placement will devise and maintain Business Continuity Plans (BCP' s) related to specific adverse events.

The Placement Manager will have overall control and responsibility for the plans.

Procedure

The Placement's BCP' s have the following elements:

1. Formation of the BCP Team and identification of the main potential hazards/threats;
2. A detailed analysis of the **risks** and the resulting impact upon the Placement should a hazard/threat materialise (**The Risk Assessments**);
3. **A review of the plans, measures and arrangements (risk-reducing measures)** which may be put into place in order to diminish or eliminate the risk and to ensure the continuity of the business (The Placement's BCP);
4. The **implementation** of the Placement's BCP' s through circulation to all staff, together with such measures (e.g. staff training) as are necessary to achieve full comprehension by everyone in the Placement;
5. **Maintenance and Testing** of the Plans.

Hazards/Threats

Hazards/Threats are many and diverse. **However the areas of greatest concern** are:-

- Disease – e.g. coronavirus pandemic;
- Fire;
- Flood;
- Computer Data Loss;
- Power failure.

Risk Assessment

Risk Assessment is a detailed and exhaustive process which examines, carefully, the threats to the continuity of operations in each of the core functions or processes. This is a collaborative effort involving all members of the BCP team. Once the threats have been identified, then "solutions" or "risk-reducing measures" (where they are available) can be



considered and selected, and an Action Plan implemented. Once the risk-reducing measures have been put into place, the BCP can be completed. Should an adverse situation arise then the BCP can be implemented, with of course the prospect that the Placement can continue to function during the process of repair, and/or restoration of normal service, etc.

Risk Assessments have been produced for the following adverse events:

1. Disease – e.g. coronavirus pandemic;
2. Fire or Flood destroying the Administration Office;
3. Fire generally within the Placement;
4. Flood;
5. Computer failure;
6. Power Failure

Implementation

Once the BCP has been completed staff are to be informed of the existence of the plan and provided with an overview and understanding of its content. BCP 's are kept at Head Office, with copies available.

BCP 's will identify the action to be taken in the event of the threat materialising. In some cases the actions to be taken may be progressive (such as for example in the event of a influenza pandemic) with escalating actions should the threat worsen.

Testing and Review

BCP 's will be tested and reviewed by the BCP team on a regular basis, and in proportion to the likelihood of the hazard/threat emerging.

Evacuation of the Placement

In certain situations an adverse event may cause the evacuation of the Placement. Such an event is serious and traumatic, and requires very careful planning. The Placement has devised, therefore, an Evacuation Plan which covers the evacuation of the Placement for safety reasons (e.g. small fire), but where re-entry is likely within say 1 – 2 hours (temporary evacuation) and where the Placement may need to be evacuated for a longer period of time, say 2 days +, and where more suitable temporary accommodation is needed (Longer Term Evacuation).

Signed by Cove Care

Lee Smith

Director

1/4/20