



Business Continuity Plan

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Signed: 

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BUSINESS CONTINUITY PLAN

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BUSINESS CONTINUITY PLAN

AIM OF THE PLAN

This plan has been designed to prepare Oxford Energy Academy Ltd to cope with the effects of an emergency. It is intended that this document will provide the basis for a relatively quick and painless return to “business as usual” regardless of the cause.

OBJECTIVES OF THE PLAN

To provide a flexible response so that Oxford Energy Academy Ltd can:

- Respond to a disruptive incident (incident management)
- Maintain delivery of critical activities/services during an incident (business continuity)
- Return to ‘business as usual’ (resumption and recovery)

YOUR BUSINESS PRIORITIES: CRITICAL FUNCTION CHECKLIST

Priority	Critical function	Timeframe	Page
1	Training Apprentices		

CRITICAL FUNCTION ANALYSIS AND RECOVERY PROCESS

Priority - Critical Function:	Training Apprentices
Responsibility	Chris Foley - Director Dave Bendell - Director Debra Wilson - Business Operations Manager Jake Lynch - Vocational Trainer & Assessor Richard Bushnell - Vocational Trainer & Assessor Malcolm Reeves - Vocational Trainer & Assessor
Potential impact on organisation if interrupted:	Apprentices will not be able to complete course
Potential impact on organisation if interrupted:	Apprentices will not be able to complete course
Likelihood of interruption to organisation:	Very Low
Recovery timeframe: (how quickly must this function be recovered to avoid lasting damage)	Immediately – within 24 hours

RESOURCES REQUIRED FOR RECOVERY:

Staff (numbers, skills, knowledge, alternative sources)	Tutors will cover each other's classes, agency tutors to be called if necessary
Data / Systems - (backup and recovery processes, staff and equipment required)	Data backed up and kept off-site.
Premises - (potential relocation or work-from-home options)	If OEA premises unavailable, use alternative college premises
Communications - (methods of contacting staff, suppliers, customers, etc)	Emails can be accessed from outside OEA Also see Section 6 Contact Lists.
Equipment (key equipment recovery or replacement processes; alternative sources; mutual aid)	Workshop facilities gathered from contacts within the industry
Supplies (processes to replace stock and key supplies required; provision in emergency pack)	Re-order stock from suppliers

EMERGENCY RESPONSE CHECKLIST

TASK	COMPLETED		
	DATE	TIME	SIGNATURE
Actions within 24hours:			
Start of log of actions and expenses undertaken (see section 9 Action and Expenses Log)			
Liaise with emergency services (see section 6E Contact List – Emergency Services)			
Identify and quantify any damage to the organisation, including staff, premises, equipment, data, records, etc			
Assess the key priorities for the remainder of the working day and take relevant action. Consider sending staff home, to recovery site etc			
Inform staff what is required of them.			
Identify which critical functions have been disrupted (use section 3 Critical Function Checklist)			
Convene those responsible for recovering identified critical functions, and decide upon the actions to be taken, and in what time-frames (use section 4 Critical Function Analysis and Recovery Process)			
Provide information to: <ul style="list-style-type: none"> • Staff • Suppliers and customers • Insurance company 			

Publicise the interim arrangements for delivery of critical activities. Ensure all stakeholders are kept informed of contingency arrangements as appropriate			
Recover vital assets/equipment to enable delivery of critical activities.			
The essential equipment/resources/information that need to be recovered where possible are:			
Daily actions during the recovery process:			
Convene those responsible for recovery to understand progress made, obstacles encountered, and decide continuing recovery process			
Provide information to: <ul style="list-style-type: none"> • Staff • Suppliers and customers • Insurance company 			
Provide public information to maintain the reputation of the organisation and keep relevant authorities informed			
Following the recovery process			
Arrange a debrief of all staff and identify any additional staff welfare needs (e.g. counselling) or rewards			
Use information gained from the debrief to review and update this business continuity management plan			

6. Contact List

Staff

This section contains the contact details that are essential for continuing the operation of the organisation.

Name	Job Title	Office Contact	Mobile Contact
Dave Bendell	Director	01993 771155	07435968096
Christopher Foley	Director	01993 771155	07435968095
Debra Wilson	Business operations Manager	01993 771155	Both Directors have staff personal contact information stored on their mobiles and securely in the Staff Central File
Donna Alsworth	Course Manager	01993 771155	
Molly Alsworth	Administrator	01993 771155	
Jake Lynch	Vocational Tutor	01993 771155	
Richard Bushnell	Tutor	01993 771155	
Anthony Alsworth	Assessor	01993 771155	
Jayne Thompson	Apprenticeship Manager	01993 771155	
Tiffany Foley	Tutor	01993 771155	

Key Suppliers Contact List

Supplier	Provides	Telephone	E-mail
Systems & Solutions	IT	01993 768301	info@systems-and-solutions.com
Sage	Accounts	0191 479 5955	www.sage.co.uk
ESFA	Apprentice Contract	0370 000 2288	https://esfahelp.education.gov.uk/hc/en-gb

Key Customers Contact List

Customer	Service / goods used	Telephone	E-mail
Warburtons	Apprentice Training	01865 864040	claire@warburtons.co.uk
SAID Business School	Apprentice Training	01865 270536	Roger.essex@sbs.ox.ac.uk
Hertford College	Apprentice Training	01865 790574	Daniel.lee@hertford.ox.ac.uk
Lowe & Oliver	Apprentice Training	01865 322200	al@loweoliver.co.uk
Renelec	Apprentice Training	01865 891955	steph@renelec.com

Contact details for all employers are stored securely on the network, which is fully recoverable.

