

Health and Safety Department Business Continuity Plan

Department/Station:	Health & Safety Department
Plan Owned by:	Senior Health and Safety Adviser (SHSA)
Nominated Manager:	John Lincoln
Date Completed:	5 October 2016
Review Date:	February 2018
Version	V:2.0

Activities Review

The nominated manager must complete an 'Activities Review' to identify the activities within the Department/Station. These activities will be risk assessed, against our Business Continuity element of the Service's Risk Matrix, taking only the impact assessment into account, see guidance below:

Minor (1) The Service can live without this function until a point of business as usual	Moderate (2) Function can be suspended for over 7 days.	Serious (3) There can be some suspension of up to 7 days.	Major (4) There can be a delay of a maximum of 24 hours.	Catastrophic (5) The Service can not fail – full availability must be maintained.
The short term partial failure of a <u>department</u> to deliver non critical function.	The short term failure of a <u>department</u> to deliver non critical function.	The failure of a <u>department</u> to deliver a key function (up to 7 days) requiring the introduction of local department business continuity arrangement	Partial delay of the <u>Service</u> to deliver a critical function (up to 24 hours) requiring the introduction business continuity arrangements.	The failure of the <u>Service</u> to deliver an emergency response requiring the introduction of full business continuity arrangements.

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List the activities within Department or Station	Impact Score (1-5)
Compliance with Health and Safety regulatory requirements	4
Instigation of safety information, communication, news, bulletins and alerts	3
Health and Safety support during a critical event	4
Department Management	3
Management of the accident reporting and investigation systems	3
Health and Safety Management systems auditing programme	2
Accident data base maintenance	3
Responding to Health and Safety queries and supporting Management Teams with Health and Safety advice	3
Health and Safety Correction action management and monitoring	2
Health and Safety performance information	2
Maintenance of Health and Safety policy and procedures	2
Department intranet arrangements	2
Management and production of Safety critical information for operational/corporate staff	4
The use of service ICT	4
Use of service provider internet for reporting incidents	4

Catastrophic & Major Impact Activities (5 & 4)

How long can the Service tolerate disruption of this Catastrophic/Major Impact Activity
(Place an X in the relevant box)

List the Catastrophic and Major Activities from above: Up to -->		No disruption	1Hr	4Hrs	8Hrs	>24Hrs
1	Compliance with Health and Safety regulatory requirements				x	
2	Health and Safety support during a critical event				x	
3	Management and production of Safety critical information for operational/corporate staff					x
4	The use of service ICT					x

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5	Use of service provider internet for reporting incidents						x
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Serious Impact Activities (3)								
How long can the Service tolerate disruption of this Serious Impact Activity (Place an X in the relevant box)								
List the Serious Impact Activities from above : Up to -->							>48hrs	>7days
1	Investigation of safety information, communication, news, bulletins and alerts						x	
2	Department Management						x	
3	Management of the accident reporting and investigation systems						x	
4	Responding to Health and Safety queries and supporting Management Teams with Health and Safety advice					x		
5	Accident data base maintenance					x		

Moderate Impact Activities (2)							
How long can the Service tolerate disruption of this Moderate Impact Activity (Place an X in the relevant box)							
List the Moderate Impact Activities from above : Up to -->							+7 Days
1	Health and Safety Correction action management and monitoring						X
2	H&S Management systems auditing programme						X
3	Health and Safety performance information						X
4	Maintenance of Health and Safety policy and procedures						X
5	Department intranet arrangements						X

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Recovery Plan

The planned actions within the recovery plan support the continuation of catastrophic activities and the re-establishment of major, serious and moderate activities for the Department/Station within an identified time frame and the measures required to be in place to manage the recovery of these activities.

Prior to the Event (where warning has been received)

	Activity	Recovery Measures	Role Responsible
1	Travel to stand by, then normal department duties in accordance with standard department operating procedures (Normal service)	Department Communication: Advise of the event and circumstances. Direct employees as appropriate, as noted below: All department team members relocate to secondary service locations on receipt of a communication "to move" from SHSA/HSA Senior Health and Safety Adviser - Sherborne Fire Station Health and Safety Adviser - Verwood Fire Station Health & Safety Admin Support – Maiden Newton Health and Safety North – Westbury – Fire Station Health and Safety South – Portland Fire Station	Senior Health and Safety Adviser/Health and Safety Adviser

Post Event (No warning) - First Hour

	Activity	Recovery Measures	Role Responsible
1	Travel to stand by, then normal department duties in accordance with standard	Department Communication: Advise of the event and circumstances. Direct employees as appropriate, as noted below:	Senior Health and Safety Adviser/Health and Safety Adviser

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	department operating procedures (Normal service)	Assuming that this is an out of hours' event, all department team members are to "stay put" at home address on receipt of a communication "stay put" from SHSA/HSA. (Snowball phone call) If this is within office hours, all department team members are to "return to home address" on receipt of a communication from SHSA/HSA.	
2	Alternative work locations	All department staff to work at alternative location: Senior Health and Safety Adviser - Sherborne Fire Station Health and Safety Adviser - Verwood Fire Station Health & Safety Admin Support – Maiden Newton Health and Safety North – Westbury – Fire Station Health and Safety South – Portland Fire Station Requirement for external access and wifi connection	Senior Health and Safety Adviser
3	Department Management	Review work priorities and ensure that staff are clear. Confirm any activities that can be delayed/stopped during event.	Senior Health and Safety Adviser

4-8 Hours

	Activity	Recovery Measures	Role Responsible
1	Compliance with H&S regulatory requirements	Senior Health and Safety Advise to ensure compliance with HSAWA 1974 and underpinning regulations. IT access to ensure staff member can work from home, <i>if unavailable use paper based system for 24hrs.</i> Mobile contact required.	Senior Health and Safety Adviser
2	H&S support during a critical event	Senior Health and Safety Adviser to provide support/advise if required by the Crisis Management Team (CMT). Minimum mobile contact required. Internet access required. Assist if required in the reporting of RIDDOR incidents.	Senior Health and Safety Adviser
3	Alternative work locations	All department staff to continue to work at alternative location. Requirement for external access and wifi connection	Senior Health and Safety Adviser

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4	Staff Welfare	Contact staff and consider welfare requirements	Senior Health and Safety Adviser
5	Communications	Ensure that the internal and external stakeholders for the department are aware of the event and any impact on workload.	Senior Health and Safety Adviser

24 Hours

	Activity	Recovery Measures	Role Responsible
1	Instigation of safety information, communication, news, bulletins and alerts	Senior Health and Safety Adviser to ensure critical safety information is communicated in the event of a Crisis to support Service Delivery in such events. IT access to ensure staff member can work from home. Mobile contact required.	Senior Health and Safety Adviser
3	Alternative work locations	All department staff to continue to work at alternative location. Requirement for external access and wifi connection	Senior Health and Safety Adviser
4	Service Communication	Identify method to communicate with those affected by disruption and disseminate appropriate message	Senior Health and Safety Adviser
5	Staff Welfare	Consider staff welfare and maintain contact	Senior Health and Safety Adviser

48 Hours

	Activity	Recovery Measures	Role Responsible
1	Management of the accident reporting and investigation systems	Senior Health and Safety Adviser to complete the transfer of information and co-ordination of accident investigations. IT access to ensure staff member can work from home Mobile contact required	Senior Health and Safety Adviser
2	Accident data base maintenance	Senior Health and Safety Advise to complete the transfer of information and co-ordination of accident investigations. IT access to ensure staff member can work from home	Senior Health and Safety Adviser, Health & Safety Administration Support
3	Responding to Health and Safety queries and supporting Management	Senior Health and Safety Adviser to give support to the CMT and in the event of Crisis.	Senior Health and Safety Adviser, Health and Safety Adviser

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	Teams with Health and Safety advice		
4.	Communication with staff	Provide an update to all staff, meet them at key locations where needed.	Senior Health and Safety Advisor, Health and Safety Adviser, Health & Safety Administration Support
5.	Alternative work locations	All department staff to continue to work at alternative location. Requirement for external access and wifi connection	Senior Health and Safety Advisor
6.	Staff Welfare	Consider staff welfare and maintain contact	Senior Health and Safety Advisor
7.	Workloads	Ensure that staff are able to continue to work in alternative location and review workloads and expectations.	Senior Health and Safety Advisor
8.	Communications	Ensure that the internal and external stakeholders for the department are continued to be update of the event and any impact on workload.	Senior Health and Safety Advisor

+7 days

	Activity	Recovery Measures	Role Responsible
1	Health and Safety Management systems auditing programme	Health & Safety team to complete audits to maintain compliance of H&S. IT access to ensure staff member can work from home. Mobile contact required.	Senior Health and Safety Adviser, Health and Safety Adviser
2	Relocation	Identify potential length of time for event to continue Review current arrangements and alternative longer term locations where required. Discuss with Director and agree departmental arrangements for longer terms if event is likely to continue. Identify longer term relocation site and plan move, where required. Communicate and discuss with staff	Senior Health and Safety Adviser, Health and Safety Adviser
3	Health and Safety Correction action	Health & Safety team to continue to monitor corrective actions within the AOR system and communicate and discuss outstanding issues with staff	Senior Health and Safety Adviser, Health and

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	management and monitoring	Full IT access to ensure staff member can work from home. Mobile contact required.	Safety Adviser, Health and Safety North, Health and Safety South
4	Health and Safety performance information	Health & Safety team to continue to monitor performance within the service via management system and communicate and discuss outstanding issues with staff Full IT access to ensure staff member can work from home. Mobile contact required.	Senior Health and Safety Adviser, Health and Safety Adviser, Health and Safety North, Health and Safety South and Health & Safety Administration Support
5	Maintenance of the Health and Safety policy and procedures	Health & Safety team to continue to monitor performance and issues reported within the service via management system and communicate and discuss outstanding issues with staff. Full IT access to ensure staff member can work from home. Mobile contact required.	Senior Health and Safety Adviser, Health and Safety Adviser, Health and Safety North, Health and Safety South
6.	Department Intranet arrangements	Health & Safety team to continue to monitor the department Intranet including access to staff and act on any issues reported to the department via management system and communicate and discuss outstanding issues with staff. Full IT access to ensure staff member can work from home. Mobile contact required.	Health & Safety Administration Support
7.	Continue communication	Ensure that all staff are communicated with on an on-going basis for the continuation of the event using all available service wide systems (Emails, Web site, Staff website etc.)	Senior Health and Safety Advisor Health & Safety Administration Support
8.	Business Continuity	Continue to use and review plan as event continues until business as usual	Senior Health and Safety Advisor , Health and Safety Adviser
9.	Staff Welfare and communication	Consider staff welfare and maintain contact – ensure all are advised of the current and potential situation.	Senior Health and Safety Advisor, Health and Safety Adviser

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Service Impact Analysis

To support the implementation and management of this plan the following minimum resources, vehicles & equipment and ICT will be required.

Resources	
Prior to event	N/A
First Hour	N/A
4-8 Hours	1 - Senior Health and Safety Adviser
24 Hours	1 - Senior Health and Safety Adviser
48 Hours	2 - Senior Health and Safety Adviser, Health and Safety Adviser and Health & Safety Administration Support. Carry out full systems check of H&S Management systems
3-7 Days	4 - Senior Health and Safety Adviser, Health and Safety Adviser, Health and Safety North and Health & Safety Administration Support. Complete full systems check and department capability. React to any faults within the H&S Management systems
+ 7 Days	5. Full cover to carry out full department functions - Senior Health and Safety Adviser, Health and Safety Adviser, Health and Safety North, Health and Safety South and Health & Safety Administration Support.
	Business as usual (BAU)

Vehicles & Equipment	
Prior to event	N/A
First Hour	N/A
4-8 Hours	Provided or own casual use
24 Hours	Provided or own casual use
48 Hours	Provided or own casual use
3-7 Days	Provided or own casual use
+ 7 Days	Provided or own casual use
ICT	
Prior to event	N/A
First Hour	N/A
4-8 Hours	Provided or own mobile. Provided laptop, Internet Access. BC Plans
24 Hours	Provided or own mobile. Provided laptop, Internet Access.

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	BC Plans Full External Access
48 Hours	Provided or own mobile. Provided laptop, Internet Access. BC Plans Full External Access
3-7 Days	Provided or own mobile. Provided laptop, Internet Access. BC Plans Full External Access
+ 7 Days	Provided or own mobile. Provided laptop, Internet Access. BC Plans Full External Access

Relocation Site

Relocation site details and options for the Department/Station

Site Name	Address/Location	Contact Name	Telephone No	Additional Information
Sherborne Fire Station	Sherborne Coldharbour, Sherborne, DT9 4HA	Station Commander Sherborne Fire Station	01722 69 1009	Senior Health and Safety Adviser - Service Mobile: 07825 37 8654
Verwood Fire Station	Verwood Station Road, Verwood, BH31 7PS	Station Commander Verwood Fire Station	01722 69 1025	Health and Safety Adviser - Service Mobile: 07500 06 6146
Maiden Newton Fire Station	Maiden Newton Bull Lane, Maiden Newton, DT2 0BQ	Station Commander Maiden Newton Fire Station	01722 69 1005	Health & Safety Administration Support – Mobile:07810480104
Westbury Fire Station	Westbury Meadow Lane Westbury BA13 3AF	Station Commander Westbury Fire Station	01722 69 1044	Health and Safety North – Mobile 07716 00 8175
Portland Fire Station	Portland Grove Road,	Station Commander Portland Fire Station	01722 69 1006	Health and Safety South – Service mobile:

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	Portland, DT5 1DS			07818 420155
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Additional Information

Stakeholders: Identify the stakeholders likely to be affected by this plan.

Stake holders	Employees	Community	Suppliers	Partners	The Media	The Government
Place X in box	X			X		X

Elected Members	Users of Services	Neighbouring FRS's
X	X	X

Vital Records: List any vital records that are not computerised and not held on a centrally backed up servicer.

Record	Location	Format
None		