
Business Impact Assessment and Policy

MUNDY C OF E JUNIOR SCHOOL
[Version 1]

Last Reviewed	JULY 2021
Reviewed By	
Next Review Date	

Business Impact Analysis - Questionnaire

Introduction

During business as usual everything and everyone is important. However, during and following a major disruption we may only have scant resources to call upon to recover or resume a normal school service. Therefore it is important to deal with the priorities first.... so who is first? First does not mean most important it just means first. For example: day to day schooling requirements would need to be reinstated first in advance of an after school club and the after school club would need to be reinstated ahead of any evening class.

This questionnaire and analysis is used to gather information on the processes and functions that are critical to your school. The minimum resources needed to recover those processes following a major disruption and the Maximum Tolerable Period of Disruption (MTPD) for each process/function within your school

Be mindful that this data gathering exercise should be measurable, in time, cost, volume, space, headcount, penalty, etc. This will help establish the measurable impact in the disruption of a critical process/function.

Dependencies and inter-dependencies within your school and beyond can be identified as too will vital records and systems.

Priorities need to be agreed in advance of an incident to avoid any “arguments” on the day. Expectations will then be managed in that some service provisions may have to wait longer than others. Some functions need not be planned for and as such will not require a full business continuity plan. For example: so long as the after evening class providers are notified of a disruption there is nothing further for the school to do. However, if school meals are not available, alternatives will need to be considered.

Note: Everyone needs incident (crisis) management and needs to be familiar with their individual role following a major disruption, no matter how small that role may be.

Instructions for completion

Form a small team of key staff members. This will vary in size dependent upon the size and scope of your school. This will generally be the team that would convene following a major incident (i.e. Business Continuity Response Team (“BCRT”).

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Administration and Management	
Name of School	Mundy C of E VC Junior School
Address (inc postcode)	Lockton Avenue Heanor Derbyshire, DE75 7EQ
Co Heads of School	Mr Kelvin Gibbs Miss Dot Adair
1 st Business Continuity Lead (responsible for administration and approval)	Mrs Leonie George
2 nd Business Continuity Lead (deputy)	Mrs Lisa Knighton
Name of person completing BIA if not 1 st or 2 nd Business Continuity Lead	n/a
Total number in school leadership management team	3
Total number in school administration team	2
School – overview	
Brief summary of the principal services being delivered or hosted. For example: Primary School term time curriculum. On site day nursery which runs 48 weeks. Weekday after school club etc etc)	A Junior School delivering curriculum to children during term-time. Weekday after school clubs. Daily breakfast club.
Does the school provide residential services?	No ☒ Yes ☐

Organisation Chart – this is important to show how the schools' team would operate during business as usual to give an indication of the minimum structure required following a major disruption. It can also assist in the reporting structure for communication.

School Provision							
National curriculum years							
Include totals for each year that is relevant for your							
Years	Pupils	Teachers	Teaching Assistants		Volunteers	SEN	Residential
			HLTA	TA			
NCYN1 & N2	0	0		0			
Reception	0	0		0			
1	0	0		0			
2	0	0		0			
3	45	3		2			
4	44	Mixed 3/4		2			
5	47	3		3			
6	47	1		4			

Human Resources – People							
Key skills/key personnel (in additional to teaching skills, e.g. nursing skills, PCV driving licences, foreign languages, etc)				First Aiders			
Redundancy exposure? Recruitment issues?				N/A			
Local employment issues?							
Skills register available?							
Staffing levels							
What would be the minimum number of staff required within each year group to provide a core curriculum?							
Years	Pupils	Teachers	Teaching Assistants		Volunteers	SEN	Comments
			HLTA	TA			
NCYN1 & N2	0	0		0			
Reception	0	0		0			
1	0	0		0			
2	0	0		0			
3	45	3		2			
4	44	Mixed 3/4		2			
5	47	3		3			
6	47	1		4			
							</

MTPD = Maximum Tolerable Period of Disruption How long can you go without doing any work? (How long before it would be noticed, how long before it would irritate pupils and the parents/carers or other dependent organisations, how long before it would become a showstopper for the service) – measurable in time	2 days
Finance (what would be the consequence of a reduction of funding? Do you have any critical financial functions?)	Building costs Loss of staffing
Call plan – do you hold a contact details for all staff/parents/carers?	No ☐ Yes ☒

Include all relevant contact details in “Contacts” section of BCP (where possible, include next of kin details for members of staff)

Premises

Potential issues? (is the building in a flood plain, Building is next to a petrol station next to neighbours who may create a disruption, e.g. petrol station or other e.g. railway line)

Minimum space requirements (m²)

Premises and plant

Standard Equipment and Key Assets (Plant)

Excluding IT, which systems and equipment do you use? (printing, kitchen equipment). Following an event it is possible that there will be limited resources available to fulfil your obligations as a school – what would need to be recovered first?

Equipment and Key Assets	First	Next	Later	Last	N/A
Heating	X				
Security	X				
Caretaking		X			
Canteen or meals/kitchen facilities	X				
Reception and telephone answering		X			
Financial Management			X		
Nurse and medical support	X				
Back office for administration and processing			X		
Other – Internal Telephones		X			

Further explanation if required:

Utilities

Which supplies do you rely upon?

Utility	Name of Supplier	First	Next	Later	Last
Gas		X			
Electricity		X			
Water		X			
Other				X	

Additional activities on school premises

Include all internal/external user groups, including any non-income groups that use the premises either during or after school time

Activity	How many groups?	Annual income (if any) £	% of total annual earned income (if any)	Contractual obligation/ Notice period	Frequency of use (daily, weekly, etc)
After school/child care clubs					
Evening classes					
Sports classes					
Sports facilities – use of					
Leisure facilities – use of					
Meeting rooms for hire					
Sub-letting of space					
Other					

ICT

ICT (which systems or applications are most important to your school). There will need to be an order for recovery and those that need to be recovered first would be those that are deemed critical (“first”) to your school should be listed below.

System/Application	First	Next	Later	Last	Number of Users
Server		X			
Integris	X				
Admin.	X				
Internet	X				
Safeguarding software	X				
Finance	X				
Whiteboards/Projectors			X		
Work arounds available? (e.g. can systems be replaced by paper documents)	No				
How many staff have remote access via Homeworking Citrix token?	12				
Is any aspect of core curriculum available via the internet?	No	☒			Yes ☐
If yes, please provide further details	N/A				

Dependencies

Who do you do it with? **Dependencies** (apart from pupils, who depends on you?)
Interdependencies (What are the touch points with other internal departments, external suppliers (e.g. school meal providers) – contact details will need to be transferred to the “Contacts” section of the BCP.

Dependencies – Goods/Services	Name of Supplier	First	Next	Later	Last
Milk	Milk and More		X		
Fruit	Free fruit for schools		X		
School dinners	DCC	X			
Caretaker & Cleaners	Vertas		X		
Landscaping	Vertas			X	
Sport and PPA	AVSSP		X		

Additional Information

Medical Requirements

Are any medical supplies required (is there a list of requirements, who needs what and when?) No ☒ Yes ☐

If yes, provide detail

Fuel Requirements

Fuel dependency (are you dependent upon fuel for vehicles and/or heating etc) No ☒ Yes ☐

If yes, provide detail

Home to School Provision

Do any pupils rely on Home to School Transport? No ☒ Yes ☐

How many use the facility?

Number

Include relevant contact details of any transport provider in “Contacts” section of BCP

Are there **peaks** of activity and specific deadlines (e.g. exams)? No ☐ Yes ☒

If yes, include detail (e.g. SATS, GCSE, etc) and their relevant examining boards

SATS completed each May to be sent to the DfE

Single Points of Failure (e.g. are there any single sources of suppliers, key members of staff?)

N/A

Near misses (have there been any near misses?)

No ☒ Yes ☐

If yes, provide details

What aspects of the schools service would be hard to fully recover (e.g. lost teaching time-standards)

Lost teaching time