

Business Continuity and Disaster Preparedness Plan

Business Name: Clifford College

Address: Unit 1 Clifford House, Hampton Heath Industrial Estate,
Malpas, Cheshire, SY14 8LU

Telephone Number: 01948 822 182

The following person is our primary crisis manager and will serve as the company spokesman in an emergency:

Name: David Barlow

Telephone Number: 01948 822 182

Alternative Number: 07834 711 411

Email: david.barlow@cliffordcollege.com

Emergency contact information:

Dial 999 in an emergency

Non-emergency Police/Fire: 101

Insurance Provider: HISCOX

Education Skills Funding Agency 0800 150 600

Business Operations Service Centre sde.servicedesk@education.gov.uk

If this location is not accessible, we will operate from location below:

Business Name: Barlows (UK) Ltd

Address: Unit 2 Clifford House, Hampton Heath Industrial Estate,
Malpas, Cheshire, SY14 8LU

Telephone Number: 01948 820 200

If the person is unable to manage the crisis, the person below will succeed in management:

Name: John Barlow

Telephone Number: 01948 822 131

Alternative Number: 07740 590 012

Email: john@barlowsuk.co.uk

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Plan to stay in business

The following natural and man-made disasters could impact our business:

- Fire/Arson
- Storms
- Floods
- Pandemic
- Terrorism

Emergency planning team

The following people will participate in emergency planning and crisis management:

- David Barlow
- Richard Sands
- Christine Haycocks
- Pauline Elsley

We plan to co-ordinate with others

The following people from neighbouring businesses and our building management will participate on our emergency planning team:

- Barlows (UK) Ltd
- Barlows Alarms Ltd

Our critical operations

The following is a prioritised list of our critical operations, staff and procedures we need to recover from a disaster:

Operation	Staff in Charge	Action Plan
Delivery of Apprenticeship Standards in Electrical	David Barlow – Director Richard Sands – Centre Co-ordinator	Move business to adjacent building (Barlows UK Ltd, Unit 2 Clifford House, Hampton Heath Industrial Estate, Malpas, Cheshire, SY14 8LU)
Delivery of practical and theoretical components of the 5357-03 Electrotechnical Qualification	David Barlow – Director Richard Sands – Centre Co-ordinator	Move business to adjacent building (Barlows UK Ltd, Unit 2 Clifford House, Hampton Heath Industrial Estate, Malpas, Cheshire, SY14 8LU)

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Suppliers and Contractors

Company Name:	Barlows Supplies Ltd
Address:	Unit 1 Clifford House, Hampton Heath Industrial Estate, Malpas, Cheshire, SY14 8LU
Telephone:	01948 822 123
Email:	supplies@barlows-electrical.com
Contact Name:	Tim Clarke
Materials/Service Provided:	Electrical goods and accessories

If this company experiences a disaster, we will obtain supplies/materials from the following:

Company Name:	Newey & Eyre
Address:	Unit 20 Roscliffe Road, Ellesmere Port, CH65 3AS
Telephone:	0151 357 1757
Email:	ellesmereport.nande@neweyandeyre.co.uk
Contact Name:	Paul Dooley
Account Number:	105254393
Materials/Service Provided:	Electrical goods and accessories

Evacuation plan for Unit 1 Clifford House, Hampton Heath Industrial Estate, Malpas

- We have developed evacuation plans in collaboration with neighbouring businesses and building owners to avoid confusion or gridlock
- Exits are clearly marked
- We will practice evacuation procedures at least one a year

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If we must leave the workplace quickly

1. Warning system	Fire alarm sounders – we will test the warning system and record results weekly
2. Assembly site	Car park
3. Assembly site manager and alternate	David Barlow – responsibilities include roll call in accordance with register
4. Shut down manager and alternate	Richard Sands – responsibilities include check building is completely evacuated i.e. toilets, stores and workshop
5. Richard Sands is responsible for issuing all clear	

Communications

We will communicate our emergency plans with co-workers in the following way

- Email/text message/phone

In the event of a disaster, we will communicate with employers in the following way:

- Email/text message/phone

Cyber Security

To protect our computer hardware and software, we will:

- Ensure every device is protected with firewall centrally controls and anti-virus software

If our computers are destroyed, we will use back-up computers at the following location:

- Unit 2 Clifford House, Hampton Heath Industrial Estate, Malpas, Cheshire, SY14 8LU

Records Back-up

- Rob Lewis is responsible for backing up our critical records including payroll and accounting systems
- Back-up records including a copy of this plan, site maps, insurance policies, bank account records and computer back-ups are stored onsite at Unit 1 Clifford House, Hampton Heath Industrial Estate, Malpas, Cheshire, SY14 8LU.

Another set of back-up records is stored at the following off-site location

- Unit 1 Clifford house, Hampton heath Industrial Estate, Malpas, Cheshire, SY14 8LU
- We utilise virtual Cloud storage

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Training Delivery

Clifford College embraced remote learning during the recent challenging time of the pandemic and this is still an option. The following approaches would be used with our learners:

- Email/text/phone for contact
- Zoom meetings for support meetings, assessment meetings, reviews of progress and onsite observations
- Google Classroom for training delivery
- OneFile e-portfolio for uploading portfolio evidence, completed assessments and reviews of progress
- BKSb on-line platform for the development of English and maths

Transportation Needs

- Learners are transported to work places in Barlows (UK) Ltd company vehicles
- Older learners may have their own Barlows (UK) Ltd company vehicles
- Some Clifford College staff have company vehicles
- Other staff have their own vehicles

If our accounting and payroll records are destroyed, we will provide for continuity in the following ways:

- Back-up system at Unit 2, holds all back-up data
- Designated account staff take home encrypted back-up disc

Employee Emergency Contact Information

The following is a list of our co-workers and their individual emergency contact information:

- | | |
|----------------------|---------------|
| • David Barlow | 07824 711 411 |
| • Richard Sands | 07793 836 539 |
| • Christine Haycocks | 07483 078 948 |
| • Pauline Elsley | 07968 711 696 |
| • Derek Parton | 07779 132 939 |
| • Tom Pritchard | 07955 464 997 |
| • Leigh Buckley | 07921 057 089 |
| • David Barber | 07415 240 495 |
| • Laura Swift | 07730 588 599 |

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Annual Review

We will review and update this business continuity and disaster plan in February 2023.



Signed _____

Date: February 2022

David Barlow

Managing Director