



Saltash Town Council

Policy/Procedure:

Business Continuity Plan DRAFT

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	3	Approved by	
Date	March 2019	Date of approval	
Responsible Officer	Town Clerk/RFO	Minute reference	
Responsible Committee	P&F	Review date	As required

Version History			
Date	Version	Author/Editor	Comments
October 2015	1	Town Clerk	New Document
August 2016	2	Town Clerk	Updated
March 2019	3	RL/AJT	Updated

Review Record				
Date	Type of Review	Minute number	Summary actions of	Completed by

Business Continuity Plan

Index

Section	Section & Title	Page number
1	Introduction	3
2	Functions of Saltash Town Council	3
3	Business risks analysis	3/4/5
4	Responsibilities	5
5	Insurances	5
6	Key holders and Main contacts list: -	5/6

Distribution

1.	Reception Notice Board (hard copy)
2.	Town Clerk
3.	Mayor
4.	Line Managers
5.	Electronic copy backed up on the server

1. Introduction:

This plan has been developed to assist in minimising the effects of any potential major disruption and to facilitate the recovery or replacement of Saltash Town Council accommodation and services.

A major disruption is defined as a significant incident which threatens personnel, buildings or the operational structure of the businesses involved and requires special measures to be taken to restore things back to good working order.

2. Functions of Saltash Town Council:

The Guildhall houses the Saltash Town Council offices from where the day to day administration of the town council is undertaken, this includes regular council meetings.

The Guildhall also provides accommodation on a casual hire basis for community groups, public and private hire functions. Some of these are regular scheduled bookings.

To act as a community care and accommodation building in the event of a civil emergency.

Specifically, the Guildhall is designated as an emergency accommodation centre in the event of a disaster at the Saltash Bridge or tunnel.

Saltash Town Council also has public and staff responsibility for Churchtown Cemetery, Saltash Library and staff responsibility for Belle Vue Finance Office, Longstone Depot and the Waterfront Wardens Office.

3. Business Risk Analysis:

The following are recognised as potential risks for the establishments listed above.

- Fire
- Gas leak/explosion
- Loss of mains electrical power
- Loss of Communications (Broadband / Telephones)
- Flooding (Environment agency indicate no risk)
- Damage to Asbestos Containing material

Business risk	Impact	Likelihood	Mitigation strategy	Contingency
<p>Fire.</p> <p>Damage to part of or loss of the building.</p> <p>Loss of life.</p>	High	Unlikely	<p>Provision of fire detection and centrally monitored alarm systems, firefighting equipment.</p> <p>Fire Risk Assessment reviewed and updated regularly.</p> <p>Cancel bookings and meetings.</p>	Hire alternative accommodation and equipment to continue council functions and meetings.
<p>Gas leak</p> <p>Loss of heating and hot water facilities.</p>	Low	Unlikely	<p>Annual inspection of equipment by gas safe registered contractor.</p> <p>Cancel bookings and meetings.</p>	<p>Provide alternative means of providing heating & hot water.</p> <p>Call out arrangements with Contractor</p>
<p>Loss of main electrical power (long term).</p> <p>Loss of heating, lighting, communications and alarm systems. Inability to use the building safely during the hours of darkness.</p>	Medium	Unlikely	<p>Internal fault:</p> <p>The electrical system is inspected and tested every 5 years by competent contractors.</p> <p>External fault:</p> <p>Contact with utility provider to provide information. Cancel bookings and meetings.</p> <p>Cancel bookings and meetings.</p>	Hire alternative accommodation to continue council functions and meetings.

<p>Loss of communications (Broadband/ telephones). (Long term)</p>	<p>Low</p>	<p>Unlikely</p>	<p>Electronic data backed up on line and accessible from other locations. Use of mobile phones for communications.</p>	<p>Alternative accommodation hire with broadband access. Use of mobile phones and laptops.</p>
<p>Damage to Asbestos containing material - release of fibres contamination of affected area.</p>	<p>High</p>	<p>Unlikely</p>	<p>Asbestos register maintained, annual inspections for damage and deterioration, contractors are informed prior to undertaking any work in the building. A complete copy of the register and survey is held by the Grounds and Premises Warden and the Consultant Surveyor.</p>	<p>Initial evacuation of premises. Advise the Consultant Surveyor, H&S consultants & contact specialist asbestos removal contractors to undertake air testing and decontamination. Hire alternative accommodation as necessary.</p>

4. Responsibilities:

The Town Clerk will take the lead in the event of a major disruption advising the Mayor and summoning additional resources/personnel as required.

5. Insurances:

Saltash Town Council has insurance that covers employer's liability, public liability and risks to buildings a content. Full insurance details are held at the Guildhall.

6. Key/Alarm Fob holders contact list:

Saltash Town Council maintain a Key/Alarm holder contact list that is held internally and by the alarm monitoring company and police.

Main contacts list:

Function	Company	Contact number (s)
Gas		
Mains supply	National Gas Helpline	0800 111999 Emergency
Gas Safe Contractor	Jackman Peckover	01752 727999
Electric		
Mains supply	Western Power Distribution	105 Emergency
Electrical contractor	Powerline	01752 848148
Water		
Mains supply	South West Water	0344 3462020 Emergency
Plumber	Cormac	01872 324350 Emergency
Insurance		
Insurance Company	WPS	01752 675470 (Steve Harvey Direct Number)
Health and Safety		
H&S Consultant	Ellis Whittam	0845 226 8393
HSE	HSE	01752 276300
Maintenance contractors		
Fire alarm	AGS	01752 848558
Fire extinguishers	Chubb	0844 8791666 / 0344 8791739
Building Consultant	Geoff Peggs	01752 847706 / 07712 797887
Air Conditioning	Cube Services	01752 696547
IT Assistance	IRQ	07801 930486
Broadband and Landlines	Efficient Comms Ltd	01752 696967