



# Saltash Town Council

Policy/Procedure:

Business Continuity Plan 2020/21 DRAFT

Date of Adoption:

04.04.2019

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

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## Business Continuity Plan

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### 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, Waterfront Wardens Office and the Station Building to be operational in 2020.

## 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

<b>Business risk</b>	<b>Impact</b>	<b>Likelihood</b>	<b>Mitigation strategy</b>	<b>Contingency</b>
<p><b>Fire.</b></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><b>Gas leak</b></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 &amp; hot water.</p> <p>Call out arrangements with Contractor</p>
<p><b>Loss of main electrical power (long term).</b></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><b>Loss of communications</b> (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><b>Damage to Asbestos containing material -</b> 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 <u>Grounds and Premises Warden Service Delivery Manager</u> and the Consultant Surveyor.</p>	<p>Initial evacuation of premises.  Advise the Consultant Surveyor, H&amp;S consultants &amp; 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 Chairman of Personnel 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)
<b>Gas</b>		
Mains supply	National Gas Helpline	0800 111999 Emergency
Gas Safe Contractor	Jackman Peckover	01752 727999
<b>Electric</b>		
Mains supply	Western Power Distribution	105 Emergency
Electrical contractor	<a href="#">PowerlinePyramid</a>	<a href="#">07828492597</a> <a href="#">01752 848148</a>
<b>Water</b>		
Mains supply	South West Water	0344 3462020 Emergency
Plumber	Cormac	01872 324350 Emergency
<b>Insurance</b>		
Insurance Company	<a href="#">ZurichWPS</a>	<a href="#">01243 832116</a> <a href="#">01752 675470 (Steve Harvey Direct Number)</a>
<b>Health and Safety</b>		
H&S Consultant	<a href="#">MoorepayEllis Whittam</a>	<a href="#">Health and Safety Advice Line 0345 073 0240 Option 1_0845 226 8393</a>
HSE	HSE	01752 276300
<b>Maintenance contractors</b>		
Fire alarm	<a href="#">AGSASG</a>	01752 848558
Fire extinguishers	Chubb	0844 8791666 / 0344 8791739
Building Consultant	Geoff Peggs	01752 847706 / 07712 797887
Air Conditioning	Cube Services	01752 696547

<u>IT, Broadband and Landlines IT Assistance</u>	<u>IRQ</u> <del>IRQ</del>	<u>07801 930486</u> <u>079 705 12349</u> <del>07801 930486</del>
<u>IT, Broadband and Landlines Broadband and Landlines</u>	<u>IRQ</u> <del>Efficient Comms Ltd</del>	<u>07801 930486</u> <u>079 705 12349</u> <del>01752 696967</del>

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