

## **Business Continuity**

### Business Continuity risks

There are a number of circumstances in which the Trust's ability to function normally might be unexpectedly disrupted or threatened, including:

- Significant levels of unplanned absence – eg as a result of a 'flu epidemic' / virus
- Loss of key personnel
- Civil disruption
- Loss of access to the office

### Mitigation

We have various things in place to help mitigate the impact of any Business Continuity issue, including:

- Core tasks register [available online via the Trust's Office365 subscription - <https://www.office.com/>; as well as staff, Ash Whitney has access details; his contact details are below]
- Staff have contacts for the Chair, colleagues, consultants, and other key personnel; Ash Whitney also has access to the list
- All IT records are backed up electronically and can be accessed remotely
- Insurance

These procedures are circulated annually to all Trustees and staff.

### In case of emergency

Should a disaster occur, the safety of staff must always be the over-riding consideration. Thereafter (but only thereafter), the priority is to minimise disruption as far as possible and take steps to return the Trust to normal functioning as fast as possible.

In the case of immediate danger (such as fire in an office building), staff should take immediate action, such as evacuating the building immediately. In other emergencies (where immediate action may not be required), the most senior member of staff available is responsible for determining the most appropriate course of action. If the Director can not readily be contacted, the most senior person available should take control.

In the case of a security threat, staff should follow the advice of the Emergency Services on the ground. If the threat is immediate, as per the current Government advice:

- RUN to a safe place, do not surrender or negotiate;
- if there is nowhere to go, HIDE, turn your phone to silent and turn vibrate off. Barricade yourself in if you can;
- only when it is safe to do so TELL the police by calling 999.

Where an emergency has occurred, the Chair of Trustees, and where relevant the Director, should be informed of the situation, and any action taken, at the earliest opportunity.

### Maintaining business continuity

Where the Trust's ability to function normally has been compromised or is threatened, a business continuity plan should be put together, focusing on minimising the adverse impact on the Trust's activities and ensuring a return to normal as far and as quickly as possible. The plan should refer to the core tasks register and should also consider who, if anyone, from outside the Trust should be informed about the situation (such as the Palace and key stakeholders within the correctional services) and if so how this should be done.

If the Director is not available to take overall control of the planning process, the next most senior member of staff available should take the lead on this. In either case, the plan should be put together in consultation with the Chair of Trustees, who should also be kept up to date with developments throughout.

### Annual review

These procedures should be reviewed by Trustees annually as part of the overall risk management process.

**Simon Shepherd**

Director

July 2025

### Key Contacts

In case of emergency, the following contact information should be used.  
Simon, Andrew and Ash have access to the full list of consultants & key personnel;  
Andrew & Ash have full access to the Trust's passwords.

*[Contact details removed from this shared version of the document; contact info for the below is held securely by the Trust.]*

**Michael Spurr**, Chair

**Simon Shepherd**, Director

**Andrew Skilton**, Operational Consultant

**Ash Whitney**, Office & Website Consultant