



Critical Incident and Continuity Policy

Document title:	Critical Incident and Continuity Policy
Audience:	All Bradford college staff, students, governors, external partners, visitors, contractors and sub-contractors, members of the public
Version:	1.3
Approved by:	SLT
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Document Owner	Director of People Services

Revision history

Version	Type (e.g. replacement, revision etc...)	Date	History (reason for changes)
1.1	New template	June 2021	New template
1.2	Revision	December 2022	Update
1.3	Revision	August 2024	Update of policy and procedure

Monitoring and review

This policy will be reviewed by the SLT every 3 years or earlier if changes are required.

Critical Incident and Continuity Policy

Purpose of the Policy

The purpose of the policy is to ensure in that in the event of a critical incident there are adequate controls, systems and procedures in place to effectively control those events, conditions and situations that threaten the health and safety of employees, students and other persons on site at the time of the incident.

This policy covers both incidents on and around the college campus and offsite activities (eg, student trips, staff attending offsite-events) and needs to consider both normal college opening hours and out of hours cover.

The college will:

- Ensure there is effective management of any incidents and the control of associated health and safety risks by establishing a **Critical Incident Management Team** that will be led by the Senior Leader responsible for Health and Safety (currently the Director of People Services). Membership of the group will be relevant to the incident at the time.
- At all times seek to remain open as much as possible in a risk assessed and safe way.
- Ensure that the safety of students, staff, contractors and visitors remains paramount.
- Ensure that in the event of an incident:
 - Appropriate authority will be given/taken by the public body (HSE, Police, Fire, etc) where necessary.
 - That all statutory compliance and reporting will be undertaken
 - In relation to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR); and
 - The Health and Safety Executive (HSE).
 - Any decision to close the college or campus building, delay a start or otherwise will be made by the Director of People Services of the college or a member of the Senior Leadership Team in their absence.
 - Any decision to close the college will be communicated as promptly and as widely as possible.
 - Communication to external stakeholders will be carefully managed and led by the Vice Principal Recruitment and Communications of the college or a member of the Senior Leadership Team in their absence.
- Ensure that the it keeps up to date with relevant government policies and practice.
- Ensure that scenario training and exercises will be undertaken on a regular basis to ensure the college is prepared in the event of a real incident.

Incidents covered in the policy (but not limited to) are:

- Fire including arson
- Bomb scare or other threat
- Armed intruder (knife, gun or improvised weapon)
- Violent attack
- Hostage situation
- Cyber attack
- Serious accident (including serious injury, death and suicide)
- Explosion
- Serious chemical spillage or external environmental event

- Flooding
- Pandemic, epidemic or other illness that threatens the normal operations of the college
- Building failure

Linked Policies

Health and Safety policy

Communications policy

Student Attendance policy

Teaching, Learning and Assessment policy

Exam Contingency policy (JCQ)

Linked Procedures

Critical Incident and Continuity Procedure

Linked Guidelines

<https://www.gov.uk/government/publications/school-and-college-security/school-and-college-security#health-and-safety-law>