



# Adult Training Network (ATN)

## Business Continuity Plan/Risk Management Policy and Procedures

### 1 Introduction

This Policy Standard sets out the detailed requirements and minimum levels of achievement necessary to manage the risks that are inherent in delivery of ATN programmes.

Management System: We manage the risks associated with our activities and minimise the impact of undesired and unexpected events and ensure that there is a business continuity plan in the event of disaster.

Taking and managing appropriate levels of risk is an integral part of all our business activities. Risk Management, performed rigorously and comprehensively, creates stability, contributes to profitability and is a key element of sustainability and reputation management.

### 2 Objectives and Commitment

ATN is committed to implementing appropriate strategies and processes that identify, analyse and manage the risks associated with our activities as a means of minimising the impact of undesired and unexpected events on our business activities. We will therefore:

- identify business and organisational objectives that reflect the interests of all our stakeholders;
- identify the threats to the achievement of these objectives;
- control and manage our exposure to risk by appropriate risk reduction and mitigation actions;
- regularly review our exposure to all forms of risk and reduce it as far as reasonably practicable or achievable;
- apply robust risk management processes as part of a wider management system;
- educate and train our managers in risk management;
- regularly review the risks we face as a result of our business activities and of the business and economic climate in which we operate;
- identify cost effective risk treatment options;

- identify and regularly measure key risk indicators and take appropriate action to reduce our risk exposure;
- regularly review our key risk controls to ensure that they remain relevant, robust and effective

### **3 Physical Security**

ATN's main entrance is secured by the iron shutters and has an Alarm system which is connected to the security company and managed by the Landlord. Staff members are assigned key cards that allow access to the building and authorized rooms. Key card access can be electronically revoked if they are lost or if they are not returned at the end of a card-holders employment.

All sensitive data is locked in the filing cabinets which are appropriately labelled and the Centre Manager has the keys for the same.

### **4 Procedure to identify and resolve faults (IT Infrastructure)**

- Once a fault is reported or identified the fault is investigated by the IT Support Team.
- A Written report is made out to the Centre Manager (Kamaljit Kaur) and the Director (Sarjeet Singh) reporting the fault and if there was an identifiable cause. The report also states how the issues were resolved or if the issues need to be escalated (i.e. funding needs allocating).
- If the issues are escalated management will take recommendations on how to resolve the issues and act accordingly.
- Once management has taken the appropriate action the fixes will be implemented by the IT Support Team.

### **5 Principles and Implementation**

In all business areas, managers will carry out risk assessments regularly to ensure business continuity, record the findings and take appropriate management actions in a timely fashion. Risk reviews will specifically address business, operational, financial and reputational risks as well as risks covered by Health and Safety and Environmental Protection legislation

In particular, the following activities will be undertaken:

- comprehensive risk assessment performed during proposal development;
- integrated contract and risk management processes;
- regular review and update of risk register;
- preparation of contingency plans for high risks;
- early identification of emerging risks and initiation of risk reduction or mitigation action

Where appropriate, managers may need to consider specialist advice for areas such as:

- health and safety;
- environmental protection;
- fire and security;
- disaster recovery;
- safety-critical systems and operations;
- insurance;
- media/public relations

Alternative existing ATN premises have already been identified to mitigate against disaster e.g. flood, IT systems failure, terrorism, fire etc. These premises will be used in the event of a disaster and will be the springboard for disaster recovery.

These premises are as follows:

- ATN Hillingdon  
1<sup>st</sup> Floor  
Warley Chambers  
Warley Road  
Hayes  
Middx, UB4 0PX
- ATN Hertfordshire  
Room F25,  
Business Technology Centre  
Bessemer Drive  
Stevenage  
SG1 2DX

Revised on the 01/04/18

Date of next review: 01/04/19

*S Singh Gill*

S Singh Gill

Director