Business Continuity Plan

Purpose
To ensure Alpha Training can continue operating and recover quickly in the event of an emergency or disruption, safeguarding the welfare of learners, staff, and visitors.

Scope
This policy applies to all Alpha Training sites, activities, staff, learners, and visitors. It covers both short-term incidents (e.g. power failure) and longer-term disruptions (e.g. pandemic, building closure).

Responsibilities

- **Senior Management** – oversee the plan, coordinate responses, and ensure resources are in place.
- **Staff** – follow emergency procedures and assist in minimising disruption.
- **Health & Safety Officer** – review risks and update the plan annually.

Procedures

1. Identify critical activities and resources required to deliver them.
2. Maintain up-to-date contact lists for staff, learners, and emergency services.
3. Establish alternative arrangements for teaching, such as remote learning, if premises are inaccessible.
4. Ensure data backups are in place and tested regularly.
5. Conduct annual drills for relevant scenarios (e.g. evacuation, lockdown).

Monitoring & Review

- Review plan annually or after any major incident.
- Keep records of all drills and real incidents.

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