



*Great Britain Wheelchair
Basketball Association*

Business Continuity Plan

Date: February 2010

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1 Introduction

Aim of this Plan

To prepare this business to cope with the effects of an emergency.

Objectives

- To define and prioritise the Critical Functions of the Great Britain Wheelchair Basketball Association (GBWBA).
- To analyse the emergency risks to the Governance of wheelchair basketball.
- To address the needs in the risk assessment to limit risk.
- To detail the agreed response to an emergency.
- To identify Key Contacts during an emergency.

Risk

This document should be read with the GBWBA Risk Management Plan and be used as a guideline for managing the risk and process to ensure the business of the Great Britain Wheelchair Basketball Association continues in the event of a failure in the daily running of the Association.

A Risk is anything that can jeopardize the business of GBWBA from taking place in a focussed, productive and continuous manner.

A Risk can be categorised / addressed in several ways:

Accepted. If the potential impact from a risk is deemed to be sufficiently small i.e. loss of a computer mouse or video camera, or the risk to be sufficiently improbable i.e. the GBWBA being held ransom by aliens, then the risk may be accepted by the GBWBA and no further action needs to be taken.

Removed. Here action is taken which negates the cause of the risk and thereby removes the risk altogether.

Reduced. Actions are taken to reduce the risk to a level where the impact from a risk, should it materialise, becomes acceptable to the GBWBA i.e. the impact is low enough that it does not affect normal operations.

Transfer. Here the impact from a risk is transferred to somewhere other than the GBWBA. An instance of this would be insurance, whereby the impact from a risk i.e. Fire within the Loughborough offices, is transferred to another person or group, the insurance company, in exchange for a fee or service.

2 Risk Analysis and Measures

Risk importance = probability of occurrence x severity of impact. 1=Low, 2=Medium, 3=High

Ref.	Date	Summary of Risk	Probability of occurrence	Severity of impact	Pxl	Countermeasures	Risk Status
Personnel							
1	08.02.10	Loss of critical staff through illness, death, resignation or dismissal.	2	3	6	Staff share roles and meet on a regular basis to enable cover where necessary. The board have proven their ability to step in at the loss of a member of staff.	Reduced
2		Theft or fraudulent actions by members of staff.	1	3	3	Communication with outside media and agencies restricted to CEO and Chairman. Suspend member of staff/undertake disciplinary process. Policies in place to guide staff.	Reduced
3		Inability to maintain records of sport activities.	1	2	2	Data is held in both paper and electronic format and archives are kept for records up to seven years. All passwords and systems are accessible by the Chief Executive and IT company. Staff are designated to the role of recording data. Volunteer held data is minimal and fines are in place when results are not sent in a timely manner.	Accepted
4		Inefficiency of staff through lack of training and progression.	1	2	2	Gaps in provision are identified at a regular basis by the Management and Finance Group and Chief Executive. Staff meetings are used to identify gaps and training is budgeted in all staff budgets.	Reduced
5		Executive member resigns	2	2	4	Secondment possible if the role is needed to be replaced. The loss of a senior member would require the sharing of roles.	Reduced
6		No Confidence in Board is passed at EGM	1	3	3	The Chief Executive officer would need to work closely and quickly with the incumbent board to ensure the activities of the board are known. UK Sport and Sport England would be required to assist in the briefing of new board members and their requirements.	Reduced
7		Short term pregnancy/leave/illness of staff	2	2	4	Staff work closely together in all fields and this cover may be met by temporary administration staff supporting the roles of those who undertake extra work.	Accepted
8		Preventative requirements due to epidemic	1	3	4	Work undertaken at home with laptops	Accepted
9		Member of staff brings sport in to disrepute	1	3	4	Communication with outside media and agencies restricted to CEO and Chairman. Suspend member of staff/undertake disciplinary process.	Reduced
10		High profile players bring sport in to disrepute	3	3	9	Communication with outside media and agencies restricted to CEO and Chairman. Educate players to avoid incidents and impress upon them that they are in a team.	Reduced

Ref.	Date	Summary of Risk	Probability of occurrence	Severity of impact	Pxl	Countermeasures	Risk Status
Location							
1	08.02.10	Loss of Location	1	3	3	As we rent from Loughborough University we would set a base in a suitable facility with web access at the University. Staff have ability to work from home.	Transfer
2		Fire, Burglary, Vandalism	1	3	3	As above. Back-up of all data is kept off site.	Transfer
3		Failure to pay Rent / lease.	1	3	3	Negotiation with University and funding bodies in the first instance to develop a plan for the departure from the office. Reserves are maintained to cover such eventualities.	Accepted
4		Cancellation of lease or rental agreement by location owner or agents.	1	3	3	Staff work from home whilst CEO identifies new location in the locality. Data access can be remote.	Accepted
5		Loss of data.	2	3	6	All data is stored in a back-up system off site.	Accepted
6		Expansion of organisation with no additional space.	1	3	4	Remote staffing is allowed within GBWBA and part time staff would enable hot-desking.	Accepted
7		Flood	1	2	3	As we rent from Loughborough University we would set a base in a suitable facility with web access at the University. Staff have ability to work from home.	Transfer
8		Inability to reach office – snow, disaster, etc.	2	2	4	Work from home, remote access to server.	Accepted

Ref.	Date	Summary of Risk	Probability of occurrence	Severity of impact	Pxl	Countermeasures	Risk Status
IT Infrastructure							
1	08.02.10	Loss of whole IT Infrastructure	1	3	3	Back up kept off site . Microtrading are on a lease with GBWBA. All data transferred to laptops purchased at staples or similar good retailer. Use the reserves and claim on insurance.	Reduced
2		Loss through fire, theft or vandalism	2	3	6	Back up kept off site . Microtrading are on a lease with GBWBA. All data transferred to laptops purchased at staples or similar good retailer. Use the reserves and claim on insurance.	Reduced
3		Full failure due to equipment failure.	1	3	3	Back up kept off site . Microtrading are on a lease with GBWBA. All data transferred to laptops purchased at staples or similar good retailer. Use the reserves and claim on insurance.	Reduced
4		A full scale failure to take place over several sites.	1	3	3	Back up kept off site . Microtrading are on a lease with GBWBA. All data transferred to laptops purchased at staples or similar good retailer. Use the reserves and claim on insurance.	Reduced
5		Full failure due accidental or malicious actions by staff.	1	2	2	Back-up system available and Microtrading can support us to reinstate data.	Reduced
6		Internet drops out	3	1	3	Contact Loughborough University/ Microtrading. Work from home if required.	Accepted
7		Powercut	2	1	2	Contact Loughborough University. Work from home if required with telephone system as it is VOIP.	Accepted

Ref.	Date	Summary of Risk	Probability of occurrence	Severity of impact	Pxl	Countermeasures	Risk Status
Data							
1	08.02.10	Breach of confidentiality.	1	3	3	Back up systems in place along with an appropriate code of conduct and disciplinary procedure if required.	Reduced
2		Validity of data.	2	1	2	Checks within the database system will reduce the number of human errors possible.	Accepted
3		Lack of availability.	1	1	1	Data retained in paper copy for back-up. Data also stored on back-up.	Removed
4		Lack of knowledge to retrieve data.	1	1	1	Numerous staff trained how to access data on the server to support each other.	Removed

Ref.	Date	Summary of Risk	Probability of occurrence	Severity of impact	Pxl	Countermeasures	Risk Status
Money							
1	08.02.10	Fraud.	1	3	3	Fraud prevention policy in the financial guidelines. Two signatories for cheques etc. CEO and/or Chairman to communicate with the media and membership.	Reduced
2		Loss of funding for staff.	1	3	3	Reserves in place for short term solution and the CEO would work with the Board to support staff and take on roles.	Reduced
3		Contractual obligations with suppliers and sponsors not honoured	2	2	4	Re-working of budgets and obligations to reflect the situation. Insurance in place for major activities such as the World Championships.	Reduced
4		Financial records may be lost	1	3	3	Back-up kept offsite.	Removed
5		Funding from Sports Council ceases	1	3	3	It is anticipated that enough notice would be given to deal with this situation. In the meantime additional funding is being sought.	Reduced
6		Funding from sponsors ceases	1	3	3	It is anticipated that enough notice would be given to deal with this situation. In the meantime additional funding is being sought.	Reduced
7		Loss of staff with funding/sponsorship resp.	1	2	2	It is anticipated that enough notice would be given to deal with this situation. In the meantime additional funding is being sought.	Reduced

Ref.	Date	Summary of Risk	Probability of occurrence	Severity of impact	Pxl	Countermeasures	Risk Status
Other Assets							
1	08.02.10	Theft of items.	2	2	4	Insurance in place to cover major items. Smaller items will be replaced from contingency within the budgets.	Reduced
2		Misuse.	2	2	4	Insurance in place to cover major items. Smaller items will be replaced from contingency within the budgets. Training given to all staff and volunteers with equipment. Service Level Agreements in place with the loan of equipment.	Reduced
3		Vandalism.	2	3	6	Insurance in place to cover major items. Smaller items will be replaced from contingency within the budgets.	Reduced

3 Distribution List

No.	Name	Location	No.	Name	Location
001	Charlie Bethel	Staff, Head Office	016	Stephen Spilka	Trustee, Offsite
002	Denise Hartley	Staff, Head Office	017	Jean Stone MBE	Trustee, Offsite
003	Joanne Richards	Staff, Head Office	018	Zbigniew Micek	Trustee, Offsite
004	Robbie Davy Cripwell	Staff, Head Office	019	Stewart Pimblett	Trustee, Offsite
005	Tina Gordon	Staff, Head Office/Offsite	020	Jeremy Strange	Trustee, Offsite
006	Jay Popat	Staff, Head Office	021	Susan Conroy	Trustee, Offsite
007	Helen Goss	Staff, Head Office	022	Alan Caron	Trustee, Offsite
008	Stephanie Gagne	Staff, Head Office	023	John Mansell	League Secretary, Offsite
009	Kim Wall	Staff, Head Office	024	David Jeacock	Solicitor, Offsite
010	Murray Treseder	Staff, Head Offsite	025	Mike Beckinsall	Auditor, Offsite
011	Garry Peel	Staff, Head Offsite	026	Andy Sweeney	Loughborough University, Offsite
012	Haj Bhanja	Staff, Head Offsite			
013	Sinclair Thomas	Staff, Head Offsite			
014	Malcolm Tarkenter	Trustee, Offsite			
015	Paul Hudson	Trustee, Offsite			

If you have any suggested changes to this plan, please notify

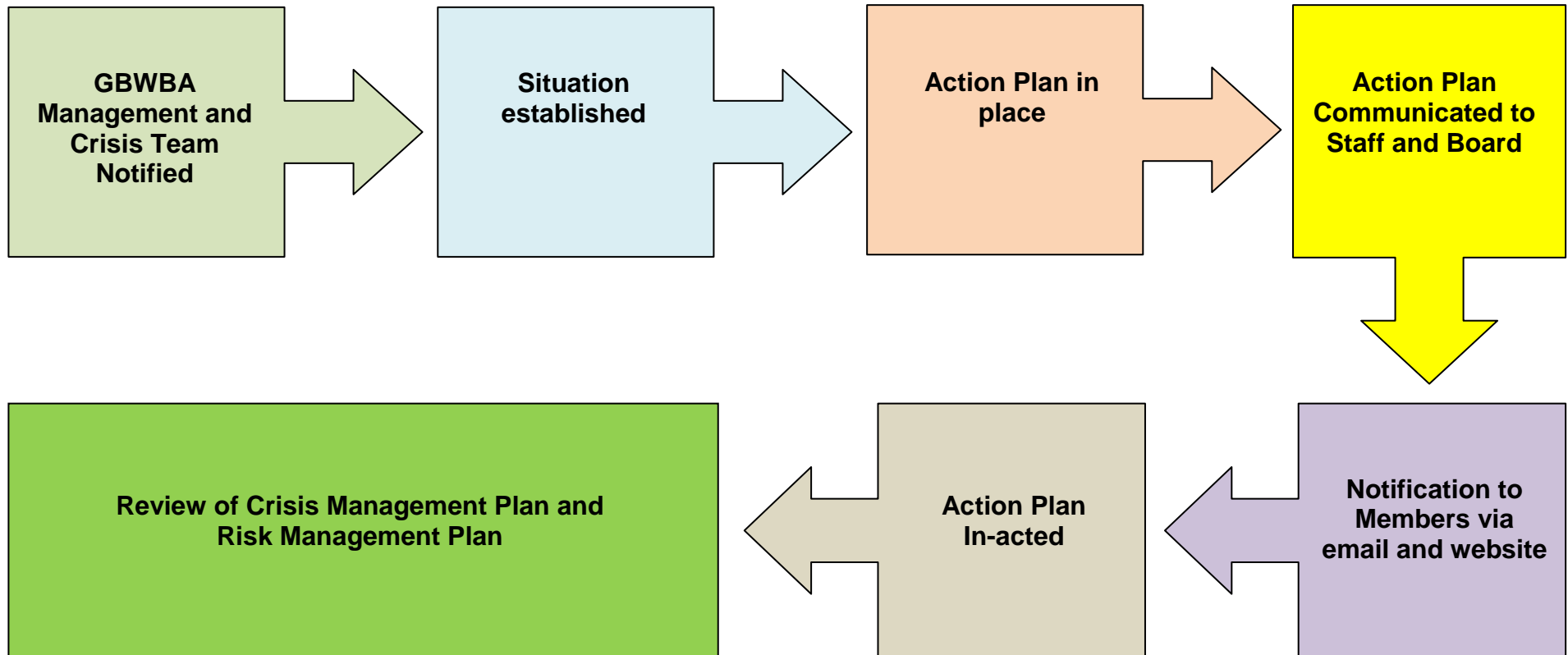
Charlie Bethel, Chief Executive or Malcolm Tarkenter, Chairman

4 Crisis Management Team

Contact	Office Number	Mobile Number	Useful information
Charlie Bethel	07748 668395	07900 957192	Chief Executive
Stephen Spilka	01354 695560		Secretary and Treasurer of WCP
Malcolm Tarkenter	07970 525 485		Chairman
Denise Hartley	01509 279900		Finance and Membership Manager
Helen Goss	01509 279900	07947296451	Most local member of staff
Jay Popat	01509 279900	07506642718	First Aid – Member of Staff
Andy Sweeney-Landlord	01509 263171		Email – a.s.sweeney@lboro.ac.uk
David Jeacock	01793 854111		Solicitor
Andrew McLellan	0121 784 0077		Micro Trading – IT Support

5 Crisis Communication Plan (Major incident)

Crisis communicated to Chief Executive / Chairman



6 Templates

Emergency Response Checklist For use during an emergency

- Start a log of actions taken:
- Liaise with Emergency Services:
- Identify any damage:
- Identify Functions disrupted:
- Convene your Response / Recovery Team:
- Provide information to staff:
- Decide on course of action:
- Communicate decisions to staff and business partners:
- Provide public information to maintain reputation and business:
- Arrange a Debrief:
- Review Business Continuity Plan: