Paradigm Arts Business Continuity Plan
(Academic Year 2023 - 2024)

GENERAL INFOMRATION	
BUSINESS NAME	Paradigm Arts Limited
BUSINESS ADDRESS	21 St Catherines Grove, Lincoln, LN5 8NA
DATE	15/09/26
PREPARED BY	R Pitman

Scope & Objectives

The purpose of this Business Continuity Plan is t have an executable plan for Paradigm Arts Limited in case of an emergency

The BCP will be triggered in the event of:

- An epidemic, pandemic or disease
- A natural disaster
- A technology issue including but not limited to a data breach or cybersecurity attack

Business Function Priorities in Event of an Epidemic, Pandemic or Disease

An epidemic, pandemic or disease would impact the business functions in the following ways:

Service Delivery
Impact on function:

Disruptions would negatively impact our customers and their ability to receive our services

Recovery Procedure: Cease all activity until guidance provides scope for them to resume safely

Resource Requirements: Communications equipment including laptop, email & phone

Staff
Impact on function:

- It could be physically unsafe for staff too come and go from workplace e.g. by using public transport
- Staff may have increased care/family responsibilities due to school closure or sick family members
- Staff may leave their jobs because of potential and actual safety concerns and/or incidents
- Staff may experience personal trauma such as death or sickness of family members as a direct result of the epidemic/pandemic/disease
- It is necessary for customers to be in close physical contact with staff which could be physically unsafe

- There are no or few procedures to conduct self-inspections to identify hazards that could result in the disease spreading (e.g. regular Heath and safety checkups conducted)

Recovery Procedure: Cease all deliverable activity and communicate clear guidance to clients and staff on the management of critical resources impacted by disruption
Resource Requirements: Communications equipment including laptop, email & phone

BUSINESS FUNCTION PRIORITIES IN EVENT OF A NATURAL DISASTER

A Natural Disaster would impact the business function in the following ways:

Service Delivery

Impact on function: all activity ceases in affected areas

Recovery Procedure: Cease all activity until guidance provides scope for them to resume safely

Resource Requirements: Communications equipment including laptop, email & phone

Staff
Impact on function: Staff unable to deliver activity

Recovery Procedure: Cease all activity until guidance provides scope for them to resume safely

Resource Requirements: Communications equipment including laptop, email & phone

BUSINESS FUNCTION PRIORITIES IN EVENT OF A TECHNOLOGY ISSUE

A cyber attack or issue with technology would impact the business function in the following ways:

Service Delivery

Impact on function: temporary inability to deliver services for clients

Recovery Procedure: Immediate replacement of affected equipment

Resource Requirements: Purchase of new equipment e.g. laptops, cameras, hard drives

Staff
Impact on function: Minimal impact short term disruption to deliverable activity

Recovery Procedure: Immediate replacement of affected equipment

Resource Requirements: Purchase of new equipment e.g. laptops, cameras, hard drives

RECOVERY PLAN

1) Response Personnel

The recovery team is responsible for maintaining business continuity and acting upon this BCP to ensure minimal business disruption

Team Leader:

Rob Pitman

Email: rob@paradigmarts.co.uk

Role: Director

Responsibilities: full control of business and deliverable services

2) Relocation Strategy

A) Service Delivery Teams - With deliverable activities undertaken exclusively on remote sites which include schools, community centres and care homes, it is not required for Paradigm Arts to provision alternate locations. This action would be undertaken in consultation with clients to mitigate risks and any potential harm to staff or participants.
B) Details of Alternate Business Site - Paradigm Arts operates a flexible working policy with the use of laptops ensuring business can be conducted and service maintained throughout and without the need for alternate physical locations needing to be identified/secured

3) Communications

Internal Communications:

The staff member in charge of the internal communications on the current state of recovery is:

NAME	Email Address	Role
Robert Pitman	rob@paradigmarts.co.uk	Director

External Communications:

The staff member in charge of the external communications on the current state of recovery is:

NAME	Email Address	Role
Robert Pitman	rob@paradigmarts.co.uk	Director