The Glasgow School of Art
BUSINESS CONTINUITY AND MAJOR INCIDENT RESPONSE POLICY
April 2022

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Policy Control.

Title	Business Continuity and Major Incident Response Policy
Date approved	16 June 2022
Approving Bodies	Audit and Risk Committee and Board of Governors
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Supporting Policy	Business Continuity Plan and Major Incident Response Plans
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Date of Equality Impact Assessment	Tbc
Sources of information	York St John University Major Incident plan University of Stirling Business Continuity Management System Approaches to Business Continuity in Universities. Christopher Hale, Director of Policy, Universities UK BS25999 A frame work for resilience and success Higher Education Business Continuity group. (HEBCon). Emergency Management and Business Continuity in Higher Education

Introduction

The Business Continuity and Major Incident Response Plan provides a framework for managing the Glasgow School of Art's response to an event that poses a major threat to people, property, reputation or service delivery and which require special measures beyond the day to day to restore operations to normal.

Business Continuity and Emergency Management are separate but interrelated activities. Business Continuity is concerned principally with continuing the essential functions of the GSA during a Major Incident and Emergency Management is concerned with mitigating the immediate effects and where necessary protecting the health, safety and welfare of staff, students and visitors to the GSA.

Under the provisions of the Health and Safety at Work etc Act 1974, the GSA has a duty to ensure, so far as is reasonably practicable, the health and safety of its employees and non-employees, such as students and visitors.

Aim

To mitigate the impact of major incidents on the School's core business and to facilitate community recovery and the restoration of normal services.

Policy Statement

The GSA will:
1. Recognise, and where possible mitigate in advance, any threats to the business and function of the GSA.
2. Ensure that adequate and appropriate arrangements are in place to protect, so far as is reasonably practical, the health, safety and welfare of staff, students and visitors during a Major Incident. This applies to those taking place on the GSA premises and offsite.
3. Ensure, so far as is reasonably practical, the continuation of core functions and activities during a Major Incident.
4. Ensure that normal business is restored as soon as possible following a Major Incident
5. Ensure, so far as is reasonably practical, that no group or individual is disadvantaged by loss of service provision at the GSA as a result of a Major Incident.
6. Ensure that the provisions of the Equality Act 2010 are considered during the management of a Major Incident and as part of the recovery planning.
7. Appoint and train persons to take charge of Major Incident Management and Business Continuity.
8. Make available sufficient resources to restore the normal function of the GSA as soon as possible after a Major Incident.

There are four key elements to help achieve the objectives in the policy statement:
1. **Risk Management**. Recognising and mitigating threats in advance.
2. **Emergency Management**. Responding promptly to Major Incident.
3. **Business Continuity**. Being able to carry on essential functions during the disruption.
4. **Business Recovery.** Restoring normality as quickly as possible.

The details on how this is planned for and implemented at the GSA are contained within Parts 1 and 2 of the Business Continuity and Major Incident Response Plan associated with this Policy.