

Davidson Training UK Limited

Business Continuity Plan

Business Continuity Plan

Maintaining this document is the responsibility of:

Lorraine Bunyard (Managing Director)

This document will next be reviewed on: 01/02/2025

This document will be reviewed on an annual basis or as and when additional contingencies need to be implemented.

The following premises are covered in this document:

Unit 54, Towers Road, Globe Industrial Estate, Grays, Essex. RM17 6ST

Copies of this document can be found:

A copy is held outside the premises by both Directors

Aim

The aim of this plan is to prepare our business in the event of extended service outages caused by factors beyond our control and to restore services to the widest extent possible in a minimum time frame. To provide a reference tool for the actions required during or immediately following an emergency or incident that threatens to disrupt normal activities.

This Plan will also consider those incidents that will have a significant impact on the operation of our Apprenticeship provision following a major crisis or disaster or an event, and which creates the need for short-term closure or suspension of activity.

Continuity of learning is the continuation of education in the event of a prolonged company closure. It is a critical component of emergency management, as it promotes the continuation of teaching and learning despite circumstances that interrupt normal attendance for one of more apprentices.

An **emergency** is an actual or impending situation that may cause injury, loss of life, destruction of property, or cause interference, loss or disruption to normal Davidson Training operations to such an extent it poses a threat.

An **incident** is any event that may be, or may lead to, an interruption, disruption, loss and/or crisis.

The plan will ensure the continuation of Davidson Training by minimising the impact of any disruption on the service provided.

The plan will include an adequate level of detail is provided:

- To ensure a prepared approach to an emergency/incident.
- To facilitate an organised and coordinated response to an emergency / incident.
- To provide an agreed framework within which people can work in a concerted manner to solve problems caused by an emergency/incident.

Business Continuity Plan

Scope

The scope of this policy is to consider those incidents that will have a significant impact on the operation of Davidson Training UK Ltd following a major crisis or disaster or an event which creates the need for a short-term closure.

The plan will illustrate how to reduce the potential impact of an incident by being prepared to maintain services in the event of the:

- Loss or damage to your administrative capability
- Disruption to IT or telecommunications
- Fire
- Flood
- Vandalism
- Sabotage
- Theft
- Loss of confidential information/data protection issue/loss of IT/MIS
- Extortion
- Serious accident
- Serious assault
- Armed or dangerous intruder
- Bomb threat
- Notifiable disease
- Loss of key staff
- Serious adverse weather condition
- Localised utilities failure
- Industrial Action e.g., fuel crisis or cashflow issues
- Global Pandemic

In some instances, these incidents can be due to natural-causes such as severe weather, while in other cases, equipment failure, progressive deterioration or human error or involvement may be the cause. They have the potential to lead to the following losses, which are likely to have a major impact on the operation of Davidson Training UK Ltd. Loss of:

- Control
- Expertise
- Buildings
- Equipment
- Facilities
- Data
- Personnel
- Reputation
- Funding

The Davidson Training UK Ltd Continuity Plan ensures that there are limited and ideally no disruptions to the provision of our apprenticeship training and have set up the following arrangements to ensure this. The two main objectives of this Continuity Plan are: to avert or to minimise the effects of a disaster or disruption to bring Davidson Training UK Ltd apprenticeship delivery back into full operation with minimal disruption.

Business Continuity Plan

The plan will also help to identify actions that could be taken in advance of an emergency or incident to reduce the risk of it happening.

It presents an action plan that shall be implemented to deal with the immediate response to, and the post management of a major incident or short-term closure. It determines the roles and responsibilities of the individual managers involved.

Staff are asked to ensure that they read and understand the contents of this plan and to ensure that they remain aware of its contents in order to act accordingly should disaster strike the organisation.

Continuity of Apprenticeship Training

All Davidson Training UK Ltd staff, employers and apprentices are asked to ensure that they read and understand the contents of this plan and that they remain aware of its contents in order to act and respond accordingly.

Continuity of learning key considerations

Designing for Different Age Groups. Instructional design, programme design and plans for support will be aligned with the skill level of apprentices and the level of apprenticeship being studied.

Supporting System Training.

Training for staff, apprentices and employers on the use of continuity of learning systems to ensure true continuity and accessibility.

Tools to support the continuity of learning

Our apprenticeship training is delivered through a blended approach, and this provides a level of flexibility and several options to ensure the relevant training continues to be delivered to our apprentices. The methods of training include face to face delivery, virtual, directed and supervised learning activities, webinars, coaching, telephone coaching, set reading and feedback, work-based learning assignments and work-based assessments.

Face to face training can be delivered by other trainers which allows for contingency if there is sickness, holiday or incident which prevents a trainer reaching the training venue.

We have qualified and experienced trainers and assessors who are able to step-in at short notice.

The following list also includes a range of tools and modalities for facilitating distance learning, including those with no, some, or great levels of technological sophistication.

1. Instructional Packs. In advance of a prolonged closure absence, trainers and assessors can prepare hard copy instructional packs that apprentices may use at home to continue their learning. Hard copy pack may include worksheets; calendars or schedules of work to be completed; directions for projects, or written assignments; excerpts from textbooks or other reading materials; and sample assessments.

Eden Training may take two different approaches when developing packs:

- Generic packs that can be used at any point that promote apprentice learning according to level and subject-specific standards, or
- Unit-specific packs that are based on the planned curriculum and integrate with the apprentices' current learning at their workplace or off the job training.

Business Continuity Plan

2. Trainer and assessor Check-ins and Tutorials: A variety of technologies (telephone, email, Teams and Zoom) can be used to facilitate one-on-one or group interaction or lesson delivery between apprentices and trainers/assessors.
3. Telephone and Video Calling. Trainers and assessors can hold group and individual discussions, or teach lessons, with apprentices in a secure and private setting.
4. Email. Use existing email service provider to send, receive, and track messages. In the event this service provider is not operating, response teams can use other online systems that all quick distribution of multimedia content to a mass audience. There are a variety of free email services providers on the Web, including Google, Yahoo, and Hotmail, most of which support document sharing, scheduling and web chats.
5. Web Conferencing. A variety of free web conferencing services are available on the internet. Davidson Training will consider setting up an account for use in cases of emergency, when distance learning methods are needed, and may want to conduct workshops or learning sessions using one of these services for ease of use in the event of an emergency.
6. Social Media. Many apprentices, employers, and staff use social media on a daily basis, but it can also serve as a vehicle to send announcements about lessons, staff absences, and other information related to continuity of learning. Social media can be useful during both short- and long-term closures, particularly because they are easy to access on different devices, including mobile phones, tablets, and computers.

Coursework and Examinations

Davidson Training is required to keep copies of all essential coursework and examination results in a fireproof safe, or a second (electronic) copy off site, to ensure that no essential information is lost in the event of a disaster. Management will meet as soon as possible to consider the effect of the disaster on apprentice's coursework and examinations. This information will be disclosed to the Examinations Officer, who will liaise with and be advised by the Awarding Bodies.

Apprentices will be offered individual advice sessions with a member of staff to discuss their concerns about the effects of the disaster on their work and any extra measures (advised by the Awarding Bodies) which are required to enable them to complete the apprenticeship successfully.

Communication channels

Through our training systems and available communication channels we have the following options to communicate with Davidson Training staff, our apprentices and employers: email, by telephone and by our designated 'Facebook' groups. We also have the employer contact details for each employer involved in our apprenticeship.

We use Qualls Direct and MAYTAS for internal, organisational collaboration and storing of relevant programme data which is also backed up every 24-hours and can be accessed remotely as well as on-site.

Manage transportation needs

In the event of requiring the use of alternative transportation to and from employer workplace locations where training will be delivered, we have various options including pool vehicles, alternative methods of public transport, car sharing and taxi service.

Provision of different operating locations (if needed)

We have multiple employer locations and training venue options available including third- party venues.

Business Continuity Plan

Outcome

This plan has been designed by Davidson Training UK Limited to cope with the effects of an emergency. It is intended that this document will provide the basis for a relatively quick and painless return to “business as usual” regardless of the cause.

The outcome of this plan is to ensure that the business can maintain a good level of service for our customers

Plan objectives

The four main objectives of this Continuity Plan are:

1. To avert, or to minimise the effects of a disaster.
2. Respond to a disruptive incident/emergency
3. Maintain delivery of critical activities/services during an incident/emergency
4. To bring the organisation back into full operation with minimum disruption

This plan serves as a guide for those implementing our business continuity plan

- Assists in avoiding confusion experienced during a crisis by documenting, testing and reviewing recovery procedures.
- References and points to the location of critical data.
- Provides procedures and resources needed to assist in recovery.

Key staff

If a disaster occurs the key members of our team tasked with enacting this plan are:

- **Lorraine Bunyard (Managing Director)**
- **Sarah Collins (Training Operations Manager)**

Staff Welfare

In any emergency the health and happiness of our staff will always be our primary concern.

It is recognised that an incident that results in the enacting of this plan may also cause additional pressures for staff.

Staff members will be given clear direction about the priorities of the business. Managers will ensure that they monitor staff more closely to ensure that their welfare is maintained.

Staff are aware of what their role is when a major disruption occurs. Clear and concise communication with staff is pivotal to having an organised response.

Staff have been made aware of what communication methods are going to be used so they can find out the latest information if they are going to be working from a different location than normal.

Managers who suspect that staff members have suffered undue stress or even trauma from the business disruption must consider providing assistance for those staff who have been affected.

Communicating with staff, apprentices, employers and stakeholders

Information to staff, apprentices, employers and stakeholders including the Education Skills Funding Agency (ESFA) regarding the current situation will be relayed via phone, email and text and where necessary on the company’s website.

During these times, most staff will be sent home or requested to stay at home until further notice. However, it may be necessary to call on a number of key staff to remain at the organisation to help oversee the remedial action and to maintain essential services as determined at the time.

Communicating is also important for ensuring continued productivity:

Business Continuity Plan

- Calls from main telephone line will be redirected (all personnel have been trained in this process)
- Communication to Key Stakeholders including the Education Skills Funding Agency will be relayed by the Managing Director. In her absence this will be relayed by the Training Operations Manager.
- In most instances the primary communication channel will be by telephone, followed by email and text if unable to contact by telephone.
- Contact details of staff are held by the Managing Director and the Training Operations Manager.
- Incidents will be assessed, and the relevant parties informed.
- Staff should not talk to the media or turn to social media unless requested to do so. We shall quickly reach out to staff with accurate information and guidance allowing them to shape their messages by giving them correct information in a timely manner.
- Set up a password protected Facebook page where staff can get information.
- We have in place remote hosting for our website.
- We have in place remote hosting for our Management Information System and ePortfolios.
- If the extent of the emergency/incident is going to have an effect on the service, we offer to apprentices and employers then they shall be notified. Staff associated with their employers and apprentices shall contact them to pass on any information if necessary, by telephone followed by email and text if necessary. We shall thereafter implement our plan for the continuity of apprenticeship training (see page 3-5)
- If a major incident involves injury/death to one of our employees, the Managing Director shall coordinate communications with those involved with the care of employees.

Equipment

How critically equipment will be replaced and allocated?

- Staff laptops and iPads are retained offsite, and they have access to the secure cloud. All apprentices have eportfolios which are software based and on a secure cloud and will therefore be accessible at all times. Therefore, they will be able to carry out their duties by working from home or any other location.
- Office administrator-based staff also have laptops in the event of an emergency all have access to the secure cloud where all documentation is held. MAYTAS our MIS is also on a hosted secure cloud and can be accessed from any location.
- Data is stored on a secure cloud server and can be accessed immediately.
- Management Information and apprentices' portfolios are retained on a hosted server (offsite). This will ensure ongoing access to apprentices' learning resources, portfolio, assessment plans, End Point Assessment preparation and all apprentice records.
- Immediate up-front costs would be incurred for any ICT equipment lost in the emergency/incident to enable continuity.
- This will be distributed to whoever requires the equipment.
- The realistic timeframe for replacement equipment such as laptops will be within 6 hours.

Business Continuity Plan

Premise's incident

A premises incident can include flood, fire, or any other disaster that renders our office inaccessible.

Step 1: Evacuation of premises & safeguarding of staff

Responsibility: <i>(Role responsible for leading on this activity, plus deputies)</i>	Overall responsibility will lie with Sarah Collins the Training Operations Manager. All other Staff will assist where necessary
Potential impact on organisation if interrupted:	Loss of premises Delayed income Increased expenses Loss of equipment
Likelihood of interruption to organisation:	Unlikely
Recovery timeframe:	1 week to 1 month dependent upon the incident

In office hours

Action	Details	Responsible Person(s)
1. Evacuate the building	Follow normal fire drill procedure	Sarah Collins Training Operations Manager has overall responsibility. In her absence all staff are aware of procedures.
2. Check evacuation is complete	Staff and visitor safety is the priority. Check everyone on-site has been evacuated	Sarah Collins Training Operations Manager has overall responsibility. In her absence all staff are aware of procedures.
3. Verify if incident is real	If false alarm, resume business as normal	Sarah Collins All Staff
4. Call emergency services	999	First member of staff to discover the incident/emergency
5. Record details of any injuries sustained in the incident	Use injury form available on staff intranet	All affected staff
6. Alert staff	Alert any staff due to arrive on-site soon of the incident, and tell them to await further instructions	Sarah Collins Training Operations Manager
7. Assess impact	Senior team meet to assess the scale of the incident & decide next steps	Lorraine Bunyard Managing Director Brian Davidson Director Chairman

Business Continuity Plan

Outside office hours

Action	Details	Responsible Person(s)
1. First person on-site to notify manager	Do not enter the building	All staff
2. Call emergency services	999	All staff
3. Alert staff	Alert any staff due to arrive on-site soon of the incident, and tell them to await further instructions	All staff
4. Assess impact	Senior team meet to assess the scale of the incident & decide next steps	Lorraine Bunyard (MD) Brian Davidson

Step 2: Business continuity

Staff	Overall responsibility will lie with Sarah Collins the Training Operations Manager. All other Staff will assist where necessary
Data / systems <i>(staff and equipment required)</i>	Notify hosted system Access backup data direct from hosted cloud serves
Premises	Staff will work from home or outsourced office space where required
Communications	See Contact List for staff, stakeholders, suppliers, apprentices, employers and Awarding Bodies
Equipment	Staff have laptops away from premises and iPad. Desk top computers, printers and servers will all be replaced via insurance. Data is on an external cloud server and will be available immediately and used for day-to-day operations
Supplies	As part of the recovery plan for the organisation, key documents, records and equipment are held off-site in an emergency pack. This pack may be retrieved in an emergency to aid in the recovery process. See ' Emergency Pack ' at the end of this document.

Business Continuity Plan

Critical activity	Details	Responsible Person(s)
Phones	Staff to use personal mobile phones. Contact telephone provider to forward office lines to staff mobiles	Gemma Barr (QA Co-ordinator) All staff
Internet	Staff to use home internet connections. If home connection unavailable contact local shared office providers to rent desk space	All staff managed by Sarah Collins (Training Operations Manager)
Inform insurance company	Contact details : GSI Commercial Services LLP 63 Riverside 3 Sir Thomas Longley Road Medway City Estate Strood Rochester. Kent. ME2 4BH Telephone: 016345727766 Email: commercial@thegslgroup.co.uk Client Ref: DAVT01COC02	Lorraine Bunyard Managing Director
Inform landlord	Contact details: Trunk Logistics Unit 54 Towers Road Globe Industrial Estate Grays Essex RM17 6ST Contact: Joanna Williams Tel: 0800 740 8224	Lorraine Bunyard Managing Director
Post redirection	Form available on company intranet	Gemma Barr Quality Assurance Coordinator
Inform customers	If disruption is expected, inform customers via email	Suppliers will be contacted by Gemma Barr Quality Assurance Coordinator
Inform stakeholders	If disruption is expected, inform Education Skills Funding Agency by calling: Telephone: 0370 267 0001 Email: SDE.servicedesk@education.gov.uk AND Name: Abdul Khaliq	Lorraine Bunyard Managing Director

Business Continuity Plan

	<p>Telephone: 07392 136179 Email : Abdul.KHALIQ@education.gov.uk</p>	
Inform Awarding Bodies	<p>If disruption is expected, inform Awarding Bodies by telephone call and follow up via email: City and Guilds Institute for Leadership and Management Highfield Qualifications Recruitment Employment Confederation Instructus (Detail are within the information section of this document)</p>	<p>Lorraine Bunyard Managing Director Mandy Kang Lead IQA Sarah Collins Training Operations Manager</p>
Inform Employers and Apprentices who this may affect	<p>If disruption is expected, inform apprentices and employers by telephone call and follow up via email</p>	<p>All Staff</p>

Business Continuity Plan

Infrastructure incident

An infrastructure incident can include the damage to, loss or corruption of information technology including voice and data communications, servers, computers, operating systems, applications, and data loss of computer / telephony systems, internet access, or power.

Step 1: Understand the extent of the loss

Infrastructure	Details	Responsible Person(s)
Phones and Internet	<p>Contact phone and internet provider to ascertain extent of outage.</p> <p>Contact details: Purple Communications Communications House 200 William Hunter Way Brentwood. Essex. CM14 4WQ Telephone: 01277 280653 Contact: Gary Pocock Email: Gary.Pocock@purplecomms.co.uk</p>	<p>Gemma Barr Quality Assurance Coordinator</p>
Internet Support	<p>Contact details: SW COMMS Communications House Moor Lane Sowton Exeter. EX2 7JF Telephone: 01392 369369 Contact: Support Email: supportdesk@swcomms.co.uk</p>	<p>Gemma Barr Quality Assurance Coordinator</p>
Mains power	<p>Contact power provider to ascertain extent of outage.</p> <p>Contact details: EDF Energy Emergency number: 105 Telephone Number: 0333 200 5103 Account Ref: 671 059 415 433</p>	<p>Gemma Barr Quality Assurance Coordinator</p>

Business Continuity Plan

If outage is temporary, inform staff to stay put and await further instructions. If the outage is ongoing:

Step 2: Business continuity

Critical activity	Details	Responsible Person(s)
Phones	Staff to use personal mobile phones. Contact telephone provider to forward office lines to staff mobiles	Gemma Barr Quality Assurance Coordinator
Internet	Staff to use home internet connections. If home connection unavailable contact local shared office providers to rent desk space	Sarah Collins – Training Operations Manager
Mains power	Staff to work from home until power is restored. If power outage is widespread and staff homes are also affected contact local shared office providers to rent desk space.	Lorraine Bunyard Managing Director
Premises	Staff will work from home. If the outage is ongoing or they cannot work from home for any reason contact local shared office providers to rent desk space.	Lorraine Bunyard Managing Director

Business Continuity Plan

Staff incident

A staff incident can include a sudden family emergency, injury or other event which renders a key member of staff suddenly unable to work.

Step 1: Ensure no service interruption

Critical activity	Details	Responsible Person(s)
1. Identify interchangeable staff	All members of staff have team members who can perform their roles, even if it is in a reduced capacity. Identify the relevant person and support them in carrying out business-critical activities. If required call in the sessional staff members.	All staff
2. Assess extent of loss	Identify whether the affected staff member's absence is likely to be temporary, longer-term, or permanent. Keep in mind this may be a difficult period for the staff member and / or their family.	Sarah Collins Training Operations Manager

If the staff loss is temporary, support the member of staff who will be filling the gap until the absent member of staff returns. If the absence is long-term or permanent:

Step 2: Business continuity

Critical activity	Details	Responsible Person(s)
1. Recruit temporary or full-time replacement	Follow the standard recruitment procedure to find a full-time, part-time or fixed-term contract (as appropriate) replacement.	Sarah Collins Training Operations Manager

Business Continuity Plan

Recovery phase

The purpose of the recovery phase is to resume normal working practises for the entire organisation. Where the impact of the incident is prolonged, normal operations may need to be delivered under new circumstances e.g. from a different building.

Action	Details	Responsible Person(s)
1. Agree and plan the actions required to enable recovery of normal working practises	Agreed actions will be detailed in an action plan and set against time scales with responsibility for completion clearly indicated.	Lorraine Bunyard Managing Director Brian Davidson Director Sarah Collins Training Operations Manager
2. Respond to any long term support needs of staff	Depending on the nature of the incident, we may need to consider providing support services	Lorraine Bunyard Managing Director Sarah Collins Training Operations Manager
3. Publicise that there is now 'business as usual'	Inform customers through normal channels that our business is operating as normal	Lorraine Bunyard Managing Director Sarah Collins Training Operations Manager All staff
4. Carry out a debrief of the incident and complete report to document opportunities for improvement and any lessons identified	This should be reviewed to ensure key actions resulting from the incident are implemented within designated time scales.	Lorraine Bunyard Managing Director Sarah Collins Training Operations Manager
5. Review this Continuity Plan in light of lessons learned from incident and the response to it	Implement recommendations for improvement and update this plan. Ensure a revised version of the plan is read by all members of staff.	Lorraine Bunyard Managing Director Sarah Collins Training Operations Manager

Business Continuity Plan

Staff Contact List

Name	Position	Contact Number	email
Lorraine Bunyard	Managing Director	01508 494660 07951 480169	lorrainebunyard@davidsontraining.com
Brian Davidson	Director	07957 370675	Briandavidson99@yahoo.com
Sarah Collins	Training Operations Manager	07917 235782	sarahcollins@davidsontraining.com
Mandeep Kang	IQA Lead and Trainer	07540 232082	mandeep@davidsontraining.com
Gemma Barr	Apprentice Recruitment Manager	07495 035044	gemmabarr@davidsontraining.com
Joanne Dickens	QA Co-ordinator	07944 125103	joannedickens@davidsontraining.com
Phil Jackson	Trainer	07714 267699	annemariebarham@davidsontraining.com
Chloe Gibbins	Trainer	07984 258698	chloegibbins@davidsontraining.com

Stakeholder Contact List

Company	Contact Name	Contact Number	email
Education Skills Funding Agency (ESFA)	Abdul Khaliq	07392 136179	Abdul.KHALIQ@education.gov.uk
Education Skills Funding Agency (ESFA)	Service Desk	0370 267 0001	SDE.servicedesk@education.gov.uk

Local Emergency Services

Service	Location	Telephone
Ambulance	Emergencies Nationwide	999
Fire Service	Emergencies Nationwide	999
National Flood Forum	Information service	01299 403055.
NHS	Need medical problem and you're not sure what to do	111
Police	Emergencies Non-emergency matters	999 101

Business Continuity Plan

Awarding Body Contact List

Awarding Body	Contact Name	Contact Number	email
City and Guilds Institute	Kelly Hill Account Manager	01924 206747	Kelly.hill@cityandguilds.com
Institute for Leadership and Management (ILM)	Chris Williams	07920 072 124	chris.williams@i-l-m.com
Highfield Qualifications	Leon French Account Manager	0845 226 0350 01302 363 277	lfrench@highfield.co.uk
BiOR Summit	Azmat Mohammed BA (Hons) MBIOR Director	0871 288 2108 (office) 07866 529 010 (mobile)	azmat.mohammed@ior.org

Key Suppliers Contact List

Awarding Body	Contact Name	Contact Number	email
EDF Energy Account Ref: 671 059 415 433	Emergency Other	105 0333 200 5103	
Wave Water	Emergency	03457 145 145	
Landlord Trunk Logistics	Joanna Williams	0800 740 8224	jwilliams@trunklogistics.com
SWComms	Support Desk	01392 369369	supportdesk@swcomms.co.uk
Purple Communications Phones and Internet	Gary Pocock	01277 280653	Gary.Pocock@purplecomms.co.uk

Business Continuity Plan

Insurance and Finance Companies

Name	Contact Name	Contact Number	email
GSI Commercial Services LLP Client Ref: DAVT01COC02	Account Manager	01634 727766	commercial@thegslgroup.co.uk

Emergency Pack Contents

As part of the recovery plan for the organisation, key documents, records and equipment are held off-site at *School Farm Barn, Kirby Road, Kirby Bedon, Norwich Norfolk NR17 7DS and 2 Thelma Avenue, Canvey Island. Essex* in an emergency pack. This pack may be retrieved in an emergency to aid in the recovery process.

The contents of the emergency pack comprise the following:

Documents:

- A copy of this plan, including key contact details
- Staff emergency contact details
- Insurance policy

Records:

- Details of all cloud details and hosted systems including logins and passwords
- Financial records

Equipment:

- Spare keys
- Torch and batteries

Business Continuity Plan

Minimising the potential impact of crises

We have taken steps to protect our business functions against key risks

Premises

Good electrical and gas safety including fire and burglar alarms.

Contingency

We have plans where necessary we can share the premises of a nearby business for an interim period of time.

Equipment/machinery

The equipment that we use is covered with maintenance plans guaranteeing a fast emergency call-out.

IT and communications

Anti-virus software installed and WatchGuard.

Data is backed up daily on the cloud.

Maintenance agreements are in place to protect our IT systems.

Management Information System and portfolios are on hosted servers and backed up off site.

People

We do not depend on key staff, all staff have training on others jobs so that in the event of staff illness we can utilise the staff we already have competently and efficiently.

Health and Safety

Health and Safety is taken very seriously to ensure we reduce the risk of staff injuries.

Insurance

We are adequately insured, this forms a central part of an effective risk-management

Business Continuity Plan

Davidson Training UK Ltd
Business Continuity Pan including COVID 19 2021

Reviewed February 2021

Reviewed by: Lorraine Bunyard

Position: Managing Director

Date: 18/02/2021

Signature: Lorraine Bunyard

Document History (From Version 2)			
Version	Issue Date	Owner	Revision Notes
2	February 2020	Lorraine Bunyard	Full review
3	February 2021	Lorraine Bunyard	Full review
4	July 2021	Lorraine Bunyard	Partial Review and update
5	July 2022	Lorraine Bunyard	Partial Review and update
6	July 2024	Lorraine Bunyard	Partial Review and update