

Business Continuity Questionnaire

Wigmore School Academy Trust is committed to the process of self and external assessment in order to minimise the impact of disruption caused by any incident, on its ability to provide key services to the public. The purpose of this questionnaire is to gauge the capability of third party suppliers through their response to the following questions.

Please answer the questions as fully as you can and feel free to provide any supporting documentation.

Company Name:

Contract Tendered for: **Cleaning Contract 2018**

1. Who is responsible for Business Continuity within your organisation?

Name:

Position:

Telephone Number:

Email:

2. Does your organisation have a Business Continuity programme in place?

Yes – ISO 22301 Certified Yes - Other No

3. Do you have a Crisis Management or Business Continuity Recovery Team?

Yes - Dedicated Yes - Part-time No

4. Does your organisation conduct Business Impact Analysis and threat-based Risk Assessments?

Yes – At least annually Yes – At least biennially No

5. a. Do you have a Business Continuity Plan? Yes No

b. If yes, what does it cover? (Please tick)

Premises e.g. Fire, flood etc.

People e.g. Flu Pandemic

Processes e.g. IT, Communications etc.

Providers e.g. Supply chain failure

Other (please specify)

c. If no, please provide details of how you would ensure continuity of business:

d. How often is the plan tested/rehearsed?

e. Who is involved in the test?

f. When was the plan last tested and updated? Please provide a summary of the output.

6. How do you address Business Continuity with your suppliers?

7. Do you have secondary suppliers identified to replace key materials and/or services at short notice in the event of supply chain failure?

Yes – All

Yes - Some

No

Declaration

I certify that the information supplied within this questionnaire is accurate to the best of my knowledge. I understand that false information could result in my organisation being excluded from working for Wigmore School now or in the future.

I agree to allow Wigmore School access to any associated Business Continuity documentation i.e. Business Impact Analyses, Risk Assessments, Strategies and Plans upon request. By completing and dating this Business Continuity Questionnaire, you are confirming that you are authorised to act for and on behalf of the Company named.

Signed: (please check to confirm you are authorised to complete this form) Name:

Date:

Position:

Email:

Tel. Number: