



ISO 22301:2012

BUSINESS CONTINUITY MANAGEMENT SYSTEM

POLICY STATEMENT 2018

Introduction

The St John Cymru - Wales Patient Transport Services Business Continuity Policy applies to all activities within the scope of the Business Continuity Management System and covers the people, physical infrastructure, virtual infrastructure and information supporting this business. This document states the Business Continuity Management objectives and summarises the main points of the Business Continuity Policy. The objectives of Business Continuity Management are to:

1. Identify potential threats to the business and impacts to the business that those threats, if realised, might cause
2. Provide a framework for building resilience with the capability for an effective response that safeguards the interests of its key stakeholders, reputation, brand and value-creating activities
3. Facilitate the recovery or continuation of business activities in the event of a business disruption
4. Facilitate the management of the overall programme through training, exercises and reviews
5. Always act within the statutory, regulatory and contractual framework within which the Organisation exists, including obligations to which it has voluntarily committed.

Responsibilities

1. The Chief Executive Officer has approved the Business Continuity Policy.
2. Overall responsibility for Business Continuity Management rests with the Operations Manager - PTS.
3. Day-to-day responsibility of procedural matters, legal compliance, maintenance, updating documentation, promotion of Business Continuity Management awareness, liaison with external organisations, incident investigation, management reporting rests with the Operations Manager - PTS.
4. The Operations Manager – PTS is responsible for maintaining and implementing this Business Continuity Policy and similarly related documents.
5. As with other considerations including those relating to Quality, the Environment, Health & Safety and Information Security, aspects are taken into account in all daily activities, processes, plans, projects, contracts and partnerships entered into by the Organisation.
6. All staff are made aware on general and specific aspects of Business Continuity Management, according to the requirements of their function within the business. The Contract of Employment includes a condition covering confidentiality regarding the business.
7. Adherence to Business Continuity Management procedures as set out in the various policies and documents is the contractual duty of all staff and a clause to this effect is set out in the contracts of employment.
8. This Policy is communicated to all staff and is made available to other interested parties.
9. Breach of the Business Continuity Management policies and procedures by the Organisation's employees may result in disciplinary action, including dismissal.
10. In view of the Patient Transport Services position as a trusted provider of a complete patient transport provider, particular care is taken in all procedures and by all staff to ensure that Business Continuity Management remains integral to all business activities.
11. All statutory and regulatory requirements are met and regularly monitored for changes.
12. A Business Continuity Plan is in place. This is maintained, tested and subjected to regular review.
13. This Business Continuity Policy is regularly reviewed and may be amended by the Chief Executive Officer in order to ensure its continuing viability, applicability and legal compliance, and with a view to achieving continual improvement in the Business Continuity Management System.

Signed by *Julia Hobbs*

Date..... *9.2.18*

Julia Hobbs (Chief Executive)