

**TCR Training Limited**  
**Business Continuity Plan**

## Business Continuity Plan

TCR would be able to operate daily business immediately from other addresses as the following actions take place daily:

**NB:** If the emergency is such that a whole area e.g. London is affected by a major incident, as most of our clients are health and social care, then their priorities would be to service users and not to training events. Therefore it would depend on the type of situation. TCR would be able to manage the processes required to halt, continue or change training.

- Office phones are transferred to one of the Directors homes which is able to operate as a satellite office
- Daily backup onto a memory stick is taken home by one or both of the Directors of the database with all the courses entered to date
- External access to emails (these are set up in Directors homes)
- All computers backed up every week to an external disc which is held in one of the Director's homes
- Company line maintained in one of Director's homes for emergency events
- All trainers/consultants/staff contactable via mobiles / home numbers & emails providing the 'emergency/incident' does not affect all such communications nation/London wide

TCR carries full insurance policies

Public Liability Limit of Indemnity	£5,000,000
Employers Liability Limit of Indemnity	£10,000,000
Professional Indemnity	£2,000,000

TCR Training Ltd will increase limits if required

Reviewed May 2011.