

Elm Horticulture Ltd

A130 County Route Contract

Business Continuity Plan

Date: _____ **01/01/09** _____

Introduction

Distribution List

Copy Number	Name	Location
001	J Tubby	Chadwell-St-Mary Office
002	D Tubby	Hockley Office
003	Site Managers	All Locations
004		
005		
006		

If you have any suggested changes to this plan, please notify

____Darren Tubby – Emergency Planning Officer ____

References and related documents

Document Title
Emergency Procedures in Site Method Statements

Aim of this Plan

To prepare this business to cope with the effects of an emergency.

Objectives

- To define and prioritise the Critical Functions of the business
- To analyse the emergency risks to the business
- To detail the agreed response to an emergency
- To identify Key Contacts during an emergency

Business Impact Analysis

Critical Function:	Loss of Company Information (Paper & IT Files)
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Affect on Service:

Affect on Service:
<ul style="list-style-type: none"> Poor communication with clients and staff. Inaccuracies because of lack of information. Non Conformance of ISO 9001 / 14001 & 18001 Accreditations Non Conformance of Contract / Client Requirements Financial Problems

Resource Requirements for Prevention:

Resources Required	Staff Required	Timescale
Back Up files & Print Important Documents	Management	Daily
Check Stored Information	Management	Weekly
Back Up Files and store securely off site	Management	Monthly
Audit Stored Information	Management	6 Monthly

Resource Requirements for Recovery:

Resources Required	Staff Required	Timescale
Discs & Printed Files	Management	Immediately

Business Impact Analysis

Critical Function:	Staff Shortages
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Affect on Service:

Affect on Service:
<ul style="list-style-type: none">• Work programme delays• Poor service to client• Shortage of supervision or specifically trained staff

Requirements for Prevention:

Resources Required	Staff Required	Timescale
Regular review of staffing levels	Contract Manager	Daily
Regular review of Work Programme	Contract Manager	Weekly
Regular review of training requirements	Contract Manager	Weekly

Requirements for Recovery:

Resources Required	Staff Required	Timescale
Additional staff	10%	Permanently

Critical Function:	Theft & Damage of Resources
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Affect on Service:

Affect on Service:
<ul style="list-style-type: none"> • Work programme delays • Poor service to client • Increased costs to Elm and end user

Requirements for Prevention:

Resources Required	Staff Required	Timescale
Good security	All operatives	Permanently
Regular inspection and servicing	All operatives	Daily / Weekly / Monthly
Back up resources	All Items Elm (50%) Hire (50%)	Permanently available
Regular staff training	All operatives	Weekly updates

Requirements for Recovery:

Resources Required	Staff Required	Timescale
Insurance	All Items	Permanently
Replacement Budget	All Items	Permanently
Resources Availability Timescale	Contract Manager	Weekly checks on replacement items

Hazard Analysis Table

Risk Matrix Score

A = HIGH Likelihood and HIGH Impact

B = LOW Likelihood and HIGH Impact

C = HIGH Likelihood and LOW Impact

D = LOW Likelihood and LOW Impact

Hazard	Risk Matrix Score	Revised Risk Matrix Score
Loss of Information	B	D
Staff shortages	A	D
Theft & Damage	A	D

Critical Function Priority List

Priority	Critical Function
1	Staff shortages
2	Theft & Damage
3	Loss of Information
4	
5	
6	
7	
8	
9	
10	

This list can be used during an emergency to assist your decision making when compiling an Action Plan as to which function needs to be reinstated first.

Emergency Response Checklist

For use during an emergency

- Start a log of actions taken:
- Liaise with Emergency Services:
- Identify any damage:
- Identify Functions disrupted:
- Convene your Response / Recovery Team:
- Provide information to staff:
- Decide on course of action:
- Communicate decisions to staff and business partners:
- Provide public information to maintain reputation and business:
- Arrange a Debrief:
- Review Business Continuity Plan:

Log Sheet

Date	Time	Information / Decisions / Actions	Initials