



BUSINESS CONTINUITY PLANNING 10 MINUTE SELF-ASSESSMENT

Every business faces the risk of disruption. This may range from natural hazards such as flooding, wildfires, and severe weather, to human-caused incidents including cyber attacks, supply chain disruption, or the loss of key staff or equipment. While it is not possible to prepare for every eventuality, identifying the most relevant risks is an essential first step.

The purpose of this assessment is to help you understand where your business can better prepare for potential emergencies and minimise disruption.

RISKS

	YES	NO	DON'T KNOW
Have you considered the impact of direct risks on your business? (IT failure, loss of power, fire, staff absence etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you considered the impact of external risks? (Theft, flood, fire from a neighbouring property, denial of access etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PERSONNEL

	YES	NO	DON'T KNOW
Do you have a list of all your employee's telephone numbers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a list of all your key contacts telephone numbers? (i.e. suppliers, contractors, customers etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you hold personal information such as next of kin details for your staff, including temporary & contract workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are these details held in more than one secure location (either digitally, physically or both)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you access this information away from your office or usual place of work (i.e. off site)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



PERSONNEL DURING A DISRUPTION

	YES	NO	DON'T KNOW
Do all your staff know who is in charge in a crisis/emergency and how to contact them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your staff know what to do in an incident (i.e. who to notify, what actions to take etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have staff members been assigned specific roles in the event of an incident occurring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have out of hours contact procedures for staff and key contacts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have staff with first aid or other relevant medical training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have alternative working arrangements? (i.e. work from home, other premises etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any staff with critical skills that carry out specific tasks in your business? Do other staff know how to do these tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BUILDINGS

	YES	NO	DON'T KNOW
Do you have a fire risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a floor/site plan available or displayed on the premise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the plumbing, heating and air conditioning systems checked and serviced regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you carry out end of day checks after everybody has left the premise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you ensure that all appliances are turned off?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you check that all windows and doors are locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



BUILDING FACILITIES FOR DISRUPTIONS

	YES	NO	DON'T KNOW
Do you have a list of key contacts for building/equipment maintenance (electricity, water, gas, telephone, lifts etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you and your staff familiar with the location of mains switches and valves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have fire safety procedures and do you have regular fire drills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an evacuation procedure for your building/premise and are your staff trained and familiar with it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have primary and secondary evacuation points?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have back-up generators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an alternative location you could operate from during a crisis/emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPANY EQUIPMENT

	YES	NO	DON'T KNOW
Do you have someone who is responsible for assets/equipment in your business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have controls over the movement of company equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you regularly inventory your assets/equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have current maintenance contracts for your assets/equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical items PAT tested on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



SECURITY

	YES	NO	DON'T KNOW
Do you have a security system installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a security policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an entry and exit procedure policy for staff/visitors/customers/contractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you undertake checks of contractors (company as well as individuals)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you check references fully?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you regularly check the integrity of external fences, gates, doors etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does anyone else have access to your building/premise?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PAPER DOCUMENTS

	YES	NO	DON'T KNOW
Do you copy, scan or back-up your information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you store paper copies of documents in fire and flood-proof lockable containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have copies at an off-site location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is someone responsible for the upkeep of your files & accounts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a 'clear desk' policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



INFORMATION TECHNOLOGY

YES

NO

DON'T
KNOW

Is IT critical to your business?

Do you regularly back-up your digital information/files?

Are your back-up copies held on a different server?

Do you have IT maintenance staff or maintenance contracts?

Do you have an IT Disaster Recovery Plan and have you tested it?

Is your antivirus and security software up to date?

Are computer errors logged and monitored?

Are there IT security policies and procedures in place?

Are all staff aware of email and internet usage policies? Are mobile phones and devices included?

Do you know what platforms/servers/applications/operating systems support critical business functions?

Is your system part of a larger network?

Do you know how long it would take to recover critical IT functions?

Are laptops, memory sticks and mobile phones password encrypted?



SUPPLIERS & CUSTOMERS

	YES	NO	DON'T KNOW
Do you have correct contact details for suppliers and customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are these details held securely in more than one location, preferably off-site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you seen your key suppliers business continuity plans? (They may require you to have a plan as well)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do their plans require you to reduce/increase your business in response to a crisis/emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have key customers that you would need to be in frequent contact with during a crisis/emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If one of your key suppliers or customers went out of business, do you know how it would affect your business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LOCATION

	YES	NO	DON'T KNOW
Have you considered the types of risks that might occur due to the actions of other businesses nearby i.e. risk of fire or pollution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you thought about how risks associated with the environment i.e. water, climate change?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have regular contact with neighbouring businesses i.e. a local business forum?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have contact details for the local businesses in your area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



INSURANCE

	YES	NO	DON'T KNOW
Do you have sufficient insurance to pay for disruption to your business i.e. repairs, temporary staff, new premise etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have copies of insurance details in more than one location which are easily accessible when a disruption occurs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you reduce your premiums by having a business continuity plan or putting any measures in place to reduce risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FURTHER INFORMATION

You can find further advice and information around business continuity planning and preparing your business for emergencies and crises from the following organisations.

- **Essex Resilience Forum** - www.essexprepared.co.uk
- **Essex County Fire & Rescue Service** - www.essex-fire.gov.uk/safety-advice
- **Essex Police** - www.essex.police.uk/cp/crime-prevention
- **Protect UK** - www.protectuk.police.uk
- **National Cyber Security Centre** - www.ncsc.gov.uk
- **Federation of Small Businesses** - www.fsb.org.uk
- **British Insurance Brokers Association** - www.biba.org.uk