

Business Continuity Planning **SELF-ASSESSMENT**



Every organisation, regardless of size or sector, is vulnerable to disruption. These disruptions can arise from natural events such as flooding, wildfires, or severe weather, as well as from human-related incidents like cyber-attacks, supply chain failures, or the sudden loss of key staff or equipment.

While it is not possible to plan for every eventuality, identifying the risks most relevant to your business is a vital first step. By considering potential scenarios and the impact they could have, you can take practical steps to strengthen your resilience and ensure continuity.

If you do not yet have a business continuity plan, this short 10-minute self-assessment will help you identify key areas to consider when preparing for emergencies. If you already have a plan in place, the assessment may highlight gaps or areas for improvement.

Help us support your preparedness by completing this self-assessment. It is a simple way to check how resilient your business is and how ready you are to respond to disruption.

IS YOUR BUSINESS RESILIENT?



Business Continuity 10 MINUTE ASSESSMENT



The purpose of this assessment is to help you identify areas within your business where you can take steps to prepare for emergencies that may cause disruption.

	YES	NO	DON'T KNOW
Have you assessed the potential impact of direct risks to your operations, such as IT system failure, equipment breakdown, power outages, fire, staff shortages or disruptions to your supply chain?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you considered the impact of external risks such as theft, flooding, fire from a neighbouring property or being unable to access your property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Personnel

Personnel are likely the most valuable asset and investment in your business. During times of disruption, staff may need to lead or carry out essential tasks to maintain operations.

	YES	NO	DON'T KNOW
Do you have an up-to-date list of all your employee's telephone numbers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an up-to-date list of all your key contacts telephone numbers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you hold up-to-date personal information for all staff, including next of kin details, and does this extend to temporary and contract workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are these details stored securely in more than one location, ideally including an off-site backup?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Personnel during a disruption

	YES	NO	DON'T KNOW
Do all your staff know who is in charge in a crisis and how to contact them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all your staff know what to do in an incident; have you shared the plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have specific roles and responsibilities been assigned to staff in the event of a disruption?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have staff with first aid or medical training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have alternative working arrangements in place, such as remote working capabilities or access to a second premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have staff with critical skills who perform essential tasks within your business, and are other team members trained to carry these out if needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an out of hours contact procedure for staff and key contacts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Buildings

Buildings are usually the greatest physical asset of any business.

	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 plan or site plan for your building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the plumbing, heating and air conditioning systems checked and serviced on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you carry out end of day checks after everybody has left the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you make sure that all appliances are turned off?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you check that all doors and windows are locked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Building facilities during a disruption

	YES	NO	DON'T KNOW
Do you have a list of key contacts for building and equipment maintenance, including services such as electricity, gas, water, telecommunications?	<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 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 generator backups?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an alternative location you could use during a crisis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Company equipment

Many businesses rely on specialist equipment or vehicles.

	YES	NO	DON'T KNOW
Do you have someone who is accountable for assets 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 have a regular inventory of your equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have current maintenance contracts for your equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Security

Incidents such as theft, malicious damage, unauthorised access can significantly disrupt operations. Putting in simple measures can help strengthen security and raise staff awareness.

	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, and contractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are contractors fully checked, this includes the company and 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, and doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does anyone else have access to your property and/or site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Paper documents

Just as electronic data requires protection, it is equally important to protect hard copies of data. It could be vulnerable to fire, flooding, or theft. Measures should be taken to make sure it stays safe.

	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 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"/>

8. Information technology

IT systems are vital for many businesses, and threats to systems such as cyberattacks, hardware failure or data breaches are well known.

	YES	NO	DON'T KNOW
Is IT critical to your business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you regularly back-up your information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Information Technology continued

	YES	NO	DON'T KNOW
Do you hold a copy of the back-up off site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have IT maintenance staff or maintenance contracts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have and have you tested an IT disaster recovery plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your antivirus software up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are computer errors and logs monitored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there IT security policies and procedures in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all staff aware of email and internet usage policies? Are mobile phones and devices included?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how many platforms/ servers/ applications or operating systems support critical business functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your system part of a larger network?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how long it would take to recover IT functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are laptops, memory sticks and mobile phones password encrypted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Suppliers and customers

Problems with suppliers or customers can affect your business. Planning and keeping good communication can you help you manage disruptions more effectively

	YES	NO	DON'T KNOW
Do you have the correct contact details for your suppliers and	<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 supplier's business continuity plans? (They may require you to have a plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do their plans require you to reduce or increase your business in response to crisis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have key customers that you would need to be in constant contact with during a crisis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If one of your suppliers or customers went out of business, would it affect your business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Location

Is your business located in a complex, near an industrial estate, or in a high-risk area such as a flood plain?

	YES	NO	DON'T KNOW
Have you considered the types of risk that might occur due to the actions/operations of other businesses located nearby? i.e. risk of pollution, etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you thought about risks associated with the environment? i.e. water, climate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have regular contact with neighbouring businesses? i.e. 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"/>

11. Insurance

Premiums may be reduced if you can demonstrate robust business continuity plans.

	YES	NO	DON'T KNOW
Do you have sufficient insurance to pay for disruption to business? i.e. cost of repairs, hire of temporary staff, lease of temporary accommodation and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have copies of insurance details in more than one location to enable you to contact them immediately when disruption occurs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you reduce your premiums by having a plan or putting any measures in place to reduce the risk of disruption?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Did you know?

Research carried out by the government shows that 20% of UK businesses suffer some form of major disruption every year, and of those 80% will close within 18 months of the disruption occurring.



Continued over.

Business Continuity

Emergency Pack

It is worth considering an emergency pack to hold items needed in a crisis. It should include key information and equipment, be easy to access, and ideally be backed up off-site.

	YES	NO	DON'T KNOW		YES	NO	DON'T KNOW
Business Recovery Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First aid kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mobile phones with credit and chargers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee contact details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Camera and spare batteries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Key Supplier contact details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Torch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact details for key customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tape measure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Whiteboard and pens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laptop and Charger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spare keys for buildings and vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire plans and contact details for the emergency services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stationery including message pads, pens and pencils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact details for key services e.g. IT, phones, power etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Megaphone if your business covers a large site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Business Continuity Plan

Now that you have answered the questions in the self-assessment, you are ready to create a Business Continuity Plan. This plan helps you prepare for unexpected problems like fire, flooding, or power cuts, and shows how your business will keep going if something goes wrong.

Your plan should include:

- What your business does and what is most important.
- What could go wrong and how it might affect you.
- What you will do to keep going or recover quickly.
- Who does what during a crisis?
- How you will train your staff and test the plan.

Why it matters:

Having a plan makes your business stronger. It helps you spot weak areas and improve them. Many customers prefer working with businesses that are prepared. You can also protect yourself by checking that your key suppliers and customers have plans too.

Real example:

In December 2019, flooding in Tewkesbury meant many businesses could not get into their buildings. Every year, businesses are affected by things like fire, flood, or police incidents. Having a plan helps you respond quickly and recover faster.

Useful Links

There are many sources of information to help you with the planning process and some links to useful sites included below:

[Business Continuity Toolkit](#)

[Gloucestershire Local Resilience Forum](#)

[Community Risk Register](#)

[Business Continuity Institute](#)

[Flood Guide](#)

Fire Risk Assessment

Reducing the risk of fire to your business can begin by having a suitable and sufficient Fire Risk Assessment of your premises.

This is a legal duty which should be undertaken by a responsible person under the Regulatory Reform (Fire Safety) Order 2005. Details can be found below.

[Business Fire Safety Checks](#)

[Fire: guidance for those with legal duties](#)

Did you know?



**93% of business that
experience prolonged data loss
of more than 10 days file for
bankruptcy within a year**