



Business Continuity Plan - Public

Updated: 12/13/2020

Risks to business continuity

- Fire & Flood
- Power Loss
- Break in
- Virus Outbreak

Mitigations

- Cloud Telephone System
- Remote Working
- Of Site Cloud Backup of core system files
- Fire Alarm
- Burglar Alarm
- CCTV with Live Monitoring
- Free flu jab for employees
- Identifying employees at increased risk during outbreak
- Enhance sickness benefit during outbreak
- Review waste handling during outbreak
- Reducing deliveries to our offices during outbreak
- Following the Gov.UK guidelines during outbreak
- Creation of an internal response team to guide our preparations and continuously monitor the situation.

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