



Business Continuity Plan

Introduction

The Business Continuity Plan describes the methods by which Bradley Demolition Ltd:

- Identify potential risks or hazards that can cause interruptions to business processes.
- Determine the impact of those interruptions.
- Establish preventive measures to reduce or eliminate the hazard.
- Establish corrective actions to be implemented in the event of a hazardous occurrence.
- Ensure return to normal working as soon as possible.

This Business Continuity Plan is applicable to all personnel working with or for Bradley Demolition Ltd, all business processes, all equipment, premises

Potentially Critical Occurrences and their possible Impact

CRITICAL OCCURRENCE	IMPACT	LEVEL
Fire at main office	Personnel injury; loss of equipment; loss of premises,	High
Failure in the Electrical Power Supply to main office	Inability to use systems and equipment at main office. However, site work will still be possible Communications may be affected	Medium
Communications e.g. Mobile Phone network down, BT landline, internet connections etc have failed	Lack of communications with workers on site or customers could delay progress of work and clarification of any queries	Low
Vehicle / Equipment failure	Breakdown of site plant equipment could delay completion of work	Low
IT Systems failures	Server breakdown would prevent information relating to contracts being generated causing potential delays in work progress Breakdowns could be caused by: Equipment failure Virus attack Deliberate sabotage	Medium
Theft of vehicles, equipment and computers	Theft of vehicles and plant equipment could delay progress of work Theft of computer equipment could result in inability to generate information relating to contracts	Medium
Loss of key staff	Loss of key staff and site workers would cause delays in completion of projects	Medium
Act of vandalism or terrorism at main site and customer sites	Personnel injury; loss of equipment; loss of premises,	Medium



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Epidemic e.g. Flu	Loss of staff and site workers would cause delays in completion of projects	Medium
Workplace Violence or Accidents	Loss of staff and site workers would cause delays in completion of projects Investigations by police or HSE could stop or slow down work progress	Medium
Loss of key suppliers of equipment, materials or services	Loss of key suppliers would cause delays in completion of projects	Low

Preventive Measures and Recovery

Fire at main office

Preventive Actions	Recovery Action
Fire detection systems in place Fire Marshalls in each location can use extinguishers if safe to do so. Fire extinguishers in place Fire risk assessment completed and actions completed Insurance cover in place Inventory in place and updated monthly	Arrange for damage to be assessed and establish what can be recovered. Obtain estimate for replace items (both cost and time) Arrange for repairs

Failure in the Electrical Power Supply

Preventive Actions	Recovery Action
We have arrangements in place to obtain services of an emergency electrical contractor as we have several as clients	Re-instate supply within 1-working day

Communications e.g. Mobile Phone network down, BT landline, internet connections etc have failed

Preventive Actions	Recovery Action
It is considered unlikely that all 3 services would fail at the same time, thus alternative communications would be the fall back in such an event	Phone calls from public telephones. Voicemails will be responded to ASAP Emails to all clients advising of the issue with telecoms



Vehicle / Equipment failure

Preventive Actions	Recovery Action
Arrangements in place for direct replacement equipment or vehicles with suppliers	Arrange for replacement equipment or vehicle

IT Systems failures

Preventive Actions	Recovery Action
<p>Continual daily back-ups of all data is on to the Cloud.</p> <p>All updated paperwork is backed up on the secure server automatically.</p> <p>Periodically the recovery process is tested to ensure that the full recovery procedures are valid.</p> <p>Bradley's has an IT network and hardware maintenance agreement with an external consultant, who responds to call-out requests within four hours. The agreement includes escalation procedures when the fault has not been resolved within 6 hours.</p>	<p>Where equipment was repaired or replaced the data backup via the Cloud would be used to reload all operational data.</p>

Theft of vehicles, equipment, and computers

Preventive Actions	Recovery Action
<p>Equipment is made secure when unattended</p> <p>Tracking systems are fitted to company vehicles</p> <p>Insurance cover in place</p>	<p>Arrange for replacement equipment or vehicles</p>

Loss of key staff

Preventive Actions	Recovery Action
<p>Contracts are in place to minimize the leaving of key staff without a prearranged handover period.</p>	<p>Advertise for replacement staff as soon as possible</p> <p>Staff members are able to absorb other roles for short periods to cover holiday periods which could support staff losses.</p>



Act of vandalism or terrorism on premises

Preventive Actions	Recovery Action
Security of buildings and sites is established to prevent entry by third parties Where required security organizations are employed Plant and equipment are immobilized and made secure when unattended Tracking systems are fitted to company vehicles Insurance cover in place	Assess loss and / or damage Arrange for replacement equipment or vehicles

Epidemic e.g. Flu

Preventive Actions	Recovery Action
Hygiene practices such as washing of hands and the use of anti-viral sprays are available for use in the event of any epidemic such as swine flu and Covid. Face shields and other protective measures are provided free of charge by the company.	Keep infected staff away from work. Staff can work from home if required. Read the loss of key staff for more recovery actions.

Workplace Violence or Accidents

Preventive Actions	Recovery Action
H&S system in place to minimize potential accidents Security of buildings and sites is established to prevent entry by third parties	Cooperate with authorities such as police and HSE to quickly resolve any issues

Loss of key suppliers of equipment and materials

Preventive Actions	Recovery Action
Alternative suppliers are periodically checked to ensure they are capable of providing similar equipment, materials or services. List of these suppliers are maintained.	Contact alternative suppliers and arrange for supplies to be made

Signed:
 Andrew Hill - Director
 Date: 07/12/2022