



## **BUSINESS CONTINUITY PLAN**

### **OVERVIEW**

#### **1. Definition of Business Continuity Management**

Business Continuity Management is defined as a holistic management process that identifies potential impacts that threaten an organisation and provides a framework for building resilience with the capability for an effective response that safeguards the interest of its key stakeholders, reputation and value creating activities.

These impacts or 'crisis' include:

- Building or site incidents: for example, flood, fire, terrorist attack on buildings affecting access to or from buildings and sites
- Infrastructure incidents: for example, loss of computer / telephony systems, loss of power
- Staff / Operational incidents: for example, loss of key staff, loss of critical documents
- Widespread environmental factors: for example, flu pandemic, fuel shortages

JOS Structures Limited business continuity plan consists of one plan to cover different operations, based at our headquarters. Separate plans will be incorporated for operations based on other sites. The primary objective of the Business Continuity Plan is to show how JOS Structures Limited would respond to identified risks and continue to manage its operations under adverse circumstances.

#### **2. Principles**

Business Continuity (BC) planning is devised to deal with the impact(s) of an event/situation/disruption as opposed to addressing the potential causes.

The strategic responsibilities for BC rest with the Directors.

The Directors will ensure that BCP's are reviewed at least annually, or earlier if subject to significant change and that any new system or activity has documented BC procedures that augment wider Business Area planning.

On completion of BCP's they should be stored securely with both an electronic and hard copy available locally as well.

BC planning is a dynamic, iterative, composite process, which allows for further development and adaptation as circumstances change or risks evolve.

### 3. Business Continuity Management Aim

To develop, implement and manage a robust and effect BCMS to protect JOS Structures Ltd.'s operations including its staff, clients and contractors where reasonably practicable.

### 4. Strategic BCM Objectives

JOS Structures Ltd strategic business continuity objectives are to:

- Identify, assess and minimise business continuity risk
- Safeguard the delivery of the Business Continuity Plan
- Safeguard JOS Structures Ltd reputational integrity

### 5. Chain of Command

Overall responsibility for business continuity in the organisation is held by John O'Sullivan and Anita O'Sullivan of JOS Structures Limited.

### 6. Crisis Management Group

If a major disaster occurs, then the JOS Structures Limited Crisis Management Group (all directors) will be mobilised.

### 7. Documentation and location

Name of document	Location
Business Continuity Plan	SharePoint 'Policy Docs' Folder
Crisis Management Group	Section 15 of BCP
Key Stakeholders Contacts	SharePoint 'Business Continuity' folder
Staff Contact Details	SharePoint 'Business Continuity' folder

## 8. Recovery Plan

### **Business Risks**

#### 1. Premises

**Fire:** Current Mitigation Measures – Annual Fire Risk assessment, Fire Extinguishers, Maintenance and Servicing Programmes, Reduced Fire Load within the premises, Internal and External Fire-Resistant Components used, Employee awareness and training.

**Emergency Response:** in the event the premises become unusable a temporary office is to be rented (immediately) and a temporary industrial unit is to be rented (within 1 month)

**Theft:** Current Mitigation Measures – estate gates to be closed and locked out of business hours. Further improvements could be made by the installation of a security alarm.

**Emergency Response:** Replace items considered essential to the continuity of business operation (within 1 week)

#### 2. IT Hardware/Software

**Failure of Business Systems:** Current Mitigation Measures – retention of IT support specialist

**Emergency Response:** Lost/defunct equipment to be replaced (within 1 week)

#### 3. Staff

**Loss of Key Staff:** Current Mitigation Measures – some overlap with role ability. Improvements to be considered – secondary person to be trained up in business vital aspects to increase resilience. Consider Key Man Insurance to cover temporary staffing and recruitment to cover missing post holders

**Emergency Response:** Nothing currently in place

#### 4. Telephony

Loss of telephone systems: Current Mitigation Measures – mobile telephones held by key post holders

**Emergency Response:** Main telephone to be repaired (within 1 day)

#### 5. Documents/Data

Loss of Premises/IT Equipment: Current Mitigation Measures – some data/documents are held by key post holders and recoverable from lap tops/emails subject to Data Protection Laws. Business software such as Sage (Payroll) is cloud based with off site secure storage. Improvement recommendation – a further review is required of all document/data storage and back up systems. General Data Protection Regulations compliance needs to be considered. Fire Proof storage to be considered for key documents.

**Emergency Response:** Procure new hardware as necessary (within 1 week). Access online systems recover data (within 1 week)

#### 6. Environmental Factors

Severe infectious diseases (flu pandemic): affecting workforce. Current Mitigation Measures – use of agency labour for site works

**Emergency Response:** organise more trade labour (as dictated by project needs).

Severe weather - Current Mitigation Measures - the laying off of agency labour in unworkable conditions.

**Emergency responses** - none determined at this point.

Severe fuel shortages - Current Mitigation Measures - sharing of vehicles, limited fuel storage.

**Emergency responses** - avoid all unnecessary journeys. Fuel up vehicles/plant as soon as possible.

## **9. Review of Business Continuity Plan**

A comprehensive review of risk is taken at least annually by the Directors. These revised plans must be submitted to the Directors for incorporation within the Business Continuity Plan.

The different response elements of the plan should be tested.

## **10. Training**

All staff is made aware of their roles and responsibilities as part of their induction, performance review. Their responsibilities include awareness of key policies and procedures, including the Business Continuity Plan. Staff must take personal responsibility to ensure they are familiar with the content of the Plan, so they know who to contact in case of an incident and how they can contribute to the plan's implementation.

## **11. Coordinated Responses**

The Plan should not be implemented in isolation, but where possible, should be used in conjunction with the Business Continuity and Emergency Plans of the host local authority and emergency services in which it operates.

## **12. Recording Incidents and Debriefing**

Details of major incidents and action taken will be recorded. These notes may be referred to if there is any further investigation and it will also inform future business continuity planning.

## **13. Insurance**

As part of the risk assessment, development, implementation and review of Business Continuity Plans any decisions to treat, tolerate, terminate or transfer risk for indemnification purposes must be documented and appropriate consultation sought with the insurance providers

## **14. Procurement**

JOS Structures Ltd has a number of suppliers on whom it relies upon to provide a continued service. In order to minimise any risk of disruption by failure to supply a product or service, suppliers identified as critical will be requested to provide assurances that they have BC arrangements in place.

## 15. Key Contacts

Position	Name	Mobile number
Director	John O'Sullivan	07971 179236
Director	Anita O'Sullivan	07811 483049
Contracts Manager	Marc Rainey	07976 627050
Commercial Manager	George Brady	07757 668199
Planning Manager	Chris Grimley	07757 458808
Health & Safety Manager	Gary Musson	07721 518048

Signed: *J O'Sullivan*

Date 23<sup>rd</sup> August 2024

John O'Sullivan

Signed: *A O'Sullivan*

Date 23<sup>rd</sup> August 2024

Anita O'Sullivan