



<b>Policy:</b>	<b>Business Continuity Plan</b>	<b>Reference:</b>	<b>BCPSES0083</b>
		<b>Review Date:</b>	<b>01/2023</b>

## Purpose

This plan has been devised by the Directors and Shareholders of SES Engineering (Newark) Ltd. The plan is reviewed annually, or sooner, if the need should arise.

## Normal place of work/Head Office

Roewood Farm  
Winkburn  
Newark  
NG22 8PG

## Relevant contact numbers

Main Office	01636 816633
Max Shelbourn (Director)	07787 558 508
Philip Roberts (Director)	07843 620 219
Jenny Shelbourn (Office Manager/Director)	07718 325 021
Adam Kirk (Engineering Manager)	07563 192523
Ray Callingham (Accountant)	01636 815 777

## Critical functions at risk

- Financial functions
- Fully equipped vans

## Main business areas at Risk

- Office functions
- Workshop
- Site work

## Key Risks identified

- Death or serious injury of key person
- Pandemic
- Theft
- Fraud
- Fire
- Adverse weather
- Power outage

## Planned responses

### *Death or serious injury of key person*

- Key person insurance cover in place for each Director.
- Office manager works alongside full-time employee who has access to all business functions/systems.
- Back up files kept off premises.
- Emergency contact details held (reviewed annually).



- All senior party access to business accounts, Insurance policies, accounts data.
- Notify relevant legal bodies.

#### *Pandemic*

- Team split into maximum working groups of two.
- Office manager will remain up to date on all government guidance and share/instruct team appropriately.
- Vulnerable staff to be identified & protected.
- Customers notified of any changes to working patterns/risk assessments/procedures.
- Suppliers notified of any changes to working patterns/risk assessments/procedures.
- Specific risk assessments carried out for office, site work & workshop environment.
- Team actively encouraged to accept approved treatments such as vaccinations.
- Infection control measures implemented.
- Affected individuals will remain away from work until safe to return.
- Additional resources if required will be sought from agencies.

#### *Theft*

- Comprehensive Insurance held.
- Allocated broker.
- Spare van held on fleet.
- Relevant authorities to be notified.
- Affected customers to be notified including a written report.
- Existing security measures to be reviewed in the event of a theft.
- Details held for hire companies to temporarily replace key items/equipment.
- Notify police.
- Further risk assessment.

#### *Fraud*

- Notification to all affected parties.
- All existing passwords/encryptions updated.
- Notify Insurers.
- Notify police.
- Notify relevant financial institutions.
- Restrict access to sensitive information.
- Notify ICO (data protection body).
- Further risk assessment.

#### *Fire*

- Notification to all affected parties.
- Notify Insurers.
- Repairs carried out by our team once all interested parties give go ahead.
- Temporary workshop facilities to be sought if deemed necessary – work can be continued out of each fully equipped van.
- Reinstatement of office function from Office Manager's home.
- Replacement orders with suppliers for imminent completion dates.
- Further risk assessment.

#### *Adverse weather*

- Notify Insurers if relevant.
- Notify interested parties if relevant.
- Back up files kept off premises.
- Reinstatement of office function from Office Manager's home.
- Temporary workshop facilities to be sought if deemed necessary – work can be continued out of each fully equipped van.
- Workshop location not on flood plain/zone.
- Stocks of salt/grit kept at workshop.



- Air conditioning installed.
- Filtered cold water freely accessible.
- Sun cream free issue to employees as part of PPE.
- Suitable winter clothing free issue to employees as part of PPE.
- Vehicles regularly serviced & maintained.

#### *Power Outage*

- Telephones to be diverted to Office manager mobile number.
- All office computers fitted with Power Walker systems.
- Back up files kept off premises.
- Reinstatement of office function from Office Manager's home.
- Temporary workshop facilities to be sought if deemed necessary – work can be continued out of each fully equipped van.
- Premises have electric supply – account details held by Office Manager & on back up files.
- Premises have oil supply – account details held by Office Manager & on back up files.