



Business Continuity Plan

Section: 2
Issue: 1
Review Date: 18/12/2024
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1. Aim of the plan

This plan is designed to prepare Lea Scaffolding & Access Ltd to cope with the effects of an emergency. It is intended that this document will provide the basis for an efficient and effective return to business as normal, regardless of the cause.

2. Objectives of the plan

To provide a flexible response so that Lea Scaffolding & Access Ltd can:

- Respond to a disruptive incident
- Maintain delivery of critical services
- Return to business as normal, as soon as possible

3. Emergency Response Checklist

<u>Task</u>	<u>Emergency Response</u>	<u>Deputy</u>	<u>Notes</u>
WITHIN 24 HOURS			
Liaise with Emergency Services	Steph Cadman 07894 525121	Emma Farrell 07867 412424	
Identify and Quantify damage to the organisation, including, but not limited to: <ul style="list-style-type: none"> • Staff • Premises • Equipment • Data records 	Dave Lea 07773 776230 James Partington 07498 512908	Joint responsibility	
Inform: <ul style="list-style-type: none"> • Staff • Suppliers • Customers 	Steph Cadman 07894 525121	Emma Farrell 07867 412424	
Inform Insurance	Steph Cadman 07894 525121	Emma Farrell 07867 412424	
DURING OUTAGE			
Update Staff	James Partington 07498 512908	Steph Cadman 07894 525121	
Update Customers	Emma Farrell 07867 412424	Dave Lea 07773 776230	
Update Suppliers	Emma Farrell 07867 412424	Dave Lea 07773 776230	
Liaise with Insurance	Steph Cadman 07894 525121	Emma Farrell 07867 412424	
FOLLOWING RECOVERY			
Debrief Staff	James Partington 07498 512908	Steph Cadman 07894 525121	
Review Plan	Dave Lea 07773 776230	James Partington 07498 512908	