

## **BUSINESS CONTINUITY PLAN**

Being a small/medium firm of Quantity surveyors, our assessed risks are limited.

Hazards that could affect our business are:

- IT Failure
- Utility Failure
- Fire or Explosion
- Transport Accident
- Extreme Weather
- Loss of Premises
- Staffing Issues

### **Hazard Mitigation:**

#### **IT Failure**

Processes within Greenway Associates ensure that all project data is stored electronically and on a secure server which is backed up daily and stored remotely ensuring minimal loss of such data.

Our IT support is carried out by IT Genie; an IT maintenance support service whom provide Greenway Associates with 24/7/365 proactive monitoring ensuring that disruption is kept to a minimum.

#### **Utility Failure**

Although Greenway Associates operate from a serviced office, our dual-broadband and telephony systems are separate from our landlord. In the event of a complete utility failure all staff are in a position to work remotely from home.

#### **Fire of Explosion**

See utility failure

#### **Transport Accident**

At any time two members of Greenway Associates team will be aware of the projects key issues. In the unfortunate event of a transport accident all work will be up to date and filed using our in-house management processes. A senior member of Greenway's will be in a position to pick up the project, understand and respond to any client requirements. Occupational road risk for our employees is covered by the risk assessment process.

#### **Extreme Weather**

All employees are equipped to work from home should extreme weather not permit them to travel. Extreme weather conditions should not affect the day-to-day operations of Greenway Associates. Working from home arrangements can be extended for the full duration of adverse weather conditions.

#### **Loss of Premises**

See utility failure

### **Staffing Issues**

Being a small practice with a flat management structure there are minimal staffing issues. As an average, staff have worked for Greenway Associates for in excess of eight (8) years. Loyalty allows the company to plan ahead for Clients projects. This Plan is reviewed annually and will be amended if this changes.

### **Management of BCP**

The above issued are regularly monitored by the directors to ensure all risks and disruptions are minimised.

Last updated: October 2022