Business Continuity Planning

Any incident whether it is large or small, accidental or deliberate, can cause major disruption to your business. However, by planning in advance you will be able to resume your day to day business sooner.

This is where business continuity planning (BCP) comes in. Its purpose is to help you to prepare strategies to cope with disruptions so that you can continue to deliver your business' critical activities and reduce potential harm to staff.

By understanding the risks facing the everyday running of your business or organisation, you are better able to foresee problems and guard against them developing into serious disruptions.

Why have a business continuity plan?

It is important to plan for unforeseen circumstances. For example, what would you do if your workplace catches fire?

Some hard decisions will have to be made, and made quickly. For instance:

- What do you do with all your staff?
- How do you tell the community/customer that you cannot provide 'business/service as usual'?
- How do you meet important deadlines?

The list of questions grows, and so do the levels of uncertainty and anxiety. Without a BCP you will have to rely on an ad-hoc approach to deal with these issues.

For further information on business continuity, please **visit the Business Continuity Institute**. (Link https://www.thebci.org/)

Protecting your business

The National Counter Terrorism Security Office has issued a guide for small and medium sized enterprises to help protect their business.

For further information, please **download NaCTSO Counting the cost - Managing risk, insurance and terrorism [pdf] 277KB**. Link https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/374683/Counting_the_cost.pdf

The Home Office has also produced guidance on protecting businesses. **Download Expecting the unexpected - Business continuity in an uncertain world [pdf] 1MB**. Link https://www.gov.uk/government/publications/expecting-the-unexpected

Cyber security

Cyber-attacks and data breaches have proven to be two of the greatest concerns for business continuity professionals for several years running.

Cyber security's core function is to protect the **devices** we all use (smartphones, laptops, tablets and computers), and the **services** we access - both online and at work - from theft or damage. It's also about preventing unauthorised access to the vast amounts of **personal information** we store on these devices, and online.

The National Cyber Security Centre, which is part of GCHQ has produced guides to help your business to improve cyber security within your organisation - quickly, easily and at low cost.

- Self Employed and Sole Traders https://www.ncsc.gov.uk/section/information-for/self-employed-sole-traders
- Small and Medium Sized Businesses https://www.ncsc.gov.uk/section/information-for/small-medium-sized-organisations
- Large Organisations https://www.ncsc.gov.uk/section/information-for/large-organisations

We would also draw your attention to the advice on the NCSC website to help organisations protect themselves against ransomware https://www.ncsc.gov.uk/guidance/mitigating-malware-and-ransomware-attacks and phishing attempts. https://www.ncsc.gov.uk/guidance/phishing

COVID-19 is being exploited by malicious cyber actors and the NCSC has published a useful article https://www.ncsc.gov.uk/news/covid-19-exploited-by-cyber-actors-advisory and also a document https://www.ncsc.gov.uk/files/Final%20Joint%20Advisory%20COVID-19%20exploited%20by%20malicious%20cyber%20actors%20v3.pdf produced with Homeland Security with practical advice for organisations and individuals.

The NCSC and UK Government have produced advice and guidance to help individuals and businesses who are working from home to stay safe online Home working: preparing your organisation and staff - NCSC.GOV.UK and advice on video conferencing for organisations Video conferencing services: security guidance for... - NCSC.GOV.UK as well as for individuals and families Video conferencing services: using them securely - NCSC.GOV.UK

If you would like more information on business continuity, you can visit. Link **(https://www.thebci.org/knowledge/introduction-to-business-continuity.html)**

Would your business stay afloat? A guide to preparing your business for flooding

Make sure your business is prepared for flooding, one of the most common and widespread natural disasters in the UK. The Environment Agency have prepared a simple guide on some of the easy actions that you can take to make sure that your business is as well as possible. Have a look at the business checklist on page 16 of this document to see if your business is prepared for flooding.
Download the Environment Agency - Would your business stay afloat? Link **(https://www.gov.uk/government/publications/preparing-your-business-for-flooding)**