



**Business Continuity Plan
Coronavirus**

**Issue: 0
Date: 16/03/2020
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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 the Coronavirus outbreak. It is intended that this document will provide the basis for an efficient and effective management of the business during the situation and ensure return to business as normal, as soon as practicably possible.

2. Objectives of the plan

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

- Respond to the pandemic
- 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>
DAILY			
Keep abreast of Government Guidelines	Karen Jones 07867 412424	Tom Lea 07930 724519	
Identify and Quantify implications to the organisation, including, but not limited to: <ul style="list-style-type: none"> • Staff • Customers • Suppliers 	Karen Jones 07867 412424 Tom Lea 07930 724519 James Lea 07973 375155	Joint responsibility	
Inform: <ul style="list-style-type: none"> • Staff • Suppliers • Customers 	Karen Jones 07867 412424	James Lea 07973 375155	
Inform Insurance (If Applicable)	Karen Jones 07867 412424	Tom Lea 07930 724519	
DURING OUTAGE			
Update Staff	Karen Jones 07867 412424	James Lea 07973 375155	
Update Customers	James Lea 07973 375155	Tom Lea 07930 724519	
Update Suppliers	Karen Jones 07867 412424	James Lea 07973 375155	
Liaise with Insurance (If Applicable)	Karen Jones 07867 412424	Tom Lea 07930 724519	
FOLLOWING RECOVERY			
Debrief Staff	Tom Lea 07930 724519	James Lea 07973 375155	
Review Plan	Tom Lea 07930 724519	Karen Jones 07867 412424	

4. Other Communications

All other communications, eg Media to be handled by Karen Jones

5. Lockdown/Self Isolation



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In the event Director's need to self-isolate or Government Guidelines result in lockdown all Directors are in possession of portable devices and all company documentation is cloud based, so can be accessed remotely to ensure we can continue to communicate with staff, clients and suppliers.