



Weathering the Storm

Business Resilience Checklist

Putting simple preparations in place can save you time and money when something untoward happens. Use the checklist below to make sure your business is resilient.

Insurance

- When did you last check your insurance? Are you covered for floods, storms or business interruption?

Notes: _____

Flood Risk

- Do you know if you are in an area at risk of flooding? Find out now – call the Environment Agency Floodline on 0845 9881188 or visit <http://maps.environment-agency.gov.uk>
- You can sign up for their Flood Warning Service at <https://fwd.environment-agency.gov.uk>
- If you are in a flood risk area, do you have a flood plan?

Notes: _____

Premises

- Have you considered whether your buildings should be adapted to withstand storms, floods or extreme heat?
- Do you check drainage systems & gutters to ensure they are not blocked?
- Have you considered whether you could operate from alternative premises if you have to?

Notes: _____

People

- Do you know how to contact your employees out of hours to get assistance in moving or protecting stock?
- Have you considered how staff working outdoors might be affected by extreme heat, storms, heavy rainfall or flooding?
- Do your staff have any medical conditions that might be made worse by extreme heat or cold (e.g. heart disease, epilepsy, diabetes)?
- If your staff drive for business, are they aware of procedures for driving in severe weather?

Notes: _____

IT and Back-ups

- Storms, flooding, or power surges can damage computers and electronic files could be lost. Do you have a back-up and is it stored in a safe, separate location?
- If your staff are unable to get to work, because their homes, work premises or transport routes are severely affected by bad weather, can you continue to do business? Can key staff work from home with access to your IT systems?

Notes: _____

Utilities

- Have you thought about what you would do if your business was cut off from the mains power or water supply?

Notes: _____

Products and Suppliers

- Can you get your products to customers, or supplies delivered if transport routes are severely affected by bad weather?
- How easily can you communicate with customers or suppliers in the event of disruption?
- Do you have accounts in place for alternative suppliers?

Notes: _____

Emergency Plans

- Do you hold a (paper copy) list of key contacts in an accessible off-site location: staff, insurers, customers, suppliers, landlord etc?
- Do you have a communications tree to inform all staff of any issues?
- Do you have emergency procedures in place to make your staff, premises and stock safe in an emergency such as flooding?
- Does everyone know these procedures and have you tested them recently?

Notes: _____

If you would like to carry out a more detailed check of your business operations, you can do so online at: www.businessresiliencehealthcheck.co.uk

