



## **Business Continuity Plan**

MacInnes Bros Ltd is a building and civil engineering contractors with its head office in Uachdar, Isle of Benbecula.

Fortunately, due to the nature of our business most of our works are external, and our work force is predominately mobile, there are systems in place on sites in the event of disruption.

Detailed below are the perceived risks to our business with details of how these will be managed.

<b>Perceived Risk</b>	<b>Action to be taken</b>
Premises – should relocation be necessary	We have office and storage containers at our disposal, and these would be located at the East Camp Trust site.
Loss of power	We have 2no standby generators to provide us with power.
Impact on communications – Loss of use of Phones & Computers	We have a BT mobile wi-fi hub with unlimited data which will work anywhere in Uist and allow us to use the office mobile and our computers. Our data is backed up daily and or server is administered by our IT consultants SFG Software Ltd. If use of a landline was necessary, there are spare office facilities within the East Camp site we could utilise.

We have insurance cover in place for alternative mobile premises in the event of disruption to our business; an alternative site has been sourced at East Camp, Balivanich, Isle of Benbecula.

The above procedures would ensure the continued operation of our business.

**Ewen P MacInnes**  
**Managing Director**  
**On Behalf of MacInnes Bros Ltd**  
**18<sup>th</sup> January 2021**

**(Review date 17<sup>th</sup> January 2022)**