



Business Continuity Plan

January 2025

BUSINESS CONTINUITY PLAN

MacInnes Bros Ltd (MIB) is a Building, Civil Engineering Contractors & Builder's Merchant with its head office in Uachdar, Isle of Benbecula.

Fortunately, due to the nature of the MIB 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.

Perceived Risk	Action to be taken
Premises – Should relocation of the MIB Head Office be necessary	MIB have office and storage containers at our disposal, and these would be located at the East Camp Trust site. The use of a virtual IT Server allows all MIB administration staff to access key company information remotely to ensure continuity in all MIB contracts and client support which will minimise any disruption to the MIB operation during any Premises relocation.
Loss of Power within MIB Head Office	MIB have 2no standby generators to provide us with power.
Impact on Communications – Loss of use of Phones & Computers	MIB have a BT mobile wi-fi hub with unlimited data which will work anywhere in Uist and allow MIB staff to use the office mobile and MIB computers. MIB data is backed up daily and the virtual server is administered by the MIB IT consultants SFG Software Ltd. If use of a landline was necessary, there are spare office facilities within the East Camp site MIB could utilise.
Pandemic	We would keep up to date with world events, and follow the advice and guidance as set out by WHO (World Health Organisation) and also the Government website. Safe systems of work based on guidance provided would be put in place in the event of a Pandemic outbreak which requires limited social interaction. MIB are able to implement home working due to the remote capabilities of the IT system and MIB Server remote access which is monitored by SFG Software Ltd. If a Pandemic outbreak results in a National Lockdown, MIB have sufficient cash reserves to support its workforce financially through assisting any Government furlough scheme which protects the Health & Wellbeing of our employees during any Pandemic outbreak.
Cyber Attack	MIB IT systems are protected through anti-virus software which is monitored 24/7 and updated by our IT consultants SFG Software Ltd to prevent the risk of a Cyber Attack. The MIB server is further protected from Cyber Attack through monthly

	software updates, whilst the physical server back up is contained within an ioSafe data protection unit which is disaster proof in the event of a building fire etc. MIB server would be retrievable, thus ensuring the protection of contract and client information and Business Operation Continuity.
Loss of Key Personnel	<p>We encourage cross training within the workplace to ensure all employees are versatile in different roles, which require them to carry out tasks outside their normal responsibilities in order for them to become professionally well-rounded.</p> <p>This creates workforce sustainability, improved productivity, and efficiency for any short/long term sickness, leave cover or any unforeseen circumstances.</p> <p>We are able to amend system access through our IT Company in these events, and we can source agency workers if required.</p>

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.

Event Testing

WHEN	HOW	TIME / TIME FRAME	ACTION	COMMENTS

Signed:



Managing Director

Date: 09.01.25