




**Disaster Recovery
Business Continuity and
Risk Management Plan**

**Revision 2
Date: May 2019**

Introduction

Distribution List

| Copy Number | Name | Location |
|--------------------|---|-----------------|
| 001 | A Webb | Head Office |
| 002 |  | Site Office |
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**If you have any suggested changes to this plan, please notify
Health, Safety and Environment Manager**

Aim of this Plan

To prepare this business to cope with the effects of Disaster Recovery, Business Continuity and Risk management in the event of an emergency.

Objectives

- To define and prioritise the Critical Functions of the business
- To analyse the emergency risks to the business
- To detail the agreed response to an emergency
- To identify Key Contacts during an emergency

Disaster Recovery

Disaster is defined as a prolonged impact on the ability to maintain service level. Types of disaster may include:

- Total loss of access to premises, machines, personnel and customer files
- Partial loss of premises, machines, personnel and customer file due to:-
 - External or internal strike
 - Ecological events such as flood
 - Accidents, such as fire or
 - Deliberate disruption (e.g. Bombs)

This plan will provide direction and tool to assess the damage, establish emergency communications, plan and implement solutions so that the loss is minimised and the stricken facilities are repaired or replaced as soon as possible.

The responsibilities include:

- Full assessment of loss and actions necessary to recover
- Assign staff
- Specify physical and technical requirements
- Source temporary site for medium to long term if required
- Implement agreed tasks and solutions in the short, medium and long term

Outside Services include:

- Power & Utilities
- Royal Mail
- Courier Services
- Suppliers
- Other departments within JM Envirofuels Limited

In the event of a disaster occurring at JM Envirofuels Barry which makes the site unusable, the following plan will be put into operation immediately.

1. A member of senior staff from JM Envirofuels Barry will contact the insurance company and inform them of the incident.
2. The JM Envirofuels Barry operations contact (Site Manager) will be alerted, who will then implement the Recovery PLAN. Moving forward, all members off staff will be contacted and subsequently assign tasks to begin the recovery process. This could include either meeting on site or at a specific location, or being contacted remotely via email or telephone depending on the arisen circumstances. Members of JM Envirofuels Barry staff now assigned to the recovery team will be responsible for:
 - Business recovery
 - Assessing salvage viability
 - New equipment purchase where required
 - New arrangements for suppliers etc.

The staff from JM Envirofuels Barry office will move to Cannock with the main objective to provide a full set-up as far as reasonably practicable and continued supply services to our customers with minimum disruption. The recovery team authority will supersede any existing procurement procedures.

JM Envirofuels Barry will transfer priority work and personnel to the recovery site. The Site Manager will co-ordinate the relocation of any required equipment and stationery, deploy replacement kit and hire equipment where necessary.

If the site becomes unusable for a long period of time, the Site Manager will plan for a relocation site that is suitable for their needs to operate as a business whilst the old site is dealt with.

The Site Manager will undertake a site survey and kit out the new location with suitable equipment necessary to restore the offices or production to full strength, if any equipment can be salvaged from the disaster site, JM Envirofuels' staff will check and re-deploy any such equipment that can be used.

Business Continuity Plan

JM Envirofuels Business Continuity Plan will ensure that processes are in place that will be followed in the event of unforeseen events, likely to cause disruption to normal business activities.

JM Envirofuels will work with customers and suppliers to minimise the effect of any such occurrences.

JM Envirofuels Business Continuity Plan is based on the following objectives:

- Identify at an early stage, abnormal occurrences that may impact the service.
- Assess the probability of these events occurring and evaluate the impact.
- Design and implement procedures, both reactive and pro-active, to minimise the possibility of the plan being implemented.
- Provide necessary resources to ensure customers receive the necessary service levels.
- Refer to Risk Management

These primary objectives will be achieved by:

- Identifying key personnel, equipment, facilities and systems required to recover and or maintain service.
- Use the recovery plan to restore full operational capability in the minimum amount of time.

Events are classified into 3 escalating levels, and these reflect the severity of the event, and directly correlate with the required action.

Level One – Minor event that must be recorded for review purposes. These are event that in isolation have minor capacity to disrupt operations.

Level Two – Events that have the potential to disrupt operations. These must be notified to the director and contract managers and recorded with the insurance company if required.

Level Three – Events capable of major disruption where there actual or potential. The full Community Plan must be initiated and relevant parties and authorities informed.

It is important that the escalation plan be implemented and escalated in a controlled manor. Responsibility for implementation rests initially with the Managing Director who will co-ordinate all aspects of the initial implementation

Response One – Responsibility rests with the contract manager for co-ordinating and documenting all events.

Response Two - Responsibility rests with the site manager for the processes which have to be implemented immediately. The contracts manager is responsible for all further actions and escalations.

Risk Management

Risk Management is the identification, assessment and prioritisation of risks (defined in ISO31000) and the effect of uncertainty on objectives, whether positive or negative. Following by co-ordinated actions and resources to monitor, control, and minimize the probability and impact of negative events.

JM Envirofuels Risk Management outlines steps and procedures that are either currently implemented or have the availability to be implemented, in the bid to reduce negative effects on the business and its ability to uphold business continuity as detailed above. JM Envirofuels have taken steps to ensure that risks relating to that risks relating to loss or damage are reduced and monitored as far as reasonably practicable.

Premises

- Are covered by comprehensive 24-hour CCTV which is recorded.
- Are kept locked when not in use and are further guarded by high level fencing throughout.
- Yard area and office are regularly maintained to include the worthiness of roofing, security to windows and doors and general overall condition.
- Comprehensive insurance is maintained for every aspect of the business activity

Information and Communications

- All documentation is regularly backed up and kept in an off-site location.
- Information is also collated and stored by an external online service provider.
- All primary staff members have access to mobile computer and telephone facilities in the event that affixed office equipment is not accessible.
- JM Envirofuels IT systems are monitored and maintained via an external communications company.

General Works

- All operations hold relevant health and safety and industry specific training certificates. To include regular refresher training and conformity audits.

- All staff members are aware of the policy and procedure for documenting incidents, injuries and near misses.
- All individual works carry site specific method statements and risk assessments.
- All staff are aware of the fire and emergency procedure, and this information is displayed accordingly.
- All vehicles and associated plant is regularly maintained.

Log Sheet

| Date | Time | Information / Decisions / Actions | Initials |
|------|------|-----------------------------------|----------|
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