

Business Continuity Checklist

This checklist is designed to help small businesses develop and maintain an effective Business Continuity Plan (BCP). It focuses on both people and process continuity, ensuring that if disruption occurs, your organisation can continue to operate safely, legally and efficiently. Use this document to identify gaps, assign responsibilities, and review progress regularly.

1. General Information

Company name: _____

Date of last review: _____

Responsible person(s): _____

2. Risk Assessment

- ☐ Have you identified the critical functions and services your business must maintain during disruption?
- ☐ Have you identified potential threats (e.g. illness, cyber-attack, supplier failure, fire, flood, data breach)?
- ☐ Have you assessed the likelihood and impact of each identified risk?
- ☐ Do you have controls or mitigation strategies in place for high-impact risks?
- ☐ Is there a risk register or log that is reviewed at least annually?

3. People and HR Continuity

- ☐ Do you have up-to-date emergency contact details for all employees?
- ☐ Have you identified key roles and single points of failure within your team?
- ☐ Is there a plan for delegating responsibilities if key staff are unavailable?
- ☐ Are managers trained to handle emergency communication and welfare issues?
- ☐ Do remote and hybrid workers have access to appropriate equipment and secure systems?
- ☐ Is employee wellbeing and support considered in the event of disruption?

4. Operations and Processes

- ☐ Are core business processes documented so others can step in if required?
- ☐ Do you have backup suppliers identified for critical goods or services?

- ☐ Can key operations continue remotely if premises are inaccessible?
- ☐ Is there a clear plan for maintaining customer service during disruption?
- ☐ Have health and safety risks (including remote work environments) been assessed?

5. IT and Data Continuity

- ☐ Are systems and files backed up securely and tested regularly?
- ☐ Do you have a plan to restore IT services and access critical data quickly?
- ☐ Is sensitive data (e.g. employee or client information) protected under GDPR compliance?
- ☐ Do staff know how to report a data breach or system failure?
- ☐ Are passwords and access credentials securely managed and accessible to authorised staff only?

6. Communication

- ☐ Do you have a communication plan for staff, clients and suppliers in case of disruption?
- ☐ Are there prepared templates or contact lists for emergency use?
- ☐ Is there an agreed process for keeping employees updated during an incident?
- ☐ Have you tested internal and external communication channels?

7. Review and Testing

- ☐ Is your business continuity plan reviewed at least annually?
- ☐ Have you tested your continuity plan through a simulation or tabletop exercise?
- ☐ Do you record lessons learned from incidents or tests and update the plan accordingly?
- ☐ Are all employees aware of the continuity plan and where to access it?

8. Notes / Actions

Use this section to note improvements or actions required.

This checklist is provided for general guidance. It should be tailored to your organisation's size, structure and specific risks. For tailored HR and business continuity support, contact your HR consultant.