

Business Continuity In Suffolk

Step 2. Assess The Risks

The list below includes typical hazards that may affect the operation of your organisation. You need to assess the level of risk associated with each one. Risk assessment includes both the likelihood of the threat happening and the impact it could have.

- fire
- loss of key personnel
- loss or denial of access to your premises
- floods and severe weather
- computer failure or loss of data
- fuel crisis
- bomb threat
- loss of utilities (e.g. power, water, gas or telephones)
- failure of critical suppliers



Likelihood can be assessed as follows: -

F = Very High (1 year)

E = High (5 years)

D = Significant (10 years)

C = Low (25 years)

B = Very Low (50 years)

A = Negligible (100 years)

Impact can be assessed as follows: -

4 = Catastrophic

3 = Critical

2 = Marginal

1 = Negligible

When assessing likelihood and impact, you should consider: -

- Has it happened before?
- What would be the disruption?
- What is being or has been done to prevent it happening?
- What do your staff think?

By plotting the threats on the risk matrix in the template, you can prioritise your actions in the next stage.

A Worked Example

For a retail business in the high street in Hadleigh, two threats that might be identified are flooding of the premises and a bomb exploding.

Both would have a critical impact on the business (score 3), but as the Hadleigh high street is located in the flood plain of the River Brett, there is a much higher likelihood of flooding (score D) than a bomb exploding (score B).

When plotted on the risk matrix, it is clear that the risk of flooding should be planned for before the risk of a bomb exploding.