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BUSINESS DISRUPTION CHECKLIST

One of the FindBusinessSupport.gov.scot has produced useful Covid-19 resources to help businesses manage the Pandemic.

See: <https://findbusinesssupport.gov.scot/coronavirus-advice/business-continuity>

COVID-19: Checklist for Businesses			
Though the exact impact of Coronavirus in the UK is currently uncertain, there are steps that your business should be taking to prepare for potential disruption. The following checklist outlines a range of low-risk, low-cost actions you can take across three areas of business operations.			
For further information on business and COVID-19, please visit FindBusinessSupport.gov.scot or contact Find Business Support (Scotland) on 0300 303 0660, Monday to Friday, 8.30am – 5.30pm.			
1. Business Planning			
+	Not Started	Underway	Monitoring
			Appoint a senior member of your team to oversee your response. Develop, review and continuously update your Coronavirus business action plan as circumstances change and new information emerges. In times of high uncertainty, flexibility and adaptability are essential.
			Create a business continuity plan. Identify and quantify your exposure to the potential risks of COVID-19 across all areas of your business. Define the extent and likely timing of any impacts and create an action plan in response to any forecasted scenarios. Business Gateway and the Federation of Small Businesses (FSB) have put together guides on how to create a business continuity plan.
			Map your supply chain. It's important to understand the parts of your supply chain which are or could be disrupted and prioritise risks. For advice on mapping your supply chain, contact the Scottish Manufacturing Advisory Service (SMAS) .
			Identify alternative suppliers If your supply chain is disrupted, you may wish to find alternate suppliers.

Please contact us about advising on planning for the Pandemic and the options and supports available.