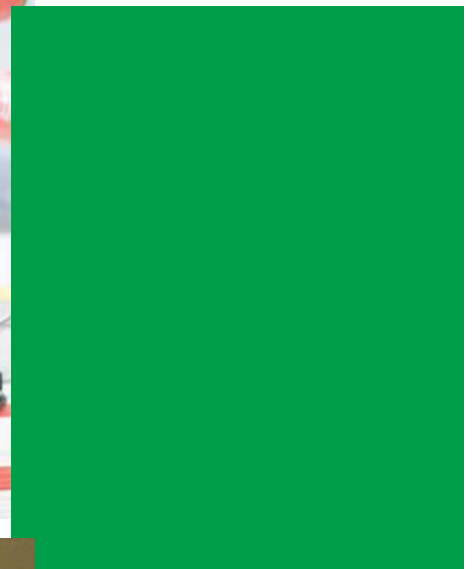


NHS England Business Continuity Management

EPRR: Toolkit – Business Impact
Assessment (BIA) Template
Appendix 3.1



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INTRODUCTION

The purpose of this document is to assist those who are developing a business continuity plan for their organisation and includes a number of key areas they should consider. This template is produced in the spirit of ISO 22301 & 22313 but focusses on the priorities around which the NHS England EPRR core standards are set.

It is also recognised that there is not a single one template that can fit the NHS, hence this template is generic and can be adapted as the organisation requires.

BC Leads should use this information derived from the BIA and Risk Assessment to prioritised activities to inform the development of the business continuity plans.

GUIDANCE

Further guidance on the wider subject of Business Continuity can be sort from:

www.england.nhs.uk/epr

- NHS standard contracts 2013/4
- the NHS England Planning Framework 2013
- the NHS England Emergency Preparedness Framework 2013
- **ISO 22301** Societal Security - Business Continuity Management Systems – Requirements
- **ISO 22313** Societal Security - Business Continuity Management Systems – Guidance
- **PAS 2015** - Framework for Health Services Resilience

DOCUMENT USE

This BIA template should be used to summarise and document the work which had been undertaken in the workshop which discussed and explored wedthe NHS England Business Continuity Toolkit.

For each critical activity or risk which the organisation faces, a copy of the BIA template is to be completed and used to assist in the development of the organisation's Business Continuity Response Plan.

Reference Number: (Business Continuity Lead to allocate unique number)					
1	Name of author:				
2	Job title of author:				
3	Author telephone and e-mail:+				
4	Date:				
5	Business Continuity Lead:				
5					
Name and description of building / service and location:					
6					
Essential / prioritized activities undertaken¹					
		Red²	Amber³	Green⁴	Responsible Officer
i.					
ii.					
iii.					
7					
Impact of disruption to essential activities					
	Length of disruption	Impact & Score⁵		Tolerable (Yes or No)	
	First 24 hours				
	24-48 hours				
	Up to 1 week				

¹ Essential (prioritised) activities are those where priority must be given following an incident to mitigate impacts,

² Red activities are those that must be continued.

³ Amber activities are those that which could be scaled down if necessary.

⁴ Green activities are those which could be suspended if necessary.

⁵ 1=Insignificant, 2=Minor, 3=Moderate, 4=Significant, 5=Catastrophic

8	Risks to essential activities		
	Risk	Mitigation	
9	Do you prioritized activities vary at different times of the month or year? Please explain		
10	Maximum Tolerable Period of Disruption (MTPD):		
	Length of disruption	Impact	Tolerable Y/N
	First 24 hours		
	24-48 hours		
	Up to 1 week		
	More than a week		
10	Recovery time objective (RTO):		
11	Category of activity (tick)		
	A activities which must be continued		
	B activities which could be scaled down if necessary		
	C activities which could be suspended if necessary		
12	People required to maintain / restore the service (WTE) and grades):		

13	Premises required to maintain / restore the service
14	Technology required to maintain / restore the service
15	Information required to maintain / restore the service
16	Supplies required to maintain / restore the service
17	Stakeholders required to maintain / restore the service
18	Other notes

BUSINESS CONTINUITY RISKS

Which of the following hazards and threats are relevant to your department or service?		
Hazard of threat	Y or N	Why?
1	Fire or flood	
2	Loss of electronic records	
3	Loss of paper records	
4	IT systems/application failure	
5	Mobile telephony failure	
6	Major IT network outage	
7	Denial of premises	
8	Terrorist attack or threat affecting the transport network or office locations	
9	Theft or criminal damage	
10	Chemical contamination	
11	Serious injury to, or death of, staff whilst in the offices.	
12	Significant staff absence due to severe weather or transport issues	
13	Infectious disease outbreak	
14	Simultaneous resignation or loss of key staff	
15	Industrial action	
16	Fraud, sabotage or other malicious acts	
17	Violence against staff	
18	<i>Please add any other relevant threat</i>	

RISK ASSESSMENT TEMPLATE

Risk Assessment										
Ref	Date reviewed	Existing controls	Impact	Likelihood	RAG status	Senior Responsible Officer	Mitigating Actions	Risk Owner	Date for review	Residual risk

RISK MITIGATION OVERVIEW

Very high 5					
High 4					
Medium 3					
Low 2					
Very low 1					
Impact Likelihood	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost certain

CONTINUITY REQUIREMENTS ANALYSIS

Prioritised Activity	Recovery time objective (RTO) ⁶	Premises required to restore the service	Technology required to restore the service	Information required to restore the service	Recovery Point Objective (RPO) ⁷	Supplies required to restore the service	Stakeholders required to restore the service	Maximum Tolerable Period of Disruption (MTPoD) ⁸

⁶ The RTO is the period of time following an incident within which an activity must be resumed.

⁷ The RPO is the point to which information used by an activity must be restored to enable the activity to operate on resumption.

⁸ The MTPoD is the time frame during which a recovery must be affected before an outage compromises the ability of to achieve the organisation's business objectives and/or survival, also referred to as the *Maximum Acceptable Outage*.