

FDT CONTINGENCY PLAN

RISK	PROBABILITY	PREPARATION	RESPONSE
Extreme weather	More likely with Climate change, our location, flooding, snow etc.	Working from home arrangements agreed and in place	Board agree to arrangements
IT failure	Power cuts are possible over winter in particular Equipment failure	Maintain hard drive back-ups, use one drive cloud storage Replacement of old and outdated equipment.	Regular checks of system back ups Ring fence an IT replacement fund
Loss of historical paper documents	Unlikely unless through fire or flood at Sports Club	Improve our security of valuable documents. Scan and digitise all useful files for storage on cloud.	Reduce need for storage of old paper files.
Loss of Directors	Resignation, illness, possible	Maintain recruitment of director numbers to minimise impact of loss	Systems in place to co-opt additional assistance in emergency.
Loss of staff - manager	Resignation, illness, possible, also retirement.	Ensure all processes are recorded to allow smooth transition	Recruitment for replacement. Allow for succession training where possible
Cyber security, hacking accounts, ID theft.	Possible	Fully utilise security of One drive for document storage. Insurance cover for cyber security breach. (Hiscox) Password protect all IT systems.	Contact Insurers. Change passwords for all social media and access to accounts

DATE OF CHANGE	CHANGED BY	COMMENTS
25.11.2020	The Board	Initial agreement of policy implementation

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