Bwyd a Diod Cymru
Food & Drink Wales

Climate Adaptation & Resilience Training

Module 3: Premises & Access

Considering Climate Implications for Buildings, Sites, Locations and Transport Networks

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Cover image: River (fluvial) flooding in Carmarthen severely impacts local businesses causing extensive damage - December 2015 Author: Algis Motuza - Source: Alamy

This Image:
Author: Volodymyr / stock.adobe.com

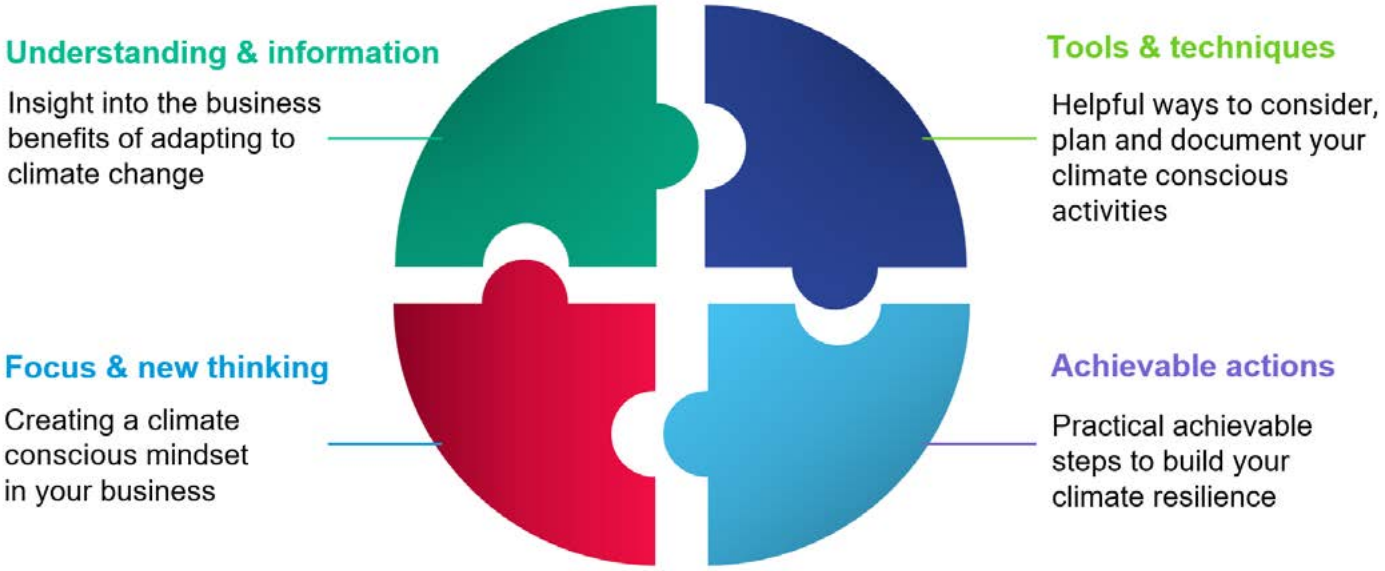
Abbreviations

Please find a list of abbreviations used in this training below:

AHDB	Agriculture and Horticulture Development Board
CCACCP	Climate Conscious Analysis and Critical Climate Points
CCJ	County Court Judgement
CCRAs	Climate Change Risk Assessments
CMA	UK's Competition and Markets Authority
COSHH	Control of Substances Hazardous to Health
CO2	Carbon Dioxide
C3S	EU's Copernicus Climate Change Service
ENA	Energy Network Associations
EPD	Existing Product Development
GDPR	General Data Protection Regulation
GHG	Greenhouse Gas
HACCP	Hazard Analysis and Critical Control Points
ICT	Information and Communication Technologies
INNS	Invasive non-native species
IPCC	Intergovernmental Panel on Climate Change
ISSB	International Sustainability Standards Board
MPRN	Meter Point Reference Numbers
NPD	New Product Development
NRW	Natural Resources Wales
ONS	UK Office of National Statistics
RCPs	Representative Concentration Pathways
TCFD	Task Force on Climate-related Financial Disclosures
UK SDS	United Kingdom Sustainability Disclosure Standards
UKCCC	United Kingdom Climate Change Committee
UNEP	United Nations Environment Programme
WMO	World Meteorological Organization
WRAP	Waste and Resource Action Programme

Welcome to the Climate Adaptation & Resilience Training (CART)

The training modules aim to encourage businesses to become climate conscious in their everyday operations by providing practical support to build the skills and approaches needed to deal successfully with unpredictable events.



By acknowledging the risks and opportunities that climate change presents and making well-considered adaptations, your business can bolster its resilience to deal with shocks within your supply chains, reduce or avoid negative impacts and take advantage of the opportunities that may arise.

This is the third of 8 modules that we hope you find both insightful and useful.

How to use this training module

The training modules have been designed as instructive guides to help you assess your business in the context of climate change.

While every food and drink enterprise is unique, we hope that by selecting and acting upon the modules most relevant for your business you will build a framework to decide on the adaptations required to make your business more resilient to climate change, both now and in the future.

The training modules have been structured in the following way:

Module 1: Introduction to Climate Change Adaptation

Module 2: Introducing Risk & Change Management & a CCACCP (Climate Conscious Analysis & Critical Climate Points) approach

Module 3: Premises & Access

Module 4: Food Manufacturing & Production

Module 5: Supply Chains & Business Inputs

Module 6: Finance & Legal Considerations

Module 7: Staff & Service Providers

Module 8: Customers & Consumers

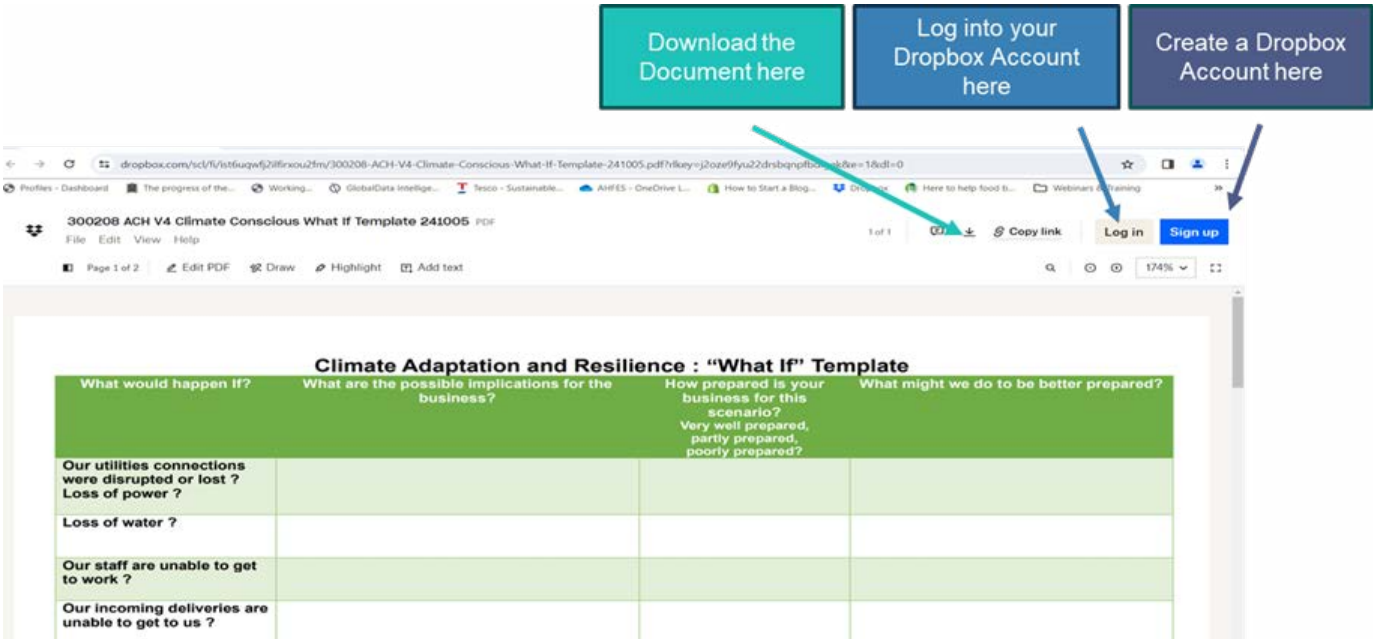
Throughout the modules you will find examples, references and links to editable checklists and templates to help you in assessing and implementing the desired changes in your business.

How to access the checklists, templates and step-by-step guides

By clicking on the links indicated throughout the training modules, you can access the checklists, templates or step-by-step guides of your choice.

The link will take you to a Dropbox location where you have a number of choices:

1. If you have an existing Dropbox account, you can log into this.
2. If you wish to create a Dropbox account, this option is available to you.
3. If you simply wish to access the document, click on the Download arrow to download it to your device.



Premises & Access

Our first focus area considers the buildings and sites which form the important locations for your business, as well as how these are accessed. There is considerable overlap between premises and access and our other five topics, but here we will focus on physical buildings, land and the routes that allow staff and goods to access these.

Climate risks for premises and access routes

Damage to these key locations or other challenges arising from climate impacts, such as lack of access, will have a significant impact on your ability to maintain production and supply your customers. The climate has direct impacts on premises owned or rented directly by your business, as well as premises or storage facilities for raw materials, machinery, services. Additionally, logistics suppliers, any co-packers and your key customers also need to be considered.

Every location will have differing types and levels of threats, but this matrix shows some of the main climate events which have been highlighted for Wales and gives some examples of how these may impact premises and access routes.

Potential Climate Related Risks for Premises & Access Routes

	Risk	Premises	Access routes
Direct climate risks	Flooding	Rivers & watercourses overflow or drainage systems are overwhelmed	Dirty flood water enters & contaminates the site & buildings/ underground pipes exposed	Roads & bridges are impassable – may be temporary or longer term
	Storm damage	Wind, lightening and rain damage buildings or site	Roofs, walls, doorways, external equipment damaged	Tree falls, landslips or damaged structures or vehicles block access
	Snowfall	Heavy and/or drifting snowfall	Movement around site hindered, pipes freeze, damage to structures	Staff and incoming/outgoing deliveries unable to access the site
	Extreme temperatures	Heatwaves or prolonged freezing conditions	Staff welfare and/or chill chain compromised, productivity falls	Roads dangerous due to ice or heat cracking/melting tarmac
Indirect climate risks	Loss of utilities	Electricity, gas, and/or water supplies lost, unable to manage effluent safely	Machinery, refrigeration, hygiene protocols no longer operational	Fuel pumps non-operational so transport halted
	Subsidence	Degradation of underlying land damaging buildings upon this	May be from a shock or slow build up of climate related degradation	Roads undermined or blocked by landslides
	Pest infestations	Rats or other pests flushed out by flood water/insects swarming	Pest control devices washed away or overwhelmed	Risk of pests entering the building through docking bays or doorways
	Fire	Wildfires encroach on site/materials combust due to extreme heat	Threat to life, loss of buildings and key equipment, food safety contamination risks	Access to site compromised including for emergency services/ fires on routes prevent deliveries

An editable version of the template is available to assist you to assess and score your own climate risks.

Click here for an editable Climate Risks to Premises and Access Routes template

Knowing key information about your business's physical location – and its previous history regarding weather related incidents - will be a big help when considering the potential for it to be compromised by climate events.

Remember, climate related issues could arise from both shock extreme weather events and slowly over time – so it's helpful to have both these scenarios in your mind when making your assessments.

For example, if you were to think about the land your business sits upon, you may be confronted by an increased risk of subsidence or damage to building foundations. In addition, underground pipes or cables can be damaged due to consistent annual cycles of the soil freezing or being waterlogged, followed by it drying out and fracturing during heatwaves.

You could also consider what information, and measurements would be useful when assessing risk and the point at which there may be cause for concern:

Climate conditions	Potential measures
Excess water and draught	Annual rainfall, peak rainfall in any one day Duration of prolonged rainfall or periods without rain River and reservoir water levels
Temperature	Daily, weekly and monthly temperatures Duration of very cold spells or heatwaves
Storms & wind	Frequency of named or significant storms Wind speeds – average and gust speeds

Conducting climate conscious site walks

Conducting site walks is an important way to understand where the risks to your premises may lie.

It is best practice to do this a number of times in different weather conditions, a site walk during a heatwave has the potential to highlight different issues to those you might note on a very windy day, or when you have had several days of heavy rain.

Combine your knowledge with that of members of your team, or other long-term local residents who know the history of the area. By bringing together all this information you will create a single document which will act as a useful reference tool, not only to conduct your risk assessment but in the case of an emergency or when you are making key investment decisions.

There is a Site Walks checklist available to suggest some of the things you might wish to consider as you conduct your site walks in different conditions.

By assessing new and existing buildings for resilience to current risks and future climate changes you can plan remedial action, upgrades or new building work in a climate conscious way.

Click here for an editable Site Walks checklist

This will include choosing options that are not only beneficial in solving a problem or potential threat but are also not going to lock in more climate damage or undermine your Net Zero plans. For example, look for low carbon options and nature-based solutions to controlling excessive temperatures in your building, rather than installing energy-hungry air conditioning which is both expensive to run and negatively impacts your carbon footprint.

Any damage, or repeated incidents which weaken structures, increases the risk of collapse, degradation of construction materials and may even undermine the structural integrity of your buildings. It is worth thinking about how this might reduce the lifetime of your building and what loss of value you might incur because of this.

Making well considered and appropriately prioritised climate conscious investments now could save you money in the long run for example, the Institute of Building Science in America have calculated that savings at a ratio of 1:4 or even as high as 1:11 could apply[1].

Focus On: Flooding

Flooding is a key and growing risk in Wales. A flooding incident could be extremely serious for your business. Impacts could range from risking the lives of people on the site, to loss of critical assets and the inability to continue to operate for what might be a considerable length of time.

Planning well ahead and having all the information you may need at your fingertips will significantly support you to take prompt action if a flood is imminent or to recover more quickly from a flooding incident.

Should the worst happen, you will not want to be left wondering what to do and how to get hold of the key people who could help you in a crisis.

Types of flood risk

There are 2 main types of flooding, fluvial and pluvial.

Which of these 2 types has occurred will influence who might be involved in dealing with an incident with you, as this infographic outlines.

Flood risk - questions to ask yourself about your premises

- Where are the nearest "fluvial" flooding threats to your site? This might be from rivers or reservoirs, the coastline or other established watercourses.
- Does your location present risks from "pluvial" flooding? Premises which lie at the junction where a number of roads meet are at risk of overflowing water being funnelled to this point. Similarly, if you are on the lower part of a hill, excess water will flow down towards you.
- Could your drains and air vents provide ways for flood water to enter your buildings? Could you introduce valves to prevent backflow or vent covers to reduce this risk?
- How much stock do you store at floor level – would raising this up onto racking keep it out of harm's way in a flood situation?
- Could you install your electricity power points midway up the walls around the site. This would mean water could not enter them as easily.
- Whilst your site may not be directly at risk, what about the roads that you rely on for staff and deliveries to get to you? Are there bridges that might be closed or roads that might be flooded?
- Are there contingency plans that you could put in place in the event these routes are unpassable?

Later in this module we will suggest ways to assess the roads that are important to keep your business running. It is useful to consider who uses which roads to reach you and those you use for outbound transit.

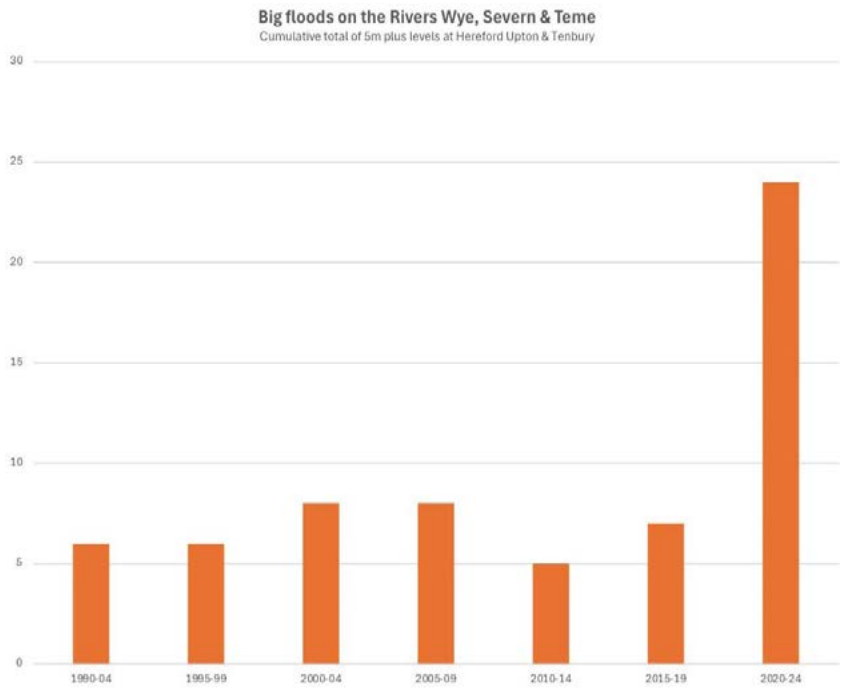
Click here for an editable template to assist with creating your Flood Risk Assessment

Flooding is the predominant climate risk within Wales and the incidences of flooding have been increasing in recent years.

This graph[2] illustrates how in the 5-year period from 2020 to 2024, there were over triple the number of big floods on the rivers Wye, Severn and Teme which flow through eastern areas of Wales and into England.

You can refer to Natural Resources Wales (NRW) information to help you assess the risk at your key locations within Wales.

NRW have a strategic oversight role involving the general supervision and communication of flood and coastal erosion risk management in Wales. They also have powers to manage flooding from main rivers, reservoirs and the sea, and act in multiple capacities from regulator to advisor, landowner and operator and emergency responder.



Data reproduced with kind permission of Dave Throup, former Environment Agency Area Manager for Herefordshire and Worcestershire with data taken from river gauges via Hydrology Data Explorer

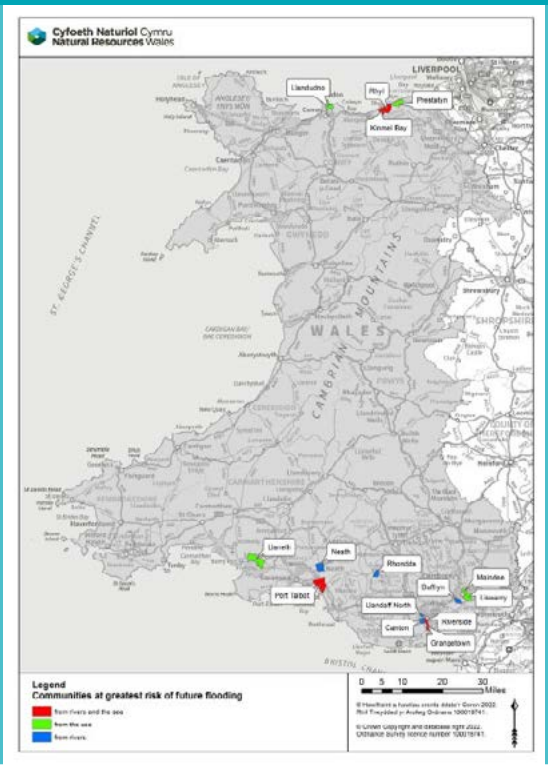
Flooded farmland in the Lugg valley near Presteigne, Powys, Wales
Author: Alex Ramsay - Source: Alamy

Assessing future flood risk in your location

As we have seen, climate change is predicted to bring with it an increasing risk of shock climate events across Wales.

NRW have assessed these climate change predictions and identified which Welsh communities they believe will be at greatest risk of flooding by 2100.

NRW predictions of the communities at greatest risk of future flooding by 2100



Communities at greatest future risk of flooding from rivers:

- Canton
- Duffryn
- Grangetown
- Kinmel Bay
- Llandaff North
- Neath
- Port Talbot
- Rhondda
- Rhyl
- Riverside

Communities at greatest future risk of flooding from the sea:

- Grangetown
- Kinmel Bay
- Liswerry
- Llandudno
- Llanelli
- Maindee
- Port Talbot
- Prestatyn
- Rhyl
- Riverside

In their "Flood risk management annual report 2023 to 2024"[3] NRW have also identified that across Wales, there are predicted to be over 130,000 properties at risk of flooding from the sea and nearly 130,000 properties at risk of flooding from rivers by 2120. The NRW 2023 to 2024 annual report also noted a significant increase in the number of flood alerts and warnings issued during the period. The number rose by 15.6%, from 914 in 2023 to 1,057 in 2024, highlighting the growing challenges posed by climate change and the need for effective flood risk management strategies.

They point out that climate projections indicate increasing frequency and intensity of extreme weather events, including storm events in the summer and prolonged wet periods during the winter period. They acknowledge that such flooding is very difficult to forecast and predict but that it will increase peak flows in Welsh rivers, increasing the risk of flash flooding events. They note that negative outcomes of these weather events can be very challenging to manage.

They also observe that climate projections indicate that sea level rise will occur and coastal areas will be increasingly vulnerable to increased wave action and accelerated coastal erosion associated with climate change. These impacts will affect not only those who live and work in coastal areas, but some of the most important natural habitats and heritage sites which are located along the Welsh coastline.

The NRW tables below show the current level of risk and source of flood risk across Wales if there were no defences present for 2024 and 2120 and are correct as of April 2024.

NRW projections : number of Welsh properties and services at risk of flooding by the year 2120

Flooding from rivers	Residential properties at risk	Non-residential properties at risk	Key services at risk	Total
2024	90,504	12,565	2,495	105,564
2120	111,377	15,486	3,067	129,930
Difference	+20,873	+2,921	+572	+24,366

Flooding from the sea	Residential properties at risk	Non-residential properties at risk	Key services at risk	Total
2024	79,536	9,415	1,857	90,808
2120	112,700	14,411	3,086	130,197
Difference	+33,164	+4,996	+1,229	+39,389

Flooding from surface water & small watercourses	Residential properties at risk	Non-residential properties at risk	Key services at risk	Total
2024	126,747	13,626	3,301	143,674
2120	170,196	17,395	4,375	191,966
Difference	+43,449	+3,769	+1,074	+48,292

Your staff may live in areas where residential properties are at more risk and your suppliers, customers or service providers may be located in the areas where commercial/non-residential properties are at more risk.

Whilst 2120 may seem a long way in the future, given the unpredictability of the rate of climate change, there is every chance that these risks will be very real even within the next decade.

It is therefore important that your business is well-informed and able to take climate conscious decisions about investments such as commissioning new premises or extending existing property leases.

Flood planning

As part of your flood planning, you will find it worthwhile to designate responsibility to one or more key people within your business to monitor the weather and flood risks on an ongoing basis.

Natural Resources Wales (NRW) and the Environment Agency provide information and suggestions to help you plan for and deal with a flooding incident caused by major river and coastal flooding.

Anyone who has been assigned the monitoring task can provide their email and phone contact details to NRW and sign up for free flood warnings using the link here or they can ring the 24 hour helpline.

The NRW flood warning service will tell you the type of flood warning – as illustrated below – and maps will indicate the location affected, when this is expected to happen and what action to take.

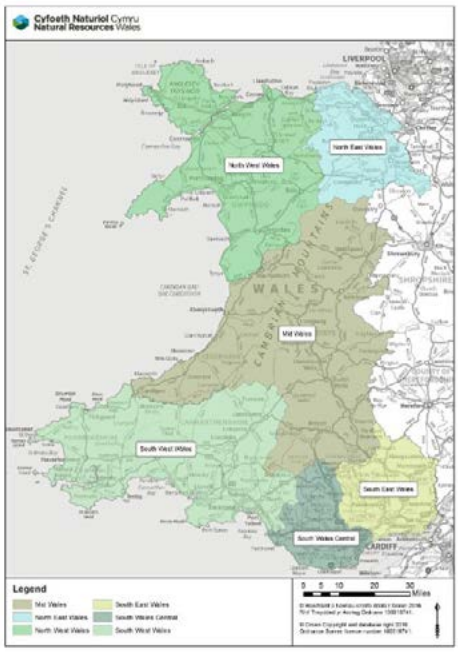
Calling the 24-hour Floodline Service:
Telephone: 0345 988 1188
Type Talk: 0345 602 6340

Flood alerts, which cover large areas, are issued earlier and more frequently than flood warnings giving you advance warning about the possibility of flooding. It is also possible to check your flood risk by postcode, see latest river, rainfall and sea levels, see five day flood warnings and understand what actions to take.

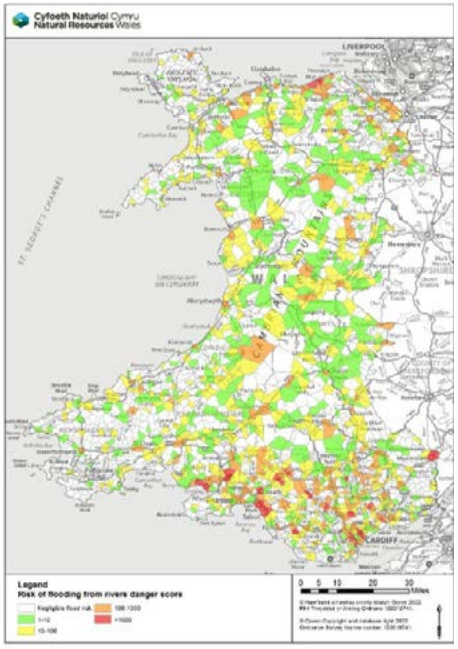
After heavy Autumn rainfall, fields in Powys, Wales were under flood water in November 2023
Author: Ben Birchall – Source: Alamy

The maps below, which are from the NRW flood risk management plans 2023 to 2029 for Wales[4], show their 6 operational areas – known as NRW Places – and the locations of communities at risk from river and sea flooding.

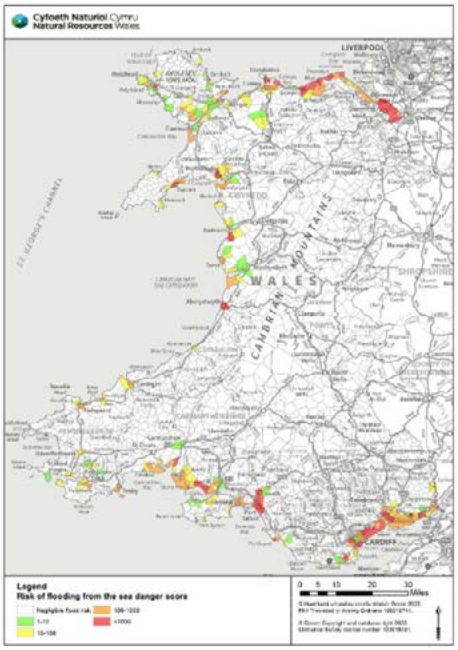
You can check your location's specific risk with NRW by entering your postcode or by using the interactive map on their website.



NRW Places:
NRW's 6 Operational Areas
within Wales



Welsh communities that are at greatest risk of flooding from rivers.
Red or orange shaded areas are most at risk, green at least risk.



Welsh communities that are at greatest risk of flooding from the sea.
Red or orange shaded areas are most at risk, green at least risk.

What the flood risk levels mean:

"High" risk of flooding = each year the chance of flooding is greater than 1 in 30 (3.3%).

"Medium" risk of flooding = each year the chance of flooding is between 1 in 100 (1%) and 1 in 30 (3.3%) for rivers or between 1 in 200 (0.5%) and 1 in 30 (3.3%) for flooding from the sea.

"Low" risk of flooding = each year the chance of flooding is between 1 in 1000 (0.1%) and 1 in 100 (1%) for rivers or between 1 in 1000 (0.1%) and 1 in 200 (0.5%) for flooding from the sea.

Prepare a flood plan and take preventative steps

Be prepared by making plans for what you would do in a flood situation.

For example:

- Have a flood kit prepared.
- Agree who you would need to contact and who should do this.
- Document where and how to turn off key utilities.
- Plan how to use your asset register (see the asset register section of this module) to prioritise what to try to remove from the flooded areas.

Click here for an editable Flood Plan information checklist designed for Food and Drink manufacturers

Taking a broader climate conscious approach, what preventive steps would you like to put in place to ensure that you are protected from future flood risks?

Can you set a timeline for these including short-term "quick wins" and medium and long-term activities that will need greater planning and financing. There is a useful template available for this.

Addressing flood risks

Consider the following:

- Schedule any repairs or remedial work on your site – including regular checks on your guttering, downpipes and drains.
- Keep stock, equipment, hazardous substances and anything that could cause contamination in a suitable place - and don't wait for a flood to move them because it might be too late and too dangerous at that point!
- Consider asking your plumber and/or electrician to review your risks and suggest improvements to manage/prevent impacts of flooding?
- Think about what you would need to move to safety if a flood was imminent: vehicles, hazardous substances, machinery, IT and other electrical equipment, office furniture, laboratory equipment – use the editable template accompanying this module to create a list that reflects your business circumstances.
- If your premises is in a flood risk area, or you have flooded before, consider getting a chartered surveyor to carry out a flood survey. This will tell you where flood water might enter your property, how fast it will flow and where it could cause the worst damage.
- The surveyor can then use this information to help you choose the best flood protection for your property. Installing the wrong flood protection products could mean they are ineffective, or actually even cause more damage in a flood than having nothing in place.

Prepare a flood kit

NRW, the Environment Agency and many local authorities recommend that every business at risk of flooding should prepare a flood kit. An editable checklist for this is available.

Click here for a Flood Kit Checklist

Your flood kit could be stored in a bag or box which is kept somewhere safe and easily accessible in an emergency. It should contain essential items you will need to keep the business going if you can't access or leave your usual site for a few days, for example:

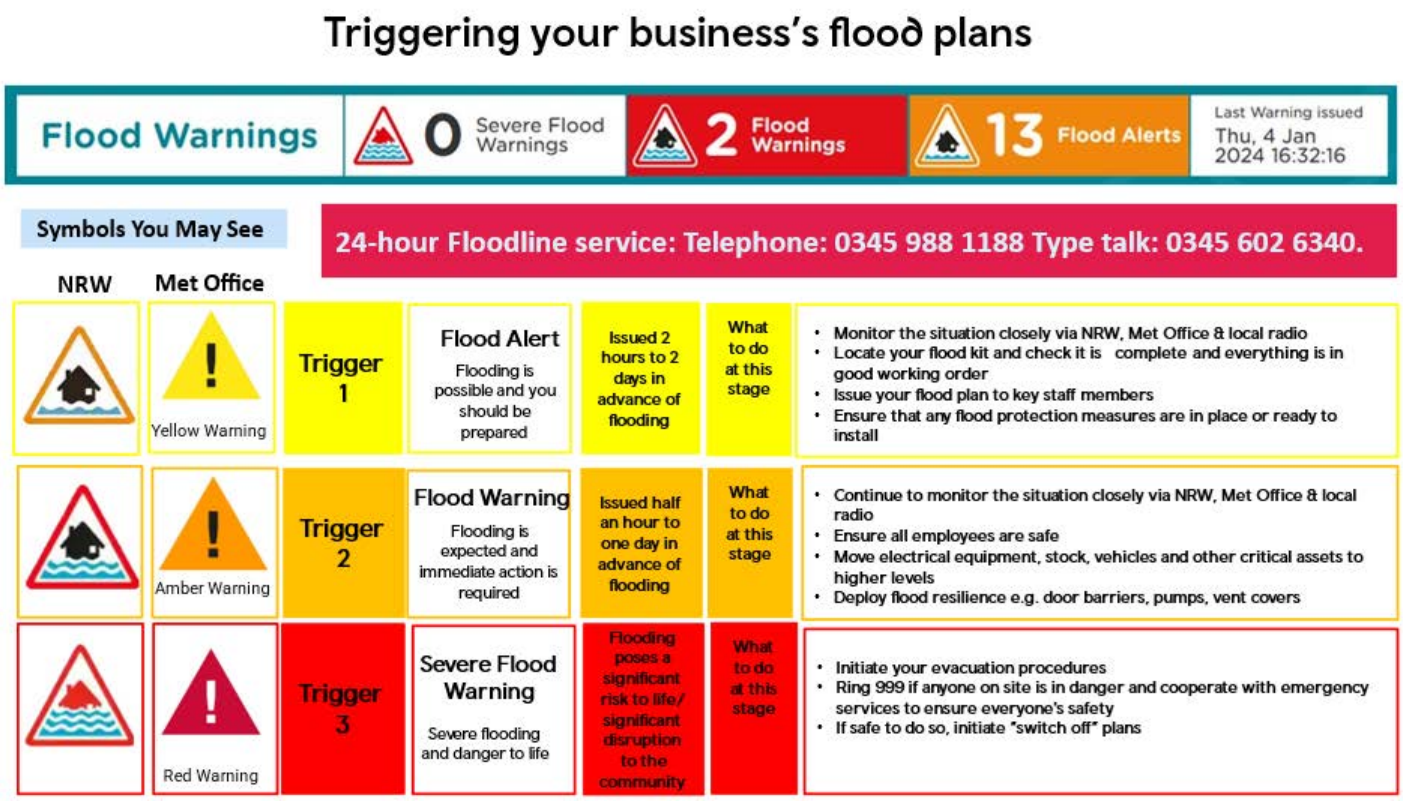
- Important documents such as:
  - Multiple copies of your flood plan to distribute to those helping deliver the plan.
  - Your asset register.
  - Your insurance documents.
- Keys to critical areas such as the points at which power and water can be turned off and your COSHH (Control of Substances Hazardous to Health) stores.
- Your key contacts list - a list of important telephone numbers and ensure you know who to contact and how:
  - Floodline 0345 988 1188.
  - Contact numbers of key staff.
  - Contact numbers of key service suppliers – e.g. engineers, hygiene contactors, pest control.
  - Contact numbers for key customers.
  - Local authority emergency helpline.
  - Insurance company 24-hour number and your policy number(s).
  - Electricity supplier.
  - Water/sewerage/effluent Management supplier.
  - Gas supplier.
- Local radio station frequency, website or social media links for news alerts and weather updates.
- Equipment such as:
  - Mobile phones and chargers.
  - A battery-operated radio – so you can listen to local radio updates.
  - Torches.
  - Extra batteries.
  - Camera to take photos of damage.
  - Two-way radios for staff members.
  - Rubber gloves, wellingtons or other waterproof clothing.
  - Face masks and hand sanitiser.
  - A first aid kit.
  - Bottled water (ensure this remains within date code).

Triggering your business's flood plans

NRW issue flood alerts and warnings depending on the level of risk and severity of anticipated flood events.

The diagram below explains what the flood alerts and warnings mean and what they suggest that your business should do to respond to these communications.

In addition, the UK Met Office issue colour coded warnings which may refer to one or more expected weather conditions – for example Amber Warning RAIN or Red Warning SNOW. These allow you to implement your plans to keep everyone safe and maintain the smooth running of your business.



Other Climate Impacts

Your buildings might also be vulnerable to other impacts from climate change beyond just flooding. Both the structural features of the building and the indoor conditions within the building could be affected, so it is worth you considering factors such as below:

- Are there parts of your buildings – such as the roof or outside structures like silos or storage units - that would be vulnerable to wind damage if you suffer more frequent storms?
- Are you maintaining and clearing out the guttering or drainage channels across the site?
- Might the weight of heavy snow cause crushing damage or freezing conditions cause exposed pipes to fracture?
- Can you properly regulate indoor temperatures and avoid thermal discomfort for staff and other people on site, potentially resulting in negative impacts on health, well-being, and loss of productivity? Buildings may need heating and/or cooling systems to allow the people using them to cope with thermal discomfort brought about by temperature extremes.
- Do you operate chilled or frozen temperature-controlled environments and how might these be impacted by extremes of temperature or severe weather conditions?
- Are your premises close to heathland or forested areas that are at risk of wildfires in hot and windy conditions?

A firefighter battles to control a wildfire on heather moorland in the Bannau Brycheiniog National Park
Author: Jeff Morgan 09 – Source: Alamy

The Importance of Your Access Routes

As well as your own buildings and site, being able to access the routes to and from your location is a critical part of ensuring your business continuity.

If your staff and incoming deliveries can't reach you and you can't despatch your customers' orders, your business would be negatively impacted very swiftly.

It is therefore a worthwhile exercise to map the routes that are critical for access to your premises or other key business locations.

There are a number of options you could adopt to allow you to visualise the routes into your location.

Options for mapping your access routes

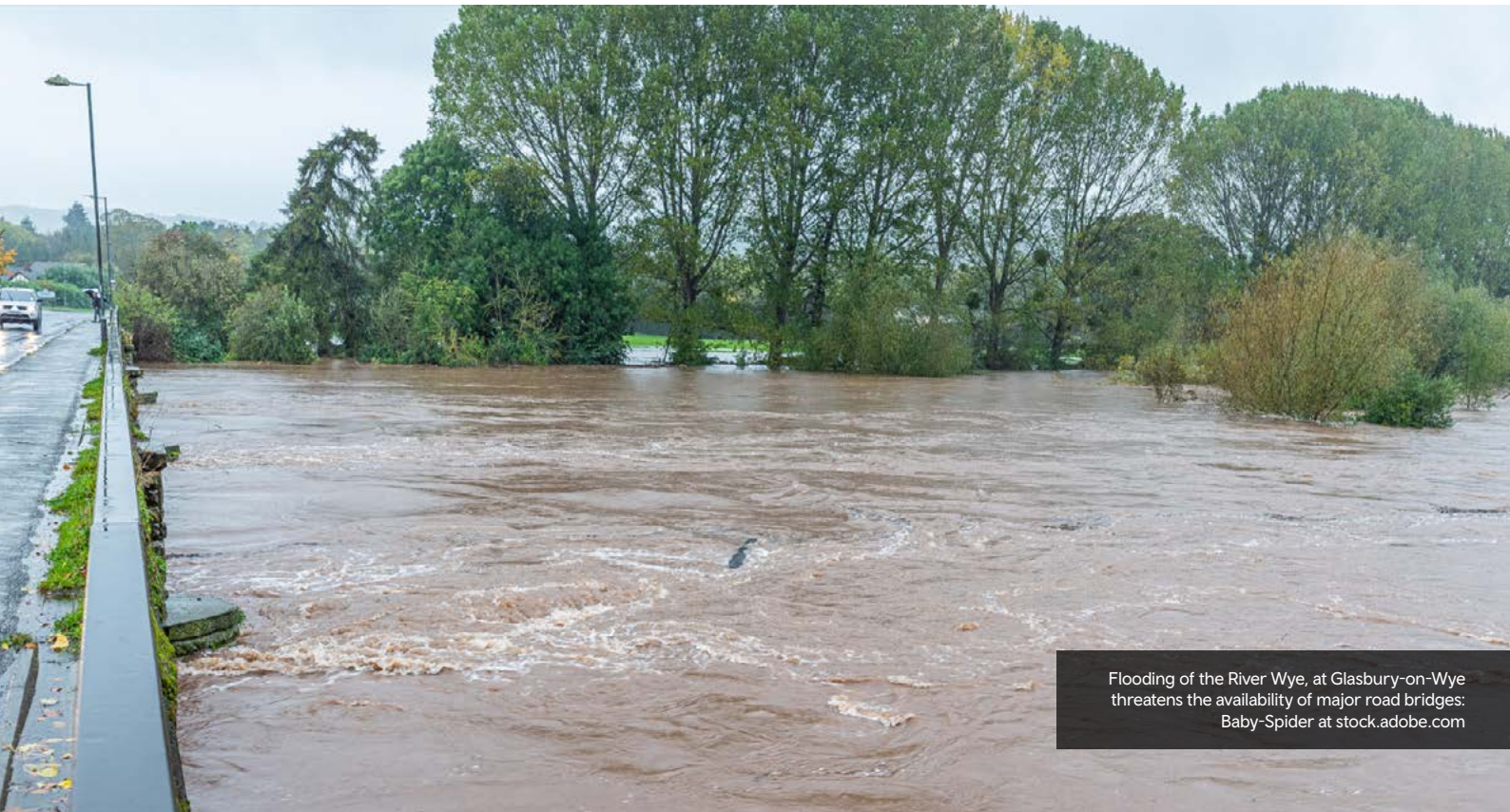
By creating a diagrammatic representation of these routes with the road numbers and possible vulnerable points noted, you can quickly see the implications for access if road or bridge closures are announced. Here are some suggestions and there is a helpful template to assist you with this exercise.

Hard copy maps and road atlases – you may wish to use traditional folded maps or road atlases. Numerous options are widely available, allowing you to choose the scale that is best for you, depending on how detailed and localised you wish to make you mapping exercise.

This option may also be suitable if you would like to display your mapping on a wall for quick and easy reference.

Click here for an editable Access Route Mapping template

Ordnance Survey have 71 maps for Wales at various scales, These maps will show the locations of key points along the routes such as bridges and show elevation above sea-level which may be useful when considering the risk of snow and storms.



Flooding of the River Wye, at Glasbury-on-Wye threatens the availability of major road bridges: Baby-Spider at stock.adobe.com

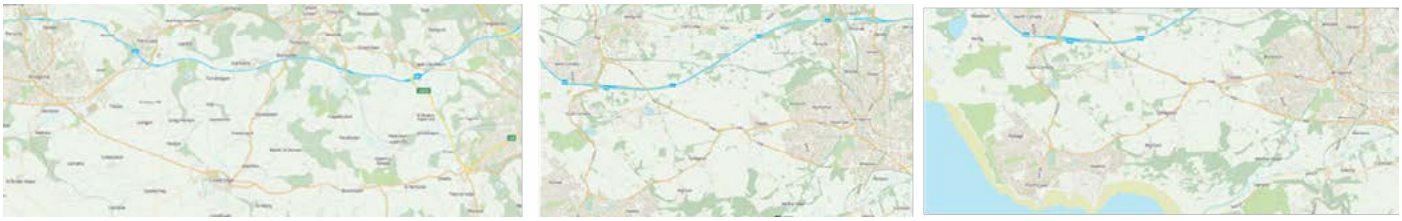
Online maps – you may find online maps and mapping tools more suitable for your needs and a variety of options exist such as the OS system which requires you to create an account but offers various levels of access both free and paid. Whilst the route mapping option is mainly geared towards leisure activities such as hiking and cycling, the website does feature very clear interactive maps showing all routes and elevation levels.

Map Apps - well-known Apps such as Google Maps, Waze and Apple Maps also maintain up to date traffic information giving you "real time" insight into road closures and other incidents impeding traffic flow.

An example of access route mapping: routes to a Bridgend town centre location.

Step 1: Review a map of your area to identify the roads used to reach your location.

For example, these 3 maps are from osmaps.com and show the 3 main routes into the location being considered.



Step 2: Create a list of the options for the roads used to reach your location.

Routes to Bridgend from Cardiff & the East

Route option 1:
M4 west to Junction 36
A4061 south to Bridgend town centre

Route option 2:
A48 west from Cardiff to Cowbridge
A473 to junction with Coychurch Road
B4181 to junction with Boulevard De Villenave
A4061 to Bridgend town centre

Route option 3:
A48 west from Cardiff to junction with **B4270** just west of Cowbridge
B4270 south to junctions with B4265 on outskirts of Llantwit Major
B4265 northwest to junction with A48
A48 east to junction with A473
A473 to Bridgend town centre

Routes to Bridgend from the West

Route option 1:
M4 east to Junction 36
A4061 south to Bridgend town centre

Route option 2:
M4 east to Junction 37
A4229 north to junction with A48
A48 east to junction with A473
A473 north to Bridgend town centre

Route option 3:
M4 east to Junction 37
A4229 south to junction with A4106
A4106 northeast to junction with A48
A48 to junction with A473 (2 options exit before or after the by-pass)
A473 east (exit 1) or west (exit 2) to Bridgend town centre

Step 3: Identify climate related risks on each route. Use the local knowledge within your team or, as this might be a new perspective for everyone, why not ask them to consider the risks as they drive these routes (whilst still driving with due care and attention, of course!) and share their notes with you.

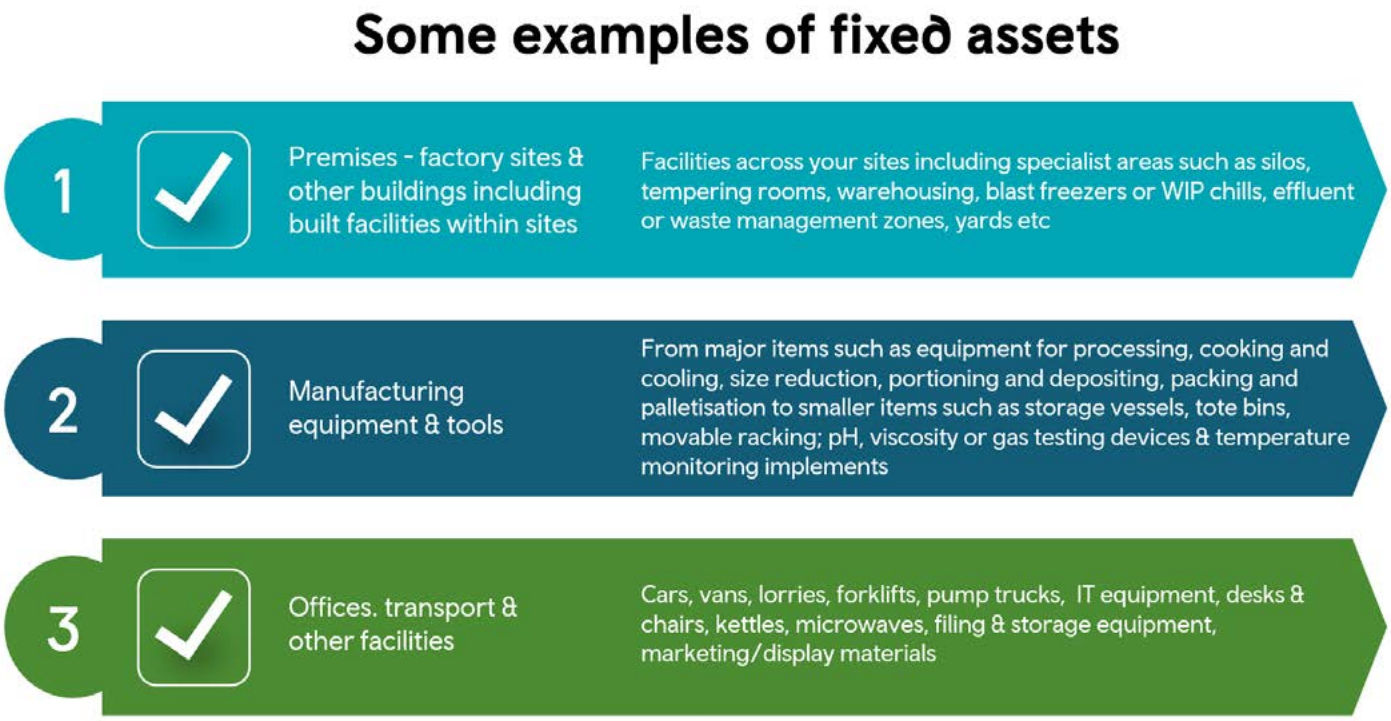
Points to consider might include:

- Bridges over rivers that might be prone to flooding.
- Roads passing through tree lined areas where trees might fall in storm force winds.
- Roads that become impassable in snow.
- High and exposed roads which become dangerous in high winds and heavy rainfall.
- Roads in steep valleys where rockfalls or landslides can occur.

The B5605 at Newbridge, Wrexham had to be closed when the road collapsed into the River Dee during Storm Christoph in January 2021
Author: David Pimborough – Source: Alamy

Fixed Asset Registers

Fixed assets refer to assets that your business uses regularly to produce its income, and unlike other assets such as stock and inventory, these assets are not something that you intend to sell.



Creating a fixed asset register- and why it is important

Creating a fixed asset register will allow your business to quickly retrieve key information about an asset including:

- A description.
- The purchase date.
- Where the asset is located.
- The purchase price.
- The accumulated depreciation.
- An estimated salvage value.

Building an asset register gives you access to a comprehensive database of your businesses assets and has a number of benefits:

- It can provide increased visibility of your assets, allowing them to be better accounted for and controlled, deterring theft or poor treatment.
- It will improve the upkeep of accurate tax and insurance information.
- It can support better planned maintenance which helps prolong an asset's useful life and reduces the costs linked to asset replacement and repairs.
- It allows you to consider if the insurance you hold is appropriate and adequate to recover from climate related events.

Your asset register will require specific asset data such as:

- Identity - what is the asset? Give a brief description of the item.
- Reference IDs - allocate each asset a unique asset ID and record serial numbers or other reference codes.
- Location of the asset – where is the asset physically located, or in the case of vehicles where is it's "home" site?
- Procurement details – what was purchase date and the price paid?
- Depreciation – what is the estimated life expectancy and depreciation value of the asset? Once fully depreciated, what is the estimated resale value/salvage value of the asset?
- Responsible person – who within your business "owns" the asset or to whom has it been assigned or who maintains it?
- Insurance and compliance details – which policy applies to it and are any warranties in place?
- Maintenance history - including repairs and downtime.

What goes into your asset register is typically governed by your business's capitalisation policy, so as you compile and update your asset register you will want to decide what your approach is to this.

Capitalisation policies differ from company to company; some businesses choose to set it as low as £250 and others can have a starting point of £5,000. Your capitalisation policy regulates the minimum value of assets that you will want to track.

So, for example, if your business decides to record all assets that have a purchase value of £2,000 and above, then your asset register would contain a piece of machinery that you purchased for £25,000, but not a computer worth £1,200.

What format should my asset register take?

Many accounting software packages/platforms such as Sage, Xero offer an asset register function, so it is worth checking whether you already have access to one before creating a new format.

Spreadsheets

At a simple level your asset register could be a spreadsheet, and this is a good starting point for many smaller businesses. It is usually adequate if you have less than 100 assets that are collectively worth less than £100,000.

You can assign each asset its own row and add the information into the columns.

You may wish to have a few different tabs within the spreadsheet to be better tailored to different asset types – for example IT equipment might need a specific type of sheet layout as against production machinery, vehicles or office furniture.

A spreadsheet fixed asset register can then be shared with the right users who can input and edit data as each asset is purchased, sold, or requires new information.

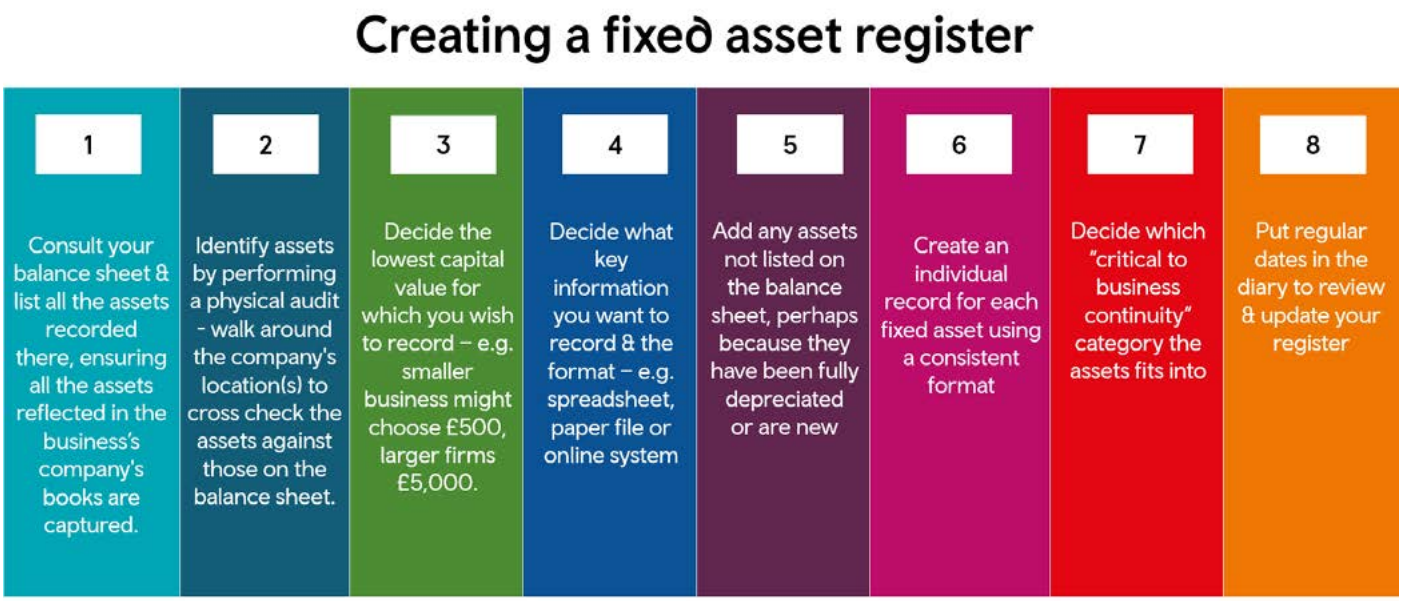
Cloud based asset registers

In time, businesses may wish to invest in a cloud-based asset register service, whilst this comes at a cost – usually a monthly or annual fee – it does have the benefits of being easier to keep up to date and is accessible remotely in the event of the business premises or the IT systems being inaccessible due to a climate related event.

Creating your asset register

Following the steps suggested below will assist you to create a robust and useful asset register and there is an editable template available which you can tailor to your business's needs.

Click here for an editable Asset Register Template



Prioritising your assets

Decide how to prioritise your assets, based on how critical they are to your business. This will help you decide on important things like protection measures, what to try to move or remove if a climate event is imminent, or is happening, and inform decisions about your insurance policies.

As you create your asset register try to allocate each item into one of the four critical asset categories illustrated in the infographic.

Coming Next:

Module 4 of the Climate Adaptation and Resilience Training looks at assessing the climate risks within food and drink manufacturing and how scenario planning – by asking "what if" questions – can help your business adapt and build greater climate resilience.

References

[1] National Institute of Building Sciences (USA): Natural Hazard Mitigation Saves: 2019 Report
[2] Department for Environment Food & Rural Affairs: Hydrology Data Explorer
[3] Natural Resources Wales: Flood risk management annual report 2023 to 2024
[4] Natural Resources Wales: Flood risk management plans 2023 to 2029

Every effort has been taken to ensure the information contained within this publication is accurate and current at the time of writing. We cannot take responsibility for links to external websites which may have become broken over time.

June 2025