

# Temporary Closure: Guidance

## Temporary Closure

Due to the coronavirus restrictions, many businesses are having to temporarily close, and allow staff to help sustain operations via home working. We wanted to give you some general advice about how to protect your premises during any temporary closures. If the Government restrictions continue for a significant period, further action may be required. This guidance is from a risk management perspective. Any queries relating to insurance cover should be made with your insurance advisor or broker.

### Risk Control Measures:

- **Waste:** Remove all external waste, pallets and empty skips ahead of closing.
- **Waste bins:** Empty all waste bins and relocate to a secure area, ideally at least 10 metres from the building. If this is not possible and bins and skips are within 10m, these should have lockable lids.
- **Fire Systems:** Ensure that any fire and/or sprinkler systems are fully operational
- **Fire Doors:** Carry out a check to ensure that internal fire doors are closed
- **Building Utilities:** Shutdown any non-essential electrical devices and building utilities. Isolate nonessential services, gas valves etc.
- **Inspections:** Where at all possible (and subject to Government restrictions) try to implement periodic inspections of the building (internally and externally). Please ensure that you comply with existing government guidance regarding vulnerable people and lone worker risk assessments. Consider the provisioning for alternative skilled personnel, such as security guarding/patrolling companies.
- **Physical Security:** Carry out a check to ensure physical security measures are in place e.g. fences are in good repair, windows are locked, shutters are in place, gates are locked.
- **Intruder Alarm:** Make sure your intruder alarm is set and that the remote signalling is in place. Ensure sufficient numbers of keyholders are available to respond to an alarm activation within 20 minutes.
- **Maintenance:** so far as is reasonably practical, there is an expectation that essential maintenance continues with any remedial measures completed. Premises that have Building Management Systems (BMS) with remote alerts should continue to be responded to. If possible, ensure gutters and drains are clear of debris, ahead of winter setting in.
- **Dangerous Goods:** If you have any dangerous goods on your premises, ensure they are kept secure in their usual storage place, and review the inventory levels, documentation etc.

### Other Considerations:

- If your site normally has 24-hour occupation and you wish to completely close the site, please contact Zurich for advice. We have produced separate guides for partially closed sites, schools, refurbishment and construction sites. Please update any relevant risk assessments, for example: lone working, that remaining site staff include trained fire wardens, knowledge of the action to take in the event of an emergency.
- With a limited staff presence, there may be a request to redeploy employees or contractors to other tasks. Employees and contractors must not be exposed to tasks for which they have not received appropriate training e.g. working at height or use of machinery.

For additional or updated information, please consult our website at : [www.zurich.com.au](http://www.zurich.com.au)

Here is a short checklist that we have developed to help secure the building and to use as a reference point for regular checks during temporary closedown periods.

#### Site checks

Remove all external waste, pallets and empty skips	Yes	<input type="radio"/>	No	<input type="radio"/>	Date: _____
Empty waste bins and relocate 10 metres from the building	Yes	<input type="radio"/>	No	<input type="radio"/>	Date: _____
Fire alarm is operational, and any faults reported/rectified	Yes	<input type="radio"/>	No	<input type="radio"/>	Date: _____
Sprinkler systems are fully operational	Yes	<input type="radio"/>	No	<input type="radio"/>	Date: _____
Non-essential building utilities and equipment have been safety isolated	Yes	<input type="radio"/>	No	<input type="radio"/>	Date: _____
All internal fire doors are shut	Yes	<input type="radio"/>	No	<input type="radio"/>	Date: _____
Weekly internal and external inspections of the property are completed	Yes	<input type="radio"/>	No	<input type="radio"/>	Date: _____
External doors are adequately locked/secured	Yes	<input type="radio"/>	No	<input type="radio"/>	Date: _____
Security intruder alarm is working correctly and activated whenever the building is secured (zoned if necessary) including any remote signalling	Yes	<input type="radio"/>	No	<input type="radio"/>	Date: _____
Security keyholder response is update and adequately resourced	Yes	<input type="radio"/>	No	<input type="radio"/>	Date: _____
External lighting is operational	Yes	<input type="radio"/>	No	<input type="radio"/>	Date: _____
CCTV is operational with adequate lighting	Yes	<input type="radio"/>	No	<input type="radio"/>	Date: _____
Fencing complete and effective – gates locked – look for signs of access	Yes	<input type="radio"/>	No	<input type="radio"/>	Date: _____
Windows are locked shut – any grilles locked shut	Yes	<input type="radio"/>	No	<input type="radio"/>	Date: _____
Can any planned hot work activities be delayed or switched to lower risk alternatives	Yes	<input type="radio"/>	No	<input type="radio"/>	Date: _____
Hot work permit procedures strictly are adhered to	Yes	<input type="radio"/>	No	<input type="radio"/>	Date: _____

#### Important Notice:

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We understand that some of the advice given in this document may be impractical due to ever-changing circumstances and government advice or restrictions. Some advice may not apply to your circumstances. We have attempted to provide as much succinct advice as quickly as we could to assist you.

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