

# Partial Premises Closure: Guidance

Due to the coronavirus restrictions, many businesses are having to temporarily or partially close, and allow staff to help sustain operations via home working. If your building is facing limited staff onsite presence due to the coronavirus, you may experience some issues with access control, lone working and security concerns. We wanted to give you some general advice about how to protect your premises during any temporary and partial closures. This guidance is from a risk management perspective only. Any queries relating to insurance cover should be made with your insurance advisor or broker.

## Risk Control Measures

- **Access Control:** Please carry out a security risk assessment including a review of your access control measures to ensure areas that are not in use are secured.
- **Close-down Checks:** Ensure close-down checks are completed as standard. For example, setting intruder alarm, closing internal fire doors.
- **Intruder Alarm:** If there are any unoccupied buildings on site, ensure the intruder alarm is set for these areas i.e. zoned. If your site has security guarding, still consider setting intruder alarm except for when the hourly security patrols are being completed.
- **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.
- **Hot Work:** The emergency services may be strained at this time. Therefore, high risk activities such as hot work should be avoided or changed to lower risk alternatives. Please note, hot work must not be undertaken if you have isolated the sprinkler system.
- **Hot Work Permit:** If hot work needs to continue, please ensure a task area risk assessment is completed, a Hot Work Permit is issued and named fire watchers are provided.
- **Contractor Control:** Work with your contractor to ensure that their work area has been left in safe condition. For example, fire detection systems are reinstated, hazardous materials have been removed from site and fire and access doors have been secured.
- **Fire Systems:** Ensure that any fire and/or sprinkler systems are fully operational
- **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.
- **Unattended Processes:** Avoid unattended hazardous processes if there are insufficient staff available to manage the process and or respond in the event of an emergency.

## Other Considerations:

- If your site normally has 24-hour occupation and you subsequently decide to completely close the site, please contact Zurich for advice.
- We have produced separate guides for temporarily (but fully) closed premises, refurbishment and construction sites.
- Please update any relevant risk assessments, for example: lone working, that remaining site staff include trained fire wardens and knowledge of the action to take in the event of an emergency.
- With a limited staff presence, employees and contractors must not be exposed to new 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)

## Partial Closedown Checklist

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 partial closures.

### Site checks

All external doors are secured, and access is restricted	Yes	<input type="radio"/>	No	<input type="radio"/>	Date: _____
Are trained staff available to conduct close down procedures	Yes	<input type="radio"/>	No	<input type="radio"/>	Date: _____
All internal fire doors are shut	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: _____
Can you set your intruder alarm to any unoccupied building(s) on site i.e. zone alarm	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: _____
Have maintenance contractors left the site in a safe condition	Yes	<input type="radio"/>	No	<input type="radio"/>	Date: _____
Avoid any unattended hazardous processes	Yes	<input type="radio"/>	No	<input type="radio"/>	Date: _____

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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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