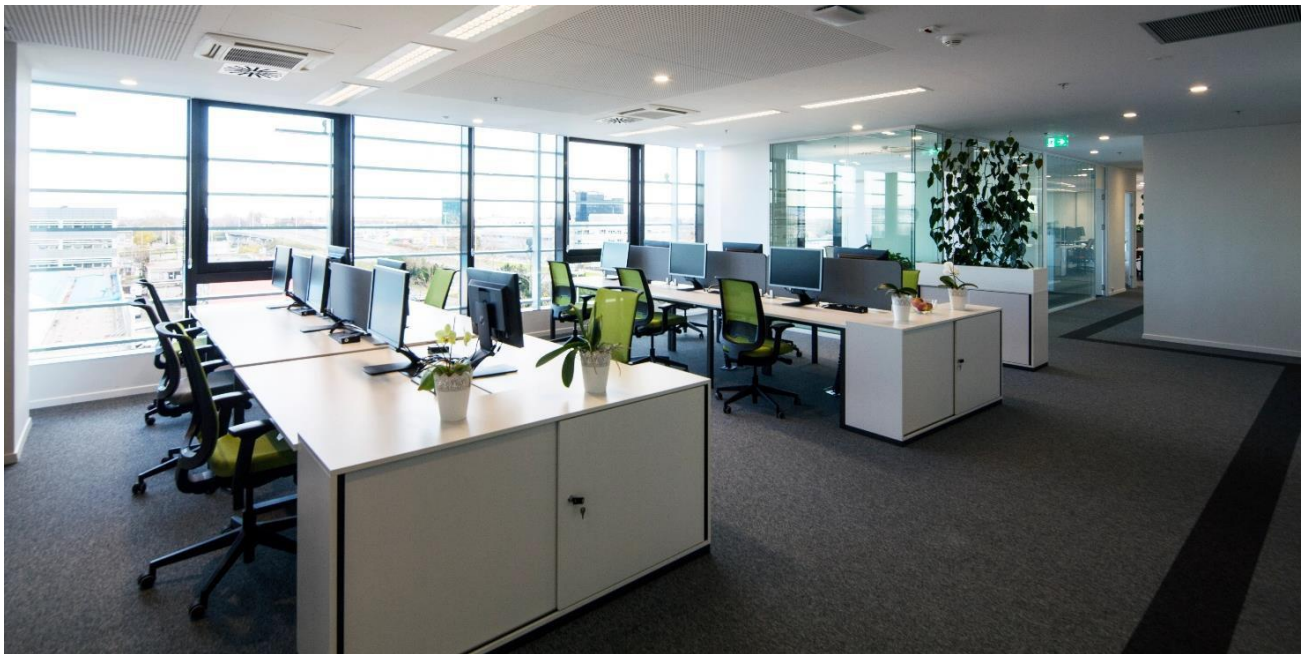


We are here to help you.

## Partial Closure: Guidance



The spread of Coronavirus (Covid-19) is unprecedented and we understand this is an incredibly difficult time for families and businesses. We are here to help customers and businesses who are affected by the impact of Covid-19 in these challenging times and have created guidance on how to deal with partial closures of buildings.

### Important Note

Please ensure that you comply with ongoing Government guidance regarding vulnerable individuals, individuals that need to self-isolate, the need to limit non-essential travel and lone work risk assessments. Please consider the need for alternative skilled personnel.

It is understood that customers will complete their own risk assessments. We understand and support our customer's responsibility to safeguard staff, persons they owe a duty of care towards and follow Government guidance and laws.

Our customers are facing enormous challenges as buildings are forced to close or operate on a limited basis going forward due to the Coronavirus.

This may result in your building having limited staff onsite due to home working, you may experience some issues with access control, lone working and security concerns.

We've put together a checklist of risk control measures to consider to help secure buildings and to use as a reference point for regular checks during temporary closedown periods.

### 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 alarms, closing internal fire doors.
- Intruder Alarm: If there are any unoccupied buildings on site, ensure the intruder alarm is set in for these areas i.e. zoned.
- If your site has security guarding, still consider setting intruder alarms 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.
- 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. More information can be found in our article [here](#).
- 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 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, 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.

## 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: _____ |

*This guidance may change as the current situation changes, [please refer back here](#) for our position on policy cover.*

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