

We are here to help you.

Temporary 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 temporary closures of premises.

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.

Temporary Closure

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

If your building is temporarily closed, due to the coronavirus and home working, we do not consider that the unoccupied building condition will apply in the current circumstances unless we have specifically advised you otherwise.

If the Government restrictions continues for a significant period, we will actively advise customers if any further action is needed.

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

- **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
- **Inspections:** Arrange for a weekly inspection of the building (internally and externally) – please remember to risk assess for any lone working issues. Please ensure that you comply with existing government guidance regarding vulnerable people and lone worker risk assessments. Consider the provisioning for alternative skilled personnel.
- **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 signaling 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.

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.

Temporary Site Closure 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 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:

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



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