

### TEMPORARY SITE CLOSURE WEEKLY INSPECTION

<b>POLICY NUMBER</b>	
<b>COMPANY NAME</b>	
<b>SITE ADDRESS</b>	
<b>INSPECTION DATE</b>	
<b>INSPECTOR(S)</b>	

1. PHYSICAL SECURITY	YES	NO	N/A	COMMENTS / ACTIONS
Secure/undamaged perimeter walls/fences, gates?				
Secure/undamaged doors/shutters?				
Secure/undamaged windows/roof-lights?				
Absence of lock tampering damage?				
2. INTRUDER ALARM	YES	NO	N/A	COMMENTS / ACTIONS
Control panel power supply healthy?				
Absence of fault warnings?				
Remote signalling fully operational?				
Maintenance contract remains in force?				
3. CLOSED CIRCUIT TELEVISION	YES	NO	N/A	COMMENTS / ACTIONS
Cameras undamaged and fully operational?				
External cameras clear of vegetation?				
Recording equipment fully operational?				
Monitoring equipment fully operational?				
4. OTHER SECURITY FEATURES	YES	NO	N/A	COMMENTS / ACTIONS
External lighting fully operational?				
Access control systems fully operational?				
Valuables removed from site where possible?				
Valuables in containers/away from openings?				
5. EXTERNAL FIRE/ARSON CONTROLS	YES	NO	N/A	COMMENTS / ACTIONS
Site clear of fly-tipping, other waste and debris?				
Lack of evidence of drug-use and rough-sleeping?				
Lack of graffiti, malicious damage, arson debris?				
Bins secure, empty and away from building(s)?				
6. EXTERNAL CONDITIONS & GENERAL SAFETY	YES	NO	N/A	COMMENTS / ACTIONS
Tree/vegetation growth adequately controlled?				
Undamaged paths, yards, steps, safety signs etc.?				
Building fabric/structure undamaged?				
Secure/undamaged cladding/signage/fixings etc.?				
7. WATER DAMAGE CONTROLS	YES	NO	N/A	COMMENTS / ACTIONS
Undamaged/unblocked gutters, drains, pipes?				
Absence of water ingress or pipe leaks?				
Mains water isolated at stopcock where possible?				
Susceptible equipment lifted above floor level?				
8. INTERNAL FIRE RISK FEATURES	YES	NO	N/A	COMMENTS / ACTIONS
Clear of excess fire-load, packaging materials etc.?				
Letters collected and cleared from doorway(s)?				
Unused electrical circuits and equipment isolated?				
Lack of gas leaks/smell of gas?				
9. FIRE ALARM SYSTEM	YES	NO	N/A	COMMENTS / ACTIONS
Control panel power supply healthy?				
Absence of fault warnings?				
Recorded testing carried out?				
Maintenance contract remains in force?				
10. TEMPERATURE CONTROLS	YES	NO	N/A	COMMENTS / ACTIONS
Temperature sensitive environments maintained?				
Air-conditioning fully operational in server room?				
BMS remote access created where possible?				
Portable heaters and cooling fans isolated?				

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### Additional Notes and Guidance

- Travel to and from the site should ideally avoid the use of public transport so as to reduce the inspector's exposure to COVID-19.
- If the inspection is being carried out by only one person they should, for their own safety, phone a colleague at the beginning and end of the visit.
- Varying the day and time of the inspection visits is recommended to avoid anyone observing the premises being able to predict when they will take place.
- Photographs should ideally be taken of any damage, faults or problems with these being attached to the inspection report and forwarded to Hiscox Insurance if relevant.
- A system should be established to ensure that any damage, faults or problems identified during the inspection are rectified without delay.
- Where any theft attractive equipment is relocated to an employee's home, care must be taken to mitigate the potentially increased risks of accidental damage and/or theft including during transit.
- Liaison with the Police and neighbouring businesses is encouraged, particularly in respect of known local criminal activity and any changes in the occupancy of the surrounding properties.
- If the company is a tenant, there should be regular liaison with the landlord, particularly in multi-tenure properties and where the fire and security systems are under the landlord's control.
- For properties in flood risk areas, it is essential that Environment Agency flood alerts continue to be received with flood response arrangements implemented where necessary.
- Additional daily 'drive-by' inspections and/or the use of remotely-monitored CCTV are recommended for sites that are particularly susceptible to unauthorised occupancy by travellers etc.
- The arrangements for general data and computer data back-up, storage, confidentiality and security should be reviewed to ensure they remain resilient and up to date.

### Useful References

- Workplace Safety: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
- Communication: <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>
- Home-Working: <https://www.hse.gov.uk/toolbox/workers/home.htm>
- Lone-Working: <https://www.hse.gov.uk/lone-working/employer/index.htm>
- Unauthorised Occupation: <https://www.riscauthority.co.uk/free-document-library/RISCAuthority/s31>

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