

DORMANCY CHECKLIST



CLUB INSURE
INSURANCE SPECIALISTS



INTRODUCTION

Summary of scope and discussions

To ensure that premises are protected over any period of dormancy and can be returned to service quickly, the following has been prepared should services at premises need to change for a period of time, whilst Covid-19 containment measures increase.

EXTERNAL AREAS

Items to be covered

- Fencing in good condition?
- Perimeter gates secured when site vacated?
- Contact list in place for key holders?
- All combustible waste removed from outside property, and bins emptied?

BUILDINGS

- Are Fire and Intruder Alarms and Fire Suppression Systems, if installed, operational?
- Onsite gas supplies (such as propane tanks) isolated and locked off when not in use?
- Fuel supplies isolated and locked off when not in use?
- Premises secured?

OPERATIONAL

- Fire Risk Assessment reviewed and updated to reflect any changes to site /operations?
- Adequate Fire Marshall coverage?
- Fixed electrical and portable appliance testing up to date?
- Hot work permit system in operation (if needed)?
- Contractors insurances and RAMS checked for any work onsite?
- Cleaning regimes maintained for catering equipment and extraction ductwork etc?
- Stock and items susceptible to water damage stored a minimum of 150mm above floor level? (Avoid basements if at all possible)
- Home workers provided with suitable information and guidance?
- Suitable and regular means of communication established for new home workers?
- Lone working and security exposures created by staff shortages or changes reviewed?
- Monitoring Companies for Fire / Intruder Alarm have up-to-date key holder information?
- Statutory examinations in date? Adequate timeframe before they need to be carried out? Is there a shortage of engineers to carry these out?

- Remove all cash and high risk stock from the premises
- Empty safes & fruit machines and leave open

IN ADDITION, FOR VACANT SITES

- Flammable gas bottles (e.g. LPG) removed from site?
- Has electricity been isolated (unless this will interrupt security and fire alarms / monitoring services)?
- Has water been isolated to buildings?
- Has mains gas been isolated to the site?
- Letterboxes sealed up?
- Loose waste and combustible materials removed or stored in compliance with your waste distance specification in your policy?
- Have you advised insurers of the change in occupancy?
- Have you considered additional security measures such as CCTV / security guarding?
- Have you informed contractors / suppliers / customers?

PLEASE REMEMBER

1. Let your dedicated account executive know of:

- a. Any changes to business activities
- b. Any changes to products manufactured
- c. Any changes to sums insured
- d. Any changes to cover required (i.e. IT equipment taken home)

2. Keep accurate financial records during this period

3. Take a copy of your policy schedule and document

4. Take copies of business continuity plans

5. Take copies of key supplier contact names and phone numbers (making sure mobile phone numbers are held)

6. Take copies of contractor contact numbers

7. Take copies of security contact numbers

8. Take copies of employee contact numbers

**IF YOU HAVE ANY QUESTIONS REGARDING THIS OR YOUR INSURANCE COVER,
PLEASE DO NOT HESITATE TO SPEAK TO YOUR DEDICATED ACCOUNT EXECUTIVE**

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