

The spread of Coronavirus (COVID-19) is unprecedented and we understand this is an incredibly difficult time for families and businesses. With the announcement of construction site shutdowns, businesses in our industry are now faced with new challenges and potential risks.

We are here to help you navigate temporary shutdowns and have put together the following checklist of risk control measures to help secure your job site.

## Temporary shutdown checklist

**Ensure OH&S advice is provided for employees working from home**

**Ensure deliveries of any high risk theft items are scheduled to arrive post lockdown**

**Ensure high value items that are being kept at home are being appropriately insured**

**Ensure tool boxes are locked**

**Remove all combustible waste, pallets, building materials (or store securely) and empty skips**

**Flammable and pressurised gas cylinders are stored in a suitable external cage or preferably removed from site**

**Inspect job sites daily if permitted**

**Identify further site inspection requirements e.g. scaffold inspection or post-adverse weather inspection**

**Safely isolate all equipment and non-essential building utilities (temporary or permanent). Ensure no charging is left on**

**Check external lighting is operational**

**Secure building access e.g. ground floor access to cores are secured**

**Lock external site fences and gates**

**Check security alarm and/or scaffold alarm is working correctly and activated**

**Check fire alarms (temporary or permanent) are operational and any faults are reported or rectified**

**Safely store or remove valuable contents, hired-in plant or machinery**

**Check site hoarding is in place and in good condition**

**Ensure security key holder response is updated and adequately resourced**

**Ensure CCTV is operational with adequate lighting (if applicable)**

**Consider draining down and isolating any water pipes to avoid the risk of water leaks**

**Ensure the site is adequately secured against weather perils**

**We encourage you to stay up-to-date with all government guidelines and restrictions.**

**Please use this checklist as a guide only.**

Our team are ready to assist with any claims queries, risk management requirements or make-safe options should you need any us.

*Important note: Please ensure that you comply with ongoing government guidance regarding shutdowns, restrictions and personnel that need to self-isolate.*

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