

CHECKLIST: COVID-19 – PREMISES SAFETY AND SECURITY VISIT

Security	Comment
<ul style="list-style-type: none"> • Ensure alarms which are installed are active. Be sure to know the alarm codes when visiting a closed premise so as not to cause a false activation. 	
<ul style="list-style-type: none"> • Check and make sure CCTV is working effectively - check images are clear and recording. 	
<ul style="list-style-type: none"> • Ensure that all access points - doors and windows - are locked and are secure. 	
<ul style="list-style-type: none"> • Review the security fire exit doors (especially those with push-bars) for any signs of forced entry. 	
<ul style="list-style-type: none"> • Ensure that you leave offices locked to protect any paperwork and personal data 	
<ul style="list-style-type: none"> • There should be a clear lone working procedure in place for any management visits to closed sites. Where practical two people should be required to visit closed sites. 	
<ul style="list-style-type: none"> • Display signage with contact details of key holders or report to police if any evidence of break in or vandalism during Closure period. 	
Fire	Comment
<ul style="list-style-type: none"> • Ensure the alarm is working – no faults showing on the alarm panel 	
<ul style="list-style-type: none"> • Testing of the fire alarm should be done weekly to ensure the system is working 	
<ul style="list-style-type: none"> • Ensure that all internal fire doors are closed when entering and checking and again on final exit 	
<ul style="list-style-type: none"> • Ensure electrical appliances remain switched off/unplugged 	
<ul style="list-style-type: none"> • Any electrical equipment required to be on should be plugged directly into a mains socket 	
<ul style="list-style-type: none"> • Ensure that no flammable substances remain on the premises or if present store in flame resistant cupboards. 	
<ul style="list-style-type: none"> • Ensure there are no collections of combustibles directly outside of the building giving rise to opportunist arson. 	
<ul style="list-style-type: none"> • Where applicable, ensure the CO₂ monitor to the cellar is working and has not been activated. 	
Water Hygiene	Comment
<ul style="list-style-type: none"> • Continue with weekly water checks where possible. Flush all taps for 2 minutes. 	
<ul style="list-style-type: none"> • For rooms with showers – ideally remove the showerhead to reduce risks of droplets being dispersed. If you are not able to remove the shower head, then cover the end with a towel or run the water into a plastic bag. For a period of 3 minutes, you should ideally run both hot and cold settings to clear the pipes. 	
<ul style="list-style-type: none"> • Flush all toilets 	

Kitchen Equipment	Comment
<ul style="list-style-type: none"> Check the temperatures of freezers weekly. Ensure they are operating at or below -18°C. 	
<ul style="list-style-type: none"> If you are required to open the freezers for any reason, ensure the door is closed fully afterward. 	
<ul style="list-style-type: none"> Ensure the gas shut off valve is off and there is no smell of gas to the site. 	
Pests	Comment
<ul style="list-style-type: none"> Check for signs of any pest activity – droppings, gnaw marks/new holes, dead pests, bad smells. 	
<ul style="list-style-type: none"> Remove any potential for pest harbourage. 	
<ul style="list-style-type: none"> Check bait boxes are in place – the correct way up and in the location agreed with the pest control technician. 	
<ul style="list-style-type: none"> Check electric fly killers are plugged in and working. 	
External Areas	Comment
<ul style="list-style-type: none"> Review conditions immediately outside of the premises. Where necessary remove any waste including debris which may have accumulated since the last visit. 	
<ul style="list-style-type: none"> Secure or remove any unfixed items that could be a hazard such as umbrellas, awnings chairs and outdoor heaters etc. 	