

Christmas Closing Down – Premises Checklist

- Carry out a security check closing all external doors and windows.
- Carry out a security check closing all internal doors, especially when they are prone to opening, potentially causing a false alarm to be activated.
- At the time of closing down, ensure there are no vehicles, whether they are yours or not, parked adjacent to the building.
- Leave heating at a low temperature, in order to avoid pipes freezing.
- Where possible, leave lifts at ground floor level, to avoid any stress or strain on cables etc.
- Ensure all electrical equipment is switched off at the wall and the plug removed.
- Check all fire protection and detection systems are tested and left in full working order.
- Ensure all fire extinguishers are checked and left accessible.
- Ensure all fire exits are clear.
- Is your emergency plan up to date and do key personnel keep copies of the plan with them?
- Check that key staff and or key holders can be contacted out of hours and a rota is in place to visit the site when requested.
- Ensure displays and decorations are kept away from heaters, lights, electrical items and fire systems.
- Ensure, where practicable, all loose cardboard and paper is disposed of and not stored on site.
- Review procedures for calling the fire brigade and inform them if the premises will be unattended for any period of time.
- Check all first aid kits are fully equipped.
- Where you have shared premises, check their procedures are compatible with yours.
- Check that no mechanical & engineering plant is running unnecessarily

In the event that you have staff on site during the close down period

- Are procedures to follow in an evacuation, clearly indicated throughout the building?
- Are all staff aware of the evacuation and emergency procedures and what to do if they discover a fire?