

Loss prevention standards

Temporary Mothballing and Shutdown of Premises & Operating Plants

Winter 2021 Edition

Guidance on how to reduce risk when mothballing and shutting down plant, processes and premises on a temporary basis during winter.



Temporary Mothballing and Shutdown of Premises & Operating Plants



Introduction

This Loss Prevention Standard contains guidance on how to reduce risks when you're planning to shutdown or mothball process plant and premises on a temporary basis, for example, in response to a business downturn or forced closure due to external factors such as an epidemic/pandemic event.

This edition includes points you may need to consider over the winter months, including work during hours of darkness, managing reduced temperatures and preparing for storms and flooding.

It is not possible to provide detailed steps for specific processes or plant/equipment, but instead the following guidance seeks to support general principles that can be applied to the majority of situations and installations.

Such circumstances should be managed using your management of change procedures with a documented shutdown plan derived and demonstrably followed. A checklist is provided as an appendix to this Loss Prevention Standard to aid you in the management of any shutdown/mothballing you are planning to make. In the event that shutdown/mothballing results in permanent premises closure or permanent cessation of the process, additional steps to reduce risk will almost certainly be required and these are outside the scope of this document.



Protecting Your Property During Winter

Closing a business premises during a pandemic is never an easy thing to do. You may have little warning or notice that you have to close, and this can limit the amount of planning you can realistically complete. Closure during winter months does also pose specific threats, with weather conditions able to cause property damage that can add delays to any business recovery when able to reopen.

Where time permits, the approach set out in this document should be followed in full. If having to close at short notice, then focussing on the following key areas of risk can help avoid many of the main causes of property damage and loss associated with wintry conditions. Key actions include:

Protecting Against the Cold, Ice and Snow

Heating: - Leave heating on at a low temperature, e.g. 5°C, to prevent freezing and frost damage.

Water Systems - Turn off and drain down water supplies. Check lagging is in place and secure.

Heavy Snow - Be aware that you may need to arrange for an inspection of the roof following heavy snowfall to check it remains in good condition. You may need to arrange for snow clearance of any routes in and out of the premises you anticipate being used.

Ice - Maintain gritting schedules for routes in and out of the premises when they will be used by employees, visitors or contractors and for any areas used by the public.

Tanks - Empty and drain tank bunds.

Protecting Against Storms and Heavy Rains in Winter

Building Integrity – Carry out an inspection of the building looking for signs of water leaks and roof leaks. Arrange for repairs if you identify any leaks that may damage electrical systems, process equipment, stored goods or furnishings.

Rainwater Goods - Check rainwater goods, interceptors, storm drains and culverts are clear, and that water will not pond and freeze causing blockage.

Trees and Foliage - Ensure that following storms a visible check is made of the condition of any trees that may impinge on your premises. If there are any doubts about the trees condition and risk of it toppling, then consult a qualified and competent arboriculturist.

Floods - Ensure you know whether the premises are in a flood risk area.

The following websites provide guidance on flood issues:

England: [Flood warnings for England](#)
[Flood map for planning](#)

Scotland: [Scottish Environment Protection Agency](#)

Wales: [Natural Resources Wales](#)

Northern Ireland: [Nidirect](#)

If you are not sure or have doubt please speak to your Aviva Risk Consultant.

Whilst the premises are unoccupied an appropriate on-duty person will receive a flood alert by having them sign up to the flood warning services.

If you rely on members of staff to deploy temporary or demountable flood defences, you may wish to deploy these before leaving the premises unoccupied during winter months. Alternatively, ensure that you have arrangements in place to have people attend site to deploy them ahead of any predicted storm events indicated by weather forecasts.

You may also want to take precautions to raise stock and furnishings off the floor or move them to an upper level before leaving the premises unoccupied. It can also be helpful to ask a competent electrician to isolate electrical circuits on the ground floor/basement levels that are not needed.

Protecting Against Fire During the Winter Lockdown

Electrical Equipment & Supplies - Ensure that power is isolated and turned off to electrical equipment unless it is needed to maintain heating, alarm systems, fire protection systems or other safety or security devices.

Fire Protection Systems - Maintaining heating will reduce the risk of sprinklers freezing and heating to sprinklered premises should be maintained wherever possible. If for any reason heating cannot be maintained, its important that the risks of sprinklers freezing and the possible impacts are fully risk assessed. No decisions to switch off and drain sprinklers should be taken without prior consultation with your insurer. The same should apply in relation to other fire protection systems such as hose reels, wet risers and private fire hydrant mains.

Managing the Premises During the Lockdown

Visits & Inspections - It's important that regular visits and inspections of the premises continue. However, think about how these can safely be conducted when conditions are icy, or snow is lying. Consider providing supplies of grit/rock salt that can be deployed for access routes and pathways.

Managing Stock - Relocating or disposing of perishable stock when the premises close should be considered. If this does remain on the premises you should consider how you can continue to monitor storage conditions whilst the premises are unoccupied. Continuous monitoring of storage conditions that data logs and will alert a person who can respond, will provide reassurance. Also think about providing temporary flame resistive sheeted coverings (e.g. those conforming to LPS 1207 standard or equivalent) where necessary, to protect any vulnerable items of stock or equipment against unforeseen water ingress or roof leaks.

Managing Contractors & Visitors - Procedures for managing visitors and contractors should continue as normal, including contractor inductions and supervision and the use of permits to work for higher risk activities. However, it is strongly advised that hot work operations are avoided unless absolutely essential.

Emergencies & Keyholders - It's important that any members of staff that will be called out to attend an incident on site are appropriately briefed and trained. During winter the incidents they may need to respond to include flooding, burst pipes, roofing damage/collapse and escapes of water. These are in addition to incidents of fire or security. It is prudent to ensure that responders are suitably briefed and are provided with appropriate instructions to aid their response. This can include how to shutdown and isolate water supplies, switch off sprinkler systems, turn off any plant left running and deploy any flood control/protection measures. Also think about what protective clothing or equipment they may need when responding including warm waterproof high-vis clothing, footwear (wellingtons or waders), torches and laminated instructions and plans would also be of use in such incidents.

Recommendations for Planned and Scheduled Mothballing/Shutdown of Premises, Plant and Equipment

Planning to Shutdown/Mothball

The COVID-19 pandemic has required many businesses to close and mothball premises at incredibly short notice with many finding little time for planning what needs to be done. If time permits, planning can make all the difference and **it's critical to plan in detail the** steps needed to safely shutdown plant, premises and equipment. Allowing enough time and resources to enable thorough planning is vitally important and by doing so, the risks to your business can be greatly reduced. What needs to be considered depends on what you are planning to shutdown or mothball, be it an individual item of plant/equipment, a process line or an entire building or site. However, within your plans you may need to include the following issues/factors:

Notifying Stakeholders

Consider who may need to know about this shutdown or closure:

- Insurers and Insurance Brokers?
- Regulatory bodies?
- Customers?
- Supply chains?
- Contractors?
- Emergency services?

Scope of Works

It can be helpful to prepare a scope of works for the shutdown/mothballing, and this can include features such as:

- Details of items/assets being shutdown or removed from site?
- Period of time items are planned to be shutdown for?
- The scheduling and sequence by which items will be shutdown?
- A continually updated register, tracking the progress of shutdown works and the status of items of plant and equipment?

When scheduling it can be helpful to build time to deal with unexpected delays and unforeseen circumstances.

Staffing

Preparing a staffing plan to complete the shutdown works can help you identify the trades, tooling and use of specialist contractors needed to safely complete the works.

Equipment and Tooling

Identifying whether specialist equipment and tooling is required to complete the shutdown is a good idea. Identifying how quickly and when these resources become available can also help you schedule the necessary works. Consider the need for access equipment, personal protective equipment (PPE) and other safety equipment.

Risk Assessment

It's vitally important to review risk assessments for the plant/site and ensure that the basis of safety of the installations/site will not be compromised by the planned shutdown/mothballing. Consider the impacts of the shutdown both on and off-site, including impacts on other processes/buildings (including interlocks), site alarm systems, control rooms, employees who remain on site and impacts on the surrounding environment and neighbours. It is recommended that this risk assessment is formally documented.

Plant and Equipment that needs to be left Running

You should also consider whether any items of plant/equipment need to continue running to ensure the continued safety of the installation? Examples may include (not exhaustive):

- Fire alarm systems
- Fixed fire protection systems
- Sump pumps
- Gas detection equipment
- Effluent treatment plant
- Pollution monitoring equipment

If so, you should ensure there are suitable arrangements in place to guarantee the continued operation of this equipment including guaranteeing uninterrupted power supplies and any data logging where required, and any required maintenance/inspections including statutory inspections. You should also consider how any required interventions/monitoring of this equipment by people (staff or contractors) can be safely undertaken, ensuring a safe system of work.

Emergency Procedures

Where required, you should also plan to update emergency procedures to reflect the changes made. This may need to reflect the removal of specific site hazards or loss of key personnel/response equipment. If an increased risk to responding emergency services personnel results from the shutdown/mothballing, you may want to discuss this with the Fire and Rescue Service.

Security

Depending on the scope of the planned shutdown/mothballing, reviewing your security risk assessment can be helpful in reducing risks of intrusion and malicious damage during the shutdown. The merits of any additional measures can be considered including:

- Additional security guarding
- Additional CCTV including remotely monitored systems
- Additional security fencing
- Increased frequency of checks and inspections

Impacts on Business Continuity Planning

Updating the **company's Business Continuity Plan (BCP)** is a further consideration, especially if an extended shutdown/mothballing is envisaged. The potential impacts on your supply chain, any in-company interdependencies, the potential loss or redeployment of key personnel and any delays in bringing the shutdown plant back online as make-up capacity, are all factors to consider.

Planning for Reinstatement

Often the focus is on what needs to be done to complete the shutdown/mothballing works but taking the following steps can help speed up the safe reinstatement of the plant/equipment when the time comes:

- Updating engineering drawings and schematics to reflect the shutdown status of the plant
- Preparing a list of actions for each individual item of plant/equipment necessary to bring it back online after temporary shutdown. This should include any required maintenance and inspections (including statutory inspections)
- Identifying what spares/consumables are necessary to bring individual items of plant/equipment back online after temporary shutdown and where these can be sourced including delivery timescales. Where there are long lead times on items, it may be prudent to source and hold such items in anticipation of reinstatement

Temporary Shutdown/Mothballing of Items of Plant, Equipment or Processes

When shutting down an item of plant/equipment or a process line, it's prudent to prepare a risk assessment and action plan for each individual item detailing the steps and sequence by which they should be completed. What needs to be done to safely shutdown the items of plant/equipment will depend on each individual item. However, the following are worth considering for most items of plant/equipment/process lines:

- Recommendations from the equipment manufacturer/installer and requirements to maintain warranties or avoid installer penalty clauses
- Ensuring any data relating to production output/plant condition is backed up prior to shutdown
- Whether reservoirs, process lines and tanks can be fully drained and purged

- Whether it is prudent to clean/decontaminate equipment (both internally and externally) to prevent corrosion, seizure or blockage occurring during the shutdown
- Whether other steps are required to preserve the item of plant/equipment during the shutdown, including measures to prevent inadvertent re-contamination of the plant
- De-energising the plant/equipment, proving it is dead and where possible and where safe to do, dissipating any stored energy within the item of plant/equipment
- Whether it is possible to isolate and purge utilities that are connected to the item of plant/equipment
- Using lock out tag out (LOTO) procedures to prevent equipment from being re-energised or utilities being inadvertently re-connected
- Whether any components/items removed need to be safely or securely stored ready for reinstatement
- Whether there is a need to place a sign/label on the item indicating it has been shutdown
- Whether interlocks and alarms provided on the equipment will cause problems or issues with other aspects of the site/plant. This should include the potential impacts of any alarm signals and automatic shutdown of utilities and ventilation systems
- Whether any automatic fire detection systems or fixed fire protection systems can remain active/operational
- Whether it is beneficial/required to continue with maintenance and inspections of the item/equipment during the shutdown. Any deferral of maintenance programmes should be supported by an engineering analysis that demonstrates this will not compromise the safety of the equipment upon reinstatement
- Whether de-energising systems/equipment that features a battery power backup unit will cause this equipment to continue operating for a defined period. Also, whether exhausting this battery backup unit will require its replacement when the equipment is reinstated
- Whether any pits can be covered
- Whether any means of safe access needs to be maintained in order to permit any required inspection and maintenance or whether access ladders, etc. can be removed to prevent unauthorised access

There may be some circumstances where specialist advice is best sought from installers or manufacturers. Examples include refrigeration plant and solar panel installations where the specific aspects of the system design may require additional considerations.

In all circumstances it is good practice to leave the area around the shutdown plant/item sterile and free from combustible materials. All wastes generated during the shutdown works should be removed and disposed of.

Temporary Closure of Buildings Within a Larger Site or Installation

Where it is necessary to close an entire building a number of additional considerations can be relevant. If the building is remotely located and not part of a larger installation it should be treated as an 'unoccupied premises'. Where this is the case the guidance provided within the Aviva Loss Prevention Standard [Unoccupied Premises](#) should be followed where possible.

Should the building be part of a larger installation that will remain operational, the following additional risk controls should be considered:

Ensuring that fire alarm and fire protection systems continue to be operational within the building and will continue to signal to a continually occupied area of the site and preferably also to an approved Alarm Receiving Centre (ARC).

Ensuring that the building is physically secure and that all locks operate correctly, and that accessible doors and windows are adequately secure to guard against unauthorised entry. Any intruder alarms should be set, ideally with signalling to a continually occupied area of the site and preferably also to an approved ARC. CCTV systems should remain operational and images monitored and recorded at a location that is not within the closed building. You should also consider any additional security features that maybe necessary, especially if the building is located within a remote area of the site/installation.

Remove fire hazards from the building and the immediate area wherever possible. Actions can include:

- Removing combustible materials from the building so far as possible. Refrain from using the building as a temporary storage location for wastes or other unwanted materials
- Fuel oils and gas cylinders should be removed from the building and stored in an appropriate secure and external area
- All waste should be removed from the building and immediate surrounding area. Refrain from storing idle pallets, plastic IBCs or other combustible goods within 10m of the building so far as is possible
- Any processes should cease (and not be run unmanned) and they should be shutdown safely. Where equipment is required to be left running for regulatory, safety or other business critical reasons, there should be a means of remotely verifying its continued operation or alternatively a programme of regular and frequent inspections operated to verify it continues to function correctly
- Any processes to charge battery operated equipment should cease with the equipment turned off and electrically isolated
- Any equipment used in the testing of products or raw materials should also be turned off, isolated from power supplies and utilities and made safe
- If possible, isolate and lock off supplies of gas to the building unless it's required to maintain heating
- Service and maintain any heating appliances that will remain in use to maintain a base temperature within the building
- Consider conducting thermal imaging on any electrical circuitry that will remain energised within the building whilst it is closed
- Where solar panels are fitted, seek advice from your solar panels installer in relation to any need to isolate supplies or for the maintenance of electrical supply to critical equipment or storage systems
- Cut back any foliage that may impinge on the building during the shutdown period
- Ensure that any maintenance undertaken within the building is appropriately controlled. Any hot works should always be controlled using an appropriate hot work permit system. Guidance on the management of hot works can be found within the Aviva Loss Prevention Standard [Hot Work Operations](#)

Give consideration to any risks from extreme weather events that may cause damage to the building whilst it is shutdown, taking appropriate precautions where necessary such as those indicated in the earlier sections of this document.

Consider formalising a routine inspection of the building to check its condition and that new hazards/problems are not developing. If circumstances permit, this should be no less frequent than weekly.

Temporary Closure of an Entire Site or Installation

Where it is necessary to close an entire site or installation, it is important that the guidance given in this document in relation to individual items of plant/equipment and buildings is considered. However, the closure of an entire site/installation will mean that the site becomes an ‘unoccupied premises’ and the Aviva Loss Prevention Standard [Unoccupied Premises](#) should be referred to and followed where possible. Additional guidance is also provided within the pandemic response guidance: Aviva Loss Prevention Standards [Managing Change During Lockdown and the Coronavirus](#) and [Managing Driving at Work During COVID-19](#).

Key elements of this guidance and some additional considerations that may arise through a short-term closure period include:

Further Measures to Reduce Fire Risks

Hot work or other hazardous activities should not be carried out and should be prohibited during the shutdown period. Machinery, plant and equipment should be isolated and locked-off as discussed earlier in this document.

All waste materials, including idle pallets, should be removed from the site.

Further Measures to Reduce Security Risks

Consider timer switches or ensure sufficient lighting is left on at the premises/surrounding areas. Check the condition of perimeter security fences and make any necessary repairs. Consider moving high value items within buildings into secured stockrooms and out of view. Ensure no cash is left on the premises.

Ensure keys to the premises are not left inside the property and are instead held by dedicated key holders.

Consider the need for enhanced security measures including permanent security guarding, visits by mobile security patrols or temporary remotely monitored CCTV, incorporating movement detection and a voice challenge facility provided by an approved CCTV monitoring facility.

Secure and seal all letter boxes and openings and redirect post if necessary. Consider whether enhanced physical security measures for site entrances and/or accessible doors and windows are appropriate.

Consider your neighbours and your local community and all working together to ensure a consistent security provision, e.g. local guard service looking after multiple buildings or businesses.

Parked Vehicles and Trailers – Accumulation Risk

During a temporary site closure there may be the need for a larger number of vehicles to be parked or stored together in one place for a prolonged period. This could result in a larger than normal accumulation of vehicles and trailers which could lead to an increased risk of vandalism, theft, fire, flood or other single impact event.

During this period vehicles should be:

- Locked
- Parked as far away from buildings and combustible materials as possible
 - Consider if any exposing buildings or materials caught fire could this spread to the vehicles, and vice versa
- Parked with sufficient space between them to prevent the spread of fire
 - If this is not possible then consider small clusters of vehicles with appropriate aisles and roadways
 - Consider the number and value of the vehicle clusters

If vehicles are to be parked inside a building, then the keys should still be removed and returned and stored in an appropriately secure location(s).

Unless there is risk to life, it is unlikely that the Fire and Rescue Service will remove any vehicles from a burning building.

If the vehicle has a battery isolation switch, then this should be turned off to remove the risk of an electrical fault causing a fire.

Vehicle theft is also a consideration. New security risk factors created through the temporary accumulation of vehicles on site include:

- All the keys maybe in the same location or secure area?
 - Consider what is the total number or value of vehicles exposed with the keys stored in a single location?
 - Should the number or value of the vehicles drive multiple secure locations for the keys?
 - Is the secure location/safe fire resistant?
 - If a safe is used, is it adequately rated considering the value of the vehicles?
 - A simple key safe is not considered appropriate
- Have your security measures for the building in which keys are located been reviewed?

Finally, consideration should be given to the natural catastrophe exposures of storing vehicles together in a single location. Check that areas where they are parked or stored are not prone to flooding. If available in your location you can consult publicly available flood risk maps to check about risks from river, coastal or surface water flooding. Alternatively consult your insurer for advice.

Site Inspections

A full site tour, both internally and externally, should be completed as often as possible but at the very minimum it should be completed every seven days or if this is not practicable then when it is safe to do so, ensuring:

- Perimeter security, fences and lighting are in good condition and operational
- All physical security and locking devices are working and in place
- All protection and detection systems are operational with no impairments
- There are no leaking fluids or spills
- Any unsafe conditions are identified and remedied
- Any waste accumulations should be cleared
- There are no signs of malicious damage, attempted forceable entries, etc.

All site tours must be formally recorded. You should also consider the implications of this to lone workers if they are completing this task alone.

Checklist

A generic Temporary Mothballing and Shutdown of Premises and Operating Plants Checklist is presented in Appendix 1 which can be tailored to your own organisation.

Specialist Partner Solutions

Aviva Risk Management Solutions can offer access to a wide range of risk management products and services at preferential rates via our network of Specialist Partners.

For more information please visit:

[Aviva Risk Management Solutions – Specialist Partners](#)

Additional Information

Relevant Aviva Loss Prevention Standards and Guides include:

- [Water Damage – Guide for Commercial Clients](#)
- [Commercial Flooding](#)
- [Winter – Risk Management Guide](#)
- [Pandemic Planning and the Coronavirus](#)
- [Arson Prevention](#)
- [Temporary Shutdown and Mothballing of Construction Sites](#)
- [Unoccupied Premises](#)
- [Permit to Work Systems](#)
- [Weight of Snow – Property Precautions](#)
- [Windstorm – Protection of Buildings](#)
- [UK Flood – Guidance and Mitigation](#)
- [Flood – Guidance and Mitigation](#)
- [Managing Change - Property](#)
- [Managing Change During Lockdown and the Coronavirus](#)
- [Managing Driving at Work During COVID-19](#)
- [Hot Work Operations](#)

To find out more, please visit [Aviva Risk Management Solutions](#) or speak to one of our advisors.

Email us at riskadvice@aviva.com or call 0345 366 6666.*

*Calls may be recorded and/or monitored for our joint protection.

Appendix 1 - Temporary Mothballing and Shutdown of Premises & Operating Plants



Location	
Date	
Completed by (name and signature)	

	Planning to Shutdown/Mothball	Y/N	Comments
1.	Have you notified the appropriate stakeholders of your plans to shutdown/mothball your process/plant/premises?		
2.	Have you prepared a scope of works for the shutdown/mothballing?		
3.	Have you prepared a staffing plan to complete the shutdown works?		
4.	Have you identified whether specialist equipment & tooling is required to complete the shutdown, including access equipment, personal protective equipment and other safety equipment?		
5.	Have you reviewed risk assessments for the plant/site and are you satisfied that the basis of safety will not be compromised by the planned shutdown/mothballing?		
6.	Have you identified whether any items of plant/equipment need to continue running to ensure the continued safety of the installation? If so, are suitable arrangements in place to guarantee its operation including any required maintenance/inspections?		
7.	Have you updated emergency procedures to reflect the changes made?		

LOSS PREVENTION STANDARDS

8.	Have you reviewed whether additional security measures are needed?		
9.	Have you reviewed and updated your BCP to reflect the shutdown and mothballing undertaken?		
10.	Will you need to update engineering drawings and schematics to reflect the shut/down status of the plant?		
11.	Have you prepared a list of actions necessary to bring the plant back online after temporary shutdown?		
12.	Have you identified what spares are necessary to bring the plant back online after temporary shutdown and where appropriate arranged supplies?		

	Shutdown/Mothball of Items of Plant, Equipment or Processes	Y/N	Comments
13.	Have shutdown/mothballing plans been made for individual items of plant/equipment or process lines?		
14.	Have recommendations from the equipment manufacturer/installer been adhered to and requirements to maintain warranties or avoid installer penalty clauses?		
15.	Have you been able to backup any data relating to production output/plant condition?		
16.	Have you been able to drain and purge any reservoirs, process lines and tanks?		
17.	Have you been able to clean/decontaminate equipment (both internally and externally) to prevent corrosion, seizure or blockage occurring during the shutdown?		
18.	Have you been able to take the necessary steps to preserve the condition of the plant/equipment during the shutdown?		

LOSS PREVENTION STANDARDS

19.	Have you been able to de-energise the plant/equipment, proving it is dead and where possible and where safe to do, dissipating any stored energy within it?		
20.	Have you been able to isolate and purge utilities that are connected to the item of plant/equipment?		
21.	Have you used LOTO procedures to prevent equipment from being re-energised or utilities being inadvertently re-connected?		
22.	Have you safely/securely stored any components/items removed from plant and equipment, ensuring it is clearly labelled with details of where it has been removed from?		
23.	Have you placed a clear sign/label on all items of shutdown plant/equipment indicating it has been shutdown?		
24.	Have you reviewed the impacts of interlocks and alarms provided on the equipment to ensure that shutdown will not cause problems or issues with other aspects of the site/plant?		
25.	Have you ensured that where possible systems for automatic fire detection and fixed fire protection equipment remain operational?		
26.	Are arrangements in place for any necessary continuation of inspection/maintenance programmes (including statutory inspections) and can safe access to the equipment be assured to permit this?		
27.	Have you covered any exposed pits?		
28.	Have you removed all wastes and combustible items from the area where the shutdown equipment is located?		

	Closure of Buildings Within a Larger Site or Installation – Additional Considerations	Y/N	Comments
	Building Security		
29.	Is the physical security of the building adequate?		
30.	Are intruder alarms within the building set, ideally with signalling to a continually occupied area of the site and preferably also to an approved ARC?		
31.	Will CCTV systems remain operational with images monitored and recorded at a location that is not within the closed building?		
32.	Are any additional security measures required?		
	Fire Prevention and Mitigation		
33.	Will fire alarm and fire protection systems remain operational within the building and continue to signal to a continually occupied area of the site and preferably also to an approved ARC?		
34.	Have you removed combustible materials from the building so far as possible?		
35.	Have all fuel oils and gas cylinders been removed from building and stored in an appropriate secure and external area?		
36.	Have you removed all wastes from the building and immediate surrounding area?		
37.	Are measures in place to prevent the storage of idle pallets, plastic IBCs or other combustible goods within 10m of the building so far as is possible?		
38.	Have all processes within the building ceased and been shutdown safely?		

39.	Where equipment is required to be left running for regulatory, safety or other business critical reasons, is there a means of remotely verifying its continued operation or alternatively a programme of regular and frequent inspections to verify it continues to function correctly?		
40.	Have all processes to charge battery operated equipment ceased with the equipment turned off and electrically isolated?		
41.	Has any equipment used in the testing of products or raw materials been turned off, isolated from power supplies and utilities and made safe?		
42.	Have gas supplies to the building been isolated and locked-off?		
43.	Have any heating appliances that will remain in use within the building been serviced and maintained?		
44.	Have you conducted thermal imaging on any electrical circuitry that will remain energised within the building whilst it is closed?		
45.	Are risks associated with solar panel installations being managed in accordance with your installer's guidance?		
46.	Have you ensured that no foliage will impinge on the building envelope during the period of shutdown?		
47.	Are appropriate procedures in place for the management of any maintenance and hot works within the shutdown period, including the mandatory use of hot work permits?		
	Natural Hazards		
48.	Have you been able to isolate water supplies to the building and drain down water systems?		
49.	Have you cleared rainwater goods, interceptors, storm drains and culverts?		
50.	Are the premises watertight?		
51.	Are items of plant/stock that remain within the building raised off the floor and/or adequately protected against unforeseen water ingress?		

LOSS PREVENTION STANDARDS

	Inspection		
52.	Are plans in place to conduct a regular inspection of the building to check its condition and that new hazards/problems are not developing? Preferably this should be no less frequent than weekly?		

	Temporary Closure of an Entire Site or Installation – Additional Considerations	Y/N	Comments
	Further Fire Prevention and Mitigation Measures		
53.	Have you prohibited all hot works and other hazardous activities at the site for the duration of the shutdown?		
54.	Have you removed all wastes, combustible materials and idle pallets from external areas?		
	Further Security Measures		
55.	Have you checked the condition of perimeter security fences and made any necessary repairs?		
56.	Have you ensured there is sufficient lighting during periods of darkness, illuminating the premises/surrounding areas?		
57.	Have you ensured all high value items are out of view so far as is reasonably practicable?		
58.	Have you removed all cash from the premises?		
59.	Have you appointed and briefed keyholders for the site who can attend quickly if required?		

60.	<p>Have you reviewed the need for enhanced security measures including:</p> <ul style="list-style-type: none"> • Permanent security guarding? • Visits by mobile security patrols? • Temporary remotely monitored CCTV, incorporating movement detection and a voice challenge facility provided by an approved CCTV monitoring facility? • Enhanced physical security for site entrances, doors and accessible windows? • The need to temporarily seal letterboxes and other openings? 		
61.	<p>Have you liaised with your neighbouring premises/businesses to see if a mutually beneficial security arrangement can be agreed and operated between you all?</p>		
	Parked Vehicles and Trailers – Accumulation Risk		
62.	<p>Are all vehicles parked on site locked with the keys removed and stored within a suitably rated security safe? This includes any vehicles parked inside buildings.</p>		
63.	<p>Are all vehicles parked externally located as far away from buildings and combustible materials as possible with sufficient space between them to prevent the spread of fire?</p>		
64.	<p>Are all vehicles parked externally away from areas that are susceptible to flooding?</p>		
65.	<p>Where vehicles have a battery isolation switch, has this been turned off to remove the risk of an electrical fault causing a fire?</p>		
	Inspection		
66.	<p>Are plans in place to conduct a regular inspection of the entire site including all buildings to check their condition and that new hazards/problems are not developing? Preferably this should be no less frequent than weekly?</p>		

	Winter Hazard Checklist	Y/N	Comments
	Additional Equipment		
	Do staff, required to inspect or respond to premises in winter have:		
67.	Flashlight/torch and spare batteries?		
68.	Lone worker arrangements/means of communication?		
69.	Personal protective equipment (including high visibility clothing, water-proof and thermal/warm outerwear)?		
	Water Systems		
70.	Has heating been turned on, set to a low temperature (e.g. 5°C)?		
71.	Have water supplies been isolated, where possible?		
72.	Is pipework lagging in place, and secure?		
	Heavy Snow & Ice		
73.	Has a member of staff been delegated the duty for monitoring weather reports?		
74.	Has a plan been prepared for clearing heavy snow, including a risk assessment for the task, method statement and plan, identifying personnel responsible and the location of work equipment?		
75.	Is an ice-gritting schedule in place?		
76.	Can gritting continue in all areas during the period of temporary closure?		
77.	Are stocks of grit available on site, and are they accessible?		
	Storage Tanks		
78.	Have tank bunds been checked to ensure that they are empty?		

LOSS PREVENTION STANDARDS

	Heavy Rain & Storms Checklist	Y/N	Comments
	Rainwater Goods		
79.	Have all rainwater goods, interceptor, culverts and surface drains been checked and confirmed clear?		
	Trees & Foliage		
80.	Are checks of trees on your site being carried out following storms?		
81.	Are arrangements in place for clearing damaged trees?		
	Floods		
82.	Is your site in a flood risk area?		
83.	Is a flood response plan in place, and are personnel available to enact it?		
84.	Is a flood deployment plan in place?		
85.	Can temporary flood defences be deployed if needed?		
86.	Has work equipment and stock been moved off the floor to reduce the risk of flood damage?		

87.	Additional comments:		
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Please Note

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