HOLIDAY SHUTDOWN CHECKLIST

INTRODUCTION:

Historically a number of major losses have occurred around holiday periods. These are largely attributed to arson and theft. Recent incidents continue to reflect this history, with an increasing rate of crime, vandalism and associated remediation costs.

Maintenance / construction programs are often undertaken during holiday shutdowns with reduced management staffing. Contractors may also be involved. It is essential that loss prevention controls, such as hot work permit systems, are fully functional at this time.

Unoccupied sites offer increased potential for crime losses and this exposure is amplified in the long Christmas holiday period.

Security monitoring and periodic attendance at school are seen as positive deterrents to unauthorised entry and the like. This attendance should be accompanied by positive indicators that the building is occupied, such as leaving lights on, patrols at irregular intervals, vehicle movements and the like.

We draw your attention to the safety and security checklist for shutdowns, overleaf.

It is also pertinent to consider the potential hazard posed by any growth of vegetation and accumulation of rubbish close to your buildings (including leaves in gutters and storm water drains and check spouting on key buildings). Action to remove these should be taken now.

In the unfortunate event of a loss occurring during the shutdown period, we also remind you to ensure that suitable and available school personnel are aware of claims reporting requirements to your Broker.

ACTION IN THE EVENT OF A LOSS

- Take all reasonable steps to minimise further loss.
- Follow your school’s incident reporting procedure.
- If an insurance claim needs to be lodged, and your school participates in the Willis Ed Risk Management and Insurance Scheme, notify the claims manager, Sue Guillou, immediately on (03) 9660 5271.

ALTERNATIVELY THE AFTER HOURS CONTACT IS:

Mike Donnelly
Crawford International (Loss Assessors)
Phone 1300 135 790

CONTACT US

FOR FURTHER INFORMATION, PLEASE CONTACT WILLIS ED:

RISK MANAGEMENT SERVICES

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Holiday Shutdown Checklist

£ 1. Protect vulnerable sections of your premises.

£ 2. Ensure valuable stock and equipment is kept in secure areas of your premises, especially following deliveries during holidays.


£ 4. Lock desks and filing cabinets.

£ 5. Know who holds keys to premises, safe etc.

£ 6. Never leave keys lying around or in open draws and do not leave them in locks.

£ 7. Lock away in a secure cabinet/cupboard all portable electrical/electronic equipment items (e.g. Projectors, PC’s & Laptops).

£ 8. Watch for any unauthorised persons on your premises.

£ 9. Check intruder and fire alarm systems.

£ 10. Chain and lock shut all flammable and dangerous goods storage tanks/areas.

£ 11. Ensure that sprinkler, plant monitoring and security systems are switched ON when they should be.

£ 12. Check fire extinguishers have been serviced within the last six months.

£ 13. Be sure fire doors are not blocked and are shut.

£ 14. Maintain good standards of housekeeping. Sloppy housekeeping is an invitation to pilferage and is potentially dangerous – careless stacking, slippery floors etc. cause accidents, lost time, public liability and workers’ compensation claims.

£ 15. Vermin protection is important. Birds and possums in the eaves can also trigger false intruder alarms.

£ 16. If you have lifts or powered roller shutter doors, make sure that they are locked during the shutdown.

£ 17. Immobilise plant and equipment (tractors and ride on mowers) or at least park them so that unauthorised use is not easy

£ 18. Do not leave ladders, stock or equipment where they help access to your premises.

£ 19. Check indoor and outdoor security lights.

£ 20. Have mains power and security power on separate circuits.

£ 21. Protect high risk windows.

£ 22. Check that all external doors and windows are securely locked shut.

£ 23. Check perimeter door hinges – ideally these should be sealed or welded.

£ 24. Check perimeter fences, repair if necessary.

£ 25. Display security warning signs prominently.


£ 27. Consider the need for night surveillance of premises either by your own staff or by a watching service.

£ 28. Be sure that your listed after-hours contacts are updated and include current emergency contact numbers.

£ 29. Update after hours contacts with security firm and your local police station and advise them of planned shutdowns over holiday periods.

£ 30. Know how to contact an after-hours electrician, locksmith or other building services.

£ 31. Know how to contact a 24 hour window shutter service.

£ 32. Ensure staff likely to be on site, know location of shut-off controls:
   - Gas
   - Water
   - Electricity

£ 33. Ensure on site contractors are aware of and comply with applicable:
   - Hot Work Permit Procedures
   - Fire Impairment Procedures

Acknowledgement: Checklist based on Australian Watching Company checklist.