

Risk control for temporary closure or vacant premises

Introduction

We would appreciate completion of this document to help our underwriters to better understand the risk controls you have implemented during the temporary closure of your premises.

You may take the opportunity to improve upon those areas in need, as identified within.

Unoccupied premises - the risks

Unoccupied premises present a heightened risk profile as they are susceptible to vandalism, malicious damage, arson, undetected need for repairs, fire inception from defective electrical, theft, general deterioration caused by adverse weather and water ingress.

Details

| | | | |
|------------------------|--|--------------------------|--|
| Business name: | | | |
| Address: | | State: | |
| Broker name/company: | | | |
| Quote / Policy number: | | | |
| Date: | | Date of premise closure: | |

Utilities and services

| | Yes | No | N/A |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Has the gas supply been shut down at the source of the supply into the premises and signed accordingly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the domestic water supply (not fire fighting) been shut down and signed accordingly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the electrical supply into the premises been isolated and signed accordingly? (Excluding essential services for refrigerated storage, security, exit/emergency lighting and fire systems including electric pumps) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Comments:</i> | | | |

Public fire brigade notification and access

| | Yes | No | N/A |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Has the public fire brigade been advised of the premises closure and do they have access in the event of an emergency? (e.g. keys to gates, doors etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Comments:</i> | | | |

Security

| | Yes | No | N/A |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Have alcohol and cigarettes been removed from the premises/stored in secured rooms? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has all cash been removed from the premises to a secure location? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have any other valuables on the premises been removed to a safe/secure location? Detail items (e.g. Memorabilia etc.) below in comments. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have signs been prominently displayed upon the premises noting that there is no cash, alcohol or cigarettes on the premises? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Security cont.... | Yes | No | N/A |
|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Have signs been prominently displayed upon the premises noting the existence of a monitored security system with patrols and response? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can CCTV systems be remotely monitored and recorded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have all electronic security systems been inspected/maintained? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are random patrols/static guards to be employed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the external lighting cover all entry/exit points? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are there any other physical security measures? If yes, describe below in comments. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Comments:</i> | | | |

| Management controls | Yes | No | N/A |
|------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Are internal and external self-inspections of the site performed weekly and records retained? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are contractor's insurances kept current? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are hazardous goods adequately stored and secured (or removed from site)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If contracted works are to be continued (includes hot work) will controls/permits be provided? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Comments:</i> | | | |

| Maintenance | Yes | No | N/A |
|---------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Do maintenance contracts for fire equipment & systems (including testing), exit and emergency lighting systems remain in place? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do maintenance/service contracts for operational plant and equipment remain in place? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Will the external landscape be retained in good condition? (e.g. grass, trees, plants) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Will the building be retained in good condition? (e.g. clean, paint, repair) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Comments:</i> | | | |

| Business interruption | Yes | No | N/A |
|-------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| Have unnecessary suppliers' orders/services been cancelled? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have critical IT data/systems been backed up and kept off site? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is financial data (in whatever form) backed up and kept off site? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <i>Comments:</i> | | | |

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