

Site Shutdown Template

1. What activities still need to happen even when the site is closed?

This may include:

- Weekly flushing of all taps and toilets (to avoid risk of legionella)
- Weekly fire alarm checks
- Weekly internal and external building checks especially known problem areas
- Weekly object inventory checks
- Monthly meter reading
- Environmental condition monitoring (this may be done remotely)
- Anything else that needs to be done regularly

2. Who is needed to perform these activities?

These are Key Workers. Ensure their names and contact details are held on a secure list and that they are all aware of access protocols.

3. What happens if there is an emergency during the shutdown?

Review out of hours emergency response procedures to ensure they still work during the shutdown. First responders in the event of an emergency should be included on the key workers list, and should include members of staff from Operations, Maintenance/Facilities, Conservation, and if, appropriate, Salvage Teams. It might be useful to gather information on how first responders will travel to site and how long it will take them e.g.:

Name	Time	Transport Mode
Jane Doe	1hr 40	Driving
John Doe	15/40	Taxi/Walking
Etc	40	Cycling

4. Perform shutdown duties

These may include:

- Switching off of all portable electrical equipment, including lamps, cooking equipment, radiators etc.
- Making sure dishwashers, washing machines etc. are not running

- If fire alarms have been isolated for events or building work, ensure they are cancelled
- Make alternative arrangements for post and phone calls
- Ensure all doors and windows are closed.
- Water taps switched off
- External doors and gates locked (if appropriate)
- Local security alarms switched on (if appropriate)
- Lifts may need to be switched off, or they may need to be run every week to avoid flat spotting. Always check with your lift operator.

5. Think about safe working practice for staff

For staff who are remaining on site:

- If this is a health crisis, ensure access can be gained to site with the minimum of cross contamination. Conduct a risk assessment for site access during the shutdown, to think about any new risks.
- Ensure that access is monitored via the Key Worker list.
- Consider lone working. Is this acceptable?

For staff who will be working off site:

- Does everyone have the ability to work from home?
- Test any IT kit that will be taken for home working
- Can files be accessed off site?
- Are communication channels in place to allow regular communication with staff working from home?
- Set up regular catch ups with staff to avoid feelings of isolation