

Temporary Closure: Refurbishment at Existing Buildings

Refurbishment & Construction Work

Due to the coronavirus we are seeing workplaces being temporarily closed due to the shift to homeworking. If your building is undergoing a full or partial refurbishment, extension or undergoing major maintenance the work may need to stop during this time.

There are particular issues that need to be considered that we have outlined in this document.

Risk Control Measures

- **Sprinkler Impairment:** If your building has a sprinkler system, contractors may have isolated part of the system. Any sprinkler system needs to be reinstated prior to the site being vacated. A robust check needs to be made sure that all parts of the sprinkler system, including all isolated valves, have been left open.
 - **Sprinkler Notification:** Please note that Zurich need to be notified of any sprinkler impairment through our [Impairment Reporting System](#) which also contains detailed risk management guidance on the topic.
 - **Automatic fire detection:** Ensure that are fire detection systems have been reinstated. Work with the contractor to ensure that dustcaps to smoke/heat detectors have been removed.
 - **Hot Work:** The emergency services may be strained at this time. Therefore, high risk activities such as hot work should be avoided or changed to lower risk alternatives. Please note, hot work must not be undertaken if you have isolated the sprinkler system.
 - **Hot Work Permit:** If hot work needs to continue, please ensure a task area risk assessment is completed, a Hot Work Permit is issued and named fire watchers are providers. More information can be found in our article [here](#).
 - **Site security:** Work with your contractor to ensure that the site has been left in a safe manner e.g. your building security has not been compromised e.g. no unsecured access into the building via scaffolding
- Combustible materials and waste:** If you have experienced recent thefts, malicious damage or squatting issues please contact Zurich for guidance.
- Combustible materials and waste:** Make sure combustible materials and waste have been removed from site. Ensure that skips are emptied and stored 10 metres from the building. If this cannot be achieved, please provide locked metal containers and locked skips.

Other Considerations:

- We have produced separate guides for temporarily closed buildings, schools, and construction sites.
- Please ensure that you comply with existing government guidance regarding vulnerable people and lone worker risk assessments. Consider the provisioning for alternative skilled personnel.
- Ensure that remaining site staff include trained fire wardens, and knowledge of the action to take in the event of an emergency.

- If you have experienced any recent thefts, malicious damage or other incidents please contact Zurich for guidance.

Temporary Construction Site Closure Checklist

Here is a short checklist that we have developed to help manage your contractor and building lockdown.

Site checks

| | | | | | |
|---|-----|-----------------------|----|-----------------------|-------|
| Ensure the sprinkler system, and any locally isolated valves, is fully reinstated. | Yes | <input type="radio"/> | No | <input type="radio"/> | Date: |
| Notify Zurich of any sprinkler impairment through our Impairment Reporting System | Yes | <input type="radio"/> | No | <input type="radio"/> | Date: |
| Ensure fire detection systems are reinstated and any dust caps in contractor-controlled areas are removed. | Yes | <input type="radio"/> | No | <input type="radio"/> | Date: |
| Any flammables and pressurized gas cylinders are removed from site | Yes | <input type="radio"/> | No | <input type="radio"/> | Date: |
| Any planned hot work activities be delayed or switched to lower risk alternatives | Yes | <input type="radio"/> | No | <input type="radio"/> | Date: |
| Hot work permit procedures strictly are adhered to | Yes | <input type="radio"/> | No | <input type="radio"/> | Date: |
| Confirm with your contractor any required safety inspections e.g. scaffold inspection, post-adverse weather site inspection | Yes | <input type="radio"/> | No | <input type="radio"/> | Date: |
| If the site is provided with existing manned guarding e.g. overnight, weekend or security patrols, there is an expectation that this continues | Yes | <input type="radio"/> | No | <input type="radio"/> | Date: |
| Non-essential building utilities, temporary or permanent, and equipment in the site area have been safety isolated. No charging left on. | Yes | <input type="radio"/> | No | <input type="radio"/> | Date: |
| Valuable contents, hired-in plant or machinery has been removed from site or securely stored | Yes | <input type="radio"/> | No | <input type="radio"/> | Date: |
| Site hoarding is complete and in good condition | Yes | <input type="radio"/> | No | <input type="radio"/> | Date: |
| Access from the site area into the building is secure | Yes | <input type="radio"/> | No | <input type="radio"/> | Date: |
| Security intruder alarm and/or scaffold alarm is working correctly and activated whenever the building is secured including any remote signalling | Yes | <input type="radio"/> | No | <input type="radio"/> | Date: |
| Security keyholder response is update and adequately resourced | Yes | <input type="radio"/> | No | <input type="radio"/> | Date: |
| External lighting is operational | Yes | <input type="radio"/> | No | <input type="radio"/> | Date: |
| CCTV is operational with adequate lighting | Yes | <input type="radio"/> | No | <input type="radio"/> | Date: |

This guidance may change as the current situation changes, [please refer back here](#) for our position on policy cover.

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