

Risk Assessment Checklist

Storm Damage

■ Risk has been considered ■ Action required

| Comment | Yes | No | N/A | Action identified | Person responsible |
|--|-----|----|-----|-------------------|--------------------|
| Before the storm – Checklist | | | | | |
| <p>Do your existing emergency plans include actions in the event of a storm? Consider the impact to employees and their families.</p> <p>This should include:</p> <ul style="list-style-type: none"> • pre-emergency plans • emergency response plans • contingency and recovery plans including establishing formal contact with salvage and recovery organisations. | | | | | |
| <p>Are your buildings in good condition? Ensure all construction and buildings are maintained and in good condition.</p> <p>This includes and is particularly important for:</p> <ul style="list-style-type: none"> • the roof covering • any flashing • penthouses and utility enclosures • canopies • where building and roof heights change as vortices can develop • window and door frames including latching mechanisms • any cracked or damaged glazing. | | | | | |
| <p>Are your roof and yard mounted utilities or services appropriately secured and protected from impact damage?</p> | | | | | |

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|---|-----|----|-----|-------------------|--------------------|
| <p>Are all trees and plants appropriately pruned and healthy?</p> <p>Be particularly concerned for all trees that are closer to the building or external services, such as power supplies, than their height. If they collapse they could fall onto the building, power or data cables and pipe racks.</p> <p>Dead trees should be removed.</p> | | | | | |
| Before the storm – Checklist | | | | | |
| <p>Are all loose objects on your property secured appropriately?</p> <p>Secure or house inside all loose objects such as ladders, yard stock or anything else that could be blown into windows and other glazing and break them.</p> | | | | | |
| <p>Have you reviewed all waste management in any exposed yard areas such as bins, skips and compactors?</p> | | | | | |
| <p>Have all doors and windows, particularly those on the windward side of the property, and especially large doors such as those on garages or workshops been closed and secured shut?</p> <p>Consider shutters or boarding for securing windows and doors.</p> | | | | | |
| <p>Have you considered the security implications to your site for such an event?</p> | | | | | |
| <p>Have all vehicles been parked in a garage, if available? Otherwise are you able to keep them clear of buildings, trees, walls and fences?</p> | | | | | |
| <p>Have you established appropriate plans with your suppliers, customers and logistics partners in event of an incident?</p> <p>This should continue during and after the incident.</p> | | | | | |
| <p>Do you have any contracts, agreements with appropriate salvage, recovery and restoration organisations?</p> <p>This should continue during and after the incident.</p> | | | | | |

| Comment | Yes | No | N/A | Action identified | Person responsible |
|--|-----|----|-----|-------------------|--------------------|
| During the storm | | | | | |
| Stay indoors as much as possible. | | | | | |
| If you do go out, try not to walk or shelter close to buildings and trees. | | | | | |
| Keep away from the sheltered side of boundary walls and fences - if these structures fail, they will collapse on this side. | | | | | |
| Don't go outside to repair damage while the storm is in progress. | | | | | |
| If possible, enter and leave your property through doors in the sheltered side, closing them behind you. | | | | | |
| Open internal doors only as needed and close them behind you. | | | | | |
| After the storm | | | | | |
| Be careful not to touch any electrical or telephone cables that have been blown down or are still hanging. | | | | | |
| Don't walk too close to walls, buildings and trees as they could have been weakened. | | | | | |
| Get in touch with your insurance broker or your insurer if your broker does not offer a fully managed claims service. | | | | | |
| Were your emergency response and business continuity plans appropriate? | | | | | |
| A review of your plans should be completed after any event to ensure they meet your needs and are appropriate. Solutions should be implemented for any areas where improvements can be made. | | | | | |

For further advice or to discuss your insurance requirements, please contact us on 0800 038 9733