

## **FIFE VOLUNTARY ACTION**

### **INFORMATION BRIEFING - KEEPING YOUR PREMISES SAFE DURING COVID-19 CRISIS**

At this time of uncertainty 3<sup>rd</sup> Sector organisations need to be confident that they are following some simple guidance on ensuring that the premises you rent, own or operate from are secure and not falling foul of your building/property insurance.

Most insurers will be flexible around the insured limits in respect of equipment normally located at your premises being used by employees at home and will provide cover for temporary locations and may include the transit of such equipment at a percentage of your sum insured.

FVA has pulled together the following steps and may help with this.

- Ensure that the premises are correctly locked up, electricity and water properly turned off, all windows are securely closed and/or locked.
- Advise your Insurance Company, **by email rather than phone to ensure you have a written record**, that you will working/operating the service from alternative premises (i.e. home) for the foreseeable future.
- Advise them of any equipment, normally covered by the building contents of operating premises, if you have removed it to work from home.
- Establish a system, where possible, to check on the premises, perhaps a rota amongst local staff, at least once per week to remove a build-up of mail at the door which could highlight the premises are unoccupied.
- Keep a record of the days, date and times the premises were last inspected.
- Carry any staff ID in case you are questioned by authorities, Police, etc
- In the event of any issues, contact your insurance Company as soon as it is reasonable to do so.

Most importantly however is STAY SAFE and KEEP WELL observing lockdown procedures.

Fife Voluntary Action can be contacted at [info@fva.org](mailto:info@fva.org) or 0800 389 6046