

# Temporary shut-down

Guidance for managing temporarily closed or permanently unoccupied properties during the COVID-19 pandemic.

**These are unprecedented times for many, including sports clubs. Regardless of your size or sector, COVID-19 poses a whole new range of risks and economic challenges to overcome. As a registered club we are here to help you find solutions and manage the risks you are exposed to both now, and in the aftermath of the global pandemic.**

Following [Government advice](#) some workplaces will now temporarily shut down for a period of time including sports courts and pitches. Buildings, whether temporarily closed or permanently unoccupied can be at greater risk from the likes of arson, antisocial behaviour such as vandalism or squatters, theft, and escape of water.

More detailed guidance is provided [here](#) but there are some general considerations that clubs should keep in mind to protect their assets, people and business:

- ✔ **Protect against electrical fires.**  
Turn off and unplug electrical equipment apart from critical business infrastructure required to allow the continuance of the business's operations and support temporary home working arrangements, if required. All fire protection, detection, and security systems to remain active and monitored remotely where possible.

- ✔ **Protect against escape of water losses.**  
Turn off water supplies at the mains (and where reasonable to do so drain down water systems).
- ✔ **Clear all external areas of waste and combustible materials.**
- ✔ **Letterboxes should be sealed or, if this is not possible, a metal box or cage should be fitted to the inside of the letterbox.**  
An arrangements made with the Post Office for mail to be redirected.
- ✔ **Inspect regularly if travel allows.**  
Where this is not possible the inspections should be reinstated once travel restrictions are lifted.
- ✔ **Record details of the steps you've taken to protect your property.**

Remember, your property insurer may have specific guidance you need to follow, so we recommend you check with them to ensure you are appropriately covered. We are here to support you in any way we can, so please don't hesitate to get in touch.