

**OPENING AND CLOSING PROCEDURES (DRAFT)**

**THE ATHLETICS HUB**

This standard operating procedure describes the opening and closing procedures for The Athletics Hub based at Whitemoss Athletic Stadium. It is the responsibility of all appointed ‘responsible persons’ from WAAC, EKAC & SLL&C to know and follow all opening and closing procedures to ensure proper security and issue reporting.

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| Effective Date: | 28/11/16 |
| Reviewed: | 28/11/16 |
| Approved: | DRAFT |
| Date of check: |  |

**Opening Procedure:**

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| **Action** | **Opening (√)** |
| Collect keys from JWSC reception (show identification and sign) | TBC |
| Ensure all locks are operational when opening (padlock/shutter/door) |  |
| Disarm intruder alarm | N/A |
| Check fire alarm is operational |  |
| Check CCTV operational | N/A |
| Check heating is on/off (as appropriate) |  |
| Check boiler lights are on. If not, report. |  |
| Check all areas are clean, tidy, damage free and no safety risks |  |
| Check lift operational (call lift) |  |
| Open window shutters and switch on lights |  |
| Check fire exits are clear and open fire doors |  |

**USE BACK OF FORM TO REPORT OPENING ISSUES.**

**Closing Procedure:**

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| **Action** | **Closing (√)** |
| Check fire exits are clear and doors are closed |  |
| Check all windows and window shutters are closed |  |
| Check all areas are clean, tidy, damage free and no safety risks |  |
| Check heating is on/off (as appropriate) |  |
| Check boiler reading levels |  |
| Check CCTV operational | N/A |
| Check fire alarm is operational |  |
| Check all areas are clear of people |  |
| Arm intruder alarm | N/A |
| Turn off lights and lock main door, close shutter and padlock shutter box |  |
| Return keys to reception (sign) | TBC |

**USE BACK OF FORM TO REPORT CLOSING ISSUES.**

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| **Print name of Responsible Person Opening:** | **Print name of Responsible Person Closing:** |
| **Signature:** | **Signature:** |
| **Date:** | **Date:** |

**Opening issues to be reported:**

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**Closing issues to be reported:**

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