



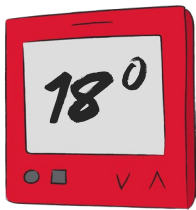
PREPARING YOUR BUSINESS FOR WINTER



As we approach the winter months, it's important to ensure your business is prepared. The risk of losses due to burst pipes, heavy snow on roofs and water damage increases, however, there are several simple yet effective steps you can take to help prevent the impact of cold weather on your operations.

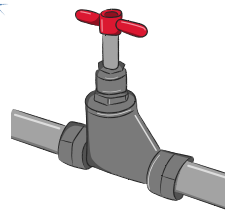


BE PREPARED:



HEATING SYSTEM:

Get your heating system serviced and maintained to ensure your business can continue to run effectively in the colder weather and prevent any unexpected breakdowns.



STOPCOCKS:

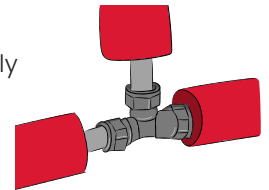
Know the location of all your stopcocks and check regularly that they are in good working order and easily accessible in case you require to turn them off in an emergency.

WEATHERPROOF BUILDING:

Make sure your building is weatherproof, sealing all windows and doors to prevent drafts. Adding extra insulation around your building will help to keep the building warm, running efficiently and keep energy costs down.

INSULATING PIPES:

Make sure your pipes are properly insulated to prevent them from freezing in colder temperatures. Frozen pipes can cause lots of damage to the pipes and surround areas due to bursting or breaking.



EMERGENCY CONTACTS:

Ensure you have reputable contacts for local plumbers and boiler engineers, so in an emergency you know which way to turn to resolve the problem quickly.

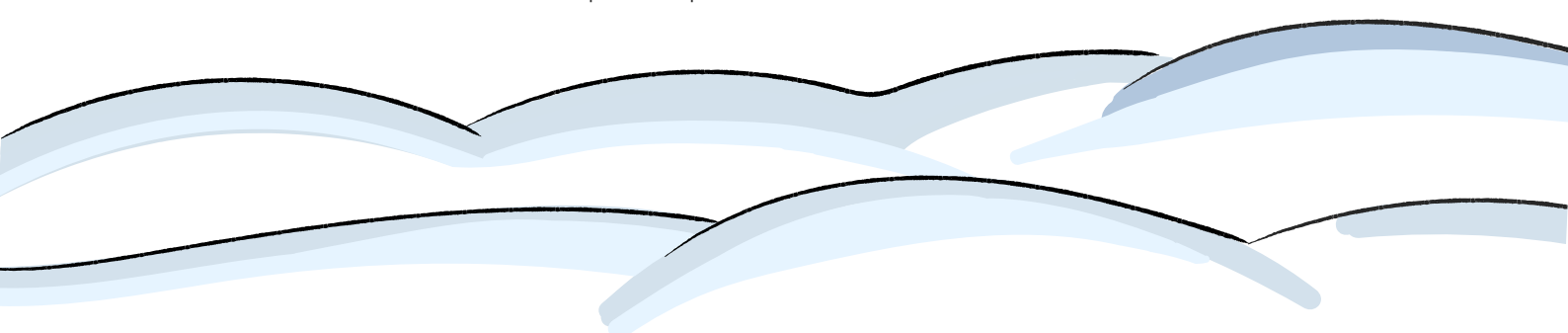


ROOF:

Check the roof of your building is in good condition and consider where it may be vulnerable to heavy accumulations of snow. Get any damage fixed before the winter months to protect your building from further damage caused by the weather in winter.

BACKUP POWER:

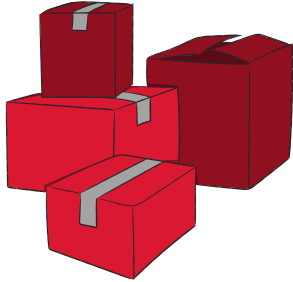
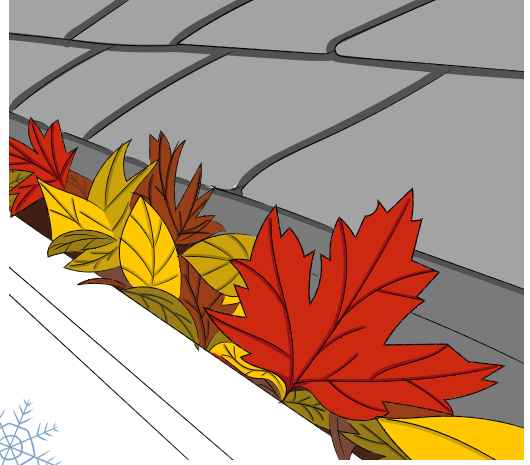
During the winter months it can be common to have more power outages. To ensure your business can continue to run efficiently in this situation, it's suggested to have backup power installed, or a plan of how you and your staff can continue to work with as little disruption as possible.





GUTTERS:

It's important to check that the gutters around your building are not clogged or sagging, in preparation for the winter months. With the weight of heavy rain, snow and ice, they can become damaged very quickly if they're not in good condition, which can lead to serious and costly damage.



REVIEW YOUR SUPPLY CHAIN:

If you have a constant supply chain to ensure your business is running smoothly, review your stock levels in the winter months and consider increasing them in case there are supplier delays due to bad weather.

PLAN FOR INTERRUPTIONS:

It's recommended to develop contingency plans for winter weather interruptions. Know how to notify your customers and employees if you're forced to close your business, quickly and efficiently if the problem does arise.

SPRINKLER SYSTEM:

Get your sprinkler system checked and make sure it's winter safe for cold temperatures.



DURING WINTER CONDITIONS



It's important when the winter months are here, to complete these routine checks so you can limit the risks of damage made by preventing any problems before they happen:

- In periods of cold weather, inspect your premises daily for signs of freezing.
- Keep an eye on the amount of snow on your roof. If it accumulates, safely clear anything more than 4-6 inches to prevent it causing damage from the weight.
- Check for any overhanging icicles as this may indicate that guttering is not draining thawing snow adequately.
- Ice and snow can create dangerous conditions. Try to ensure safety to your employees and customers. Place caution signs in doorways and entries if the floor is wet from snow and ice.
- With shorter daylight in winter months, make sure you have adequate lighting, and the surroundings of your building are well-lit to prevent accidents.
- If your business uses outdoor equipment, secure it properly to help prevent damage for winter weather conditions, which can be costly to replace for your business.



Preparing your business for winter is important to ensure it runs smoothly and is well-prepared to face the challenges of winter, ensuring continuity, safety and efficiency. Also to help prevent potential damage that unpredictable weather can cause and be prepared to deal with problems as they arise.

With the correct planning and preventive measures in place, you can minimise disruption and ensure your business continues to run in the colder months.

