

# Before the holiday season checklist



## 10 steps to prepare your business

### ○ Check your windows and doors

Crime can increase during the holiday season, so check your windows and doors aren't offering an opportunist an easy route in.

### ○ Ensure your alarm is working properly

An alarm can be something you assume is working and that it's just not been needed for a while. Test your alarm is functioning correctly and any back-to-base arrangement is still current.

### ○ Remove valuables from premises if possible - or put them out of sight

If you can take valuables such as computers home for the holiday, do so. If not, put valuables out of sight and secure them safely.

### ○ Make sure you have enough stock to cope with demand - and store it well

If you're upping your stock levels for a seasonal increase in trade, make sure they're stored correctly and your insurance will cover it. Sitting stock on the floor may seem harmless, but a flood will quickly challenge that idea.

### ○ Recruit seasonal staff

Make your staffing plans early to give you time to interview and reference check suitable candidates.

### ○ Review induction processes to include COVID-19

Ensure all staff are fully aware of your COVID-19 policies and can carry them out without supervision. Customers gain confidence from a clear and visible COVID-19 plan.

### ○ Identify staff members who may need additional support

This holiday season has the added emotional strain for many of being separated from family. Check-in with vulnerable employees and arrange some staff get-togethers if appropriate.

### ○ Schedule a drive-by

If you're leaving premises unattended, put a regular drive-by in the diary. If you're leaving town, ask a friend or colleague.

### ○ Conduct some property maintenance

Ensure your premises are well maintained to decrease the chances of natural disasters impacting. Clear out the gutters, cut back nearby trees and have sandbags handy.

### ○ Maintain contact!

Whether you're shutting up shop for a week or two, having a break while others do the work or working through, make sure the people who need to contact you in an emergency can do.