**Night (closing) Procedure/working alone**

**Working alone**

These are circumstances where assistance would not be readily available to the worker (a) in case of an emergency, or (b) in case the worker is injured or in ill health. To determine whether or not assistance is readily available, ask the following questions:

* are other people in the vicinity?
* are those people aware of your worker’s need for assistance?
* are they willing to provide assistance?
* are they able to provide assistance in a timely manner?

This policy tells you what you must do when closing to keep yourself, others and the workplace safe.

**Why is there a procedure for closing?**

Closing is an important part of the business where if not done correctly could lead to a large amount of damage. This procedure will help keep those that are closing safe as well as keeping the workplace secure at night. If the closing policy is not followed, the store may be damaged due to robberies or fires or even worse, employees may be hurt.

**Closing**

For health and safety reasons, when closing (the employee in charge of closing) must:

* Change the sign to closed and lock the doors so no one can get in when cleaning;
* Make sure everything is turned off, especially gas or fire hazards.
* Clean up any spills and mop the floors so that the floors have a chance to dry overnight.
* Remove any objects or obstacles, clear the pathway.
* Turn off all lights when leaving.
* Make sure safes or storage locations are locked.
* Lock the doors when leaving.
* Make sure that the alarm is set (if you have one).

**Reporting accidents or incidents**

If during closing, there is an accident where you feel threatened or scared, dial 111. If it is a serious medical injury you should dial 111. If it is not serious, then you should administer first aid and fill out a report form. If there is anything that you are unsure about, always call the manager or a supervisor and ask.

Version:

Date updated:

Approved by:

Next review: