



Secure Country Living UK

Practical security and preparedness for rural England

Isolated Premises Opening & Closing Pack

First-in / last-out routines for rural workshops, yards, stores, depots and other lone or lightly staffed premises.

Premises:		Review date:	
Responsible person / role:		Normal opening hours:	

At isolated premises, the first and last person can be exposed to risks that are less obvious on a busy site: signs of a break-in, an intruder still present, failed communications, remote outbuildings, open yards and no colleague close enough to help. This pack turns those moments into a repeatable routine.

BEFORE SOMEONE OPENS ALONE

☐ ☐ ☐	A lone-working arrangement exists where required, including how the person checks in, what happens if they miss a check and who can respond.
☐ ☐ ☐	The opener has a working phone/radio or other realistic communication method for the site, including known poor-signal areas.
☐ ☐ ☐	Emergency access information and the site location/what3words reference are available without relying only on the internet.
☐ ☐ ☐	The opener knows not to enter if there are signs of forced entry, an unexpected vehicle/person, alarm evidence or another indication an intruder may still be present.
☐ ☐ ☐	External lighting, gates and a safe place to stop/observe allow the premises to be assessed before unlocking or walking into a dark yard.

Do not “clear” the building yourself

If there are signs an intruder may still be present, stay in a safe place and call 999. Preserve the scene rather than entering to check what has been stolen.



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First Person In - Opening Checklist

Complete in the same order each time. Record exceptions rather than normalising faults.

☐ ☐ ☐	Approach and perimeter look normal: no forced gate, cut chain, damaged lock, open door/window, abandoned vehicle or unfamiliar person requiring investigation.
☐ ☐ ☐	Alarm/CCTV status is consistent with expected overnight activity; any unexpected activation is understood before routine reset.
☐ ☐ ☐	Main entrance and yard are safe to enter; no fallen tree, flooding, ice, loose livestock, fuel spill or other condition blocks safe access.
☐ ☐ ☐	External doors, windows, stores and visible outbuildings show no obvious forced entry or tampering before they are opened.
☐ ☐ ☐	Vehicles, machinery, fuel tanks, catalytic converters/exhaust components and portable equipment appear present and undisturbed.
☐ ☐ ☐	Power, lighting, heating/plant and essential safety systems are in the expected state; unexplained outages or faults are reported.
☐ ☐ ☐	Lone-working check-in has been completed where applicable and the person expected to respond knows the site is now occupied.
☐ ☐ ☐	Any delivery, contractor or visitor expected before other staff arrive has been verified and will not receive broader access than needed.

OPENING EXCEPTION LOG

Date/time	What was different?	Action / who informed



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Last Person Out - Closing Checklist

A structured last-out check for premises where several buildings, yards or access points can easily be missed.

☐ ☐ ☐	Everyone expected to leave has checked out; no employee, visitor, driver, cleaner or contractor is unintentionally locked in or left working alone without an arrangement.
☐ ☐ ☐	Portable tools, batteries, copper/cable, GPS units, diagnostic equipment and other high-value portable items are locked in the intended secure area.
☐ ☐ ☐	Vehicle and machinery keys are removed and stored securely; vehicles/plant are locked, immobilised or tracked as intended.
☐ ☐ ☐	Fuel, oil, gas and chemical stores are secured; caps, valves, cabinets and compounds show no obvious leak or tampering.
☐ ☐ ☐	Workshops, offices, stores, remote buildings and accessible windows are closed/locked; ladders or plant do not provide an unintended climbing route.
☐ ☐ ☐	Yard and perimeter gates are secured after the final vehicle leaves; spare/secondary entrances are not assumed to have been checked by someone else.
☐ ☐ ☐	CCTV is recording, alarms/detection are armed and useful security lighting is operating; faults are recorded for action rather than ignored overnight.
☐ ☐ ☐	Waste, delivery packaging, temporary works or contractor equipment does not expose valuable goods or create an easy access route.
☐ ☐ ☐	Last-out/lone-worker check-out is completed and the designated contact knows the premises are closed.



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Extended Closure, Weekend & Incident Add-On

Use when the site will be empty longer than normal or when an opening/closing check identifies a security concern.

BEFORE AN EXTENDED CLOSURE

☐	☐	Cancel or reroute deliveries and collections that would otherwise be left outside or publicly visible.
☐	☐	Confirm alarm monitoring/call-out details, responsible keyholder availability and any temporary change to normal response arrangements.
☐	☐	Move especially vulnerable equipment, vehicles or trailers to the best available secured location and check tracker/security-device batteries.
☐	☐	Remove temporary contractor access and confirm external works, scaffolding, skips, plant or open excavations do not create a new access route.
☐	☐	Check heating/frost protection, water and essential plant arrangements separately from security, particularly in winter or prolonged power-cut risk.
☐	☐	Avoid public notices or social-media posts that advertise the site will be empty.

SECURITY INCIDENT / ANOMALY RECORD

Date/time found		Last known normal	
Police / alarm reference		CCTV time discrepancy (if any)	

Observation / evidence	Action taken	By whom / time

Guidance basis

Built with reference to current HSE lone-working guidance, which requires employers to manage lone-worker risks, provide training/supervision/monitoring and keep in touch with a response to incidents. Checked September 2026.

Action Register

Isolated Premises Opening & Closing Pack

SECURITY INFORMATION: store completed copies securely and restrict access to people who need it.

Ref	Action required	Owner	Due	Closed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Use the Action column in the checklist for anything that needs correction, then record the detail here.