

Locking Up Procedure & Checklist (Including Animal Areas)

- Check animals all fed by 3pm, chickens put away 4pm, check in with reports 5pm, begin locking up at 5.45pm, to leave at 6.15pm (2 staff together)

Section	Task	☒ Notes
Animal Care	All animals accounted for and in correct enclosures	
	<i>Check all animals appear healthy and report any concerns immediately.</i>	
	Check animals' water	
	Hay topped up for goats <i>(and other animals as required).</i>	
	Check guinea pigs are in indoor enclosures	
	Temperature, lighting, and ventilation checked	
Animal Enclosures	Waste and litter removed or contained	
	All gates, pens, and cages securely locked	
Premises & Equipment	All equipment turned off, cleaned, and stored	
	All equipment in the barn safely stored away	
	No hazards (leaks, cords, tools) present	
	Check fires in yurt and cabin are safely out and cold	
	Check radiators are off in small room and main office	
	Check outdoor toilets have all heaters and electrics off	

Section	Task	☑ Notes
	Lock all main glass doors in the cabin Keep door into main cabin open	
Kitchen / Storage	Lock cupboard under sink in kitchen Check window in kitchen is shut Bins in cabin emptied and black bin liners inserted	
Electronics	Check all laptops and tablets are on charge, <i>Check office computers are logged out or locked.</i>	
Security / Alarms	Alarms armed and functioning Non-essential lights off, night lights on if needed	
Exits	All doors, windows, and gates locked Emergency exits functional and closed	
Final Checks	Animals safe, settled, and systems stable Closing checklist completed and signed	
Reporting	Any issues or incidents logged and reported	
Preparation for Leaving the Site	Confirm all staff, volunteers, and visitors have left premises Ensure keys and in lock box Ensure padlock is locked and secure on main gate	

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