

# Securing Site - Holiday Close Down



Ideally we all would like all our projects ticked off by the holiday close down, unfortunately some projects may be ongoing. It is important that we secure these sites and our offices, to avoid possible security breaches, damage to property, potential injuries and be prepared for an emergency.

Before you and the team knock off for the year, complete a thorough check of your sites and offices using the following checklist.

## Securing Site and Office Check List

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_

Description	x ✓	To Action	Delegated to:
Ensure site is clear from rubbish and dust			
Trip hazards have been removed			
Skip is emptied and locked			
Wheelie bins are emptied and moved to a secure place			
Portaloos are secured, emptied or removed from site			
No materials are left outside and / or are secured in appropriate storage facilities			
Any tools are unplugged / de-fueled and placed in a secure area that is not visible from the outside			
All hazardous substances are put away, follow SDS instructions. Containers are correctly labelled			
Spill protection for HASNO storage is in place and adequate for the storage quantity			
Hazardous Substance storage is locked			
Correct signage for hazardous substance is displayed at entrances for emergency personal			
All storage units are tidy and secure			
Vehicles left on-site have had valuables removed, keys removed and are secured.			

# Securing Site - Holiday Close Down



Description	X ✓	To Action	Delegated to:
Any open excavations are backfilled. If unable to backfill ensure adequate fall protection is in place and / or excavation is securely covered.			
Any working at height or scaffolding areas are removed if possible or secured from unauthorised entry.			
Site boxes for documents are secured with a heavy duty lock. All documents have been copied or scanned and saved elsewhere			
If strong winds or a storm are forecast will any material or equipment be at risk of moving or flying around?			
Any keys left on-site are in a secure place and may not be easily found			
All equipment not required to run is unplugged, switched off / shut down and de-energised following procedures			
Any cash/ cheques or charge cards and details are removed or are in a secure place			
Fridge has been cleaned out and door is left open if power turned off			
Kitchen jug has been emptied, unplugged and switched off.			
Kitchen oven, microwave etc cleaned and unplugged / switched off			
All bins have been emptied			
All windows, internal fire exits/ barriers gates and other possible entries closed and secure			
Switch off energy source for water, gas and power			
Emergency plan in place, where someone is available to attend site / workplace if required			
Signage is fastened and contact details in case of emergency are clearly listed			
No deliveries are expected while site is unattended. Instructions left for courier with return to work date.			
Phones and emails placed on 'out of office'			

Comments or Suggestions: