

Emergency Plan

Check you have all the necessary (and up to date) contact details for project staff, contractors and SHEQ advisor(s).

Make sure all information is provided to those who are required to take action during an emergency.



Arrange for monitoring if required and ensure lone working procedures are followed.

1

No Entry!



Check the site perimeter to ensure that there is no damage and gaps that people can access. Attach padlocks and chains to all containers and compounds. If trespassing is still a risk, ensure arrangements with your security company are in place and key holders are designated.



2

Scaffolding



Remove lower access points and ensure that the scaffolding is inspected during the last working shift for stability.

Check there are no openings left in guard rails, loading bays etc.

Ensure that all loose debris is removed from the scaffold and put appropriate arrangements in place for the forecast weather.

3

Waste Management

Plan for skips to be collected prior to close down so as little combustible material as possible is left on site.



4

Data Security!



File paper work correctly in the on-site file and ensure any documents are saved to your OneDrive, relevant SharePoint site, IFS, ProjectWise or network drive. Important Note, these are the only options available for data storage, **DO NOT** backup company data elsewhere.

Ensure any files containing personal information are securely locked away.

5

Housekeeping

Work areas should be cleared of all debris and all materials should be locked in a secure compound.

Where materials are stacked they should be stockpiled (e.g. low height and well balanced).



6

Plant & Equipment

Off hire plant and equipment. If you are unable to, ensure that it is immobilised and stored in a secure location. Put drip trays and plant nappies under any standing plant or equipment and ensure they are free from oily water prior to the last shift. Place away from drainage and watercourses to prevent accidental pollution.

7

Ladders

Remove all ladders and either lock them away or securely padlock them together.

If ladder guards are available ensure that these are used as a security cover to help prevent unauthorised access and potential health and safety risks.



8

Fuel and Oil

Do not order additional fuel / oils etc. for the use in the New Year. Keep stocks as low as possible on the last day of work.

Ensure that all fuel / oils are stored as per COSHH assessment away from buildings / ignition sources and combustibles.



To prevent theft, keep fuel bowsers / tanks locked when not in use.

9

Working Over the Holidays

Advise your local SHEQ Advisors if you are to work over the holiday period.

Ensure any high risk activities being undertaken have been reviewed, communicated and planned.

Remember your Covid-19 plans and measures and contact the Covid-19 hotline with any concerns.

10

Site Accommodation

Ensure that all electrical equipment is turned off and power leads are removed from the sockets.

Don't leave laptops or valuables in the site accommodation over the close-down period. Close blinds and shutters etc. and securely lock the doors as you leave.

11

Openings & Excavations

Backfill any excavations prior to the close down as far as reasonably practicable. Ensure that any openings in structures, stairwell, lift shafts are securely fenced or covered with secure fixings. Ensure pollution protection / mitigation measure are in place where needed to protect against potential poor weather conditions over the shut-down period.

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Merry Christmas!