

From: Dominic McGough

Date: 01/12/2016

The Theme for December 16 will be: Christmas Closedown

It's that time of year again. Less than 30 days to go until Christmas and many in the construction industry are planning a well-deserved break.

Many Sites will be closing down over the Christmas period and during this time security, health and safety of the public and environmental incidents are more likely to occur. Therefore, this theme of the month Safety Memo is a guide to assist you in the planning to prevent/reduce the likelihood of these kinds of incidents occurring. You will hopefully have a worry free break!



Your Health and Safety

Our Environment

Quality Requirements



Security – This needs to be a top priority. Check the site perimeter to ensure that there is no damage and no gaps where persons (particularly children) can access. Padlocks and chains to be used on containers and compounds. If there remains a risk of persons entering the site make arrangements with a security company or liaise with the client, as appropriate.

Site Offices – Turn off all electrical equipment and remove power leads from sockets. Do not leave laptops in the office over the close down period; remove or conceal valuable items; close blinds and shutters etc. Security lock the door as you leave.

Scaffolding – If scaffold is to remain in place then remove lower access points. The scaffold is to be inspected the last working shift for stability. Ensure no openings left in guard rails, loading bays etc. all loose debris is removed. Check weather reports and make arrangements if forecasted bad weather conditions (e.g. in high winds or heavy snow).

Ladders – Ensure that all ladders are removed and locked away or securely padlocked together.

Openings/Excavations – Plan the works to backfill any excavations as far as reasonably practicable. Ensure any openings in structures, stairwells, lift shafts or the ground are securely fenced or covered with secure fixings. If these are in areas that are accessible to the public then ensure adequate lighting, signage and demarcation of any barriers displayed.

Plant and Equipment – If to leave in operation e.g. traffic lights, over pumping; ensure plans in place to deal with failure, damage etc. If cannot be removed from site ensure immobilised and stored in a secure location. Plant nappies / drip trays under equipment and are free from oily water prior to the end of the last shift. Place any plant away from drainage, water courses etc.



Fuel/Oil Storage – Keep stocks as low as possible on the last day of work. Store securely and sufficiently contained / banded.

Waste Management – Skips to be collected prior to close down. If not possible ensure all waste is stored correctly to prevent rain water ingress, scavenging, windblown litter, discharge and fire.

Hazardous Substances/LPG – Remove all hazardous materials and LPG cylinders from site where reasonably practicable. Ensure empty containers removed prior to the close down or stored appropriately. Materials that cannot be removed must be locked away in either fire proof storage cabinets or chained upright in cages away from buildings, ignition sources and combustible materials.

**KEEP YOUR
WORK AREA
CLEAN
IT IS PART
OF YOUR JOB**

Housekeeping – Clear work areas of debris. Materials to be locked in a secure container / compound. Stack materials appropriately e.g. low height and well balanced.

Contractors – Do not allow contractors to work or gain access to the site while it is closed and ensure they remove valuable items and equipment.

Working over the holiday – 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.

Further Information

IF YOU SEE COLLEAGUES NOT FOLLOWING THIS GUIDANCE PLEASE, STOP THEM, EXPLAIN YOUR CONCERNS AND ASK THEM TO MODIFY THEIR BEHAVIOURS.