

## 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.

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

## Back it up!

File paper work correctly in the on-site file and ensure any documents are backed up either onto a secondary storage device or on Team Site.

Remove all laptops and valuable items from the office over the close down period.



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 and 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.



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 combustible materials.



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.

10

## Turn it off!

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



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.

*Merry Christmas!* 12