

## CDM & Controller of Premises Responsibilities - Maintaining Site Security:

### General Duties:

H&S@W etc. Act – requirement to ensure the health & safety of people who are not in our employment; requirement to ensure that we do not to do any thing that puts others at risk.

CDM regulation 13(6) & 22(1)(l) – prevention of access to site by ‘unauthorised’ persons: the company must take ‘reasonable’ measures to ensure that no unauthorised person enters site or the work area. Only people who are explicitly authorised by the company acting in its role as Principal Contractor should be allowed access to the site; this may cover the whole site or be restricted to certain areas (e.g. entry onto site with the exception of ‘confined spaces’ for which additional permissions are required).



### Making the site ‘safe’ & secure:

How access is to be controlled will vary from site to site and the nature of each project however the following must be observed:

- The boundaries of the site should be physically defined using suitable barriers – this may need to be carefully considered to ensure that the barriers are effective against the level of risk of unauthorised entry, or compliant with client / statutory requirements (e.g. Chapter 8 for ‘street works’).
- The existing site boundary may be inadequate, particularly if there is evidence of children playing on or near the site, or if the site is particularly remote where intruders may not be observed in the act of trying to gain unauthorised entry.
- Consider the type of barrier to be used:
  - Hoardings – provide good security, but need design input to assess wind loading & supports;
  - Heras type fencing – provide good security but can is not tamper proof; does not provide full screening, therefore increased noise, dust migration risk; may require additional bracing;
  - Street works / Chapter 8 barriers – provide separation & demarcation of works area from the public, however can be vulnerable to displacement / interference particularly in heavily trafficked areas; no protection against noise / dust.
- Particular care and additional considerations are required where:
  - Rights of Way cross the site;
  - Housing developments due to the attraction caused from storage of high value materials on site;
  - The site is a housing development where some properties are already occupied;
  - The site forms part of a larger complex of construction works areas, where adequate demarcation of boundaries may be difficult to achieve / maintain;
  - There are children and other vulnerable groups nearby.
- All of the arrangements implemented should be reviewed in the light of experience during the project.
- Provide securable gates at the access points (note: it may be expedient on certain sites to limit the number of access points actively being used in order to safeguard the site as a whole)
- Control access through gates:
  - Secure gates when not in active use to avoid them being blown open or shut in an uncontrolled manner
  - Always close gates when security is the primary consideration i.e. on school premises, on sites where hazardous or safety critical processes are undertaken, locations with high volumes of members of the public & visitors (retail premises, hospitals, town & shopping centres, sports grounds, etc), or where interference with the site infrastructure may cause a risk to public health or public safety (gas works, water treatment works, water storage sites, etc)
  - Consider ‘emergencies’ – ensure that there is the ability to use accesses as means of escape; this may require defined ‘emergency plans’ to be put into place and practiced to check that they are effective; where these are in place they should be clearly communicated and disseminated to all workers on site, and referenced in the CDM Construction Phase Plan or Project Environmental Plan as appropriate.

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- Check that Browne's planned arrangements do not interfere, take account of, and co-ordinate with the client (i.e. site occupier) emergency plans, access routes, COMAH evacuation plans and procedures;
- If the location of the site office is not readily identifiable, provide appropriate signage to direct visitors; ensure notices are displayed to warn that unauthorised access is prohibited
- Consider the security threat and wider site controls:
  - Limit site access to authorised persons only i.e. persons with appropriate ID badges or suitably badged company clothing (high visibility vests / hard hats). {Refer to the company Site Rules and JBC/SMP/013 below for additional information.}
  - Keep gates & barriers closed and / or provide nominated gatekeepers if high volumes of movement on / off site are required and access needs to be maintained
  - Regularly check perimeters and sign off (for fixed sites nominate & identify Security Checker and record on JBC/FM/074 Site Responsibility Matrix with record of completed check on JBC/FM/020 Daily Site Report; rectify any defects identified immediately i.e. before the end of each work period).
  - Ensure all doors, windows, hatches, covers, are replaced and secured when not in use
  - Ensure good housekeeping at all times – any action by unauthorised persons and intruders may be more readily apparent

### Deterring theft, interference and unauthorised entry:

- Provide or review the need for additional security and 'night watching' particularly on remote sites and locations that are known to be at higher risk of theft, damage, interference, vandalism, forced entry and the like.
- Provide or review the need for temporary lighting in poorly lit areas, to deter intruders / unauthorised visitors.
- Lock high value materials, equipment and plant away or if feasible remove them off site to a safe storage location when they are not being used.
- Make sure that subcontractors are aware of their responsibility to protect their own materials, equipment and plant brought onto site, including the need to provide their own secure storage (subject to agreement with Browne's and our clients).
- Ensure that users of plant and equipment are properly authorised and aware of their responsibility to safeguard the plant and equipment issued to them (refer to JBC/FM/074).
- Do not leave, plant, tools and equipment, and high value / difficult to replace / vulnerable materials unattended when not being used. Particular care should be taken at meal & break times
- Do not leave vehicle and plant keys in the ignition when not being used or when unattended.
- Ensure access keys to client owned premises are properly accounted for, controlled and secured at all times. Keys for 'high risk' areas may require additional controls including signed issue & receipt, separate coding or tagging to remove any marks or labels that identify where the key is to be used, and storage in lockable key safe when not in use (including overnight storage).

### Links & supporting information:

Company general site rules .pdf document

[Site Rules \(Issue 6\)](#)

Safety management procedure for Visitors and External Visits

[JBC/SMP/013](#)

Standard forms (Quality & Safety Management)

[JBC/FM/020](#) Daily site report

[JBC/FM/074](#) Site Responsibilities Matrix