

# Health and Safety Alert No. 4

## Holiday Security

We must maintain our duty to prevent unauthorised persons gaining access to site at all times.

Christmas and New Year Shut downs potentially give persons, determined to get on site, a good opportunity due to long hours of darkness and minimal presence of staff.

Where possible 24 hour security should be provided to deter intruders. They should be carrying out and recording regular security patrols to agreed locations at an agreed frequency.

Site gates must be kept shut and secured at all times. Fencing / hoarding must be in good condition and capable of preventing access. An inspection of the hoarding and safety signage should be made before site shut-down to confirm all is in order.

Offices / cabins to be locked and secured and all IT equipment to be stored in a secure location, out of sight. All electrical equipment must be turned off, only leave on lights required for security purposes.

All excavations/openings should be covered or protected where practicable, including shafts.

Pumping arrangements for duty and standby are to be in place and monitored

All means of access to height must be reduced eg remove ladders or lock access hatches.

Where materials are stacked eg segments, pipes they must be secured to prevent collapse if climbed on

Remove keys from mobile plant

Lock diesel tanks, gas cages etc. to prevent unauthorised access to the contents. It is preferable to remove these items to a secure location if practicable

Ensure the security guard has adequate illumination when patrolling at night (over trip free routes) and that they know how to turn on/off and re-fuel generators, if necessary.

The security guard becomes a lone worker and there must be a measure in place for them to contact their employer on a regular basis. This should be confirmed by their employer, along with what their procedures are for challenging/dealing with intruders. (We don't want physical injuries/assault on site!) They must wear the appropriate PPE. (This must be agreed prior to holidays as the security provider may bring in additional inexperienced staff – site induction will also be required)

Call-out contact details must be available for key members of staff and the client's team.