Christmas shutdown site security checklist

Before the site closes for the holidays. Tick each line, or note why it does not apply.

Site _____ **Checked by** _____

Last working day _____ **Restart date** _____

Emergency contact (name and phone) _____

Site checks during shutdown by _____

Item	Done	Notes
Shutdown and restart dates are agreed, and it's clear who holds the keys and who is the emergency contact while the site is closed.		
The client, the neighbours who need to know and any alarm or security company have the dates and the emergency contact number.		
Perimeter fencing or hoarding is complete, gaps at gates and where fencing meets other structures are closed, and gates are locked. (CDM reg 18(2); HSE)		
Materials, skips and plant are kept away from the fence line so they can't be used to climb in. (HSE)		
Bottom-lift ladders are removed from scaffolds and stored securely, or a locked ladder guard is fitted. Hinged ladder gates and trap doors are padlocked. (HSE)		
Ladders are removed from excavations. Excavations, pits, manholes, stairwells and open edges are covered or barriered off. (HSE)		
Plant and vehicles are isolated and immobilised, keys are removed, and they are locked in a compound where possible. (HSE)		
Hazardous substances, fuel and gas cylinders are locked away. (HSE)		
Materials are stacked so they can't topple or roll. Loose sheets, boards, insulation and waste are tied down or removed. (HSE)		
Scaffold sheeting, netting and brickguards are secure, and the scaffold contractor knows the site is closing. (HSE)		
Temporary works are left stable for the shutdown, and anyone responsible for them has agreed how they are left. (CDM reg 19(2))		
Water is drained down or protected where pipes could freeze, and power is isolated where it isn't needed.		
Welfare units are left clean, heaters and cookers are off, and nothing is left charging or switched on that could start a fire.		
Tools and valuable materials are taken off site or locked away.		
Signs at the entrance give the emergency contact number. Signs alone won't keep children out. (HSE)		
Photos of the site are taken on the last day, so damage or a break-in can be spotted on return.		
Someone is named to check the site during the shutdown, including after any Met Office weather warning for the area.		

Site check log during the shutdown (date, who, what was found)

Based on: The Construction (Design and Management) Regulations 2015, regulations 15, 18 and 19; HSE, Protecting the public; HSE, Preventing unauthorised access onto scaffolding and other work platforms; HSE, Temporary works.

- CDM 2015, regulation 15: https://www.legislation.gov.uk/uksi/2015/51/regulation/15
- CDM 2015, regulation 18: https://www.legislation.gov.uk/uksi/2015/51/regulation/18
- CDM 2015, regulation 19: https://www.legislation.gov.uk/uksi/2015/51/regulation/19
- HSE, Protecting the public: https://www.hse.gov.uk/construction/safetytopics/publicprotection.htm
- HSE, Preventing unauthorised access onto scaffolding and other work platforms: https://www.hse.gov.uk/safetybulletins/ladders-and-scaffold-security.htm
- HSE, Temporary works: https://www.hse.gov.uk/construction/safetytopics/temporary-works.htm

Blank template from The Site Book, October 2026. Fill it in for the actual job and site.