



Site Security and Public Protection Standards

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1. Introduction

The purpose of these site security and public protection standards is to ensure that all our sites are secure from unauthorised access. Also that through our site activities we do not put members of the public at risk of injury.

2. Planning

Prior to construction work commencing, through the prestart meetings process there must be a record of what measures will be put in place to ensure that the site will remain secure through the duration of the construction phases. A plan must be drawn up to show where the initial site perimeter fence will be established. It is not always necessary to fence off the whole of the site footprint, only the construction, stores and compound areas.

Even at the beginning of a project when another contractor is appointed as the Principal Contractor such as a groundworks/ demolition/ archaeology contractor, we still have a responsibility as the Client of the works they are undertaking to ensure that site security and public protection arrangements are implemented. Any required fencing must be installed prior to any construction work taking place.

During the planning of the project certain local issues such as public footpaths or rights of way which may cross the site may be identified. It will be necessary to consider appropriate closure or diversions of these, with the owner and relevant authorities' consent as early as possible.

An initial Site Security and Public Protection Assessment must be carried out prior to construction work commencing, this is usually completed by the Contract Manager responsible for the site.

Refer to HSMS form [067](#) – Site Security and Public Protection Assessment

3. Site Security

Site management or an authorised site supervisor as the person with site supervision responsibilities is responsible for ensuring the site is locked and secure at the end of each working day. As a general rule site supervision cannot be delegated to others, for example a Fork Lift Truck operative or a Contract Supervisor even if that operative has a SMSTS/ SSSTS and FAW qualifications.

Refer to HSMS standards – [Supervision](#)

Site management must ensure that the site perimeter is inspected at least weekly and the findings recorded on the Site Managers weekly check sheet.

Refer to HSMS form [014](#) – Weekly Site Manager's Checksheet

Stores areas and the construction zones must have a minimum of a 2 metre fence around them, this is normally a Heras type fence. Site compounds are generally in place for a number of years, these should be hoarded, also with a minimum of a 2 metre fence.

Fence installation should follow the manufacturer's design and instructions or follow the Group generic temporary works designs.

3.1 Erecting the Heras Type Fencing

The layout of the site and the site characteristics will influence the position of the site perimeter fencing, e.g. it may be possible to consider using existing permanent features such as walls, fences or other structures provided they are structurally sound.

Each Heras type fence panel must be double clipped, the nut that secures the clip must be on the inside of the site. The fence must sit into the weighted plastic feet, when placing the plastic feet, it must be ensured that they do not impinge public footpaths and cause trip hazards. Keep gaps underneath the fence or gate as small as possible to stop anyone gaining access under the fence. Make sure children cannot get access through gaps under temporary fencing. On uneven ground gaps can be quite considerable if steps are not taken to level the surface.

Diagonal struts should be used to strengthen the fence, or every couple of panels a triangle should be formed using the Heras panels. By doing this it will greatly strengthen the structure. Where the fence meets a solid object such as a property, the fence must be mechanically fixed to the object, this is can done by screwing a batten of wood along the width of the panel into the solid object.

Heras type gates should be used for the site entrances and exits, these will include pedestrian and vehicle exits.

Damaged fence panels **MUST NOT** be used.

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If material such as monoflex is added to the Heras fence, then a wind loading design must be in place. Generic temporary works designs are available from the Group Technical Department.

3.2 Compound Hoarding

When hoarding is used for the site compounds it must be designed, the design must include wind loading calculations. The hoarding must be installed as per the design and must be inspected weekly. Generic temporary works designs are available from the Group Technical Department.

3.3 Signage

Health and safety signage must be displayed on the site main gate, this must include the contact details for the Group HS&E Concerns Line. The name and the contact details of the site manager should also be displayed.

Perimeter fencing should display "Danger Keep Out" signs every few panels.

Refer to HS&E Dept. [Signs and Posters](#)

3.4 Site Entrances

Site management must ensure that appropriate measures are in place for gates to be kept closed when not in use to prevent members of the public encroaching onto site. These measures could include:

- Operating a close the gate policy that is communicated to all relevant site workers and delivery drivers.
- Site management having clear sight of gates to closely monitor entry and exit.
- Use of a gate person stationed at the gate, to permit entry and exit.

A gate person should be considered if site entrances are adjacent or close to high risk areas such as schools or shops where it is more likely that member of the public may try and access. Also at times where there is a high volume of construction traffic using a gate and it is not practical to rely on the close the gate policy or close supervision by site management. This gate person could be a banksman or labourer etc. just used at times when higher risk, such as early mornings when deliveries arrive or if near a school at the times when more school children in the vicinity before and after school opening times.

All gates must have a 'close the gate' sign on both sides of the gate.

Site management are ultimately responsible for ensuring effective gate controls are in place to limit the risk of unauthorised access to site and must undertake regular checks of gates.

This must all be considered and recorded as part of the site security and public protection assessment.

The site entrance should be clearly defined and where possible signage should be displayed to aid delivery vehicles in finding the site entrance. A separate segregated pedestrian and vehicle entrances must be established. Signage to the carpark and site office must also be displayed. Site entrances should be set out to ensure vehicles and pedestrians have safe access and egress to site.

4. Protecting the Public

It is essential that that all members of public are not adversely effected by our site activities, inside and outside of the site perimeter.

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4.1 Sites Prone to Unauthorised Access

If a site is in an area where crime is prevalent and the site is at high risk of youths etc. attempting to gain access for illegal purposes then additional security measures must be considered such as CCTV and night time security guards.

4.2 Plots Close to Perimeter Fences

Where plots are located close to the perimeter fence line, additional measures may need to be put in place to prevent materials falling outside of site boundary from scaffolds. This could include scaffold fans or debris netting and both options will need the scaffold to have a specific design.

4.3 Schools

Where sites are located near or next to a school, vehicle delivery times may need to be restricted, this is normally during drop off and pick up times for the school; this is usually part of the planning consent but not always. It is good practice for the Contracts Manager to liaise with the schools Head Teacher prior to construction work commencing.

4.4 Restricting Access to Height

When the site closes at the end of the working day, any access to height must be restricted, this must include the following:

- All ladders must be locked using a ladder lock or removed and secured, the ladder lock must cover the full length of the ladder styles, to prevent small feet gaining purchase on the ladders.
- Any ladders that are not in use must be locked away or secured to prevent unauthorised use.
- Where Haki type stairs have been installed, a Heras type cage that can be locked must be formed around the bottom of the stairs and secured by either chain & padlock or HERAS clips.
- Any other areas where a fall from height can occur must be protected.

Any measures used must be recorded in the relevant working at height assessments.

4.5 Spoil Heaps

Spoil heaps are usually located inside of the site if not they should be fully fenced off with a 2 metre high fence. Spoil heaps should not be located near the site perimeter fence or anywhere where a slip of spoil could cause injury. If work has been carried out on spoil heaps, they should be checked before the site closes to ensure that no sheer edges are left that someone could fall from. If a spoil heap is going to remain in place for a prolonged amount of time, consider seeding it as this will help control the dust.

4.6 Excavations

All excavations must be fully fenced off on all sides not only to protect site operatives from falling into them but also to protect any unauthorised site visitors.

When using road plates to cover excavations in public areas that must remain open for access, such as on roads, driveways or paths; the road plate selected should be of the heavy duty type and must be lifted in place by a excavator, telehandler or HIAB. The road plate must weigh enough that it cannot be moved by hand. Plastic light weight type road plates, should not be used.

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4.7 Balancing Ponds and Water Features

Where ponds or standing water is present even during the construction phase, they should be fenced off to prevent anyone from falling into them, life buoys and deep water signage may be required. A water assessment may need to be carried out if ponds are going to be located close to homes or play parks. The Royal Society of the Prevention of Accidents can be contacted to carry out such an assessment.

4.8 Play Parks

Play parks must be designed and constructed by a competent person in compliance with the relevant play park legislation and standards. They must also be inspected by an independent inspector (ROSPA can do this) prior to first use. The Royal Society of the Prevention of Accidents can be contacted to carry out such an assessment.

Play parks must be inspected regularly and at least annually. In areas prone to vandalism this may need to be carried out more frequently. The person inspecting the park must be qualified and competent.

Signage must be displayed, containing the following information:

- Name of the company in control of the play park; and
- Contact details on how to report damage or accidents;

The company in control of the play park will usually be the relevant management company but arrangements for this may be needed to be put in place until the management company assumes responsibility for the development.

Depending upon the nature of the play park other signage could include;

- Pictogram "No Dog";
- Where there are overhead electric cables nearby "No Kite Flying"
- Road signs to warn motorists of the presence of a play park (contact your local Highways Authority for permission to erect these).

Avoid using a sign that implies that the play park is safe for all users of a certain age. Instead consider a broader sign which states, 'this play park is for the intended use of children under the supervision of an adult'.

4.9 Off-site Works and Material Storage

When work is to be carried out outside of the site perimeter, such as repairing kerbs and installing lamp-posts, the work area must be suitably fenced off to protect members of the public and if necessary the footpath closed with suitable signage in place.

Refer to Chapter 8 Traffic Safety Measures and Signs for Road Works and Temporary Situations.

Materials should always where possible be stored inside of the site perimeter. If this is not possible such as in the latter stages of the site works, then they must be only for a short-term period with a 2 metre heras fence surrounding the material.

4.10 Occupied/ Completed Areas of Site

Areas where customers have moved into their homes must be kept free from trip hazards. Site management must ensure that the wearing courses to footpaths are laid as soon as practicable. Where this is not possible any water meters or BT type boxes etc. must be dressed with a mortar camphor or equivalent to reduce the risks of trips.

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Consideration must also be given if machines/ plant regularly transit through occupied areas, banksmen may be needed and speed restrictions imposed. Restricting movement of plant during peak times, such as during the “school run” hours should be considered.

4.11 Hazardous Substances

Plan & control the amounts of hazardous materials ordered and delivered to site. Ensure they are stored in suitable containers or in secure compounds when not in use.

4.12 Electricity and Energy Sources

Gas bottles should be stored within metal cages and locked, site management should ensure that empty bottles are collected regularly.

Electrical panels, TBS units and consumer units must be locked.

Fuel bowsers should be secured when not in use and placed in a position which is unlikely to gain attention from outside the perimeter fence.

Firefighting equipment and alarm points should be present in these storage areas.

4.13 Plant and Machinery

All plant and machinery should be immobilised out of hours with the keys removed and locked securely away in the site office.

Where possible:

- Plant and machinery should be stored in a compound or similar secure area.
- Use cab covers where possible as this makes vehicles more difficult to enter.
- Excavator buckets, lift-truck forks etc. should be placed on the ground at the end of the day.
- Remove cartridge guns and cartridges from site where possible, or lock them up in a secure area at the end of the day.

5 Land Owned (not under construction)

We have a legal and moral obligation to ensure that any land we own is free from any hazards that may cause an injury to members of the public.

As soon as possible upon the acquisition of land, a joint visit must be carried out with a representative from the Land Department and the local Group HS&E Advisor. During this visit, a risk assessment must be carried out to establish if any protective measures will need to be put in place.

Depending on the findings from the joint visit, hazardous areas may need to be fenced off to protect members of public from injury, these could include:

- Any building un-occupied or derelict
- Any pit heads or excavations that may pose a hazard
- Wells or other type of water sources
- Any leading edges that could be contribute to a fall
- Access point to land, to prevent travellers from occupying the land
- Any known contaminants

The protective measures identified must be recorded via the Group risk assessment template. The business must nominate a competent person to carry out regular checks of the land to ensure that the protective measures remain in place until construction work commences. It is recommended that such checks are carried out on a three monthly basis.

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Refer to HSMS [Risk Assessment Template](#)

It is not always necessary to fence off the whole area of land, only areas that pose a risk of injury. Land that is on hold and not being built on for a number of years must still have periodic checks, to ensure that any vegetation close to the boundary or existing buildings are free from hazards. The business must nominate a responsible person to carry out these checks. It is recommended that such checks are carried out on an annual basis. Also, if any invasive species or plant are present, such as Japanese Knotweed, they must be dealt with promptly to prevent spread.

Any checks of the land must be formally recorded:

Refer to template inspection form: HSMS/ EMS form [083](#) – land owned not under construction inspection

6. Monitoring

Site management are ultimately responsible for the day to day site security and public protection arrangements on site and must carry out daily visual checks to ensure that fencing etc. remains in place. Site management must complete the weekly site managers check list and record any issues observed, taking the necessary actions. The site security and public protection assessment must also be reviewed quarterly or earlier in the event of a major change. The Contract Manager responsible for the site must regularly check the site security arrangements and his record findings and any actions to be carried out on the forward planning sheet. The Group HS&E department will monitor compliance with these standards and inspect the site security arrangements during routine HS&E inspections.

7. Further Reading

[HSE guidance](#) - protecting the public

8. Toolbox Talk

Refer to HSMS [TBT](#) – Site Security

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