



### Project shutdown checklist

Project number	Project title
<b>Security</b>	
Perimeter fencing / hoarding is to be secure (heras panels erected to manufacturer instructions or temporary works design)	✓
Entrance ways / gates are to be locked	
Key(s) to entrances, stores areas and site cabins are to be kept with the nominated key holder	
<b>Scaffold</b>	
Scaffold boards are to be secured to prevent displacement	✓
ALL materials are to be removed from the scaffold	
Monoflex / Debris Netting is to be securely tied to scaffold	
Scaffold is to be inspected immediately prior to site closure	
Ladders used for accessing scaffold are to be removed and stored securely	
ALL mobile / alloy towers are to be dismantled and secured (or off hired and removed from site)	
<b>Housekeeping</b>	
Site is to be tidy and cleared of ALL rubbish	✓
ALL skips are to be removed from site for the duration of the shutdown period	
Materials that are left on site are to be secure and stacked in a stable condition	
Access / egress routes are to be kept clear and free from obstruction	
<b>Excavations / Groundworks</b>	
Where possible ALL open excavations / groundworks are to be backfilled prior to shutdown	✓
If unable to backfill – area is to have suitable barriers / edge protection in place	
Shallow excavations are to be covered where possible / suitable battered	
Deep excavations are to be suitably shored – and inspected prior to site closure	
<b>Plant / vehicles</b>	
ALL plant is to be removed from site for the duration of the shutdown period (unless this has been cleared through the Operations Manager / Director)	✓
Any plant remaining on site is to be immobilised and secured (screens fitted where able) to prevent access	
Any plant remaining on site is to be parked on level ground away from the perimeter fence	



# Cessation of Works

**The Building  
Safety Group**

<b>Fuels / oils &amp; flammables</b>	✓
Any diesel left on site must be contained within a secured, water tight, rigid bund (100%> of volume stored)	
Drums must be secure / stable to that cannot fall over	
Flammable substances are to be removed from site (Petrol, LPG, Butane, Oxyacetylene etc.)	
Filling appliances / hoses are to be securely stored to prevent unauthorised use	
<b>Services</b>	✓
Water systems are to be drained down to prevent damage through burst pipes	
Temporary supplies to site is to be isolated at the stopcock	
ALL mains supplies (Gas & Electric) is to be turned off at meter – except where lighting / illumination is essential	
<b>Miscellaneous</b>	✓
ALL small tools are to be secured in a lockable container / chest	
A copy of the Public Notice is to be correctly displayed at the site entrance	

<b>Key contact details</b>			
<b>Title position</b>	<b>Name</b>	<b>Telephone no</b>	<b>Remarks</b>
Project lead			
Operations manager			
HSE advisor			
Scaffolding contractor			
Local police			
Nominated key holder*			Also carrying out daily Site visits

<b>Name</b>		<b>Signature</b>	
<b>Title</b>		<b>Date</b>	