



**Christmas Shutdown Period: 22<sup>nd</sup> December to 2<sup>nd</sup> January 2024**

**As part of the requirement for the Christmas shut down, McLaren will ensure that the following safety and security measures are implemented over the period.**

- All sub-contractors, suppliers, etc are to be notified in writing of the site shut down period.
- Under no circumstances will sub-contractors be permitted to work on site, without McLaren supervision being presented during the intervening period of the shutdown.
- 24/7 security and monitored CCTV will be in operation during the shutdown. Security guards will be briefed on the call out procedure and provided with the correct contact numbers in the event of an emergency.
- All subcontractor emergency contact telephone numbers will be obtained.
- All temporary works, security fencing, edge protection, barriers to excavations, manholes, etc will be thoroughly checked and record that checks have taken place.
- Inspect scaffolds and record the inspection, clear working platforms of tools, equipment, waste materials. 'Low level access towers must be dismantled. Ladders are to be removed to prevent unauthorised access onto scaffolding, in particular to roof access towers. Ladders will need to be secured and tied up.
- Keys are to be removed from all plant and MEWP's. Scissor lifts should be left in the elevated position. Mobile plant is to be parked in a secure compound within the site perimeter where practicable.

**Further Areas to be reviewed/actioned, but not limited to:**

- Stacked materials are not stacked higher than 3 times minimum base width.
- All materials must be stored safely in particular cladding materials must be tied down and secured. Materials that are exposed to the elements should be protected from damage and stable to withstand wind loading.
- Skips should be emptied prior to shutdown to reduce risk of arson.
- Ensure compressed gas bottle valves are closed off with the bottle key, removed from basements, if applicable, and if not, taken off site prior to the break or stored in a designated secured cage for that purpose.
- COSHH products should have container lids / caps fitted to ensure hazardous products are not venting off and must be returned to the designated COSHH store.
- Surveying equipment and any small tools must be stored in a lockable 'strong box'.
- All subcontractors will be reminded on site that they are responsible for security of their own plant, equipment and tools, etc.
- Temporary standpipes should be turned off. Check taps in the site toilets have been turned off and all water supply pipes suitably insulated.

**In the event of an incident:**

- The primary contact is Alex Talks, 0333 016 1581.
- The secondary contact is Tyler Dolan, 0203 906 0317.
- McLaren will contact the security guard to establish the severity of the incident and the actions required to resolve.
- McLaren and/or the security guard will contact the emergency services if the scale of an incident requires their involvement.
- We would always recommend that any member of the public should contact the emergency services if an incident is immediate and life threatening.

**McLaren wish everyone a very merry Christmas and a Happy New Year!**