

SITE SECURITY ARRANGEMENTS

ARRANGEMENT — EMPLOYER FILE

Perimeter, signs, out of hours, children, plant, fuel and keys, visitors — keeping people out of danger

KD-HSA-SA-022 Rev A0

CDM 2015 reg 13(4)(b): the principal contractor must ensure that the necessary steps are taken to prevent access by unauthorised persons to the construction site; reg 15(10): a contractor must not begin work on a construction site unless reasonable steps have been taken to prevent that access; reg 18(2): where necessary in the interests of health and safety, so far as is reasonably practicable and in accordance with the level of risk, the site has its perimeter identified by suitable signs so that its extent is readily identifiable, or is fenced off, or both; reg 18(1) and (3): good order, and no material with projecting nails left where it may be a danger. HSWA 1974 s.3(1) puts a duty on every employer towards people not in its employment who may be affected — neighbours, passers-by, children.

Occupiers' Liability Act 1984 s.1 (England and Wales): an occupier owes a duty to people other than its visitors — in practice people on the site without permission, children among them — where it is aware of a danger or has reasonable grounds to believe one exists, knows or has reasonable grounds to believe someone is or may come near it, and the risk is one it can reasonably be expected to protect against. The duty is to take reasonable care that they are not injured by that danger; in an appropriate case a warning, or discouraging entry, is enough (s.1(3) to (5)).

HSG151 (2nd edition, 2009) is HSE's guidance on protecting the public: the risk assessment decides the perimeter, including whether the site may attract children; the arrangements are looked at again when there is evidence of children playing on or near the site; plant is immobilised and ladders removed from scaffolds out of hours. It does not deal with criminal entry, though its measures help. This sheet is the business arrangement; the site records it produces are pointed to, not repeated — keys and the nightly lock-up KD-SITE-KA-020, visitors KD-SITE-VR-002, arson and the lock-up checks KD-FIRE-AR-006, the public interface plan KD-TM-PI-005, fuel KD-SITE-FL-022, the weekly protecting-the-public inspection KD-INS-PP-018. CDM 2015 applies in Great Britain; Northern Ireland has its own construction design and management regulations.

CAS v5 reference — evidence for Q73 (the arrangement for keeping unauthorised people off site, one of the arrangements a health and safety policy is checked for). The question numbers are Build UK's; the descriptions are ours.

What this sheet is not: the evidence from real work. An assessor looks for records made on actual projects and dated within the last 12 months — a signed nightly lock-up, a perimeter or protecting-the-public inspection, a visitor register, a security incident report with what changed. The records section names where each comes from; a completed template on its own is not that evidence.

1 THE BUSINESS AND WHERE THIS ARRANGEMENT APPLIES

COMPANY LOGO add it in your PDF editor, or print and paste it here	COMPANY			PERSON RESPONSIBLE FOR SITE SECURITY	
	VERSION	ADOPTED ON	NEXT REVIEW DUE	EMPLOYEES	REPLACES VERSION

- Principal contractor or sole contractor on some or all sites — sections 2 to 8 apply
- Contractor working under another principal contractor — section 9 applies, and sections 6 and 8 for its own vehicles, plant and materials
- Works inside occupied premises — homes, schools, healthcare, shops, offices — section 7 applies in full

TYPICAL SITES

SECTIONS NOT APPLICABLE — AND WHY

2 DECIDING THE SECURITY FOR EACH SITE

WHO ASSESSES THE SECURITY NEEDED, AND WHEN

WHAT THE ASSESSMENT CONSIDERS

The hazards an intruder meets: CDM 2015 Schedule 3 lists work involving particular risks that the construction phase plan must include specific measures for (reg 12(2)). It is written for workers, not intruders, but several of its items are what make an unsecured site dangerous to someone who gets in — risk of burial under earthfalls or of falling from a height (paragraph 1), risk of drowning (paragraph 5), wells, underground earthworks and tunnels (paragraph 6), explosives (paragraph 9). Where the plan lists one, write its out-of-hours protection in sections 4 and 5.

WHERE THE DECISION IS WRITTEN

SECURITY LEVELS THIS BUSINESS USES

3 PERIMETER, HOARDING, GATES AND SIGNS

HOW THE BOUNDARY IS DECIDED AND BUILT

GATES AND ACCESS POINTS

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SIGNS

INSPECTING AND MAINTAINING THE PERIMETER

4 OUT OF HOURS

LOCK-UP AT THE END OF EACH SHIFT

OUT-OF-HOURS COVER

WEEKENDS, HOLIDAYS AND SHUTDOWNS

Arson controls — combustible waste, skips, lighting, access for the fire and rescue service — are on KD-FIRE-AR-006 and are not repeated here.

5 CHILDREN AND TRESPASS

MAKING THE SITE HARD TO ENTER, AND SAFE IF SOMEONE DOES

WHEN THERE IS EVIDENCE OF INTRUSION, OR OF CHILDREN ON OR NEAR THE SITE

NEIGHBOURS, SCHOOLS AND THE LOCAL COMMUNITY

6 PLANT, FUEL, MATERIALS, TOOLS AND KEYS

PLANT AND VEHICLES

FUEL, GAS CYLINDERS AND HAZARDOUS SUBSTANCES

KEYS, FOBS AND CODES

MATERIALS AND TOOLS

7 SIGN-IN, VISITORS, ESCORTS AND OCCUPIED PREMISES

CONTROLLING WHO COMES IN

WORK IN OCCUPIED PREMISES

Where the site meets the public — gates onto footpaths, school runs, shop entrances, the complaints line — the plan is KD-TM-PI-005, and the site's own traffic is KD-TM-TP-001. This arrangement requires one for every site that needs it; it does not repeat it.

8 INCIDENTS — BREAK-INS, THEFT, VANDALISM, TRESPASS AND INJURY

ANYONE INJURED ON OR NEXT TO THE SITE — A TRESPASSER INCLUDED

BREAK-INS, THEFT AND VANDALISM

9 WORKING UNDER ANOTHER PRINCIPAL CONTRACTOR (REG 15(10))

BEFORE STARTING ON A SITE

ITS OWN AREA, VEHICLES, PLANT AND MATERIALS

10 FEWER THAN FIVE EMPLOYEES — A SHORT DESCRIPTION INSTEAD

The CAS v5 question set lets a business with fewer than five employees give a written statement or a description instead of a full written policy and arrangements (Q73). If that applies, describe here how this business keeps people off its sites and out of danger, instead of completing sections 2 to 9, and keep the site records section 12 names. The legal duties do not change with the size of the business; MHSWR 1999 reg 5 requires the arrangements to be recorded once five or more are employed.

This business has fewer than five employees and uses this short description

SHORT DESCRIPTION

11 HOW THIS ARRANGEMENT IS COMMUNICATED

- Site induction — sign-in, escort and lock-up rules
- Site rules displayed — KD-CDM-SR-010
- Briefing to site managers and supervisors at adoption and at every new version
- Each named lock-up person told the duty and signed for it

BRIEFED BY	LAST BRIEFED ON	BRIEFING RECORD

The briefing, and each person's signature that they received it, are recorded on KD-CAS-PB-005 Policy Briefing and Acknowledgement Record — the evidence that the arrangement reached the people who carry it out.

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12 RECORDS THAT EVIDENCE THIS ARRANGEMENT

Tick what is held. Where the record does not exist yet, the tick is the action.

- ☐ Key and access register with the nightly lock-up signed — KD-SITE-KA-020
- ☐ Visitor register and briefing — KD-SITE-VR-002; induction register — KD-SITE-IR-003
- ☐ Arson and security checklist at set-up, monthly and before shutdowns — KD-FIRE-AR-006
- ☐ Protecting-the-public inspections — KD-INS-PP-018; start-of-shift checks — KD-SITE-DC-014
- ☐ Public interface plan for each site where the site meets the public — KD-TM-PI-005
- ☐ Fuel deliveries, stock and spills — KD-SITE-FL-022
- ☐ The security section of the construction phase plan and the boundary drawing — KD-CDM-CP-001
- ☐ Security and injury incident reports with the police reference and what changed — KD-SITE-NR-026
- ☐ The briefing of this arrangement — KD-CAS-PB-005

WHERE THE RECORDS ARE HELD

KEPT BY

KEPT FOR

13 VERSION HISTORY

VERSION	DATE	WHAT CHANGED	DIRECTOR ADOPTING IT

14 ADOPTION

By signing, the director adopts this arrangement as the way this business works and undertakes that the records it names are kept.

Director approving this arrangement:

PRINTED NAME

POSITION

SIGNATURE

DATE

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-09-13	first-issue	First issue.	— not yet approved —
A0	2026-09-13	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.