

TOOLBOX TALK

Site security toolbox talk

About six minutes · CDM 2015, regulations 13 and 18

SITE

DATE

GIVEN BY

WHY IT MATTERS

Across all industries, 104 members of the public were killed in work-related accidents in Great Britain in 2025/26, on HSE's provisional figures. On and around building sites, HSE says the public are hurt by things falling outside the boundary, by site vehicles, and by falling into holes and off edges. Children still get onto sites to play, and some are killed or badly hurt.

Most of those incidents happen when the site is closed: a gap in the fence, a ladder left on the scaffold, an open trench, a dumper with the key in it. This talk is about the boundary, the gate, and the ten minutes at the end of the day that make an empty site safe.

HSE, Work-related fatal injuries in Great Britain 2025/26 (provisional)

THE POINTS TO MAKE

- ☐ **The boundary stays complete**
The fence or hoarding marks where the site starts and keeps people out. In a town that usually means a two-metre high mesh fence or solid hoarding all the way round. Check it as you walk past. A panel lifted out for a delivery, a clip missing, a gap under the fence or a gate tied open is reported and fixed the same day.
- ☐ **Deliveries and the pavement**
Site vehicles coming and going are a danger to people walking past. Use a banksman at the gate, keep the pavement clear, and never block it so people have to step into the road. Load and unload inside the boundary where possible. If the pavement has to be used, it is fenced and signed and a safe route is kept for pushchairs and wheelchairs.
- ☐ **Plant, fuel and keys**
Plant and vehicles are immobilised when not in use, keys removed and kept in the office, and buckets and forks lowered to the ground. Lock plant in a compound where possible. Fuel, gas cylinders and chemicals are locked away. Stacks of pipes, manhole rings, blocks and cement bags are stored so they cannot topple or roll if someone climbs on them.
- ☐ **Children and intruders**
HSE says some children are drawn to building sites as exciting places to play. Signs alone do not stop them. What stops harm is what we leave behind: no ladder to climb, no hole to fall in, no machine to start, no stack to pull over. Report signs of intruders, such as damage, rubbish or a cut fence. Arson often follows, so keep waste away from the fence.
- ☐ **The gate and visitors**
Everyone who comes on site signs in, so we know who is here in an emergency. New people get an induction before they start. Visitors are escorted or kept to the areas they are allowed in. If you see someone you do not recognise, without PPE or wandering, ask politely if you can help and take them to the office. Do not hold the gate open for strangers.
- ☐ **Nothing falls outside**
Tools, materials, offcuts and debris must never fall over the boundary. On scaffolds that means toe boards, brick guards and netting, and fans or covered walkways where the public pass below. Do not throw anything down. Do not stack materials against the fence, where they can fall outwards or be climbed. Keep loose sheets and packaging tied down in wind.
- ☐ **Leaving the site safe**
Before the last person leaves: excavations and pits are covered or barriered, ladders are taken off scaffolds and out of excavations, openings and edges are protected, power is isolated, waste is cleared, hot work has had its fire watch, and every gate is locked. Use a written end-of-day checklist, and have someone sign it. The site has to be safe for whoever gets in.

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TOOLBOX TALK, CONTINUED

Site security toolbox talk: do, do not, and the questions

DO

- Check the fence and gates as you pass, and report any gap the same day.
- Sign in and out every time, and make sure visitors do too.
- Keep deliveries inside the boundary and the pavement clear for pedestrians.
- Take the keys out of plant and lower buckets and forks when you leave it.
- Remove ladders, cover holes and lock the gates at the end of the day.
- Report anyone on site you do not recognise to the office.

DO NOT

- Do not leave a gate open or a fence panel out, even for a minute.
- Do not stack materials against the fence or leave them where they can roll.
- Do not leave keys in plant or vehicles.
- Do not throw or drop anything from height near the boundary.
- Do not leave ladders on scaffolds or in excavations overnight.
- Do not let anyone onto site who has not signed in.

ASK THE TEAM

- ? Where are the weak points in our boundary right now?
- ? Who does the end-of-day check on this site, and what is on the list?
- ? Where are the plant keys kept, and who has them now?
- ? Which parts of this site would be most dangerous to a child who got in tonight?
- ? What would you do if you saw a stranger walking around the site?

TO CLOSE

A building site is one of the most dangerous places a child can get into, and an empty site at night has nobody watching. The boundary, the gate and the end-of-day check are what keep the public safe. Keep the fence complete and the gates locked, sign everyone in, keep things from falling outside, and before you leave take the ladders down, cover the holes and take the keys. If you see a gap, a stranger or signs of a break-in, tell us straight away.

Record it. Who gave the talk, where, when, who was there and what was raised. The last page is the record.

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Site security toolbox talk: given and understood

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MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999, REGULATION 10: INFORMATION FOR EMPLOYEES

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