



# KEEP SAFE THIS BANK HOLIDAY

- Where appropriate, ensure company cash is banked prior to the holiday and not taken home for safe keeping or left in the safe. If an onsite safe is otherwise empty, leave the door obviously ajar.
- Ensure all windows and doors are closed and locked. Lights and electric heaters are turned off unless there is a pressing reason for leaving them or lights are part of the night time security measures.
- Any site, mobile plant and vehicle keys are preferably taken off site or suitably secured preferably in a safe.
- Safe keys are taken home and not hidden. Site radios and chargers should be hidden or locked in the safe.
- Gate and office keys should not be hidden outside. If an authorised member of staff needs access to the site they should take a key with them.
- For CCTV sites monitored at Rugby, ensure your weekend key holders are notified to the control room (email: [ukcctv.security@cemex.com](mailto:ukcctv.security@cemex.com)). Per usual practice, staff on site during the BH weekend must notify the control room when they enter and leave the site. Failure may result in the police or key holder being called.
- The Rugby CCTV Control Room will be staffed throughout the BH weekend, from 1800hrs Thursday 18/4/19 to 0600hrs Tuesday 23/4/19. (Tel: 01788 517377/378)
- Where possible, valuable personal possessions and tools should be taken off site, (they are not covered by the Company insurance) including, personal possessions in trucks and company car.
- Laptop computers should not be left in car boots or behind the back seat. This applies at all times, especially if socialising after work or visiting the shops or gym on the way home.
- If you have gas oil or fuel tanks on site, leave as little as possible in the tank, and don't get a delivery just prior to the holiday. Move any bowsters into as secure a location as possible and secure any containers (water canisters, ad mixtures containers etc..) and wheelbarrows that could be utilised to carry away syphoned fuel. If containers are not otherwise recyclable, consider puncturing to prevent misuse.
- Vehicles, trucks, and mixers...leave as little fuel in as possible. If able to do so move vehicles off unmonitored sites. Vehicles left on site should be parked tank-to-tank or battery-to-battery to frustrate offender access.
- If an intruder alarm is fitted to a building make sure it is set and operates correctly. If the gate is secured by a combination padlock ensure that Rugby CCTV office has the correct code ([ukcctv.security@cemex.com](mailto:ukcctv.security@cemex.com)).