

# KEEP SAFE THIS CHRISTMAS



- 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 Coventry, ensure your key holders are notified to the control room ([ukcctv.security@cemex.com](mailto:ukcctv.security@cemex.com)).
- Per usual practice, staff on site during the holidays must notify the control room when they enter and leave the site. Failure may result in the police or key holder being called.
- **The Coventry CCTV Control Room** will be staffed throughout the holidays, from 1800hrs **Friday 23/12/22** to 0600hrs **Tuesday 3/1/23**. (Tel: **01788 517377**)
- 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 bowsers 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.
- Take steps to bury and protect all cabling and other copper assets. Cabling not in use should not be stored on site.
- 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 Coventry CCTV office has the correct code ([ukcctv.security@cemex.com](mailto:ukcctv.security@cemex.com)).

If in doubt contact your security team:

**07387 252978** (Colin Jones)  
**07557 318391** (John Sweeting)

CCTV Control:  
**01788 517377**

