



Temporary Closure of Sites: Guidance

As the COVID-19 pandemic deepens, the roofing industry will need to start ramping up preparations to deal with the coronavirus and this could lead to some sites being temporarily shut down. Having a procedure that details and plans for what needs to be completed before 'closing the gates' is an effective way to ensure the site is closed down safely. The procedure should consider the following control measures:

Security Assessment:

- Ahead of the site closing, complete a security risk assessment to consider the need for additional security measures, for example, scaffold alarms, regular security patrols, improved site security fencing or hoarding.
- The Duty holders are the ones that control and coordinate the site whether that is a building site with multiple trades or a refurbishment that has only 1 trade working and one of their legal duties of care is to prevent injury to visitors even though that visitors may be trespassing.
- Ensure that any security for the site or the client/building owner has a list of relevant contact names and numbers in case of any unforeseen eventualities when the site is closed.
- Safe access and egress should be maintained for the emergency services whilst the site is shut.
- All current site security measures are to remain in place; access gates must be locked, and any scaffold alarms switched on and set.

Fire Safety:

- Undertake a fire risk assessment.
- Ensure gas cylinders are stored in a suitable external cage or preferably removed from site. Fuels and other combustibles, such as primers or adhesives must be removed or locked away in a safe container.
- All combustible building materials, waste and pallets to be removed from site or stored in locked steel containers. Planning to have skips removed from site can also help to reduce this risk.

Secure Materials:

- Materials including tarpaulins, plastic and cardboard packaging that could be blown offsite by wind should be fastened down or removed from site.

- Any hired in plant should be off hired and removed from site where possible.
- Owned plant should be removed from site, or left in a safe position, with windows and doors locked securely and with all starting mechanisms isolated with keys locked away in a secure location.
- Materials such as lead, copper and aluminium with high scrap values should be removed from site.
- Any unfixed materials and open work faces should be protected against the elements and be securely fixed.
- Agree with the main contractor (if applicable) on who is responsible for any unfixed materials that have not been incorporated into the works during the shutdown period.
- Check with product manufacturers to understand the potential impact of having some materials being damaged by UV degradation, for example, exposed breathable roofing membranes, underlays or vapour control layers that are not inherently UV stable.

Planning:

- Document the status of your works including any unfixed materials that are to be stored on site.
- If a site closes or you elect to close the site, you should submit an application for payment up to the date of closure or departure. If at all possible, you should take photographic records of your progress on site and of any materials on site.
- Check your insurance policies and inform your insurer that the site will be suspended.
- Provide your supply chain with sufficient notice to remove any of their property/plant from the site and to make their own preparations for the suspension of works.
- Maintain open dialogue with your client as to the suspension of works and provide a revised site programme of works so that all parties understand the potential length of the delay.



Further guidance

For larger construction projects we recommend following the Construction Leadership Council (CLC) advice on temporary suspension of sites at bit.ly/CLCsites and check for updates at bit.ly/NFRCsitesCV19.

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