

Today's Topic/Issue

Most workplaces have people coming and going during the working day. This could include customers, contractors, delivery drivers, visitors, engineers or other members of the public.

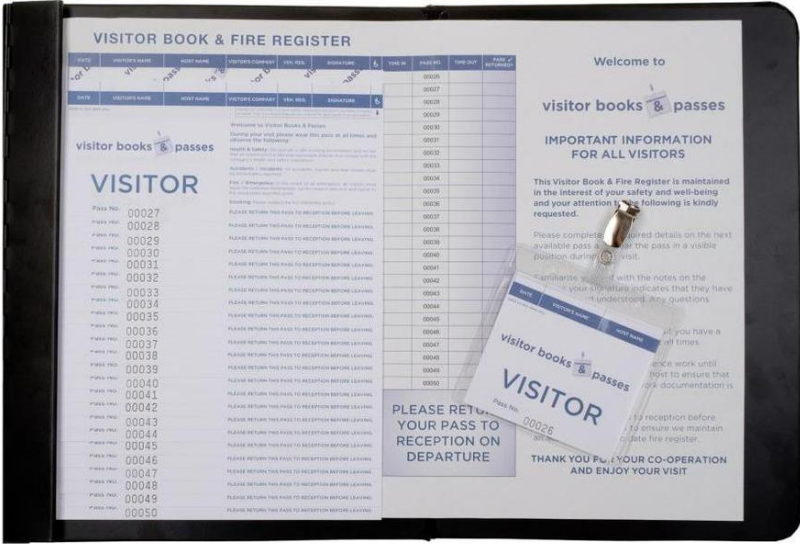
It is important that people coming onto site know where they are allowed to go, understand the relevant health and safety arrangements and can be accounted for in an emergency.

Site security is also important when the workplace is unoccupied. Good security can help prevent unauthorised access, theft, vandalism and other incidents.

Everyone has a role to play in keeping the workplace secure. Stay aware of who is on site, challenge anything that does not look right where it is safe to do so, and report concerns promptly.

QUICK QUIZ

If you were visiting an unfamiliar workplace, what would you need to know before entering the site?



Contractors

Contractors should be:

- Confirmed as suitable and competent for the work they are carrying out
- Given relevant information about the workplace, hazards, access routes and other people working on site
- Given a suitable induction or briefing before starting work
- Made aware of emergency and reporting arrangements
- Provided with any site-specific PPE requirements
- Appropriately supervised and monitored for the work and level of risk involved
- Contractors must also follow the site's health and safety and security arrangements and raise any concerns before starting work.

Delivery Drivers

Delivery drivers may only be on site for a short time, but they still need to understand the arrangements that apply to them.

They should:

- Report to the appropriate person on arrival
- Be given clear instructions about where to go
- Follow designated vehicle and pedestrian routes
- Follow site rules for loading, unloading and parking
- Use required PPE
- Follow instructions from site personnel
- Report any unsafe conditions or incidents
- Where drivers need to leave their vehicles, suitable arrangements should be provided to allow them to do so safely.

QUICK QUIZ

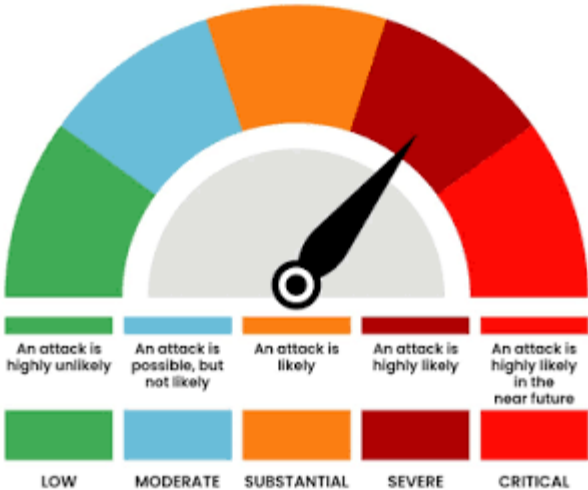
What could we do to make our workplace less attractive to trespassers and thieves?



Stay Alert

The current UK national terrorism threat level is SEVERE, meaning a terrorist attack is considered highly likely.

This does not mean that every workplace requires additional security measures, but businesses should consider security risks as part of their overall risk assessment and remain alert to anything unusual or suspicious.



IF YOU SEE SOMETHING THAT DOES NOT SEEM RIGHT:



1

Don't ignore it.



2

Report it to the appropriate person.



3

Follow your workplace's security arrangements.



4

If there is an immediate threat or emergency, call **999**.



REMEMBER: STAY ALERT, NOT ALARMED.



Site Security

Whether someone is on site as a trespasser or a visitor, neither should be expected to be put at risk. Site security should ensure that no-one can access the site when occupied without authorisation, and when not occupied without having to clearly commit trespass.

QUICK QUIZ

If you were visiting an unfamiliar workplace, what would you need to know before entering the site?

Visitors should:

- **Report to the appropriate person on arrival**
- **Sign in where a signing-in system is used**
- **Be told about relevant hazards, site rules and emergency arrangements, including if any fire drills are planned for the day**
- **Be made aware of walkways and safe crossing places across car parks and roads on site**
- **Stay within areas they are authorised to access**
- **Be accompanied where the site's risk assessment or security arrangements require it**
- **Wear any required PPE**
- **Sign out when leaving, where a signing-in system is used**
- **Visitors should never be allowed to wander into areas where they could be exposed to hazards, they have not been briefed about.**

Be mindful that people new to a site can easily get lost so ask if you see someone who looks like they shouldn't be there. However, also be mindful of suspicious behaviour which may be a security risk and report it to security or your supervisor.



Toolbox Talk – SUPERVISORS NOTES

Site Security

2026/27

Contractors:

Contractors must also follow the site's health and safety and security arrangements and raise any concerns before starting work. HSE guidance emphasises the need for businesses to coordinate with contractors, provide relevant site information and ensure that contractors' activities do not introduce uncontrolled risks.

Drivers:

Where drivers need to leave their vehicles, suitable arrangements should be provided to allow them to do so safely. HSE specifically recommends considering the routes drivers need to use and ensuring that loading and unloading can be carried out safely.

QUICK QUIZ

What could we do to make our workplace less attractive to trespassers and thieves?

- **Keeping gates, doors and other access points secure**
- **Using suitable fencing, locks or access controls**
- **Keeping keys, vehicles, equipment and valuable materials secure**
- **Using appropriate lighting, alarms or CCTV where necessary**
- **Keeping areas around gates and fences clear**
- **Clearly identifying areas where access is restricted**
- **Making sure doors and gates are properly closed after use**
- **Reporting signs of attempted or unauthorised access.**



Toolbox Talk - Attendance Sheet

Site/Department Name:

Trainer Name:

Signature:

Toolbox Talk Topic:

Date:

Name	Signature

Any further feedback or questions from attendees regarding this toolbox talk topic?