CHRISTMAS SHUTDOWN

Shutdown and restart plan

Fill in early in December. Pin it up for the first shift back. Tick each line and add who and when.

Site	Closing (date and time)	Reopening (date and shift)	Plan owner

Before we close	Done (who, when)	First shift back	Done (who, when)
Keys collected and locked away (who, when)		Yard walked before the first vehicle moves: lighting, routes, barriers, signs, surface	
Self-propelled equipment secured against unauthorised start-up		Snow or ice: gritting, clearing, routes closed if needed	
Maintenance booked for the break; contractors briefed on routes and yard rules		Every truck checked against its handbook and signed off before it moves	
Inspection or thorough examination needed after the break? (ask competent person or scheme)		Anything repaired over the break confirmed safe before use	
Who signs each machine back into use		Defects reported to the supervisor, not driven round	
Batteries: what stays on charge; charging area to check on day one		Charging area checked	
Layout changes planned over the break, written down		Briefing: what changed, what was repaired, what is out of use, who is new	
Unused showers and taps: flushing arranged		Risk assessment reviewed if the site changed significantly	

Equipment to sign back into use

Truck or equipment	Work done over the break	Inspection or examination needed?	Signed back in by	Date