



Secure Country Living UK

Practical security and preparedness for rural England

Estate Contractor & Temporary Access Control Pack

For country estates, farms, rural businesses and larger properties using contractors, trades and temporary workers.

Estate / property:		Work reference:	
Responsible person / role:		Planned dates:	

The aim is to give contractors the access they need without creating permanent security weaknesses. Keep access proportionate to the task, record what was issued, and close it down when the work ends.

BEFORE ACCESS IS GRANTED

☐ ☐ ☐	Contractor/company identity and the person responsible for the work have been confirmed using independently obtained contact details.
☐ ☐ ☐	Scope of work, authorised dates/times and expected vehicles are known; subcontractors are declared rather than arriving without notice.
☐ ☐ ☐	The agreed route avoids unnecessary access through residential, livestock, machinery, fuel, archive or other sensitive areas.
☐ ☐ ☐	Site-specific hazards, vehicle routes, livestock controls, fire/emergency arrangements and areas that are out of bounds have been explained.
☐ ☐ ☐	Only the minimum key, fob, gate or digital access needed for the task will be issued. Permanent master codes are not shared where a temporary credential can be used.
☐ ☐ ☐	The contractor understands that keys, codes, fobs and passes must not be copied, photographed, shared or passed to an undeclared subcontractor.
☐ ☐ ☐	Parking, deliveries, waste/skips, plant storage and after-hours arrangements are agreed so that roads, gates and emergency access remain usable.
☐ ☐ ☐	A clear completion/close-out point has been set for returning physical access and cancelling temporary electronic access.

Safety and security work together

HSE guidance expects site operators and contractors to coordinate routes, hazards, vehicles and supervision. This pack adds a security-access layer; it does not replace a construction plan, permit-to-work system or contractor risk assessment.



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Contractor Access Authorisation

Complete one record for each company or work package that needs temporary access.

Company / contractor		Site contact	
Mobile / contact number		Work description	
Start date/time		End date/time	
Authorised work area(s)		Approved route / gate	
Expected vehicle registration(s)		Declared subcontractor(s)	
Escort / supervision required?		Out-of-hours access authorised?	

TEMPORARY ACCESS ISSUED

Access item	ID / ref	Issued to	Start	Expiry / due back	Returned / revoked

- Use a unique temporary code or time-limited credential where the system supports it. Avoid shared permanent codes.
- Do not write live alarm PINs, gate codes or key-safe combinations on this printed sheet. Record only an access reference or ID.
- Keys/fobs should be individually identifiable so a missing item can be disabled or replaced without uncertainty.



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Daily Contractor & Vehicle Presence Log

Useful where several trades, vehicles or subcontractors are moving around an estate or rural site.

Date	Name / company	Vehicle reg	Area / task	In	Out	Access returned?

EXCEPTIONS / CHANGES DURING THE WORK

Date/time	Change, concern or unplanned access	Action taken / authorised by

Good practice

If the work scope expands into another building, yard or remote asset, update the authorised area before giving access. Informal “while you are here” changes are a common way temporary access becomes uncontrolled.



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Work Completion & Access Close-Out

Do this before the contractor is treated as finished - especially after building, fencing, gate, electrical, alarm or CCTV work.

☐	All estate/site keys, fobs, remotes, passes and physical access items issued for the work have been returned and counted.
☐	Temporary codes, accounts, app invitations and time-limited credentials have expired or been revoked; any accidentally shared permanent code has been changed.
☐	Temporary gate, door, fence or lock arrangements have been removed or converted to the approved permanent standard.
☐	CCTV cameras, alarms, sensors, lighting and gates affected by the work have been restored and tested.
☐	Contractor tools, ladders, skips, scaffolding, temporary fencing and plant no longer create an easy route into another part of the property.
☐	Remote buildings, fuel stores, machinery areas and rooms used for access have been checked after the contractor leaves.
☐	Any lost key/fob, unexplained duplicate, damaged lock, unauthorised photograph or access concern has been escalated before close-out.
☐	Vehicle plates, delivery notes, permit records and access logs are retained only as long as genuinely needed for the property's stated purpose.

CLOSE-OUT RECORD

Completion date/time		Checked by / role	
Keys/fobs returned?		Temporary access revoked?	
Security systems tested?		Outstanding action owner / date	

Outstanding item	Owner / contractor	Target date	Closed date

Guidance basis

Built with reference to current HSE contractor-management, workplace-transport and construction access guidance. Security controls should complement - not replace - site safety duties. Checked September 2026.

Action Register

Estate Contractor & Access Control Pack

SECURITY INFORMATION: store completed copies securely and restrict access to people who need it.

Ref	Action required	Owner	Due	Closed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Use the Action column in the checklist for anything that needs correction, then record the detail here.