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|                                                                                   | GENERAL                         | REV 2               |
|                                                                                   |                                 | Issued: 28.01.19    |
|                                                                                   | <b>SITE SET UP AND PLANNING</b> | <b>GEN-WID 1045</b> |

## 1.0 Purpose and Scope

- 1.1 This Work Instruction Document defines the generic requirements (where applicable) to be undertaken prior to the start of any project. All works are to be planned and managed to ensure work is carried out in safe and healthy environment irrespective of project size or duration.

## 2.0 References

- |     |              |                                                 |
|-----|--------------|-------------------------------------------------|
| 2.1 | GEN-WID 1001 | Permit to Dig/Overhead Avoidance Permit to Work |
| 2.2 | GEN-WID 1044 | Working Platform & FPS Certificate              |
| 2.3 | GEN-WID 1312 | Pre-start Site Inspection                       |
| 2.4 | GEN-SFD 1385 | Site Risk Assessment Briefing Form              |
| 2.5 | GEN-SMS 1003 | Control Measures for General Excavations        |

## 3.0 Responsibilities

- 3.1 **RBL Personnel** - The Contracts Manager or his delegate shall be responsible to ensure that the Risk Assessments are reviewed fully for applicability prior to the start of the project and identified on the Site Risk Assessment Briefing Form as referenced in paragraph 2.4  
**NB.** Hazards identified within Piling Risk Assessment(s) GEN-RA 1007 & 1008 may equally be applicable to Minipiling projects and should be reviewed and applied.
- 3.2 **Sub-Contracting** - If the works are to be Sub-Contracted then the Contracts Manager or his delegate shall ensure the approved Sub-Contractor is provided with the relevant Method Statements and details of works to ensure the works are carried out in a safe manner and to installation specifications as required.
- 3.3 The Sub-Contractor should provide comprehensive Risk Assessments to cover the scope of works and these must be reviewed and accepted by the Contracts Manager and/or the SHEQ Dept Copies of the RA's are to be retained in the contract file for record.
- 3.4 Personnel must be briefed on site Risk Assessments before commencing work, and sign as having read, Briefing Form ref 2.4. This form is to be returned with all other site documentation for incorporation in the contract file.

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#### 4.0 Procedure

##### 4.1 Prior to Commencing Site Operations

- 4.1.1 Prior to works commencing each site shall be visited and a Prestart Inspection completed using form 2.3.
- 4.1.2 The person carrying out the site visit must be trained and competent to conduct Risk Assessments. Internal training is available from CITA.
- 4.1.3 As a minimum requirement consideration must be given to:-
- **Temporary Works**
  - Falling objects or people falling from height
  - Unstable structures
  - Ground Conditions
  - Ground Contamination
  - Overhead / Underground services
  - Site access & egress/vehicular & pedestrian traffic routes, **unloading and loading of rigs, (loading and unloading of rigs must not be carried out on the public highways)**
  - Welfare facilities including WC facilities
  - Plant, machinery and lifting equipment
  - Hazardous substances
  - Confined spaces/gases/fumes/mists/vapours
  - Site Security
  - Hours of work
  - Power supply
  - Public rights of way
  - All emergency procedures
  - P.P.E. (Personal Protective Equipment)

This list is not exhaustive or restrictive and is to be used as a guide only.

##### 4.2 Preparation of Risk Assessments (including Sub-Contractors)

- 4.2.1 Site Specific Risk Assessments must by law be prepared for each project, by trained competent staff. These may, because of the nature of our business be 'based' on the Generic Risk Assessments which shall always apply to its corresponding works.
- 4.2.2 All Risk Assessments must be reviewed for every contract to ensure that all site risks are identified and applicable to works, including re-valuing the

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Risk Assessment Score (Likelihood/Severity) as necessary. Hazards that appear on the template that are not applicable to the planned works package are to be removed.

- 4.2.3 Specific site hazards are to be identified and recorded within the main risk assessment(s) which must include control measures and numerical severity/likelihood risk scoring.
- 4.2.4 The Site Risk Assessment Briefing Form (Reference 2.3) is to indicate which Risk Assessments apply to the project and identify what action has been taken to identify additional site specific hazards.
- 4.2.5 Under certain circumstances it may involve producing a comprehensive Specific Risk Assessment document to ensure safe working methods that are required to meet site specific hazards encountered. Specialist H&S advice regarding the production of any Site Specific RA's can be obtained from the **SHEQ Dept.** These documents are to be incorporated into the contract file for record.
- 4.2.6 Site Safety Method Statements and Toolbox Talks are available and must be **used** to enhance the Risk Assessments.
- 4.2.7 On completion the Site Risk Assessment Briefing Form is to be signed by the competent person as stated in 4.1.2

#### 4.3 **Standing Instruction**

- 4.3.1 Prior to commencing construction the Contracts Manager or delegate shall ensure that the following safety related items have been addressed and are effective.
  - **Temporary Works Co-ordinator (TWC). Establish who is nominated by the Principal Contractor.**
  - A correctly completed Underground Services Permit to Dig (GEN-SFD 1042) & if applicable, Avoidance of Overhead Services Permit to Work (GEN-SFD 1051) is signed and held by the Foreman;
  - All site safety hazards as previously stated in 4.1.3;
  - Suitable and managed site access for plant, labour and materials, including a safe method of unloading/loading and storage;
  - A correctly completed FPS Working Platform Certificate (ref 2.2)

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- Site Specific Risk Assessments are available for all activities to be carried out paragraph 4.2 refers;
- All operatives are in possession of adequate and serviceable PPE. All operatives have received necessary familiarisation training on equipment to be used.
- All RBL personnel including Subcontractors working on behalf of RBL observe the current RBL safety policy requirements and work in accordance with site rules:
- Site security, lighting and fencing where applicable;
- Welfare facilities as required by the CDM Regulations 2015 are adequate and available;
- All setting out is clearly identified and maintained. GEN-SFD 1391 Setting Out Information shall be completed and signed by the client;
- Any Environmental restrictions that maybe in place and the counter measures employed to manage them. Environmental specialist advice can be sought from the SHEQ Manager;
- Ensure all equipment is suitable for its intended purpose and in a serviceable condition;
- The Record of weekly inspections has been completed and recorded in accordance with **PUWER and LOLER**.

4.3.2 Prior to operations commencing, the Contracts Manager or delegate shall ensure that the following have been reviewed and are available:

- A site layout drawing relating to the contract including the following:
  - a) Geographical features, Buildings, Services
  - b) Access routes
  - c) Storage Areas
  - d) Working Areas
- The Client or Principal Contractor has been made aware of our intentions to commence operations;
- Pre-start Site Inspection Document, GEN-SFD 1303

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- Testing requirements have been specified by the Client or Principal Contractor's representative and a request for testing form applicable completed.

4.3.3 The above information is provided as guidance and any special requirements local, client or regulatory are also taken into consideration

4.4 **Communication to Site Staff**

4.4.1 All documents relating to site Health & Safety Management are to be issued and explained to all the site personnel before work commences on site.

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