

Bowmer and Kirkland Ltd



HEALTH & SAFETY PLAN PROJECT: TASE Barnsley

Prepared by.....Kevin Smith..... Date.....18/11/2022...

Reviewed by..... Darren Stoker..... Date.....18/11/2022.....

Manager..... Date.....

Manager Date.....

Manager..... Date.....

HEALTH & SAFETY PLAN (CONSTRUCTION PHASE)

CONTENTS

Part 1 Description of Project

- Project description and programme details including any key dates.
- Details of Client, Principal Designer, Designers, Principal Contractor and other Consultants.

Part 2 Arrangements for Controlling Significant Site Risks

Part 3 Management of the Work

- Safety risks.
- Health risks.

Part 4 The Health & Safety File

- Layout and format.
- Arrangements for the collection and gathering of information.
- Storage of information.

Appendix A

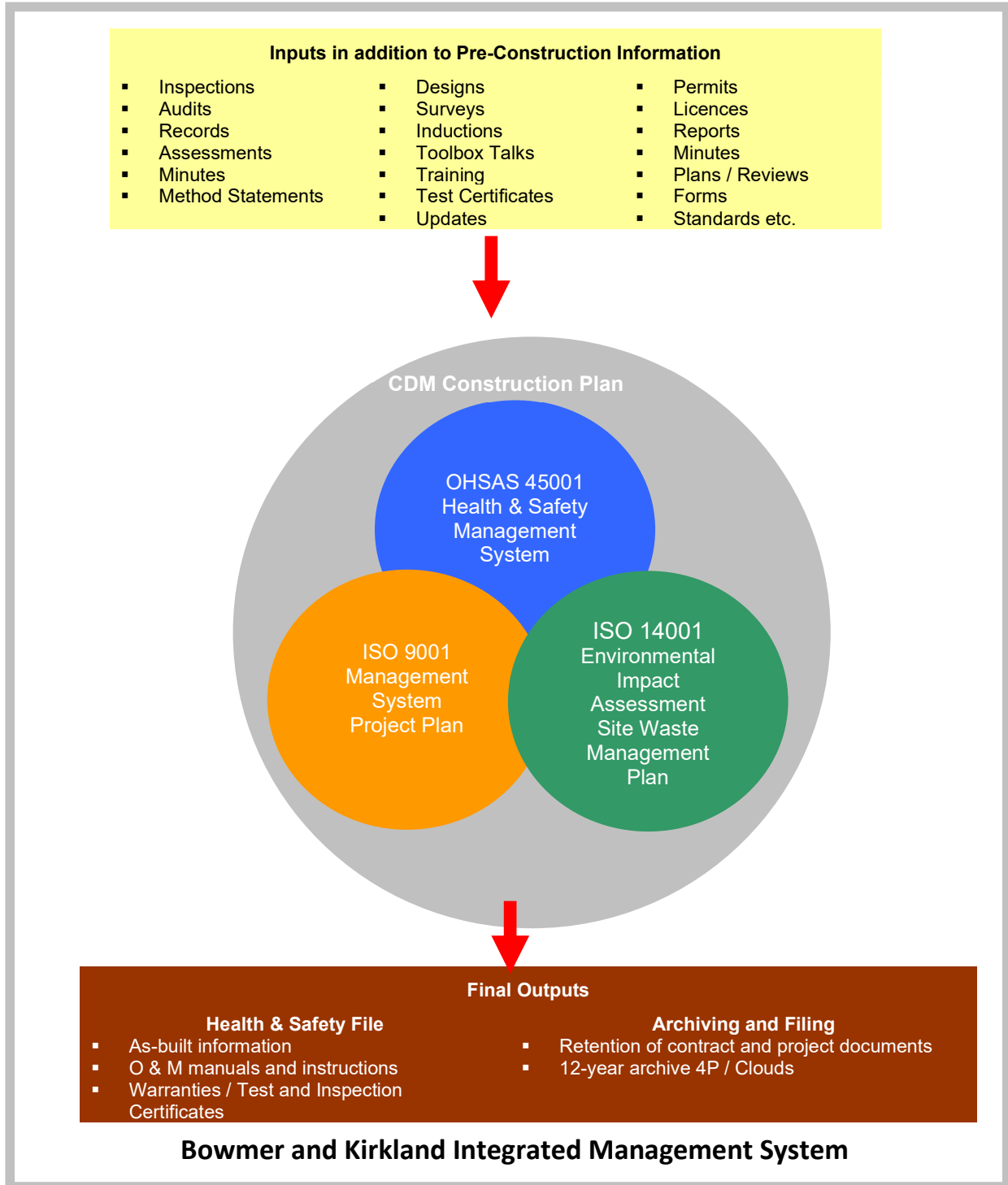
Pre-Start Health & Safety Review – To be completed at least 4 weeks prior to mobilisation.

Introduction

This template [SPF 114](#) includes a summary of significant risks relating to the project.

This requirement for a Construction Plan applies to all Bowmer and Kirkland projects, when appointed as Principal Contractor under the Construction (Design & Management) Regulations.

For the purposes of the CDM Regulation the Construction Plan will be developed and updated through the Bowmer and Kirkland Quality Management System, Environmental Management System and Health & Safety Management System processes and procedures:



Part 1 Description of Project and Management Arrangements	
Project No.:	65779
Project Name:	Trinity School TASE
Full Site Address:	16 Keresforth Close, Barnsley, S70 6RS
Location of Project:	Old Keresforth NHS centre in Barnsley
Scope of Works:	Pre-construction services and post contract construction of a new 6FE Secondary School with separate sports block with adjacent MUGAs, synthetic sports pitch and grass playing fields on the site of Keresforth NHS outpatient facility located on Keresforth Close, Barnsley. Project also includes for the demolition of existing NHS blocks for the new school facility and enabling surveys including site investigation of possible shallow coal workings and mine shaft.
Client Contact:	Michael Woods Project Manager, West Midlands, Capital Group Operations Directorate Sanctuary Buildings, Level 5 Great Smith Street Westminster London SW1P 3BT m: 07850 123 321 mike.woods@education.gov.uk
Site /Store/Premises Manager:	N/A
Client H & S Contact:	Richard Midgley Senior Project Manager Turner & Townsend project management 2 nd Floor, 1-3 East Parade, Sheffield, S1 2ET t: +44 (0) 114 272 9025 m: +44 (0) 7930 520 075 http://www.turnerandtowntsend.com richard.midgley@turntown.co.uk

CDM Notification Requirements:		
▪ Notifiable CDM?	If no use SPF 128 Small Works Plan or RAMS for micro works	Y / N
▪ Initial Notification Date:	20/12/2021	
▪ Construction F10 submitted?	Yes	
▪ Health & Safety File required:	Yes	
▪ HSE Office:	Health and Safety Executive Foundry House 3 Millsands Riverside Exchange Sheffield S3 8NH	
▪ Principal Designer:	Bowmer and Kirkland	
▪ Client CDM Advisor:	Richard Midgley	
▪ Pre-Construction Information PD	Chris Allen- 07500855131	
▪ Construction Phase PD	Darren Stoker	

Programme Requirements:	
▪ Construction Start Date	28/11/2022
▪ Enabling Works Date(s):	
▪ Handover Date(s):	15/04/2024
▪ Completion Date	15/04/2024
▪ Client Walk Round / Inspection	27/02/2024
▪ Duration (working days):	348 Working Days
▪ Contractor Working Hours:	Monday-Friday 8am-6pm, Saturday 9am-2pm
▪ Premises to Continue Trade?	N/A
▪ / Bowmer and Kirkland PTW required?	Yes

▪ Other concurrent Projects / works on site:	None
▪ Handover / 'soft landings' Dates:	25/04/2023-15/04/2025
▪ Defects Period:	12 Months Initial

Programme Detail / Dates:

No of Phases:	1 Phase		
Phase Dates	28/11/2022 – 15/04/2024		
Operational Hours Mon-Friday:	8.00am-18.00pm	Operational Hours Weekends:	Saturday 9.00am-14.00pm
Days closed:	Statutory Holidays		

Considerate Constructors (valid 12 months):

Site registration number 1	19 th Jan Order to be placed upon contract award
Site registration number 2	

Waste (refer to Site Waste Management Plan)
Note: this only applies to projects in Wales (contact Alison MacDonald)

Is Hazardous Waste Registration Required? (required if >500kg produce in 12-month period)	YES / NO	Site registration number (Valid 12 Months)	
--	----------	---	--

Updates and Revisions

Date	Details of Changes Made

Management of the Work

Management Structure and Responsibilities

The works will be controlled by a full time Site Project Team who is fully experienced in all aspects of the works to be undertaken.

Health & Safety monitoring will be carried out by R G Wilbrey (Consultants) Ltd, Bowmer and Kirkland's independent Health & Safety Advisors, who will normally inspect and audit the site at least once every two weeks.

All operatives and plant operatives employed at the site will be fully trained and should hold a current CSCS / CPCS card or accepted equivalent relevant to their trade or machine.








Health & safety goals for the project are aligned with the Group OHSAS 45001 Health & Safety Management System and Roles and Responsibilities are recorded and allocated via form [MPF 9.1](#)

Key Contacts		
Role	Name	Phone
Regional Director:	Gary Bradley	g.bradley@bandk.co.uk - 07767207656
Contracts Manager:	Darren Stoker	d.stoker@bandk.co.uk - 07827357022
Senior Project Manager:		
Project Manager:	Kevin Smith	k.smith@bandk.co.uk - 07770975271
Site Manager 1:	Elliot Waring	e.waring@bandk.co.uk - 07770445981
Site Manager 2:		
Site Manager 3:		
Site Manager 4:		
Site Manager 5:		
Night Manager:		
B + K Safety Advisor:	David Reilly	d.reilly@bandk.co.uk - 07788367749
Safety Consultant:	RG Wilbrey	Andy Clewes
Health & Safety Dept:	Bowmer + Kirkland H&S	01773853131 ext 4662
Insurance B+K or Client / Project-specific policy?	Bowmer + Kirkland Office	01773853131
Out of Hours Contacts	Name	Company / Mobile Number
1	Project Manager	Kevin Smith 07770975271
2	Site Manager	Elliot Waring 07770 445981
3		

4	Contracts Manager	Darren Stoker	07827357022
5	Regional Director	Gary Bradley	07767207656

Development of the Plan

The Plan will be developed through compliance with Bowmer and Kirkland Quality Management System, Environmental Management System and Health & Safety Management System processes and procedures. These will generate plans, actions, checks and reviews and associated records – see summary of relevant documents below:

Document Title	Reference
Pre-Let Meeting	MPF 3.3
Commercial Status Chart	MPF 3.11
Code of Conduct	MPF 3.15
Requirements for Contractors	R4C
Contractor Assessment	MPF 3.18
Designer / Consultant Assessment	MPF 4.1
Design Change Notice	MPF 4.6
Design Plan	MPF 4.8
Principal Designer CDM Design Risk Schedule or equivalent	MPF 4.9
Main Designer CDM Design Risk Schedule (if used)	MPF 4.10
Project Plan	MPF 5.0
Contractors Report	MPF 5.13
Project Meetings Schedule	MPF 5.16
Standard Meeting Minutes	MPF 5.17
Internal Project Review	MPF 5.26
Risk Register	MPF 5.27
Filing List - Contractor	MPF 5.31
Site Commencement Checklist	MPF 5.4
Filing List – Project	MPF 5.7
Environmental Impact Assessment	MPF 6.3
Health and Safety Filing List and Responsibilities	MPF 9.1
Method Statement Evaluation Record	SPF 106
CDM Health & Safety Plan	SPF 114 / 128
Pre-Start Meeting	SPF 114a
Fire Risk Assessment	SPF 115
Traffic Management Plan	SPF 116
Small Contractor Competence Assessment Record	SPF 124
Direct Contractor Evaluation Record	SPF 125
Lifting Plans and Reviews	SPF 132 / 511
Induction Records	WMS
Management Inspections	
Site Inspection Activity	
Permit to Work	
Authority to Proceed	
Behaviour / Discipline – Red / Yellow / Green Cards	
Event Reports – Accidents, Incidents, Official Visits, Concerns	
Consultation / Feedback	

Minimum risk control standards are defined in the Health & Safety Management System – Safety Procedures as guidance.

The Health & Safety Plan is always be an integral agenda item at Pre-Start meetings and discussed with the Site Management Team, especially those assigned specific duties.

This information is then to be used to identify the risk controls required to deliver the project safely. This system ensures processes to monitor and review of health & safety performance at site and organisational level. Plans will be prepared and developed including: Project Plan, Health & Safety Plan and Quality Plan.

The Procedures Manual sets out arrangements for:

- Regular liaison between parties on site
- Consultation with the workforce
- Selection and control of contractors
- Site security
- Site induction
- On-site training
- Welfare facilities and first aid
- Reporting and investigation of accidents and incidents including near misses
- Production and approval of risk assessments and written systems of work
- Site Rules
- Drug and Alcohol policy
- Fire and Emergency Procedures

Elements of design are considered and can be communicated electronically:

- The exchange of design information between the Client, Designers, Principal Designer and Contractors on site.
- Handling design changes during the project.
- The exchange of health & safety information between contractors.

Site Induction and Orientation

B+K Induction and Registration is on the Workforce Management System (Biosite / HRS M-Site), which record personal information in a secure GDPR compliant system and hosts an annual B+K Safety Induction and supporting materials. A site-specific orientation and registration on biometric access will take place on each site.

At site mobilisation, site may not have the biometric time and attendance and access system in operation. A paper-based induction presentation and associated records including orientation.

When the Workforce Management system is operational, all managers and workers are required to use that system on the site.

The interim induction should be reviewed with your Health and Safety Advisor and tailored to the specific site works and risks, including any Client rules and requirements.

Worker Consultation and Engagement

Bowmer and Kirkland wish to create an industry where everyone is valued, all views are listened to and a safe and healthy working environment is the norm and not the exception.

'Our health and safety pledge':

Bowmer and Kirkland Ltd understands their responsibilities and wants to make this site as safe as possible for everyone working or visiting here.

We are a family firm with family values.

- The Project Manager has got the full backing of the Company's Directors to exclude anyone from this site who does not comply with the company's safety rules.
- *Nothing* we do is so important that we cannot take the time to do it safely.
- You are not asked or expected to work unsafely.
- The safety of employees, colleagues, and the public in the areas we work in is paramount.
- Help everyone you work with to work safely and prevent unsafe working practices.
- Never knowingly walk past an unsafe act or condition on the site.

- Don't interfere with anything provided for safety and don't abuse welfare facilities.
- Use your common sense, be aware of your actions and your surroundings.
- If in doubt, stop and ASK.

The people who can have the biggest effect on safety, are those working on site.

Think safe. Be safe. Stay safe. NO EXCUSES

Bowmer and Kirkland are committed to effective worker consultation on health & safety issues. The following principles are adopted by Bowmer and Kirkland.

1. On every project where Bowmer and Kirkland is the Principal Contractor any worker has the right to stop working if he or she is or feels to be at risk.
2. No punitive action will be taken against any worker who raises a valid health & safety issue.
3. Every person on a construction site will speak to people in a manner in which they would like to be spoken to themselves.
4. Aggressive and confrontational language aimed at a worker who has raised a health & safety issue is unacceptable.
5. A mechanism will exist for all workers on a project to make their views on health & safety known.
6. All workers on site will be informed of the consultation mechanisms.

B+K are committed to CSR - Corporate and Social Responsibility and the Considerate Constructors Scheme.

B+K engage with a variety of stakeholders including our clients, their workforce, customers, students, patients and even inmates, trade bodies, industry bodies, Government, Regulators and Accreditation bodies, as well as the neighbours and wider communities present before, during and after delivery of our Projects.

Client satisfaction is our mantra and to achieve this we must operate in a responsible manner, minimising disruption and negative impacts during construction and leaving a wider legacy from our completed projects of lasting quality, enhancement, and improvement.

Site Rules

Please take care of your own safety and health.
Read and observe all method statements / risk assessments relating to your work
Attend any required daily activity briefing or task briefings

YOU MUST:

- ✓ Have been inducted - Sign in / sign out (use biometric scanners where provided)
- ✓ Use pedestrian routes and entrances
- ✓ Wear the correct PPE with the correct branding including Hi-vis
- ✓ Suitable gloves for the task – cut resistant where required e.g. cladding / roofing
- ✓ Safety helmets with your name clearly displayed
- ✓ Safety footwear with midsole penetration protection (markings SB-P, S1-P, S3, or S5) – **Boots labelled S2 and S4 do not have penetration protection and are not allowed.**
- ✓ Other PPE required e.g. eye protection, ear defenders, respiratory protection, etc.
- ✓ Keep your place of work and storage areas in a tidy state and clear of rubbish
- ✓ Keep access routes clear of obstructions
- ✓ Observe all site rules and hazard and safety warning signs, notices, and barriers
- ✓ Place all waste/debris only in designated containers or areas including drinks containers
- ✓ Comply with the conditions of all Permits to Work
- ✓ Obtain a 'Permit' ATP for use of ladders or stepladders
- ✓ Only use non-surf mobile platforms
- ✓ Use hop-up platforms a minimum of 600mm x 600mm
- ✓ Report all injuries and dangerous occurrences to your supervisor / site management
- ✓ Store materials and tools only where indicated
- ✓ Restrict vehicle movements to routes, areas and speeds designated.
- ✓ Remove keys or isolate power to unattended plant
- ✓ Work safely – and if you can't - STOP

YOU MUST NOT

- Enter site through dedicated vehicle entrances
- Operate mechanical / mobile plant unless you are trained and authorised to do so
- Travel on mobile plant unless you are the operator
- Throw or drop down any items from a height
- Alter scaffolding, crash decks, scaffolding towers or perimeter fences or remove barriers erected for the protection of openings and edges without authorisation
- 'Surf' access towers or podium steps
- Use damaged tools or access equipment or operate tools or machines with the guards removed
- Use mobile phones while driving / operating plant or in areas where mobile phone use is unsafe or prohibited
- Use 240v electrical tools
- Use 110v halogen or pendant lighting, extension reels (coils)
- Change abrasive/cutting wheels unless you are trained and authorised to do so
- Leave your work or work area in an unsafe or unstable condition
- Store sheet materials on edge / unrestrained (maximum of 5 sheets plasterboard on edge, unrestrained, during boarding)
- Make connections to services without authorisation
- Enter confined spaces and excavations without proper authority
- Enter exclusion zones or the work areas of others without permission or authority
- Carry out excavations, work on roofs, hot work, or work on electrical installations without proper authority or precautions
- Smoke except in designated areas –No Smoking within 25m of any site entrance.
- Eat in areas other than the welfare / canteen provided
- Enter site under the influence of alcohol or drugs – we carry out random tests
- Put yourself or others at risk by working unsafely

If in doubt STOP – ask?

May 2021 Version 3

Daily Activity Briefing - MANDATORY

Daily Activity Briefings create an opportunity for subcontractor Supervisors and B+K Managers to discuss the health & safety aspects of a task and a project and allows workers to contribute to their day to day method of working, via their trade Supervisors. Significant issues are brought to the attention of the workforce via Supervisors who should cascade the information to their workers.

This is the main mechanism for consultation and coordination of the site activities where different trades and subcontractors may interact.

A daily Activity Briefing Board should be completed and recorded by photograph on  Health and Safety App.

Emergency Arrangements

Health & Safety Procedure [SP 6.1](#) sets out arrangements for emergency response to situations including actual or potential (near miss): fire, pollution, accident, property damage or other incident.

For construction sites we complete a [SPF 115 Fire](#) Risk Assessment for the construction area and site accommodation to assess risks of fire and fire loading. A Fire & Emergency Plan will be developed including Emergency Escape Plans for the site accommodation and construction areas. This is supported by regular, recorded check on fire and emergency equipment and procedures.

Bowmer and Kirkland has developed full emergency and fire procedures to comply with Fire Prevention on Construction Sites (*Joint Code of Practice on the Protection from Fire of Construction Site & Buildings Undergoing Renovation*) – current edition.

For refurbishment and extension Projects and any Project on a live environment, the Project Manager will be required to complete [SPF 115 Appendix 1](#) to assess the effects of work on the fire integrity and emergency arrangements for staff, customers, visitors, etc.

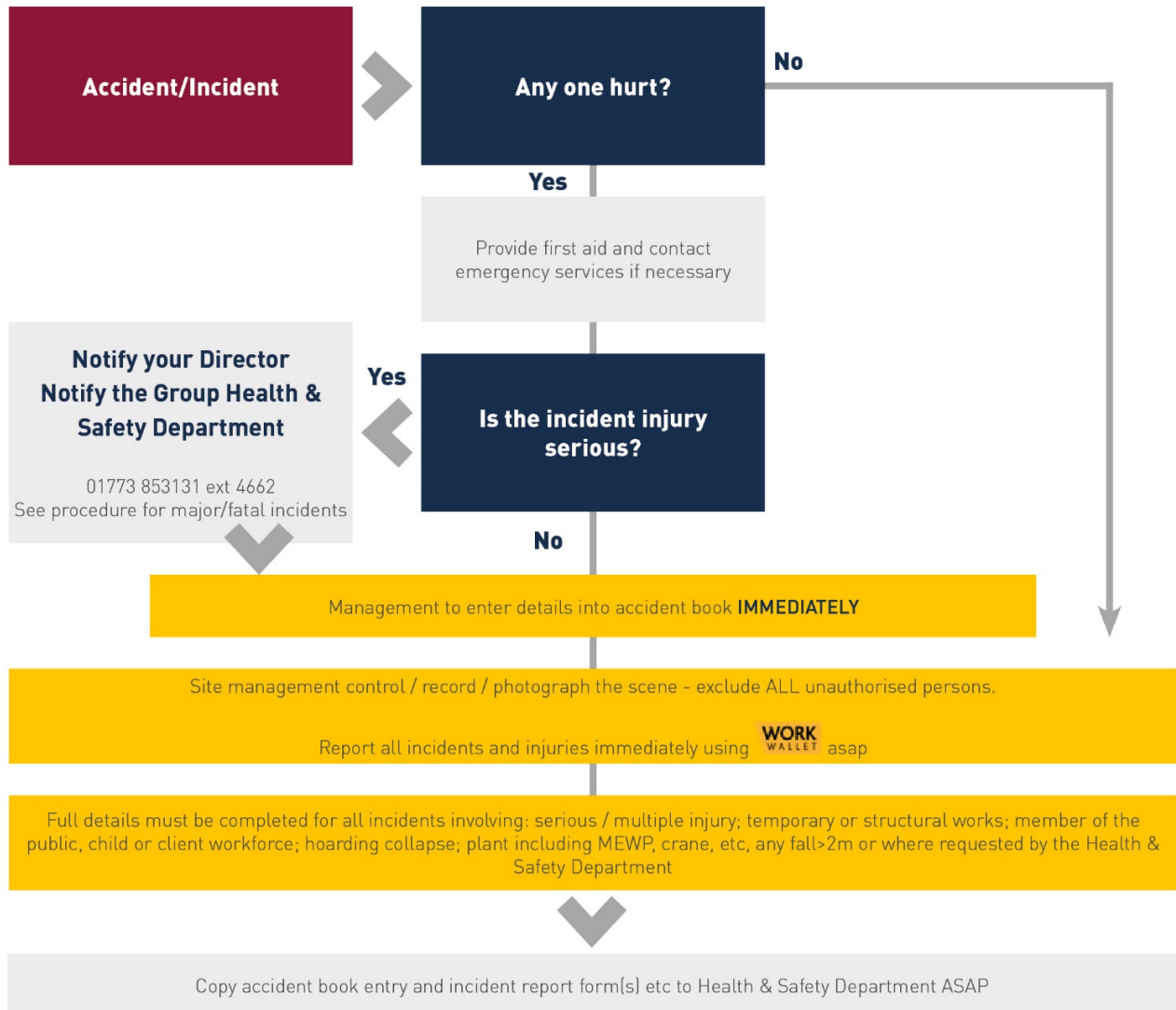
The information is reviewed at an early stage by a Group Health & Safety Manager who has attended the FPA Fire Risk Assessment training.

The Fire & Emergency Action Plan is formally reviewed at least once every month at the internal Project Review Meeting.

In the event of an emergency:	Fire action If you discover a fire:	<div style="text-align: center; font-weight: bold; font-size: 1.2em;">+BOWMER KIRKLAND</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: 0.8em;">Project Name:</td> <td>Project Name</td> </tr> <tr> <td style="font-size: 0.8em;">Project No/Region:</td> <td>001 B+K Region</td> </tr> <tr> <td style="font-size: 0.8em;">Address:</td> <td>Address Line 1 Address Line 2 Address Line 3 Address Line 4</td> </tr> <tr> <td style="font-size: 0.8em;">Post Code:</td> <td>Postcode</td> </tr> <tr> <td style="font-size: 0.8em;">Local Authority:</td> <td>Local Authority inc postcode</td> </tr> <tr> <td style="font-size: 0.8em;">Contact Working Hours:</td> <td>Contact name - telephone number</td> </tr> <tr> <td style="font-size: 0.8em;">Out of Hours:</td> <td>Contact name - telephone number</td> </tr> <tr> <td style="font-size: 0.8em;">Work Wallets:</td> <td>To send us a comment about this site, either scan the QR code (left) and send us your message, or text the site ID number xxxxx plus your message to 07400 334 880</td> </tr> </table> <p style="text-align: center; font-weight: bold; font-size: 0.9em;">In the event of an emergency, dial 999</p> <div style="font-size: 0.8em; text-align: right;">  </div>	Project Name:	Project Name	Project No/Region:	001 B+K Region	Address:	Address Line 1 Address Line 2 Address Line 3 Address Line 4	Post Code:	Postcode	Local Authority:	Local Authority inc postcode	Contact Working Hours:	Contact name - telephone number	Out of Hours:	Contact name - telephone number	Work Wallets:	To send us a comment about this site, either scan the QR code (left) and send us your message, or text the site ID number xxxxx plus your message to 07400 334 880
Project Name:	Project Name																	
Project No/Region:	001 B+K Region																	
Address:	Address Line 1 Address Line 2 Address Line 3 Address Line 4																	
Post Code:	Postcode																	
Local Authority:	Local Authority inc postcode																	
Contact Working Hours:	Contact name - telephone number																	
Out of Hours:	Contact name - telephone number																	
Work Wallets:	To send us a comment about this site, either scan the QR code (left) and send us your message, or text the site ID number xxxxx plus your message to 07400 334 880																	
<p style="font-size: 0.8em;">Report all accidents and incidents to a member of the site management team</p> <p style="font-size: 0.8em;">+ First Aiders on this site are: <input style="width: 100%;" type="text"/></p> <p style="font-size: 0.8em;">+ First Aid equipment is located: At the Bowmer + Kirkland Site Office</p> <p style="font-size: 0.8em;">+ Nearest Defibrillator is located: At the Bowmer + Kirkland Site Office</p> <p style="font-size: 0.8em;">☎ If required, call emergency services by: Telephoning 999</p> <p style="font-size: 0.8em;">+ The nearest hospital is: <input style="width: 100%;" type="text"/></p> <p style="font-size: 0.8em;">+ The Accident Book is located: At the Bowmer + Kirkland Site Office</p>	<p style="font-size: 1.5em; font-weight: bold;">!</p> <p style="font-size: 0.8em;">👉 Raise the alarm</p> <p style="font-size: 0.8em;">☎ Call the fire brigade 999 The site address is: <input style="width: 100%;" type="text"/></p> <p style="font-size: 0.8em;">👉 Tackle the fire only if it is safe to do</p> <p style="font-size: 0.8em;">👉 Leave by the nearest exit if you have to evacuate</p> <p style="font-size: 0.8em;">👉 Report to your assembly point: <input style="width: 100%;" type="text"/></p> <p style="font-size: 0.8em; background-color: red; color: white; padding: 2px;">👉 Do not stop to collect any of your personal belongings</p> <p style="font-size: 0.8em; background-color: red; color: white; padding: 2px;">👉 Be familiar with the fire plan – your escape routes and assembly point!</p>																	

IF THE SITE MANAGER IS UNAVAILABLE THEN CONTACT:		
Project Manager:	Kevin Smith	k.smith@bandk.co.uk – 07770975271
Contracts Manager:	Darren Stoker	d.stoker@bandk.co.uk - 07827357022
Regional Director:	Gary Bradley	g.bradley@bandk.co.uk - 07767207656

Accident and Incident Procedure



Remember: To ensure the company complies with RIDDOR you must notify immediately / update the Health & Safety Department if:

- An accident results in a broken bone;
- unconsciousness;
- any other serious injury;
- any injury to a child at school during school hours;
- a member of the public is taken from the scene of the accident to hospital;
- an injured person is in hospital >24 hours;
- injured person is off work >3 days and >7 days

See Safety Procedure SP6.1

Action in the event of a fatal/major incident

Site Management will control incident scene and if safe to do so:

- Contact Emergency Services
- Take steps to prevent escalation of incident including further injury or environmental or property damage and separation from client / public
- Stop the work activity; e-mail subcontractor(s) involved to confirm this;
- Secure the area with fencing or hazard tape; Display signs to prohibit unauthorised access.
- Ensure all personnel are accounted
- Exclude **ALL** unauthorised persons – Do not allow spectators / unauthorised photography
- Assist and co-operate with emergency services
- Provide equipment / assistance for rescue / recovery / making safe including environmental protection
- Hire specialist expertise / equipment if necessary / instructed
- Ensure scene is controlled / recorded – take photographs – complete form SPF 702
- Record any witnesses and where they were working – if possible take statements SPF 703
- Where there is any suspicion of any person being impaired by drugs / alcohol – they are to remain on site until a post incident test has been completed. If they leave site a test will be required prior to their return.

Do not speak to the media – refer all enquiries to Sarah Millington at Bowmer and Kirkland Group.

<p>Site Management immediately contact: Business Unit Director AND Mark Blundy Group Director Health & Safety 07825 527121</p>

Safety Advisors	
Michael Brandwood	07901 517472
John Cregan	07747 444433
David Reilly	07788 367749
Stewart Ness	07584 641915
Rebecca Williams	07721 244484

Director will:

- Notify H&S Dept / D Scorer
- Liaise with Client / Insurance Department
- Attend scene
- Coordinate information for any press statement

Group Director of Health & Safety will:

- Attend / contact Safety Advisor to attend scene
- Coordinate any specialist technical / legal / environmental advice / counselling
- Attend scene / allocate Safety Advisor
- Lead / coordinate / close out investigation
- Report / Notify to HSE / EA (or NRW/SEPA)
- Liaise with Insurance Department
- Advise - forensic support / disaster recovery / Drone
- Liaise with Business Development re media interest

B+K

Emergency Contacts - Bowmer and Kirkland Group

Group Health & Safety Department	01773 853131 ext 4662
David Scorer, Director	07831 566666
Mark Blundy, Director of Health & Safety	07825 527121
Dave Shooter, Group Crane Manager	07824 413103
Craig Head, Group Quality Assurance Manager	07920 546633
Paul Smith, Group Systems & Compliance Manager	07917 424592
Emily Rainbow, Environmental Advisor	07766 510567
Phil Mason, Insurance	01773 857509 / 07825 242657
Sarah Millington, PR/Media	01773 857514 / 07786 337363
R G Wilbrey, Darrol Palmer	07802 179887 / 01902 420920
RG Wilbrey, Dave Woodward	07973 228935
Site Services - Power, Lighting, Accommodation, Barriers etc	
Ian Haigh	07831 199907
Darren Mosley	07733 124261
Leanne Hackney	07831 530544

Risks identified through the planning and construction phases should be recorded in the Project Risk Register [MPF 5.27](#) and subject to regular review and update.

Part 2 Arrangements for Controlling Significant Site Risks

(Site Establishment / existing information):

This section requires a review of the site prior to works commencing, the pre-construction information including design risks, supplied by the PD, and requirements to establish the site and then make an assessment of risk (**without controls**) as High / Medium / Low / N/A.

Standard risk controls are detailed in the Bowmer and Kirkland Health & Safety Procedures Manual. The comments box should record items where there is an elevated risk, requirement for additional information or precautions or special measures have been taken or will be required.

Client Requirements – phasing, working hours, programme	HIGH	MEDIUM	LOW	N/A
--	------	--------	------------	-----

Comments	This construction phase is 1 phase of a vacant site so there will be no issues envisaged with logistics, working hours or programme implications
----------	--

Public Protection / Surrounding activities	HIGH	MEDIUM	LOW	N/A
---	------	---------------	-----	-----

Comments	Permanent access for the residents of the flats off Keresforth close is to be always maintained throughout the construction phase.
----------	--

Vehicle and Pedestrian Management including deliveries	HIGH	MEDIUM	LOW	N/A
---	------	--------	------------	-----

Comments	There is one main access/egress point to the site with a designated footpath for pedestrians. There is also ample room within the construction area for separate vehicle and pedestrian routes along the existing roads and footpaths throughout the site.
----------	--

Fire / Emergency including diversions	HIGH	MEDIUM	LOW	N/A
--	------	--------	-----	------------

Is the site occupied / live?	Y / N / N/A	Finished Building FRA completed?*	Y / N / N/A
Information on Client requirements?	Y / N / N/A	Diversions / Signs / Lighting required?	Y / N / N/A
Existing fire risk assessment? *	Y / N / N/A	FPA training required?	Y / N / N/A
Is there fire engineering protection?	Y / N / N/A	Are the public affected by works?	Y / N / N/A
Will works disturb any fire breaks?	Y / N / N/A	Any vulnerable groups?	Y / N / N/A
Any high-risk process / activity?	Y / N / N/A	Existing fire / escape plan obtained?	Y / N / N/A
Is there a history of arson / theft?	Y / N / N/A	Is a full Fire RA required?	Y / N / N/A

***Complete [SPF 115](#) in all cases and review with your Safety Advisor**

Comments	
----------	--

*If no refer to Client/ PD / Architect for action

Site Accommodation including Welfare Facilities / offices etc.		HIGH	MEDIUM	LOW	N/A
Existing Toilets?	Y / N	Existing Canteen			Y / N
Comments	A 3 on 3 cabin set up has been utilised consisting of the following – toilet block, canteen and drying room on the ground and office, canteen/toilet, and meeting room on the first floor. This will be monitored as the number of personnel increases.				
Services – underground / overhead		HIGH	MEDIUM	LOW	N/A
Comments	There are two live services entering site, Water main and FH, these will be relocated upon appointment with Yorkshire water but are currently capped at the boundary . All other services have been disconnected.				
Highways / Roads – S278 / S36 Works		HIGH	MEDIUM	LOW	N/A
Comments	Design currently being detailed for adoption of a private road and off-site improvements.				
Surrounding property / land use (Schools, hospitals, shops etc.)		HIGH	MEDIUM	LOW	N/A
Comments	There is currently an existing school to the rear boundary of the site as well as secluded public footpaths to the full perimeter of the site. There is small residential estate located off Keresforth close of which access is to be always maintained for residents. The fire station as located close by. To the front of the site off the A6133 there is a large, grassed area that is used for dog walking and playing fields, this will form part of the works by changing these areas into sports pitches for the school and community.				
Landlord / party wall issues		HIGH	MEDIUM	LOW	N/A
Comments	N/A				
Planning or other restrictions e.g. TPO, BAPA etc.		HIGH	MEDIUM	LOW	N/A
Comments	Current planning conditions of PROW and prestart conditions to be satisfied.				
Lighting and temporary lighting		HIGH	MEDIUM	LOW	N/A
Comments	Given the time of the year of the construction phase external lighting will be provided where access routes are present, around site welfare and within the building as progress is made on site. This will be designed to not impact on residents.				
Security including fencing and hoarding		HIGH	MEDIUM	LOW	N/A
Comments	Currently the existing 1.8m high boundary fence is in a state of dis-repair especially to the south edge of the playing field where it is almost non existing. Given that there are secluded footpaths to the full perimeter and there is an history of arson on the site, security has been increased. This is to prevent unauthorised access to the works in the form of timber hoarding/permanent fencing to areas where this is missing/damaged, security guards patrolling overnight. CCTV to be implemented onsite to the perimeter for surveillance monitoring.				

Structural Surveys and Dilapidations (inc. Wells, Tunnels or Underground Structures)			HIGH	MEDIUM	LOW	N/A
Comments	Surveys to be carried out on the highway to determine utility positions, more intrusive survey to be completed upon the playing fields to determine substrate, mine shafts and any tunnels/voids within the makeup of the ground.					
Asbestos			HIGH	MEDIUM	LOW	N/A
Asbestos Survey available?	Y / N	Asbestos Identified?				Y / N
Further / additional survey required?*	Y / N	Is the working area affected?				Y / N
Specialist Removals or treatment required?	Y / N	Highlighted on Risk Board / Induction?				Y / N
* If further survey required who is responsible?	B + K / Client / Principal Designer / Managing Agent					
Comments	All asbestos removed under a none license notification to the HSE, Ref:F814AF5FAF dated 10/11/2022					
Other Hazardous Materials e.g. fragile rooflights			HIGH	MEDIUM	LOW	N/A
Comments	N/A, Remote demolition methods and designed out in new build inline with CDM regulations.					
Environmental – water, flora, fauna			HIGH	MEDIUM	LOW	N/A
Refer to Environmental Impact Assessment (MPF 6.3)						
Comments	<p>The site is surrounded by thick vegetation in the form of overgrown bushes, trees and thick vegetation. These are prime locations for nesting wildlife. There have been no significant species of flora and fauna known to be with in the site boundary.</p> <p>Bats found on site with work to relocate by Ecologist under Natural England Licence, all operatives to sign TBT upon actions to follow following a sighting.</p>					
Client Approval / Permit to Work Requirements e.g. roof access			HIGH	MEDIUM	LOW	N/A
Comments	CA permit to be reviewed by the DFE prior to mine grouting works commencement.					
Other			HIGH	MEDIUM	LOW	N/A
Comments						

--	--

Part 3 Management of the Work						
Significant Construction Process Risks - Safety risks / Health risks						
This section requires a review of the site works including the trades, methods of construction and operations to enable the project to be constructed and then make an assessment of risk (without controls) as High / Medium / Low / n/a. Standard risk controls are detailed in the Bowmer and Kirkland Health & Safety Procedures Manual. The comments box should record items where there is an elevated risk, requirement for additional information or precautions or special measures have been taken or will be required.						
Phasing / Programme / Handover			HIGH	MEDIUM	LOW	N/A
Comments	Works to be carried as per programme agreed with the DFE					
Design – Significant Residual Risks			HIGH	MEDIUM	LOW	N/A
Comments	N/A					
Construction Materials, Methodology and Sequence			HIGH	MEDIUM	LOW	N/A
Comments	Construction as per approved construction issue drawings, piled foundation, steel frame, SIPS panels, brick slips façade & Cladding.					
Ground Remediation / Contamination			HIGH	MEDIUM	LOW	N/A
Comments	Mine grouting to be carried out under Coal Authority permit.					
Roads / Drainage / Foundations			HIGH	MEDIUM	LOW	N/A
Comments	Adoption of private road, control measure to reduce debris being trafficked onto the highway.					
Services / Utilities			HIGH	MEDIUM	LOW	N/A
Comments	New service connections applied for from utility providers, works to be carried out as per programme dates.					
Fire Strategy			HIGH	MEDIUM	LOW	N/A
Comments	FRA to be in place for the construction phase with regular reviews of fire plan to keep current.					

Water Management Plan		HIGH	MEDIUM	LOW	N/A
Comments	Water usage to be monitored and reported on smart waste				
Work at Height e.g. Perimeter Climbing Shield		HIGH	MEDIUM	LOW	N/A
Comments	Perimeter scaffold, ladder guards to be installed at the end of each working day, MEWP keys to be removed and isolated when not in use.				
Work at Height: Riser Protection – Use of GRP Grid?		HIGH	MEDIUM	LOW	N/A
Comments	GRP grid to be installed in service risers as construction progresses.				
Fall of Materials / Falling Objects		HIGH	MEDIUM	LOW	N/A
Comments	Segregation areas will be set up during any lifting operations, toe boards to be installed on scaffolding with brick guards as required within working areas.				
Scaffolding		HIGH	MEDIUM	LOW	N/A
Will a scaffolding design be required?				Y / N / N/A	
Comments	Scaffold designs required for any elements that doesn't fall under TG20, temporary works sign off prior to erection.				
Fragile Materials		HIGH	MEDIUM	LOW	N/A
Comments	N/A				
Plant and Vehicle Movements		HIGH	MEDIUM	LOW	N/A
Comments	<p>Due to existing roads and footpaths within the site no issues are envisaged. Vehicle and pedestrians can be kept separate while transiting through the site. Traffic management plan showing segregation reviewed and updated as required.</p> <p>The site currently has a tarmac road entering it and has a circulatory road around the site, we are keeping this road and we will be operating a clean/ Dirty side where the lorries always stay on the clean tarmac when delivering or removing materials. The site has generated a large amount of concrete material which we have crushed and had tested to be reused, this will remove the need for 400 wagons to visit site to deliver stone.</p> <p>The new car park is also being formed as part of the early works and this will again be base coursed to keep the roads clean. In the event of a lorry getting mud on their wheels a pressure washer will be sited at the gate and operated by the guard to clean the wheels. This will also be used to dampen the road in the summer when dust might form.</p> <p>A road sweeper will be used periodically to keep the site and surrounding roads clean.</p>				

Footpath / Road / Car Park Works		HIGH	MEDIUM	LOW	N/A
Comments	Adoption of private road to be applied for.				
Manual Handling		HIGH	MEDIUM	LOW	N/A
Comments	Manual handling risks to be risk assessed through vetting of RAMS and type of equipment being used to reduce manual handling activities.				
Cranes / Mechanical lifting		HIGH	MEDIUM	LOW	N/A
Comments	Crane mat to fall under temporary works design and sign out, lifting plan to be carried out for any lifting operations.				
Tower Crane / Crawler Crane / Hoist / MCWP*		HIGH	MEDIUM	LOW	N/A
Comments	N/A				
<i>* Refer to Dave Shooter Group Crane Manager</i>					
Materials (COSHH / special hazards)		HIGH	MEDIUM	LOW	N/A
Comments	Fuel will be stored on site in bunded, lockable tanks with separate spill kits and drip trays for refuelling.				
Power / Lighting		HIGH	MEDIUM	LOW	N/A
Comments	Access lighting and fire escape lighting to be provided, task lighting for task specific activities.				
Temporary Works / Design		HIGH	MEDIUM	LOW	N/A
Comments	Temporary works designs will be needed for pile mat, crane platform, hoarding and scaffolding, temporary works sign off required for each elements upon review of design.				

Item requiring Temporary Works design? ✓		Item requiring Temporary Works design? ✓		
Hoarding / Fencing	✓	Anchor Points		
Excavation / Ground support	✓	Falsework / Formwork		
Piling Mat	✓	Floor loadings		
Plant Platform – crane, MEWP, etc.	✓	Edge Protection		✓
Structural Support – new build / existing		Other?		✓
Specific Competence Requirements - Specialist Training		HIGH	MEDIUM	LOW
Comments	Plant Operators to hold the relevant CPCS qualification.			
Item requiring Specific Competence? ✓		Item requiring Specific Competence? ✓		
Temporary Works Co-ordinator	✓			
Electricity – Authorised Person	✓			
Electricity – Competent Person	✓			
Crane Coordinator	✓			
FPA Fire Training	✓			
SPA PFA Petroleum Card				
Gas Safe Domestic Gas				
Temporary Works Inspection	✓			
Scaffolding Inspection	✓			
Dust / Fume		HIGH	MEDIUM	LOW
Comments	Operations relating to cutting materials, RAMS to review the process of dust extraction.			
Diving / Works Under Water		HIGH	MEDIUM	LOW
Comments	N/A			
Work On, Over or within 10 m of Water		HIGH	MEDIUM	LOW
Comments	N/A			
Noise		HIGH	MEDIUM	LOW
Comments	Regular noise monitoring will be undertaken twice daily to ensure site activities do not become a nuisance to the residents. Planning condition of working hours to be adhered to.			
Specialist Plant / Scaffolding / Access Equipment		HIGH	MEDIUM	LOW

Comments	Perimeter scaffolding and MEWPS to be used for façade works.				
Specialist Trades		HIGH	MEDIUM	LOW	N/A
Comments	N/A				
Building Services		HIGH	MEDIUM	LOW	N/A
Comments	New supplies have been applied for from utility companies.				
Inspection Test Commissioning – 3rd Party Quality Assurance		HIGH	MEDIUM	LOW	N/A
Comments	DFE clerk of works and building control inspections throughout the construction phase, building control sign off prior to handover.				
Fire Protection		HIGH	MEDIUM	LOW	N/A
Comments	<p>Wes (Wi-Fi controlled) fire points will be deployed at strategic locations and pedestrian routes around the construction area as well as within the welfare set up.</p> <p>Given the nature and construction of the works fire is deemed to be a high risk especially as arson has been carried out onsite prior to our possession of site. FRA to be detailed through construction phase.</p>				
Ongoing Maintenance Issues		HIGH	MEDIUM	LOW	N/A
Comments	We will monitor the building and assist the client during the maintenance period.				
Waste		HIGH	MEDIUM	LOW	N/A
Comments	Waste to be monitored and segregated onsite where possible, all data to be imputed into Smart Waste online system.				
Commissioning / Testing / Handover		HIGH	MEDIUM	LOW	N/A
Comments	Testing and handover will be carried out as per programme with all relevant parties carrying out inspections.				

Other		HIGH	MEDIUM	LOW	N/A
Comments					

Part 4 CDM Principal Designer /Client

Has the Principal Designer Risk Schedule [MPF 4.9](#) been prepared by the Principal Designer

Y/N

If NO – what arrangements are in place to collate design risk assessments from designers and manage design risks during delivery of the project:

This process will be led and co-ordinated by Paul Sammels during the construction phase

Has the PD reviewed the Design Risk Assessments for the initial design including buildability and fire strategy review?

Reviewed by the Architect, CPMG Architects Ltd

The Health & Safety File

The format should be directed by the Principal Designer to satisfy the Client requirements for content and format.

(a) Layout and Format

This has been agreed and is as the standard DfE format used through the framework

(b) Arrangements for the collection and gathering of information

Information is to be submitted by the contractors to 4P and collated by Marples for submission to the client. O&M are to be submitted electronically on to the DfE share drive – Teams. Hard copies can be arranged upon request of the client team.

(c) Storage of information

The collated information will be stored in both 4P and the DfE Share drive – Teams

Health & Safety Procedures / Forms / Systems Index



Cloud Based Health and Safety App.

Management Inspections:	Authority to Proceed:
Site Management Safety Inspection	Confined Space
Project leader Safety Tour	Electrical Work - Limitation of Access
Director safety Tour	Use of Leaning Ladders / Stepladders
B+K H&S Advisor Inspection	Lorry Loader
R G Wilbrey Inspection	Excavations / Ground Penetration
RG Wilbrey Development Visit	Tree Protection - Works within Root Protection Area
Sub-contractor Safety Tour	Truck Mounted Concrete Pump
Site Inspection Activity:	Wet Works
Site Activity Log (site diary) includes progress photographs and Good Order tour	Roof Access
Daily Activity Briefing	Behaviour / Discipline:
Toolbox Talk Register / Briefing Register	Red Card – Serious Non-compliance – Immediate Exclusion
Welfare Inspection Record	Yellow Card – Non-compliance – Record of Warning
Site Hoarding and Fencing Inspection Record	Green Card – Positive Behaviour / Good Compliance
Environmental Protection Inspection Record	Event Reports:
Fire Equipment Inspection Record	Incident / Accident Report – Injuries, Near-miss, Dangerous Occurrence, Ill Health, etc.
Permit to Work:	Official Visit – HSE, EHO, etc.
Hot Works	Consultation / Feedback:
Excavation / Ground Penetration Near 'Live' Services	Concern Report – QR Code link to Workforce / Public
General Permit to Work	Concern Report – QR Code link to Workforce / Public
Critical Tasks – Covid Relaxation of Social Distancing Requirements	

Inspection TAG system

Ladder / Stepladder / Podium Daily alternative to [SPF 316](#)



Cloud-based GDPR secure Workforce Management System

Workforce Registration (identity and competence), B+K induction, Supervisor Induction and Demographic anonymised data. Time and Attendance Recording.

Section	Procedure	Section	Procedure
0.0	Safety Procedures Overview	8.10	Mental Health & Wellbeing
0.1	Contents and link to Quality Management System	9.0	Site Arrangements
1.0	Training and Competence	9.1	First Aid
1.1	Training and Competence	9.2	Welfare
1.2	Toolbox Talks	9.3	Catering/Food Preparation
1.3	Young Persons	9.4	Traffic Management
1.4	Supervision	9.5	Public Protection
2.0	Consultation and Communication	9.6	Visitors
2.1	Worker Consultation	9.7	Good Order
2.2	Company Safety Induction	9.8	Site Establishment
2.3	Site Induction and Orientation Process	9.9	Electricity
2.4	Non-English-Speaking Workers	9.10	Gas Installations
2.5	Red/Yellow Card	9.11	Services
2.6	Agency Worker Induction	9.12	Fuel and Oil
3.0	Risk Assessment/Method Statements/Permits	9.13	Mortar Silos
3.1	Risk Assessment	9.14	Health & Safety Standard Notice Boards
3.2	Method Statements	9.15	Hoarding, Fencing and Barriers
3.3	Authority to Proceed & Permit to Work Procedures	9.16	Safety Signs
3.4	Hot Works Permit to Work Procedure	9.17	ADR Carriage of Dangerous Substances
3.5	Temporary Works	9.18	Lighting
4.0	Construction Design Management	9.19	Site Logistics
4.1	CDM Overview ISSUE	10.0	Environmental Protection
4.2	CDM Contractor & Designer Assessments	10.1	Archaeology
4.3	CDM Pre-Construction Information	10.2	Ecology and Wildlife
4.4	CDM Health & Safety Plan	10.3	Invasive Species
4.5	CDM Health & Safety File	10.4	Water Pollution Prevention
4.6	CDM Principal Designer	10.5	Vibration
5.0	Monitoring Audit and Review	10.7	Packaging Waste
5.1	Health & Safety Inspections	10.8	Waste Management (England and Wales)
5.2	Health & Safety Monitoring and Audits	10.9	Waste Management (Scotland)
5.3	Outside Agencies and Official Visits	10.10	Weather Conditions
5.4	Considerate Constructors Scheme	10.11	Working on or Near Water
5.5	Health & Safety Reporting	10.12	Trees and Hedgerows
6.0	Accidents and Incidents	10.13	Environmental Dust
6.1	Accidents and Incidents – Escalation Procedure	11.0	Health Risk Management
7.0	Fire and Emergency	11.1	Asbestos
7.1	Emergency Procedures	11.2	Confined Spaces
7.2	Fire Procedures – General Fire Precautions	11.3	CoSHH
7.3	Fire Procedures – Site Offices and Temporary Accommodation Units	11.4	Dermatitis

7.4	Fire Procedures – Timber Structures	11.5	Dust
7.5	Fire Procedures – Refurbishment & Works in Occupied Premises	11.6	Hand Arm Vibration Syndrome HAVS
7.6	Fire Procedures – Process Fire Controls	11.7	Wellbeing & Occupational Health
8.0	Personal Health & Safety	11.8	Lead
8.1	Display Screen Equipment Assessments	11.9	Legionella
8.2	Driving	11.10	Muscular Skeletal Disorders
8.3	Drugs and Alcohol	11.11	Noise
8.4	Lone Working	11.13	Sharps
8.5	Mobile Phones	11.14	Smoke, Fumes and Odours
8.6	New or Expectant Mothers	11.15	UV Exposure
8.7	Office / Premises Safety	11.16	Zoonoses
8.8	PPE	12.0	Lifting Equipment and Operations
8.9	Smoking / e-Cigarettes	12.1	Lifting Equipment

Section	Procedure	Section	Procedure
12.2	Lift Trucks and Telehandlers	14.13	WaH Equipment – Personal Fall Protection
12.3	Lifting Operations	14.14	WaH Equipment – Rope Access
12.4	Lifting Operations – Lorry Loader	14.15	WaH Equipment – Horizontal Mansafe Systems
12.5	Lifting Operations – Tower Crane A-F	14.16	WaH Equipment – Stilts
12.6	Lifting Operations – Crawler Cranes	14.17	WaH Equipment – Stairs and Landings
12.7	Lifting Operations – Hoists	14.18	WaH Equipment – Edge Protection
12.8	Lifting Operations – Self Erect Tower Cranes	14.19	WaH Equipment – Risers, Lift Shafts & Openings
12.9	Lifting Operations – Compact Cranes	14.20	WaH – Falls from Vehicles
13.0	Plant and Equipment	14.21	WaH – Temporary Accommodation Units
13.1	Work Equipment	14.22	WaH – Fragile Materials
13.2	Mobile Plant	14.23	WaH – Pitched Roofs / Slating & Tiling
13.3	Excavator Safety	14.24	WaH Plant – Suspended Access Units – BMU-Cradles
13.4	Site Dumpers	14.25	WaH – Tool Tethers
13.5	Compressors & Pneumatic Tools	15.0	Specific Risks
13.6	Deliveries and Tipping of Loads	15.1	Demolition
13.7	Road Sweepers	15.2	Refurbishment
13.8	Proprietary Shoring Equipment	15.3	Ground Remediation and Stabilisation
13.9	Mobile Crushers	15.4	Excavation Works
13.10	Non-road Mobile Machinery	15.5	Concrete Works
14.0	Work at Height	15.6	Piling, Drilling and Pile Caps
14.1	Work at Height	15.7	Road Works
14.2	WaH Safe Systems of Work	15.8	Paving Kerbs
14.3	WaH Plant – MEWPS	15.9	Welding
14.4	WaH Plant – Mast Climbing Work Platforms I	15.10	Structural Erection
14.5	WaH Equipment – Ladders and Stepladders	15.11	Structural Metal Decking
14.6	WaH Equipment – Low Level Access – Hop-Ups & Trestles	15.12	Precast Concrete
14.7	WaH Equipment – Low Level Working Platforms	15.13	UXO – Unexploded Ordnance
14.8	WaH Equipment – Mobile Access Towers	15.14	Network Rail Requirements
14.9	WaH Equipment – Fall Arrest Equipment	15.15	Plasterboard
14.10	WaH Equipment – Scaffolding	15.16	EMF - Electromagnetic Frequency
14.11	WaH Equipment – Loading Platforms	15.17	Fixings and Fixing Systems
14.12	WaH Equipment – Waste Chutes	15.18	Water Management

Section No	Safety Procedures Forms - Index	Section No	Safety Procedures Forms - Index
SPF 100	Planning Forms / Templates	SPF 315	Hand Arm Vibration Exposure Record
SPF 101	Project Safety Notification/Safety Pack Request	SPF 316	Ladder/Stepladder/Podium Daily Inspection Record
SPF 106	Method Statement Evaluation Record	SPF 318	Mobile Plant Checks Daily Inspection Record
SPF 109	Tower Crane/SETC Project Lift Plan & Method Statement	SPF 323	Mast Climbing Work Platform Daily / Weekly Inspection Record
SPF 110	Tower Crane/SETC Authorisation by Plant Manager	SPF 326	Day / Night Shift Handover
SPF 114	Health & Safety (CDM) Plan Template	SPF 333	Tower Crane – Daily Climbing Record
SPF 115	Fire Risk Assessment	SPF 334	Radio Checks - Daily Record
SPF 117	Risk Assessment Template	SPF 337	Delivery Vehicle Log
SPF 118	Method Statement	SPF 400	Permit to Work / Authority to Proceed Forms
SPF 119	Method Statement Amendment Record	SPF 420	ATP - Temporary Works .XLS spread sheet
SPF 120	CoSHH Assessment	SPF 422	ATP - Tower Crane Erection + Appendix TC Erection Tracker
SPF 124	Small Contractor Competence Assessment Record	SPF 500	ATP Forms
SPF 125	Direct Contractor Evaluation Record	SPF 501	Harness & Lanyard Inspection Record .XLS spread sheet
SPF 126	HEC Contractor Authorisation	SPF 502	Lifting Equipment & Accessories Inspection Record
SPF 127	FM Contractor Competence Evaluation Record	SPF 503	Scaffolding/Temporary Works Equipment Inspection Record
SPF 128	Small Works Health & Safety (CDM) Plan Template	SPF 503a	Project Manager's Weekly Scaffolding Inspection Record
SPF 132	Lifting Plan Evaluation Record	SPF 504	Excavation/Earthworks Inspection Record
SPF 133	Tower Crane Enquiry	SPF 505	Work Equipment Inspection Record
SPF 134	Hoist Enquiry	SPF 507	Fixed Premises Weekly / Monthly Fire Inspection Record
SPF 137	Design Brief - Temporary Works .XLS spread sheet	SPF 508	Site Management Weekly Safety Report .XLS spread sheet
SPF 138	Tower Crane -SETC Information Request	SPF 510	Workforce Safety Questionnaire
SPF 200	Project Commencement Forms	SPF 511	Lifting Plan Review Record
SPF 201	Site Safety Orientation Record	SPF 600	Management Report Forms
SPF 202	Site Safety Orientation Register	SPF 602	Management Monthly Safety Report . XLS spread sheet
SPF 205	Young Persons Health & Safety Induction & Risk Assessment	SPF 604	DSE User Assessment Record & Eye Test Request
SPF 206	Plant Authorisation Register .XLS spread sheet	SPF 605	Contractor Health & Safety Inspection Register
SPF 207	Lifting Equipment & Accessory Authorisation Register.XLS	SPF 607	Procedures Feedback Form
SPF 208	Portable Appliance Test Register	SPF 610	Weekly Vehicle Inspection Record
SPF 210	Telehandler Risk Assessment/Authorisation	SPF 611	Waste Transfer Note
SPF 211	RFTL Risk Assessment/Authorisation	SPF 613	Sub-contractor Safety Tour
SPF 212	Counterbalance FLT Risk Assessment/Authorisation	SPF 615	Fixed Premises - Offices Monthly Inspection Record
SPF 213	Site Attendance Register	SPF 700	Investigation Forms
SPF 214	Site Visitor Attendance Register	SPF 702	Incident Investigation Report
SPF 216	Site Safety 5 Minute Induction / Orientation	SPF 703	Witness Statement
SPF 218	Agency Manager Orientation Record	SPF 704	Witness Statement – continuation
SPF 219	Tesco Trading Store - Fit-Out Induction Record	SPF 800	H&S Department Forms NOT FOR SITE USE
SPF 221	MCWP Inspection Tracker	SPF 803	Health & Safety Incident Summary Report
SPF 222	Temporary Works Register .XLS spread sheet		

SPF 300	Daily Forms	SPF 804	Investigation Report
SPF 303	MEWP Daily/Weekly Inspection Record	SPF 805	Health & Safety Management Briefing
SPF 304	Safety Net Inspection Record	SPF 806	Safety Alert Template
SPF 305	Telehandler/Forklift/RTFLT Daily/Weekly Inspection Record	SPF 807	Best Practice Note
SPF 307	Self-Erect Tower Crane Daily Inspection	SPF 809	FRA Review PAS 79.1 20 Annex D
SPF 308	Lifting Schedule	SPF 810	Management of Tower Cranes Audit
SPF 311	Hire and Manage Lifting Plan	SPF 811	Monthly Summary
SPF 312	Load Plan	SPF 813	Workshop Fixed Premises Audit Premises Report
SPF 313	Personal Protective Equipment Issue Register	SPF 814	Fixed Premises Audit Report
SPF 314	Personal Protective Equipment Inspection Record		