



Site Closedown Standards

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1. Introduction

The purpose of these standards are to ensure that construction management adequately plan and manage sites which are ready for closure once construction work has ceased; the aim being that any risks posed from our activities are removed, thus leaving both our customers and the local environment in a safe manner.

When the site is complete, it is important we ensure that all materials and or waste created throughout the construction phase are removed, as well as any other hazards that may have the potential to cause harm.

2. Closedown Meeting and Action Plan

The Construction Director/ Contracts Manager responsible for the site must arrange a meeting three months prior to the expected completion date of the site. This is to ensure that suitable plans have been implemented to appropriately close down the site and leave it free from hazards.

The meeting attendees must include the following:

- The Construction Director (will usually chair the meeting)
- Contracts Manager
- Quantity Surveyor
- Field Sales Manager
- Site Manager
- Customer Care Manager
- Engineer/Technical
- Estates/Adoptions manager
- Group Health, Safety and Environment Advisor

At the meeting the close down actions must be recorded on the Site Closedown Action Plan

Refer to HSMS-EMS Form [082](#) – Site Closedown Action Plan

3. Footpaths and Roads

The Technical/ Commercial Department will usually arrange a contractor to finish footpaths and roads whilst carrying out any remedial work; such as making good of the area where the site compound was located.

If we have no site management presence whilst this work is being undertaken, the ground workers/ reinstatement teams must take on the role as the Principal Contractor. The Department arranging the works must ensure that Contractor complies with the CDM Regulations:

- If required complete and display an F10.



- Have suitable welfare arrangements.
- Have suitable arrangements for supervision.

4. **Final Inspection**

Once all the footpath, roads and remedial work has been carried out, the Contracts manager must arrange a final joint visit with the local Group Health Safety & Environment Advisor and prepare a risk assessment of known hazards and set a frequency of on-going periodic inspection until handover to the management company or local authority.

The frequency of inspection will depend upon the level of risk and as a guide it is recommended:

- Playparks in use should be inspected every week, accompanied by a specific risk assessment.
- Unfinished roads/ footpaths and other hazards such as compound and waste material in situ should be inspected every 2 weeks.
- Site completely finished with no obvious hazards should be inspected every 6 months.

A record of inspections must be completed and retained.

Refer to template HSMS Risk Assessment [055](#) – Closed Site Risk Assessment

5. **Sign-off by Senior Management**

Following the final inspection and preparation of the risk assessment the Managing Director and Construction Director must sign-off the Site Closedown Action Plan. They must only sign if they are satisfied:

- That the site is completely closed.
- All the actions in the action plan have been completed.
- A final inspection of the site has been completed.
- A risk assessment is in place to ensure adequate measures for ongoing risks until handover to the local authority.
- That all H&S site documentation (contractor RAMS, induction records, statutory registers etc.) will be retained for a minimum of 4 years.

6. **Monitoring**

The Group Health, Safety and Environment Advisor will continue to carry out documented visits, until sign-off by Senior Management.

After sign-off by Senior Management it is the responsibility of the Managing Director/ Construction Director to ensure that the control measures identified in the risk assessment are being completed.

Refer to template inspection form – HSMS/ EMS [084](#) – Completed Site/ Occupied Area Inspection



VERSION ISSUED	Date
<u>Version 1</u> Sections 1,2,3,4,5,6	30.06.23
<u>Version 2</u> Section 6 – form 084 added	11.01.24
<u>Version 3</u> Section 5 – added in reference to site documentation being retained for 4 years.	31.07.24