



Site Start Up Standards

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1. Introduction

The purpose of these standards are to ensure that construction management adequately, resource plan and start sites with the correct documentation in place in order for a smooth transition when taking on the role of Principal Contractor (PC). Also, to ensure we comply with the Construction Design and Management (CDM) Regulations.

It is essential that the pre start procedures are followed and where possible the site manager who will manage the site attends these meetings. Sites must not start without these meetings taking place. The site manager and contracts manager must be given sufficient time and resources to set up prior to taking on the responsibilities as the PC.

2. Responsibilities

Managing Directors, Land Directors, Technical Directors and Construction Directors all have specific duties under the CDM Regulations and need to ensure that all CDM requirements are in place before work on site commences. This includes having in place:

- A client's brief
- Construction Phase Health and Safety Plan
- Health and Safety File
- Site Hazard Register
- Completed F10 notification to the HSE

Refer to HSMS [Guidance](#) – Construction Design and Management Regulations

The Construction Director is ultimately responsible to ensure that the site is set up correctly in accordance with these standards.

3. Supporting Documentation

Before the operating business takes on the responsibility as the Principal Contractor on site, the following documentation must be completed and copies must be on site:

- Pre start minutes 1,2 and 3
- Construction Phase Health and Safety Plan
- Project Environmental Plan
- Traffic Management Assessment



- Welfare Assessment
- Working at Height Assessment
- Site Security and Public Protection Assessment
- Telehandler documentation
- Red box filing system (H&S)
- Green box filing system (environmental)

4. **Welfare Facilities**

The site welfare facilities must be in place prior to taking over the appointment of PC, the full requirements and as a minimum the site must have the following:

- Running water.
- Sufficient toilets for the amount of workers on site, with hot running water, soap and towels.
- An area where the workers can sit comfortably to eat and drink during breaks (canteen).
- A means of heating food and boiling water.
- Readily available wholesome drinking water, with cups supplied.
- If operatives are required to work more than 150m from the main compound then suitable satellite toilet facilities must be in place that include hot running water, soap and towels.

Refer HSMS Standards – [Welfare](#)

5. **Car Parking**

Suitable car parking facilities must be in place for site to facilitate the site team, sub-contractors and visitors.

6. **First Aid Arrangements**

The site management team must hold an in date first aid at work certificate and must ensure that adequate first aid is available at all times when the site is open. Suitable and sufficient first aid kits and an Automated External Defibrillators must be on site prior to accepting the appointment of PC.

The 'WHAT 3 WORDS' location for the site entrance must be checked and displayed.

Refer to HSMS Standards – [First Aid](#)

7. **Traffic Management**

Site management must ensure that suitable pedestrian and vehicle segregation is in place and a sufficient amount of barriers are available to provide segregation as the site expands. A traffic management board must be displayed in the in the canteen and in/ by the site office.

If the site is located near schools then delivery times for materials must be agreed as not to cause additional risk to children and parents.

Refer to HSMS Standards – [Traffic Management](#)

8. **Site Perimeter Signage**

Signage must be displayed on the entrances to site and at regular intervals around the perimeter stating "Danger Construction Site Keep out" or similar. Signs displaying the details of the HS&E concerns line must also be displayed.

9. **Notice Boards**



Each site office must have an H&S notice board, which must have the following information displayed:

- Traffic Management Plan
- Whistleblowing poster
- Modern slavery poster
- Safety concerns Line poster
- H&S Law poster
- H&S Policy Statement (Group and Regional)
- F10 HSE Notification
- Emergency Contracts/ Arrangements
- Names and Photographs of First Aiders
- Site Rules

Each site must have a separate Site Hazard Board that is located in an obvious place where all site operatives will see it when they arrive on site (usually located near the signing in area).

Each site must have an Environmental Information Board, which must have the following information displayed:

- Emergency Response Poster - Adler & Allan
- Site Layout Plan
- Group Environmental Policy (Group and Regional)
- Incidents and Observations Flowchart
- Environmental Alerts
- Water Management documentation (if available)
- Site Drainage Plan
- Permits (if available)

10. PPE

Each site must have sufficient spare PPE in order it can be provided upon request to any directly employed persons, such as:

- Hard hats
- Safety glasses
- Working gloves
- Chemical gloves
- Hearing protection

Refer to HSMS Standards:
[Personal Protective Equipment](#)

11. Environmental

A copy of the Project Environmental Plan (PEP) must be available on site, signed off by the Technical Director, Construction Director and Group Health Safety & Environment Advisor.

Adequate arrangements must be made for the control of all relevant environmental risks and site management must ensure that activities are controlled as outlined in the Aspect & Impact Assessment and in accordance with any relevant licences and or permits.

Ecology

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Uncontrolled if printed or copied – always check the Group Health and Safety policy folder for latest version			



The site team must ensure adequate protection is installed (and has been maintained) as to prevent risk of damage and or disturbance to relevant ecology and or habitats, before taking on the role as PC.

All relevant surveys for works in or around habitats / buildings etc. must have been completed prior to starting works with Ecological supervision given, where required.

Pollution Prevention

The site team must ensure that relevant controls have been installed and maintained, before taking on the role as PC e.g. drain protection, silt control measures (as outlined in the Surface Water Management Plan, if in place) etc.

All fuel setups must be provided with an EnviroPad and spill kit.

Waste Management

Site must provide provision for the separate collection relevant waste.

Refer to EMS Standards – [Waste Management](#)

12. Monitoring

Within 48 hours of the operating business taking on the appointment of PC, the Group Health Safety & Environment Advisor will carry out a scored HS&E client visit, to ensure that all the requirements for site set up are in place.

13. Further Reading

HSMS [Guidance](#) – Construction Design and Management Regulations



VERSION ISSUED	Date
<u>Version 1</u> Sections 1,2,3,4,5,6 7,8,9,10,11,12	30.06.23
<u>Version 2</u> Removed reference to RPE / full face powered respirators	25.08.23
<u>Version 3</u> Section 2 – added in reference to CDM and link CDM guidance	10.01.24