

## BHC-P-10.3 Site Management and Supervision

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Revision register		
Date	Version	Description - reason for change
01/05/2015	1	New procedure
03/04/2019	2	Review and update following issue of v6 of BG Standards

Item	Details	Reference	Responsibility
1.0	<b>Purpose</b>		
1.1	To establish the requirements to ensure that Berkeley Management resource projects with competent, trained managers and that they plan and manage health and safety on our construction sites in line with the Principal Contractors duties under the CDM Regulations and Berkeley Group Standards BGMS07, BGMS08, BGCS15, BGCS20, BGCS26, BGCS31, BGCS44, BGCS45.	CDM, BGMS07+08, BGCS15, 20, 26, 31,44, 45	
2.0	<b>Scope</b>		
2.1	This procedure applies to all construction projects where Berkeley act as Principal Contractor. The requirements of this procedure shall apply to all BHC employees, contractors and suppliers.		
3.0	<b>Definitions</b>		
3.1	<p>Enforcing authority      Bodies with regulatory powers including: Health and Safety Executive, Environmental Health Officer, Environment Agency, Fire and Rescue Service, Police, Water Authority.</p> <p>SMSTS                      Site Managers Safety Training Scheme</p> <p>IOSH                        Institute of Occupational Safety and Health</p> <p>NEBOSH                    National Examination Board in Occupational Safety and Health</p> <p>COSHH                    Control of substances hazardous to health. Regulations</p> <p>LPG                         Liquefied petroleum gas e.g. propane, butane</p>		
4.0	<b>Main requirements</b>		
4.1	<p><b>Project management team</b></p> <p>The Construction/ Build Director(s) must ensure that management levels are appropriate for the scale and complexity of the activities on site.</p> <p>The competency and capability of individuals will be considered and additional support or training will be provided if necessary.</p>		Construction/ Build Director
4.2	<p><b>Temporary agency management</b></p> <p>In line with the requirements for permanent staff, all temporary agency site managers must have a minimum of a Construction Industry Training Board SMSTS qualification. The following qualifications are acceptable alternatives:</p> <ul style="list-style-type: none"> <li>• IOSH managing safely in construction;</li> <li>• NEBOSH national certificate in construction health and safety</li> </ul> <p>Temporary agency managers will not undertake any of the following site management activities until they have completed a construction health and safety induction with the health and safety team:</p> <ul style="list-style-type: none"> <li>• Inducting new operatives on site;</li> <li>• Issuing and signing off Permits to Work;</li> <li>• Completing Principal Contractor site inspections including weekly fire, holes and voids, hoarding and H+S inspections;</li> <li>• Briefing labourers, telehandler operators or other agency labour under the direct control of Berkeley on the Berkeley risk assessment and method statement (RAMS) for the activities they</li> </ul>		Project Manager

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	<p>are undertaking;</p> <ul style="list-style-type: none"> <li>Reviewing contractor RAMS.</li> </ul> <p>The competency and capability of individuals will be considered and additional support or training will be provided if necessary.</p>		
4.3	<p><b>Managing Weekend Working</b></p> <p>The Project Manager must ensure that when weekend working takes place, management levels are appropriate for the scale and complexity of the activities on site.</p> <p>Site managers must have a minimum of a Construction Industry Training Board SMSTS qualification and have first aid and fire marshal training.</p>		Project Manager
4.4	<p><b>Filing health and safety documents</b></p> <p>The Project Manager will retain all health and safety records in a formal filing system. Where documents are filed in an alternative location (e.g. on Sharepoint) the Notification of Alternative Filing Location Form must be inserted in the filing system to enable the site team to locate the information.</p>	BHC-F-10c	Project Manager
4.5	<p><b>Handover of responsibilities</b></p> <p>Whenever a Berkeley Manager or Trade Supervisor leaves a project or has a period of absence such as a holiday, their responsibilities must be handed over using the Health and Safety Responsibilities Handover form. It should be completed and signed by both parties. A period of shadowing should also be included.</p> <p>Where the above is not possible, for example someone leaves unexpectedly, their line manager is responsible for ensuring that the role is properly covered, briefed to the individual and understood.</p>	BHC-F-10d	Construction Director/ Project Manager/ Contractors
4.6	<p><b>Non English speaking workers</b></p> <p>Contractors employing non-English speaking workers must notify the Project Manager before they start work. Their RAMS must reflect the additional hazards and control measures required. The following minimum requirements must be met:</p> <ul style="list-style-type: none"> <li>Workers who share a common language are employed in groups;</li> <li>Each group contains at least one interpreter who speaks both English and the group language;</li> <li>The workers have thoroughly understood the information, instruction and training they have been given on the RAMS;</li> <li>Non-English speaking workers have direct access to an interpreter at all times, ensuring the group is not split;</li> <li>The maximum number in any group is determined by the nature of the activity or hazard (typically a ratio of four people to one interpreter).</li> </ul> <p>The Project Manager will ensure:</p> <ul style="list-style-type: none"> <li>The workers have thoroughly understood the information, instruction and training they have been given;</li> <li>Any hazardous substances, emergency exit routes, firefighting equipment, and safety signs are clearly marked with internationally recognised, symbols and pictograms;</li> <li>Workers know how to raise concerns about health and safety and any emergency arrangements and procedures;</li> <li>Non-English speaking workers are monitored regularly to make sure that they have fully understood site requirements.</li> </ul> <p>Where the above requirements cannot be met the Project Manager must not allow the individual(s) concerned to go on site. When this happens the Project Manager must inform the Construction/ Project Director.</p>		Contractors  Project Manager
4.7	<p><b>Regulatory visit reporting</b></p> <p>If a project is visited by an enforcing authority the Project Manager must complete a visit notification form on the day, and email it to the Health and Safety department and the Director responsible for Health and Safety.</p>	BHC-F-20d	Project Manager
4.8	<p><b>Housekeeping</b></p> <p>The expectations and aspirations of the Berkeley Group 'Good Order' programme must be communicated as an integral part of all site inductions, and the 'Good Order', 'Good Work', 'Good Health' message must be reinforced through the displaying of posters on site and including the branding on other collateral materials</p>		

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	<p>Every workplace must be kept clean in line with the aspirations of the Berkeley Group 'Good Order' programme. On each project, the management team must monitor site activities to ensure that:</p> <ul style="list-style-type: none"> <li>Walkways and stairways are free from tripping hazards such as training cables, building materials and waste;</li> <li>Combustible materials are cleared away regularly to reduce fire risks;</li> <li>Inside floor areas are kept clean and dry;</li> <li>Outdoor footpaths are level and firm and are not used for storing materials;</li> <li>Rubbish and debris is placed in the proper receptacles in line with the Waste Management requirements;</li> <li>Tools and materials are stored neatly and out of the way in storage bins or lockers;</li> <li>Materials stored on roofs or externally at heights are secured against high winds to prevent blowing away;</li> <li>Lighting levels are sufficient for work to be carried out safely and where natural light is inadequate or not available, artificial lighting should be provided.</li> </ul>		
4.9	<p><b>Management of Stored of Materials</b></p> <p>The Project Manager will ensure that sufficient storage areas are established on site and that these areas are clearly identified on a site layout plan within the project's Traffic Management Plan. As a minimum, designated storage areas must be defined for:</p> <ul style="list-style-type: none"> <li>Plant</li> <li>Materials</li> <li>Waste</li> <li>Flammable/ combustible substances</li> <li>COSHH materials and fuel</li> <li>LPG and other gases</li> </ul> <p>All storage areas must be clearly segregated from site access roads and pedestrian walkways to ensure that these routes are never obstructed.</p> <p>Deliveries should be planned to ensure that there is adequate space within the storage area for the materials being delivered so that access roads and pedestrian routes are not obstructed.</p>	<p>BHC-F-09a</p> <p>BHC-P-10.6</p>	
4.10	<p><b>Storage of palletised materials</b></p> <p>Materials stored on wooden/ plastic pallets must be safely stacked at all times. The condition of the pallet must be checked before it is lifted and the materials re-palletised if the pallet is in poor condition. The condition of the ground/ set down surface in the storage area must be appropriate to ensure the materials on the pallet do not fall.</p> <p>Pallets of bricks/ blocks must not to be stacked more than 2no full pallets high. The condition of the palletised material must be monitored to ensure that if material is stored at height, it is stacked safely and cannot fall.</p>		
4.11	<p><b>Storage of combustible materials</b></p> <p>Wherever possible, combustible materials should be stored outside in a designated area far enough away from any building so that a fire is not able to spread from the materials to the building. Where it is not possible, a layer of LPS1207 compliant sheeting material (or equivalent) should be used to protect materials</p> <p>Where it is not possible to store combustible materials outside, the internal storage area must have controlled access, not be in an area where hot works is carried out, have fire-fighting equipment located close by and be included on the regular fire inspection. A layer of LPS1207 compliant sheeting material (or equivalent) should be used to protect materials wherever possible.</p>		
4.12	<p><b>Materials stacked on edge</b></p> <p>Any material that is stacked on edge must be stored in such a way that it does not present a hazard:</p> <ul style="list-style-type: none"> <li>Formwork shutters must be secured by an appropriate physical restraint such as a ratchet strap.</li> <li>No more than six upright sheets of plasterboard, chipboard or ply may be stored together.</li> <li>Glazing units/ windows must be stored in a proprietary stillage and be secured by an appropriate physical restraint such as a ratchet strap.</li> <li>The storage on edge of heavy materials such as slabs, tiles, doors and worktops should be avoided wherever possible. Where this can't be avoided, no more than six should be stored together.</li> </ul>		
4.13	<p><b>Management of Waste</b></p> <p>The Project Manager will ensure that sufficient waste areas are established on site in line with the requirements of the Group Sustainability Management System and that these areas are clearly identified</p>	BHC-F-09a	

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	<p>on a site layout plan within the project's Traffic Management Plan. As a minimum, segregated receptacles must be identified within the designated waste areas for:</p> <ul style="list-style-type: none"> <li>• Timber;</li> <li>• Hardcore;</li> <li>• Plasterboard;</li> <li>• COSHH waste including fuel;</li> <li>• LPG and other gases;</li> </ul> <p>All waste areas must be clearly segregated from site access roads and pedestrian walkways to ensure that these routes are never obstructed.</p> <p>Skip exchanges should be planned to ensure that there is adequate space within the waste area for the skip to be set down without the need for a 'standing exchange' and so that access roads and pedestrian routes are not obstructed.</p>	BHC-P-10.6	
4.14	<p><b>Adverse weather: high winds</b></p> <p>The Project Manager will check medium range weather forecasts for weather conditions that could affect site activities. When high winds are forecast the Project Manager will ensure:</p> <ul style="list-style-type: none"> <li>• All roof trusses have been permanently braced;</li> <li>• Brick/blockwork has been backed up or braced, as detailed in the brickwork contractor's risk assessment and method statement;</li> <li>• An inspection of the hoarding has been completed and any potential areas of risk rectified;</li> <li>• The scaffold has been inspected for waste or stored materials that could be susceptible to high winds and to check that poly-sheeted (monoflex) sections are in good condition;</li> <li>• Exposed scaffold boards are clipped down;</li> <li>• Materials or debris that can be blown by the wind are removed or stored safely;</li> <li>• All sales signage and flag poles are inspected and removed if necessary;</li> <li>• Work at height activities are suspended where necessary.</li> </ul> <p>Following high winds the project team will ensure that plant or equipment that may have been affected, such as cranes and scaffold has been formally inspected prior to being taken back into service.</p>		Project Manager
4.15	<p><b>Adverse weather: snow and ice</b></p> <p>The Project Manager must make sure that the project has a good supply of rock salt ahead of the autumn and winter months.</p> <p>When freezing conditions are forecast that could affect site walking surfaces and works areas, the Project Manager will ensure:</p> <ul style="list-style-type: none"> <li>• Site roads and main pedestrian pathways are salted or gritted;</li> <li>• Bare timber surfaces where ice can form are avoided or covered with surfacing material to provide grip (such as non-slip paint or wire mesh);</li> <li>• Tread surfaces of all places of work at height such as scaffolding platforms and podium steps are checked for ice before they are used;</li> <li>• Main walkways and access routes should be monitored for the formation of puddles which can freeze over. These should be filled in or covered;</li> <li>• Lagging is applied to exposed service pipework to prevent freezing.</li> </ul> <p>Following freezing weather the Project Manager will ensure that the site walkways and works areas that may have been affected by ice and snow have been inspected before workers are allowed to use them.</p>		Project Manager
4.16	<p><b>Adverse weather: sun safety</b></p> <p>The Project Manager must make sure that the project has a good supply of a high sun protection factor sun cream ahead of the spring and summer months.</p> <p>When hot spells of weather are forecast, the Project Manager will ensure:</p> <ul style="list-style-type: none"> <li>• Supplies of drinking water are readily available on site;</li> <li>• Supervisors ensure that operatives take regular breaks, especially when exposed to direct sunlight;</li> <li>• Manual work activities in direct sunlight (i.e. roofing, groundworks, bricklaying, etc.) are risk assessed by the relevant contractor, appropriate control measures adopted and works suspended where necessary.</li> </ul>		Project Manager Project Manager Contractor Supervisor
5.0	<b>Guidance documents and references</b>		
5.1	<b>Legislation and Guidance</b> Construction (Design and Management) Regulations 2015		

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5.2	<b>Berkeley Group Standards</b> Berkeley Group Health and Safety Strategy BGMS07      Resourcing BGMS08      Competence BGCS15      Good Work/ Good Order/ Good Health BGCS20      Housekeeping BGCS26      Management and Storage of Materials BGCS31      Non English Speaking/ Migrant Workers BGCS41      Sun Safety BGCS44      Waste Management BGCS45      Weather Conditions		
6.0	<b>Appendices</b>		
6.1	N/A		

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