

Purpose

To provide landscaping contractors with a clear understanding of St William / St James requirements for groundwork operations to ensure they are adequately resourced and planned.

Scope

Applies to all landscaping operations.

Main Requirements

Item	Requirements
Work Planning	<p>St William / St James implement a Safe System of Work Procedure. This involves the contractor submitting an H&S Management Plan for review at pre-start. Following review of this management plan a number of task plans will be agreed with the St William / St James Project Management Team before works commence.</p> <p>Typical task plan requirements could include the following:</p> <ul style="list-style-type: none"> • Groundworks – e.g. excavations (including working around live services). • Loading and unloading vehicles, material distribution. • Establishing/maintaining exclusion zones during groundwork operations and works in public spaces • Installation and use of hazardous storage areas – e.g. CoSHH & Flammable • Use of plant and machinery • Installation, use and dismantle of temporary works. <p>The above are examples, St William / St James may require additional plans depending on site conditions.</p> <p>The task plans will be written by the supervisor and reviewed by St William / St James. The supervisor will then brief site operatives on the task plan prior to undertaking works. The briefing will be recorded on the task plan template.</p>
Training & Competency Requirements	<p>St William / St James expects operatives to arrive at induction with an appropriate CSCS card, plant operators must hold an appropriate CPCS or NPORS card, landscaping operatives may hold a Land-based Industry Skills Scheme Card; examples of acceptable cards include:</p> <ul style="list-style-type: none"> • Landscape and maintenance labourer – Green Labourer LISS/CSCS card • Landscape and maintenance management trainee – Red Trainee LISS/CSCS card • Arboriculture management trainee – Red Trainee LISS/CSCS card • Landscape and maintenance skilled worker – Blue skilled worker LISS/CSCS card • Landscape and maintenance occupational supervisor – Gold supervisor LISS/CSCS card • Landscape and maintenance occupational Manager – Black manager LISS/CSCS card <p>In addition to the requirements above the following training requirements will be applicable:</p> <ul style="list-style-type: none"> • Supervisor/Manager – SSSTS/SMSTS • CAT Scan – CAT & Genny Training • Lifting – Applicable CPCS/NPORS for AP, Crane Supervisor or Slinger • Banksman/Traffic Marshal – Formal banksman training • Plant operators – Evidence of familiarisation training and fit for work cert (within past 12 months).

Contractor Requirements – Landscaping



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Induction arrangements	All operatives are required to attend a project health and safety induction, in addition all trade contractors that are to manage or supervise other persons on site must attend a Supervisor Site Induction, presented by the St William / St James Project Director/Manager.
Deliveries & Loading or Unloading Vehicles	The site will have established a delivery management system. In addition, site constraints may prohibit certain types of vehicles from accessing the site. Site specific details will be communicated during the tender stage and at the pre-start meeting. The contractor will be responsible for developing a SSoW where accessing a load bed of a delivery vehicle is necessary. Priority will be given to providing collective fall prevention measures (e.g. fixed guard rails).
Plant & Equipment	The contractor is responsible for incorporating the use of any necessary plant or equipment into relevant RAMS and SSoW. The organisation responsible for supplying any plant and equipment will be responsible for ensuring it is serviced and maintained in line with the manufacturer's recommendations and ensuring formal evidence of such is kept on site. All ride-on plant must be inspected on arrival to site; a record of the inspection must be kept.
Workplace Inspections	The contractor is required to arrange for monthly H&S inspections (by their respective H&S resource) of their activities on site. Records of inspections will be reviewed by St William / St James.
Contractor Daily Briefings	Site supervisors are required to attend a daily co-ordination meeting arranged by St William / St James. Contractors are required to carry out a daily briefing to their operatives and sub-contractors, before works commences. Supervisors are required to record their daily briefings using St William / St James H&S Form SJ-F 5.28 C Supervisor's Safe Start Record.
Permits to Work	St William / St James will expect the following permits to work to be completed by the relevant Supervisor prior to undertaking works: <ul style="list-style-type: none"> • Permit to Dig (SJ-F 5.15A) to be completed on a daily basis • Hot Works Permit (SJ-F 5.16C) to be completed on a daily basis • Permit to Load/Take into Use/Strike (SJ-F 5.48G) to be completed prior to taking temporary works in use.
Material Storage & Distribution	Regarding storage: <ul style="list-style-type: none"> • Steel containers (aka shipping containers) used for storage only must be ventilated through each side, or where not practical, through the front doors and rear of the containers. All containers must have St William / St James warning notices displayed. • Heavy-duty tool chests, must have at least two resistance shock absorbing devices incorporated into the lid mechanism, to prevent the lid from descending uncontrollably on to the user. • Designated storage areas must be demarcated using physical barriers. • A designated bucket changing area must be established and demarcated using physical barriers Regarding distribution: <ul style="list-style-type: none"> • Any material/loads that require movement by telehandler/forklift will require authorisation by the St William / St James Appointed Manager following the submission of a work plan by the contractor. • If lifting equipment is to be used for material/equipment distribution, a lift plan and lifting risk assessment will be required, prepared by a qualified Appointed Person
Temporary Works	St William / St James will appoint a temporary works co-ordinator (TWC) to the site. The groundworks contractor must have a temporary works procedure and appoint a TWC to oversee the implementation of their procedure on site.

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	<p>Each element of temporary works will require; a design brief, a construction issue design, an appropriate design check and a task plan covering the installation and dismantle SSOW prior to commencing works.</p> <p>A permit to load/take into use must be issued prior to taking the temporary works into use. The person responsible for issuing the permit and undertaking any subsequent inspections will be identified during the pre-start meeting.</p> <p>Temporary works designs must be produced by a competent engineer. The contractor must issue CV's to the St William / St James TWC for review prior to undertaking any temporary works.</p> <p>Contractor TWCs or TWS, in addition to being a competent Supervisor (see training and competency requirements above), must have evidence of formal temporary works training.</p> <p>Typical temporary works requirements will include the following:</p> <ul style="list-style-type: none"> • Ground/Trench support • Formwork/Falsework <p>Further temporary works requirements will be identified by the contractor and St William / St James.</p>
Lifting Requirements	<p>Lifting activities must be appropriately planned by a CPCS/NPORS qualified Appointed Person.</p> <p>All lift plans must be recorded on a Lifting Risk Assessment, and authorised by the St William / St James Appointed Person for Lifting before lifting commences.</p> <p>Where excavators are used as cranes the operator must hold either all duties or a lifting operations designation on their CPCS card.</p>
Exclusion Zones	<p>Exclusion zone requirements must be identified within the relevant task plan. Exclusion zones will be demarcated using physical barriers and warning signage.</p> <p>The contractor will be required to co-ordinate their exclusion zones with St William / St James daily.</p>
Other Requirements	N/A