

## Purpose

To provide Pre-Cast Flooring contractors with a clear understanding of St William / St James requirements for installing pre-cast floors, walls and staircases to ensure they are adequately resourced and planned.

## Scope

Applies to all installations of pre-cast floors and stairs.

## 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&amp;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 (where applicable):</p> <ul style="list-style-type: none"> <li>Loading and unloading vehicles – e.g. use of forklifts or HIABs</li> <li>Movement of materials – Including the use of pallet trucks, board trolleys etc.</li> <li>Installation, use and removal of fall prevention measures (e.g. guard rails, air bags, netting etc.) where they are provided by/on behalf of the contractor.</li> <li>Lifting Risk Assessment covering the lift of pre-cast elements</li> <li>Installation of pre-cast elements</li> <li>Installation and use of hazardous areas – e.g. CoSHH, Cutting areas,</li> <li>Installation of temporary works elements – (e.g. backpropping)</li> </ul> <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; examples of acceptable cards include:</p> <ul style="list-style-type: none"> <li>Pre-cast concrete Installer – Blue Skilled Worker Card</li> <li>Appointed Person – Lifting Operations – CPCS</li> <li>Crane/Lifting Operations Supervisor – CPCS</li> <li>Slinger/Signaller – CPCS</li> <li>Crane Operator – Appropriate CPCS Card (e.g. mobile, tower crane, lorry loader).</li> </ul> <p>Should an operative arrives on site without an appropriate competency card, the contractor is required to prepare a training plan (SW-F 4.2H Operative Competence Assessment) to St William / St James for review and authorisation, prior to allowing the operative to start on site.</p> <p>In addition to the requirements above the following training requirements will be applicable:</p> <ul style="list-style-type: none"> <li>Supervisor/Manager – SSSTS/SMSTS</li> <li>Banksman/Traffic Marshal – Formal banksman training</li> <li>Plant operators – Evidence of familiarisation training and fit for work cert (within past 12 months).</li> </ul>

## Contractor Requirements – Pre-Cast Concrete



Item	Requirements
	<ul style="list-style-type: none"> <li>• HIAB – Appropriate ALLMI or CPCS card.</li> </ul>
Permits to Work	<p>St William / St James will expect the following permits to work to be completed by the relevant Supervisor prior to undertaking works (where applicable):</p> <ul style="list-style-type: none"> <li>• Confined Space Permit to be completed prior to accessing areas designated as confined spaces.</li> <li>• Hot Works Permit to be completed on a daily basis</li> <li>• Permit to Proceed to be completed prior to taking temporary works in use.</li> </ul>
Temporary Works	<p>Formal temporary works appointments may not be necessary. However, the contractor may be required to confirm weights of materials for floor loading purposes.</p> <p>Out-rigger loads on lifting equipment will need to be reviewed for the purpose of specifying crane mat sizes. The results will need to be issued to the St William / St James TWC for review.</p> <p>Where pre-cast walls are installed which require an element of support (i.e. push-pull props) St William / St James will appoint a temporary works co-ordinator (TWC) to the site who is responsible for producing the Temporary Works Management Plan.</p> <ul style="list-style-type: none"> <li>• The contractor must have a temporary works procedure and appoint a TWC to oversee the implementation of their procedure on site.</li> <li>• Each element of temporary works will require; an engineering design brief, a construction issue design (including design calculations if required) , an appropriate design check certificate and a task plan covering the installation and dismantle SSOW prior to commencing works.</li> <li>• A Permit to Proceed must be issued prior to taking the temporary works into use or dismantle. The person responsible for issuing the permit and undertaking any subsequent inspections will be identified during the pre-start meeting.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p>All appointments within the Temporary Works procedure must be appointed by letter</p> <p>Further site specific 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>St William / St James require all PCC floors, walls and stairs to be manufactured with cast in lifting sockets (This is to avoid the need to sling the load) – the contractor will be expected to provide a certificate of conformity for the lifting sockets.</p> <p>For deliveries, the contractor must prioritise pre-slung loads. Where this is not possible, the contractor must formally state their reasoning to St William / St James. If access is required to the load bed, a SSOW must be developed and issued to St William / St James (e.g. guard rails installed and proprietary steps provided).</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

