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| **(A) Project/Works details** |
| Description  |  |
| Location |  |
| Person in Charge |  | Contact No. |  |
| Start Date dd/mm/yyyy |  | Duration |  | Notifiable? | Yes |[ ]  No |[ ]
|  |  |  |  |
| **(B) Before the project/works start – Management arrangements** |
|  | Yes | No | Date | Signature |
| Do you have adequate Pre-Construction Information to proceed with this plan? |[ ] [ ]   |  |  |
| Management structure and responsibilities on site – Identify line manager and others with significant roles |  |  |
| **Health and safety goals and arrangements for monitoring and reviewing performance**The main objective is to ensure that adequate precautions are taken to prevent harm being caused to those carrying out construction project/works and to others who may be affected including any subsequent maintenance works. The <Line Manager> will review the development of this plan and will ensure this is adequate and sufficient before starting and throughout the project/works.**Arrangements for the construction phase**All stages of planning and management of construction work/projects shall be undertaken in compliance with statutory and university health and safety requirements, through consultation. The <Line Manager> will review the development of this plan and will confirm when the plan is adequate and sufficient for the works to commence.**Site rules**All works will be subject to the University of Nottingham Construction (Design and Management) Policy and arrangements. |  |
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| **(C) On-site arrangements** – please amend as necessary |  |
| Cooperation between the project team on site and co-ordination of their work | <Line Manager> should ensure there is cooperation with others outside the area of project/works that may be affected by the activities on site. This includes coordinating the activities of other contractors in any neighbouring sites, particularly where the activities on each site combine to create hazards outside the sites that need to be addressed jointly  |  |
| Consultation with the workforce | <Line Manager> shall implement a range of mechanisms to ensure that on-site consultation is effective. This could include regular consultation meetings, consultation during inductions, daily briefings, toolbox talks etc. to be recorded in accordance with University Health and Safety Training, Supervision and Competence Arrangement (SAF-MAN2.5) |  |
| Site security | <Line Manager> will confirm that there is suitable robust demarcation between the project/works and all roads, hard standings and pavements. All site security measures should be in accordance with HS(G) 151 - 'Protecting the Public - Your Next Move' |  |
| Pre-start briefing carried out by | <Line Manager> |  |
| On-site training | <Line Manager> will identify the required training and confirm that any operative undertaking works will be suitably trained  |  |
| Welfare facilities and first aid location(s) | University staff will utilise existing welfare facilities |  |
| The reporting and investigation of incidents including near misses | Follow University of Nottingham reporting procedures |  |
| The production and approval of written risk assessments and systems of work | All project/works with a significant risk will be subject to the production of written risk assessments and safe systems of work. <Line Manager> will approve risk assessments and systems of work before project/works start. Please attach these to this plan |  |
| Fire and emergency procedures | Follow university procedures |  |

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| **Information** |
| <Line Manager> shall undertake suitable and sufficient written risk assessments and subsequently develop suitable safe systems of work to ensure that university staff are not exposed to any unacceptable risk.<Line Manager> must pay due regard to the following and attach risk assessments and safe systems of work to this plan in respect of: * delivery and removal of materials (including waste) and work equipment taking account of any risks to the public (for example

during access to or egress from the site)* dealing with services – water, electricity and gas, including overhead power lines and temporary electrical installations
* accommodating adjacent land use
* stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures
* preventing falls
* work with or near fragile materials
* work involving the assembly or dismantling of heavy, prefabricated components
* work near high-voltage cables
* work on excavations and work where there are poor ground conditions
* work on wells, underground earthworks and tunnels
* work exposing workers to the risk of drowning
* work carried out by divers having a system of air supply
* work in a caisson with a compressed air system
* work involving explosives
* traffic routes and segregation of vehicles and pedestrians
* storage of materials *(particularly hazardous materials)* and work equipment
* work which puts workers at risk from chemical and biological substances
* work with ionising radiation requiring the designation of controlled or supplied areas
* the removal of asbestos
* dealing with contaminated land
* manual handling
* use of hazardous substances, particularly where there is a need for health monitoring
* reducing noise and/or vibration
* exposure to UV radiation *(from the sun)*

PPE shall be worn where considered appropriate.  |
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| **Comments** |
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| **(D) Authorisation** |
| Arrangements for controlling significant risks | Yes | No | Date | Signature |
| Are written risk assessments and safe systems of work suitable for the project/works to proceed? |[ ] [ ]   |  |  |