

Construction Phase Plan



Contract Name	Xavarian College	Address	13 Thurloe Street, Rusholme Manchester M14 5RB		
Contract Number	S1880				
Project Lead	Steve Johnson				
Seddon Approval (Contracts Manager)	Warren Druggitt		Date Approved		

Issue Register (all updates to this plan to be issued to those named below)		
Issued to	Issue Revision	Date

This plan may be supported by the following specific plans: - additional risks and controls required under these plans must be transferred into the Project induction.

Attache where applicable

SAF-FOR-149A	Fire and Emergency Preparedness Plan	☒
SAF-FOR-149B	Traffic Management Plan	☒
SAF-FOR-149C	Asbestos Management Plan	☒
SAF-FOR-149D	Electrical Management Plan (where Seddon are the responsible person)	☐
SAF-FOR-149E	Gas Management Plan (where Seddon are the responsible person)	☐
SAF-FOR-149F	Environmental Management Plan	☐
SAF-FOR-149G	CPP addendum & small works	☐

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Revision Log

Amendments to the contents of this Construction Phase Plan (CPP) are to be recorded below.

Examples include changes to site management personnel, changes or additions to significant site risks. Following planned reviews any amendments are to be recorded here including reference to the date of the review and location of the review records.

Regular amendments such as completion of a Site Induction Record or Emergency Plan Inspection Record should **not** be recorded.

This CPP must be reviewed / checked each month or whenever a project change takes place. This includes review of each relevant Appendix document.

Date	Section Amended	Details of Amendment	Amended By

1. Seddon Health and Safety Policy

Seddon continue to strengthen its construction operations and core values across the country and good Health and Safety (H&S) management is recognised by the Board of Directors of each operating company as one of the organisations key priorities.

Our key objectives are to provide safe and healthy working conditions, continue our journey to develop a positive H&S culture, minimise the number of accidents, incident and illnesses and ultimately achieve accident-free workplaces. throughout our operations. Seddon translates its commitment to health, safety and welfare in the following mnemonic:

Protect

- **Protect our people** – ensuring the mental and physical health of our employees, temporary workers, subcontractors, clients, visitors, members of the public and other third parties who may be affected by our operations.
- **Responsibility** – ensuring clear responsibilities are allocated to competent people who fully understand expectations.
- **Offer solutions, not problems** – Ensuring the highest level of service and innovation and solutions to our c .
- **Teach, train and be receptive of new ideas** - Our workers will be provided with information, instruction and training and adequately supervised to ensure they are competent to perform their roles.
- **Encourage a safer way of working** – workers will be provided with safe plant, equipment and systems of work for the tasks that they are undertaking.
- **Communicate with each other** - Mechanisms for reporting and investigating accidents, incidents and near misses will be provided based on lessons learned and shared, ensuring continuous improvement.
- **Target exemplar behaviours and change** - We aim to prevent human errors and improve the company's safety culture through high levels of engagement and learning lessons through root cause investigation.

The Board of Directors will annually review and revise the Health and Safety Policy and arrangements to ensure it is effective and that the organisations current priorities, plans and targets are reflected. The business Managing Directors will have the ultimate responsibility for ensuring the suitability or resources to implement those requirements.

2. Health and safety in the Seddon management system

The purpose of this Construction Phase Plan (CPP) is to describe how the Health and Safety Policy is implemented on site. It is specific to the project identified on the front cover and will be reviewed and updated as required throughout the life of the project.

The management of Health and Safety in Seddon is based on the CITB GE700 and Seddon Health and Safety management system which details the specific management and technical processes. All site management teams and supervisors are required to be trained to SMSTS and SSSTS standards retrospectively to allow an understanding of GE700 requirements. Seddon management system requirements will be accessible and communicated in the following way

- All Seddon procedures are available to the site management teams through the Seddon Hub/ Seddon management system.
- A summary of the contractor requirement to comply with the Seddon management system requirements will be issued to each supply chain member on enquiry (SAF-POL-004 Health safety welfare rules for contractors).
- An understanding of the Seddon Health safety welfare rules for contractors will be reviewed and key controls agreed at the Subcontractors pre contract meeting.

The key project operational controls and how they are monitored will be identified through the development of this CPP requirements.

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3. Objectives and Targets

Mission Statement	Goals
Health and Safety is an integral part of doing business. Our organisation positively encourages trust, ownership and responsibility at all levels. This leads to continual improvements towards our ultimate goal of eliminating harm to people.	- To be recognised as having one of the best health and safety performances in the industry. - To have a positive Safety Culture, where we work safely because we are encouraged to do the right things naturally, not because we are told to or are reprimanded if we don't. - To have experienced a year-on-year reduction of the number of RIDDOR incidents. - To manage project risk through engagement in our near miss reporting process

Business Protect 3

Property Services



Project, SHE Goals

Insert your project goals here. (Think about safety, health and wellbeing and the environment)

- 1) The Project AFR (Accident Frequency Rate) to be lower than the Company AFR for the equivalent period,
- 2) To ensure that Seddon conforms and adheres to its legal obligations and declared policy and procedures for the securing the Health & Safety of all its employees and any other persons.
- 3) To minimise risk of injury and hazards to health of all persons that may be affected by the company's activities.
- 4) To assess the 'risks' involved with the works and to reduce them in order to minimise risk of injury and hazards to health.
- 5) Always provide a safe working environment on site
- 6) Provide information, advice and training for all managers and employees to enable all works to be completed in an efficient, safe, and responsible manner.
- 7) Ensure the safety of the Staff and pupils who work at and attend Xavarian College.

4. Project Description and Management of Works

Project Location	Xaverian College, 13 Thurloe Street, Rusholme, England, M14 5RB
Project Description	Xaverian College is a historical building, dating back to 1862 and Sunbury house was constructed between 1850 - 1890. The project comprises the construction of a new building located on the southwestern corner of the existing College Campus. The new build 3-storeys structure is to provide student science labs and associated accommodation. The building is to be located on the existing Sunbury Building footprint which is to be demolished as part of these works. A new segregated vehicle access route to site parking is to be provided off Crescent Range.
Start Date	March 2024
Key Dates	Establish site compound and boundary fencing week commencing 19/2/24. Enabling works and demolition- 25/03/24 Construction starts- 10/06/24. Completion date- 07/04/25
Duration (weeks)	58
Projected no. of Operatives	35
Projected no. of Contractors	15

Duty Holder	Contact Details		
	Name	Address	Telephone
Client	Simon Channell, Xaverian College	13 Thurloe Street, Rusholme, England, M14 5RB	0161 224 1781
Principal Contractor	Seddon Construction	Plodder Lane, Bolton, B14 0NN	01204 570400
Principal Designer	James Allan AA Projects Ltd	South Harrington Building 182 Sefton Street Liverpool L3 4BQ	Tel- 0161 973 7410 Mob- 07890 437528
Principal Accountable Person (residential building 18m +)	N/A		

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CDM Advisors			
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Designers	Contact Details		Area of Design Accountability
	Name	Telephone	
Architect	Catherine Mulley, Pozzoni	07540 597717	
Structural Engineer	Loughlin O’Gormon	07850 605521	
Temporary Works Engineer	Bridges Pound	02477 719 547	
MEP Designer	TACE: Stephen Senior	07581 4860429	
Contractor Designers			
Contractor Designers			
Contractor Designers			

SHEQ Management Organogram

The Seddon Site Management structure for the project is attached as Appendix 2

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Emergency Contacts

Role	Contact Name	Telephone
Director	Matthew Sargeson	07581 576851
Construction Manager	Warren Druggitt	07821 657903
Contracts Manager	Simon Yearsley	07834 877 397
Project Leader	Steve Johnson	07970 984655
SHE Advisor	David Wynn	07596 869094
Hospital	Manchester Royal infirmary	0161 2764147
Police/Fire/Ambulance	National Emergency Line	101/999
Health and Safety Executive	HSE Advisory Team	0300 0031747
Environment Agency	National Information Line National Emergency Line	08708 506506 0800 807060
Gas	National Emergency Line	0800 111999
Electric	National Grid Emergency Line	0800 404090
Water	United Utilities	0345 6723723
Local Authority	Manchester City Council	0161 234 5000.
Security/ out of hours contact	Steve Johnson	07970 984655
Building Control	Ball and Berry	01772 706110
NHBC Contact	N/A	

First aid Provision – Assess your requirement for first aid provision, taking into account the high-risk work activities, foreseeable injury type, number of people and geographical spread. Identify Seddon FAs and any Supply Chain requirements, plus additional FA Box requirements identified as a result of the assessment.

We will have a First Aid kit to cover 50 operatives.

Seddon First Aiders- Steve Johnson

Megan Molloy

Dave Ainscough

Conor Keys

Sub-Contractors are required to have their own first aider.

The location of the nearest AED will be displayed on the notice boards within the office and canteen

Initial Records

F10 Notification to the Health and Safety Executive refer to the filing location
PWS 6.1 Construction Phase Plan

Existing Health and Safety Records The Pre-Construction Information Package (PIP) forwarded by the Principal Designer will be used to determine control measures for the construction activities and information contained within this plan. A copy of the PIP will be retained on site and filed with this CPP.
Seddon Project File and PWS 6.1.1 Preconstruction information 6.1.2 F10 and authority to commence works. 6.1.5 Site survey information 6.1.12 Project permits 6.4.1 Asbestos information 6.5. Temporary works Drawing information – ASITE Add other e.g. customer portals etc

Welfare, First Aid and Security Provision Detail the welfare provision for the project which must be appropriate for the number of people and the geographic spread of works.
Refer to Site Logistics Plan Ref: Xavarian Traffic Management Plan PWS 6.1 We will provide welfare arrangements to comply with statutory obligations. Facilities to include: - Toilets - Washing facilities - Drinking water - Changing rooms and lockers (where special clothing required) - Facilities for rest Everyone on site should have access to - Adequate toilet and washing facilities - A place for preparing and consuming refreshments - Somewhere for storing and drying clothing and personal protective equipment. Welfare facilities will be in place before construction work commences and be retained till work is completed. A cabin containing welfare facilities is to be placed on the site for the duration of the contract unless other equivalent arrangements can be agreed. Temporary services, water and electricity, can be taken from existing supplies within the building grounds. The site will be protected with a 2.1m high solid metal hoarding around the perimeter with lockable vehicle and pedestrian gates this is in addition to the site boundary wall and railings. We will have a Gateman/Banks Man to control access to site and manage deliveries. Site security is in keeping with recommendations from the Crime Impact Statement which can be viewed on PWS 6.1

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Project Monitoring and Standards

Contractor Selection

All Sub-contractors / Contractors, Designers, and, Self-employed specialists working on behalf of Seddon, will be selected in accordance with company health and safety management procedures. All contractors are required to hold construction line silver status. Any contractor not holding construction line status will be required to complete the Seddon contractors Health and Safety Evaluation and Questionnaire. Those successful contractors are then allowed a temporary exemption until they achieve construction line status and included on our Supply chain One List

All suppliers of materials must provide Seddon with adequate health and safety information regarding the use and disposal of their products.

All machinery and plant used by Seddon will be procured through a specialist contractor or via the Seddon Plant department.

Safety, Health and Environmental Advisor (SHE Advisor)

Projects will have a SHE Advisor assigned to coach, enable and assist Operational Managers and Directors with project monitoring and relevant technical advice.

Enter the name of the SHE Advisor and identify high risk works, milestones or contractor appointments that will require additional SHE Advisor support – specify dates and arrangements for involving the SHE Advisor

David Wynn is our SHE advisor and will visit site to carry out inspection monthly and in between visits as required by project needs.

The high risk works on this project are as following: -

- Service diversions 28-03-24
- Demolition 25-03-24

Management procedures for Schedule 3 of the CDM 2015 Regulations - Work involving the assembly or dismantling of heavy prefabricated components

During design workshops with our Mechanical contractor, TACE, and Principal designer we will discuss the sequence of these works, access requirements, lifting requirements, actual loadings, loadings etc. Once a management plan has been formulated, consultation with the whole team will commence prior to the works starting on site.

Project Lead Daily Monitoring

The Project lead will monitor the project and its contractors on a daily basis and take the required action for failure to comply with Seddon and customer requirements in line with relevant legislation

Daily Project monitoring will consist of

- Daily coordination briefing
- SAF-FOR-170- Daily site perimeter Checklist
- Seddon Black Hat/Safety Champion presence on site
- Daily site team walk round

Project Monitoring Arrangements
The Contracts Manager will complete a minimum of 2 contracts manager inspections across their projects each month . Contract Managers inspections - monthly. Site manager audit - Weekly Leadership support visits – monthly Identify any joint SHE visits- Start of Demolition - Daily coordination briefing - SAF-FOR-170- Daily site perimeter Checklist
Client Specific Requirements
Monthly client meetings will be held where we will issue our standard client report. Site segregated from the school with 2.1m high solid hoarding. The site is a no smoking site, an area off the site compound will be designated as a smoking area. No contractor parking on site, public parking spaces are nearby.

Client Safeguarding Requirements
We are segregated from the college so deem this unnecessary, however should this be required we will arrange with our supply chain as our site team are all DBS enhanced

Liaison between Parties

	List the agreed arrangements for the exchange of information
Exchange of Information with and between the client, designers, fire consultant, fire and rescue services, Principal designer and contractors	Seddon utilise Asite for document control and all relevant people will be added to the portal and training will be given. Any project specific information will be sent though to propertyservices.admin@seddon.co.uk to upload onto Asite and notifications will be issued out with instructions The project team CM/PM/QS will have responsibility to communicate with the client team throughout the project.
Exchange of Information with and between Contractors	- Daily coordination meetings will be held with all trade supervisors at (0800) - Contractors will be issued with the Seddon site rules, a copy of this document and the Seddon Contractors Health, Safety and Welfare Rules. - All information will be reviewed at the contractor's pre-start meeting "Subcontractors Pre contract meeting". - A subcontractor meeting will be held every two weeks to discuss design, progress, programme and any other issues that need to be discussed

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Exchange of Information with Operatives	- Identify how this will be achieved on this project. - Project inductions that are to be held on site at 8am each day. - Daily briefings will be held at (0800) each day with all supervisors, who are required to disseminate the key information to their workforce. - Toolbox talks
Handling design changes during the construction Phase	<i>All design is issued to Seddon via the ASITE platform, once reviewed and commented on, and the design (or change) has been agreed and updated, drawings are then issued to the relevant parties through ASITE. Once design change has been agreed, costs will be issued for the variations and is further tracked through our Variation process and tracker included on site reports.</i>
Communication of emergency arrangements with other building occupants.	- The emergency arrangements will be agreed with the school, the school are then responsible for communicating their emergency arrangements with their own staff and pupils. - Emergency arrangements on site will be communicated during Site Inductions and will also be displayed on the site notice board. - Weekly meetings will be held between both responsible parties and if necessary additional meeting can be arranged if circumstances dictate.
Coordination and communication between Principal Accountable person and Seddon Accountable person (Residential building over 18m)	

5. Arrangements for Controlling Significant Site Risks and Accountabilities

Extent and Location of Existing Records and Plans

Hazards (including those identified in the PCI)	Known Details or Action to be Taken to Ascertain Them (e.g. drawing numbers, file locations, etc. for any relevant surveys)	Action to Mitigate Risk
Accidents and incidents – first aid provision	L74 – First aid at work - One first aider up to 50 people. 1 pre 50 people thereafter	- First aiders to be displayed on the Site notice board & identified at induction. - Site only to operate whilst a first aider is on site. - First aid kit to be made available in the site

		Office, location identified on induction.
General site hazards as a result of normal construction activity – Sharps, Abrasive products, falling materials & objects, moving plant & machinery, hazardous substances,	All organisations to work to Seddon Contractors Health safety and welfare arrangements and any other requirements identified at the Subcontractors Prestart meeting. All contractors to provide suitable levels of supervision to ensure Site Rules & H&S requirements are adhered too by their workforce	General PPE requirements to mitigate generic construction risk. • Hard hat head protection – suitable maintained and compatible with other PPE provision • High Visibility clothing – well maintained and worn correctly. • Hand Protection – as a general cut and impact protection level but determined by task risk assessments. • Foot protection – toe caps and mid sole plates. • Work wear – in good condition and appropriate to protect against weather and construction hazards.
Buried / underground services (e.g. power, gas, telecoms)	SAF-PROC-12 Service avoidance. GE700 – D07 & D08 SAF-FOR-196 service avoidance agreement	• GPR surveys carried out. • Utility drawings to be consulted. • CAT + GENNY scan before work starts and during operations
Excavations and Ground conditions	SAF-FOR-003 Permit to break ground SAF-PROC-12 Service avoidance. Geo-Environmental Investigation & Assessment report saved on PWS 6.1	• GPR surveys carried out. • Utility drawings to be consulted. • CAT + GENNY scan before work starts and during operations
Moving plant	SAF-PROC-050 Traffic management	• See SAF-FOR-149B Traffic Management Plan

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		• Segregation of work areas and traffic routes
Above ground services (e.g. power, fluids, telecoms)	GE700 – D08 Surface water drains to be covered. ENV-FOR-003 Emergency spill response plan	• Spill response plan displayed. • Spill Kits kept on site. • Spill trays to be used when re fuelling. • Spill response training to be carried out as necessary.
Temporary Works	SAF-PROC-038 Temporary Works Procedure SAF-FOR-164 - Temporary Works Register SAF-FOR-209 Temporary Works Permit and Inspection	Temporary works to be carried out in line with BS 5975
Interface with neighbouring businesses or construction activity.		• Letter drops to local businesses will be carried out if necessary. • Co-ordination meetings with any construction company carrying out works in the local area will be held before the project begins and as required during the project.
Arrangements for site welfare Number of people – canteen and welfare facilities Site and task Hazards e.g. dust, contamination requiring showers	SAF-PROC-017	• A full site welfare set up will be provided to include office accommodation, canteen and drying room, 5no toilet block. • There are expected to be approx 30 persons on site as an average.

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Existing structures (e.g. buildings, towers, etc.)		- Existing buildings will be protected by solid hoardings and netted scaffolding during demolition. - Vibration monitoring
Existing ground conditions (e.g. contamination, stability, etc.)		See SI report
Working around live gas flues.		- Permit SAF-FOR-202 Permit to work around Flue elevations (including roof work) - Ensure CP4 or CP12 identify safe installation. - Restrict work to 1200mm from any live gas flue and sign each flue to notify.
Public protection e.g. risk of unauthorised access, pedestrian or wind loading, splits in the fencing such as vehicle and pedestrian access	SAF-PROC-056 Protection of the public. SAF-GUI-048 NASC Guidance on protection of the Public	2.1m high solid metal hoarding to be erected between the site and the school building. This will be a ballasted system and temp works design will be in place with weekly inspection undertaken. - Existing 1.8m high solid stone wall with 600mm railings on top running round the external perimeter of site - Locking gates at the site entrance - Banks man to manage deliveries and access to site
Other Protection of members of the public (MOP)	SAF-PROC-056 Public Protection	- Signage - Banksman for deliveries - Exclusion zones
Existing / new gas installations or flues impacted by construction works	SAF-PROC-015 Working with and Around Live Gas Services	- SAF-FOR-123 Pre-Subcontractor checklist for Gas Work

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Public interfaces/Safeguarding e.g shared occupancy, specific risks such as pupils and school staff	SAF-PROC-056 Public Protection	- Enhanced DBS checks for all site staff and trades persons - Pupils and staff will be kept segregated from the works with 2.4m high solid hoardings with safety signage displayed on the hoardings.
Working at Height	SAF-PROC-043-Working at Height Procedure	Permit to work at height SAF-FOR-004
Working around live services in buildings	SAF-FOR-196 service avoidance agreement	- No machine digging within 500mm of live services. - GPRS carried out and displayed on site notice boards and issued with permits. - Permit to dig issued before any breaking ground can continue. - CAT + Genny scans before work commences and during the works at regular intervals.
Asbestos	See File 6.4.1 Asbestos Management Plan	- R+D survey - A watching brief to be initiated in areas that could be accessed during the R+D survey
Existing Environment & actions from Aspects & Impacts register (e.g. adjacent property, activities, occupied premises, highways, footpaths, bridle and byways, condition surveys, etc.)	Known Details or Action to be Taken to Ascertain Them	Action to Mitigate Risk
Identify key controls from the Aspects and impacts register in SAF-FOR-149F Environmental Management Plan		
Risks to the Environment and the impact of the works on that environment	See project Environmental plan	All risks and controls to be included in the project induction

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Identify Environmental risk	Contamination into the surface water drains	Cover any gulleys. Ensure use of drip trays when refuelling Set up safe areas to refuel. All fuel on site to be stored in a bunded tank
Identify Environmental Risk	Demolition waste	All waste removed from site is recorded with waste transfer notes. All waste is only removed from site by a competent waste removal contractor who has been vetted and has a waste transfer permit for the type of waste that is being removed from site.
Identify Environmental Risk	Boundaries and Access, Including Temporary Access	2.1m high solid metal hoarding to the site boundary including around the carpark. Access is controlled with Gates and a banks man to coordinator deliveries
Identify Environmental Risk	Noise during demolition	A scaffold will be erected with
Identify Environmental Risk	Asbestos	Carry out an R+D survey. Asbestos to be removed by a trained Asbestos removal contractor
Restrictions on Work (e.g. working hours)	Known Details or Action to be Taken to Ascertain Them	Action to Mitigate Risk
School start times will affect delivery times		Deliveries to be between 9am to 3pm

Persons Responsible

The project lead should allocate key responsibility to the project team. The allocation of such responsibilities as indicated in the Seddon management system procedures will be confirmed the individual signing for acceptance of the role below.

Specific responsibilities will be allocated by the relevant coordinator (where applicable to the project) identified below.

Aspect	Role	Name	Signature
AI Reporting & Investigation	CM and PM	Steve Johnson	
Induction	Project Lead SM Black hat/safety champion	Steve Johnson PM David Ainscough SM Conor Keys Megam Molloy	
Pre-start Subcontractor Management	QS	Neil Critchley	
Services Avoidance Coordinator	PM	Steve Johnson	
Scaffold Coordinator	SM	David Ainscough	
Asbestos Coordinator	PM	Steve Johnson	
Cranes and Lifting coordinator	PM SM	Steve Johnson David Ainscough	
Fire and Emergency Coordinator (accountable person)	PM	Steve Johnson	
Temporary Works Coordinator	PM	Steve Johnson	
Temporary Works Supervisor	SM	David Ainscough	
Traffic Management Coordinator	PM SM	Steve Johnson David Ainscough	
Environmental Coordinator	PM	Steve Johnson	
Demolition	PM SM	Steve Johnson David Ainscough	
Public Protection	SM	David Ainscough	

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	Black Hat	Conor Keys	
Emergency Evacuation	Black Hat	Conor Keys	

6. Health and Safety File

The Construction Design and Management Regulations require that all projects collate a file of health and safety information related to the buildings or structures. The content, format and layout of the file are normally dictated by the client or their representative.

The H&S File is required for each project and is to be submitted to the client within two weeks of completion.

Layout and Format

Include site specific details of the agreed layout and format of the health and safety file (agreed with Principal Designer)

Health and Safety File shall be in the format and include, as appropriate, but not limited to, the items detailed below and should be agreed during the Pre-Construction phase:

- a) A brief description of the works carried out.
- b) Any hazards which have not been eliminated through the Design and Construction process (include Design Risk Registers, Residual Risk Register and any other detail).
- c) Key Structural Principles – safe working loads for floors and roofs – (Design Detail).
- d) Hazardous materials.
- e) Information regarding the removal or dismantling of installed plant and equipment (special arrangements for lifting etc).
- f) Health and Safety information about equipment provided for cleaning or maintaining structure.
- g) The nature, location, markings of significant services including underground cables, gas supply equipment, firefighting services etc.
- h) Information As-Built drawings of the building, it's plant and equipment (e.g. the means of safe access to and from service voids and fire doors).
- i) Include all details of emergency systems:
 - Means of escape
 - Location of call points
 - Location of refuge points
 - Location of firefighting equipment
 - Location of fire alarms
 - Location of smoke detectors
 - Location of dry/wet risers
 - Location of control panels
 - Fire Brigade access – turning areas
 - Signage drawing attention to any of the above

The Health and Safety file should contain enough detail to allow the likely risks to be identified and addressed by those carrying out any work. The level of detail should be proportionate to the risk. The file should not include items which will be of no help when planning future works.

The Health and Safety file should not contain Pre-Construction Information, Construction Phase Plan, Contractor Documents – RAMS, etc. The file must be convenient, clear, precise and understandable.

Arrangements for Collection of Information Include details of the site arrangements for the collection of health and safety file information
. The files are handed over at the Hand Over meeting on site
Storage of Information Include site specific details of how health and safety file information will be stored
All information is stored on Seddon PWS system.

7. Appendices

Site Rules

Contract Name:	Date								
Welfare facilities are available on site and are located in the Sunbury building carpark									
First aid equipment is available at the following locations: -. Site Office									
Whilst on site appropriate PPE must be worn, e.g. Safety Helmet, Safety Footwear, His-Vis Clothing, and hand protection. (note: all PPE must be suitable for the identified risk).									
Ensure you have the competency to use the plant and equipment identified for your task.									
Do not alter or adjust any scaffold.									
Do not alter or adjust any fencing or pedestrian walkways without permission from the Seddon management team.									
Always wear long trousers with either short or long-sleeved shirts but no vests.									
You will require a permit to work, issued by the site management for the following activities: <table border="0"> <tr> <td>• SAF-FOR-001 Confined Space Permit</td> <td>• SAF-FOR-029 Permit to Work – Demolition</td> </tr> <tr> <td>• SAF-FOR-002 Hot Works Permit</td> <td>• SAF-FOR-161 General Permit</td> </tr> <tr> <td>• SAF-FOR-003 Permit to Break Ground</td> <td>• SAF-FOR-202 Permit to work Flue Elevation</td> </tr> <tr> <td>• SAF-FOR-004 Work at Height Permit</td> <td>• SAF-FOR-127 Permit to Activate M & E Service</td> </tr> </table>		• SAF-FOR-001 Confined Space Permit	• SAF-FOR-029 Permit to Work – Demolition	• SAF-FOR-002 Hot Works Permit	• SAF-FOR-161 General Permit	• SAF-FOR-003 Permit to Break Ground	• SAF-FOR-202 Permit to work Flue Elevation	• SAF-FOR-004 Work at Height Permit	• SAF-FOR-127 Permit to Activate M & E Service
• SAF-FOR-001 Confined Space Permit	• SAF-FOR-029 Permit to Work – Demolition								
• SAF-FOR-002 Hot Works Permit	• SAF-FOR-161 General Permit								
• SAF-FOR-003 Permit to Break Ground	• SAF-FOR-202 Permit to work Flue Elevation								
• SAF-FOR-004 Work at Height Permit	• SAF-FOR-127 Permit to Activate M & E Service								
Only use designated access routes. Do not enter any prohibited areas.									
Smoking is only permitted in the designated smoking area located next to the cabins in the Sunbury carpark (including e cigs/vapes).									
Keep all access areas clear of materials, tools, trailing cables, debris, etc.									
Do not take food or drink into your work areas. Only eat and drink in designated canteen located									

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Report ALL injuries and incidents, however minor, to the site management.
Do NOT wear baseball caps or hats under your safety helmet. Only proprietary workwear is to be worn.
Seddon want to ensure an environment where people are respectful of each other, no foul or abusive language, violence or horseplay will be tolerated on our projects.
Use mobile phones in the safe areas identified
No reversing will be allowed on this project without a banksman. The project is restricted to a 5mph speed limit.

Supply chain supervisor responsibilities – Responsibilities identified from the development of the Construction Phase plan and the associated plans (Traffic Management Plan & Fire and Emergency Management Plan). These responsibilities must be added to and communicated during the SAF-FOR-217 Supervisor Induction

Supervisor Induction



Contract Name:	Contract Number:
Induction carried out by:	Supervisory Time allocation:
Supervisor Name:	Employers name:
Supervisor's contact number:	Supervisor's email:

Duties overview	Tick as satisfied
The supervisors' responsibilities are available from their business, and they cover the key supervisory requirements. (Attach a copy).	
The supervisor understands the key Seddon requirements relevant for the tasks they are doing (e.g., work at height, dust control, traffic management) and permit requirements for the project.	
The supervisor can verbally demonstrate a clear understanding of their scope of works and can detail key hazards, interface with other trades, programme risks and quality risks.	
The supervisor is fully aware of the project site rules and their responsibility to ensure that all site rules are adhered to by their workforce.	
The supervisor understands their commitment to attend any sub-contractors' meetings required by the project and to engage in any SHE initiatives promoted on the project.	

Managing Work Processes
Supervisor accepts responsibility to use risk assessment and method statements to safely complete work and will monitor and review the documents as the work changes throughout the project.
The supervisor will monitor production in the with our programme to ensure safe sequencing of work, carry out Quality Control Checks to maintain standards and safety are at their highest.
The supervisor will perform spot checks amongst their team and will ensure that the correct safe methods of work are always undertaken.
Supervisor understands their responsibility to challenge the standards, actions and conduct of others.
Supervisor understands their responsibility to utilise the Daily SHE Toolbox process as a means of coordinating work and to clearly communicate the SHE and coordination messages from the Daily briefing, to their workforce.
The supervisor accepts responsibility for endorsing and promoting Seddon near miss reporting process to support project SHE improvements.
The supervisor has made arrangements for a monthly external audit to be completed onsite. Insert requirements
The supervisor understands the responsibility to communicate SHE information to their team during weekly toolbox talks/ RAMS/ Task briefings as well as information from the Seddon management team.
Supervisor understands their duty to ensure the attendance of a nominated safety representative at the site safety committee meeting which will be held at the following time and location each month:

Deliveries
The supervisor is responsible for coordinating deliveries with the Seddon management team.
The supervisor is responsible for ensuring that exclusion zones are in place, roads are secure before being released and whilst being unloaded and ensuring the competencies of any persons using plant and equipment prior to unloading their delivery.
The supervisor is responsible for ensuring nobody accesses the vehicle or load without controls being in place to prevent them from falling from height.

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Supervisor Induction



Managing plant and equipment
Supervisor understands exactly which equipment will be required to complete works and accepts responsibility to ensure that weekly inspections are conducted in line with the manufacturer's instructions and that all operatives are trained and competent to use the relevant equipment.
Supervisor understands that PPE must be worn by team in accordance with site rules and risk Assessments and it is in good condition and used in line with manufacturers' requirements. The supervisor holds spare PPE and accepts their responsibility to ensure their team are fully compliant.
Accidents and emergencies
Supervisor fully understands their duty to report accidents, incidents, or dangerous occurrences at earliest safe opportunity and to cooperate with the investigation team to maximise the learnings from accidents and incidents.
The supervisor understands the procedure for emergency evacuation from site and will ensure that their team is following the signing in / out procedure at all times. The supervisor will ensure that their team keeps emergency escape routes and assembly points are always free from obstruction.
Supervisor fully understands any emergency/ rescue procedure that their business require (e.g. spill kit response, work at height/ confined space rescue and the requirements for all concerned to be trained and fully aware of the emergency response requirements.
Managing Quality
Customer Requirements - The supervisor fully understands who is responsible for providing samples, benchmarks and/or technical submittals for approval and how the approval process will be tracked and reported. Benchmark samples & mock-ups will be shown to the workforce.
Readiness - Supervisors will ensure their work is fully complete and will inspect the completeness of others (that may impact on SHEQ), ahead of their workforce commencing.
Avoiding Defects - The supervisor accepts responsibility for ensuring that the workforce is fully aware of installation requirements and uses the latest design information. Ensuring that the correct materials are available. Supervisor will ensure that the workforce is aware of quality risk and requirements to avoid risk.
Confirmation of Compliant Delivery - The supervisor understands, will enforce, and prove the agreed inspection & test hold points and submit appropriate records to prove compliance.
Working hours
The supervisor understands that none of contractor's works shall proceed if supervisor is not in attendance.
The supervisor will work the following hours unless additional arrangements are approved: Identify working hours.
The supervisor identifies any holidays falling within the project start/end date and arrangements to identify any further leave or covering sickness.
Acceptance declaration
I understand and agree to fulfil the roles and responsibilities identified by my business and listed above, and to supervise the works accordingly in order to cooperate with all quality, health, safety and environmental requirements identified in this induction.
Signed supervisor: _____ Date: _____
Induction sign-off - identify any additional requirements below /
Signed Seddon project lead _____ Date: _____

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