

Taylor Wimpey Uk  
Site HSE Manual

Section 1  
Management Arrangements

Document Owner

Craig Schwarze	Head Of HSE
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### 1.1.1 Introduction

This manual is a management tool designed to support Taylor Wimpey (TW) Site Management Teams in overseeing the day-to-day Health, Safety and Environmental (HSE) management of their sites in conjunction with their contractors. It also provides guidance on TW’s expected HSE standards and highlights examples of best practice.

#### How to Use This Manual

The manual is divided into 12 sections, each covering a stage or aspect of the construction process. Every section sets out the relevant key HSE control measures and requirements.

Throughout the manual:

- Critical text is highlighted in yellow
- References to other sections and documents are highlighted in bold blue

#### Purpose of Each Section

Each section is intended to support the Site Management Team to:

Identify the Health, Safety and Environmental (HSE) risks and key control measures associated with the activity or process.

Assess whether these risks and controls have been addressed by:

- TW Site-Wide, Trade, Additional and COSHH (STAC) Risk Assessments and Key Control Measures
- The contractor’s Risk Assessments and Safety Method Statements (RAMS)

Communicate the key risks and control measures to directly employed operatives and contractors, ensuring they have been adequately briefed and have instructed their employees accordingly.

Monitor to confirm that the identified key control measures are in place and operating effectively.

#### Note

This manual cannot cover every activity or eventuality. If any member of the Site Management Team encounters a situation beyond their knowledge or experience—or has any doubts or concerns about the procedures or controls—they must contact their Regional or Site HSE Advisor. Assistance must be sought to agree and confirm a safe system of work before the activity begins.

Look out for the Health, Safety and Environmental (HSE) symbols throughout this manual. These symbols identify the key risks associated with each activity or task.



**Health** – indicates the potential health risks that may arise from carrying out the task or activity.



**Safety** – identifies the immediate safety hazards associated with the task or activity.



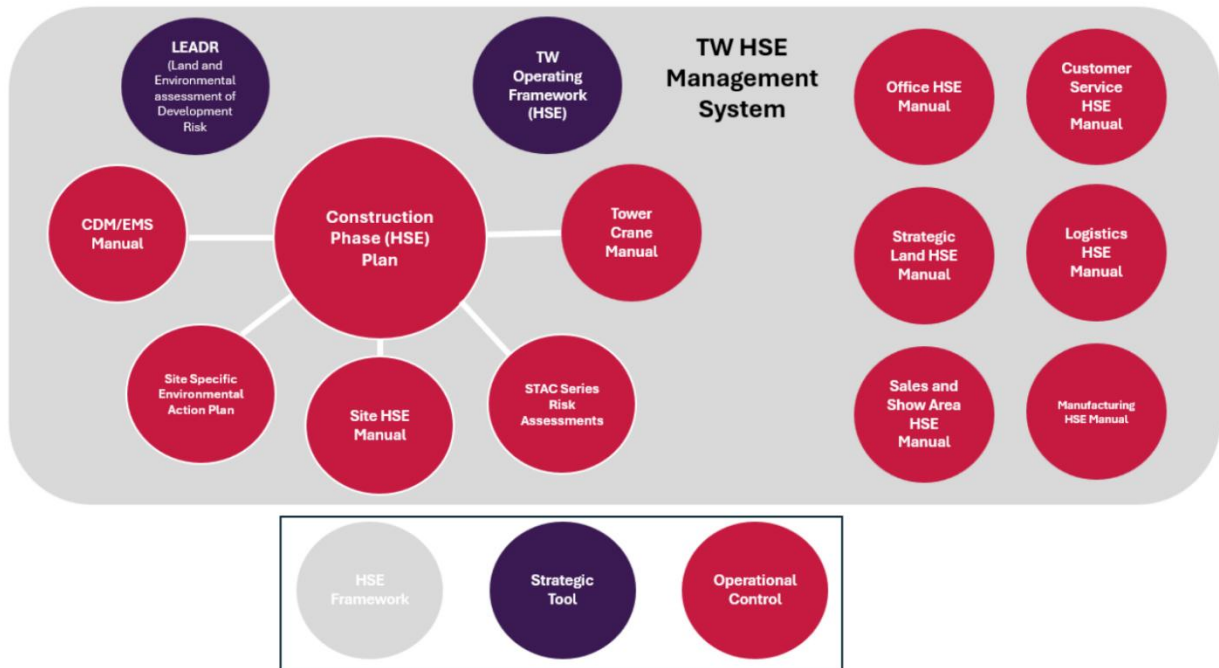
**Environmental** – highlights any environmental risks or impacts linked to the task or activity.

### 1.1.2 TW Health, Safety and Environmental (HSE) Management System

TW’s HSE objective is that everyone working on our sites *goes home safe and well at the end of each working day*.

The HSE Management System provides the framework for assessing and managing HSE risks across all TW operations. It is designed to ensure that responsibility for day-to-day HSE management is clearly communicated and cascaded from Board level through to all staff and the supply chain.

The TW HSE Management System sets out the key HSE standards, procedures and examples of best practice for effectively managing Health, Safety and Environmental risks. The system consists of a series of strategic and operational controls presented through connected manuals and tools, supported by detailed guidance, procedures and checklists.



### 1.1.3 TW Health, Safety and Environmental (HSE) Policy

The general TW HSE Policy is updated annually. The latest version is available in the **Key HSE Documents** section on the **HSE Channel**.

The TW HSE Policy is displayed in the Site Office (see [Section 2.2.2](#))



## HEALTH, SAFETY AND ENVIRONMENTAL (HSE) POLICY

### General Policy Statement

This HSE policy for Taylor Wimpey plc applies to all Taylor Wimpey UK companies, sites and businesses; Spain; and any other of its businesses and operations (collectively "Taylor Wimpey"). Taylor Wimpey plc regards HSE management as a non-negotiable number one priority for our business. We want all our employees and sub-contractors to leave each of our sites safe and well every day. Taylor Wimpey plc fully recognises the importance of maintaining good standards of HSE management and the impact this has on the effectiveness and sustainability of its business. In order to demonstrate our understanding and commitment, HSE Management Systems have been developed and are fully communicated throughout our organisation at all levels applying risk management and pollution prevention principles to our activities, products and services.

It is the policy of the Board of Taylor Wimpey plc ("Board") to ensure all activities meet or exceed all applicable HSE legislation, regulations and any other requirements to which we subscribe. In doing so all employees, contractors' employees, self-employed persons and the general public will be assured acceptable standards of HSE management.

The Board views HSE management as the top priority within the company and promotes HSE best practice being accepted as a core value in all businesses.

This Policy reflects the commitment of the Board and those accountable to the Board for its implementation. This Policy therefore outlines Taylor Wimpey's ongoing commitment to continuous improvement of our HSE performance. All businesses are required to conduct their business in a manner that, as far as is practicable, will minimise adverse effects upon the environment.

Taylor Wimpey will ensure the HSE policy is communicated, understood and implemented effectively at all levels throughout the business, including those persons working for or on behalf of the Taylor Wimpey and is formalised within the HSE management systems.

#### Organisation

- All levels of management across the Taylor Wimpey business are to be held responsible and accountable for operating a safe workplace that seeks to create a minimum burden upon the environment.

All employees are expected to strive to achieve and maintain the highest standards of HSE management and to comply fully with our HSE Management Systems.

#### Arrangements

- HSE considerations are agenda points at every meeting of the Group Management Team. A review of performance is carried out and measurable targets for HSE performance improvement are set and reviewed.
- Taylor Wimpey will maintain a review process that incorporates HSE performance targets, progress measurement, continual improvement and communication with relevant interested parties.
- The Board recognises that it can only achieve significant lasting improvement in HSE performance of its businesses if it has the co-operation and support of its contractors. Taylor Wimpey intends to continually encourage and promote the provision of suitable health, safety and environmental training to its contractors' employees and self-employed.
- Homes and Communities Agency, local planning authorities, NHBC, local and national government sustainability criteria, private and public landowners and other interested parties will be consulted over time to ensure our policies meet other non-statutory requirements and to ensure best practice.
- This policy and commitment of the organisation is only achievable by ensuring resources, be they human, technical or financial, are provided to those actively engaged in any of Taylor Wimpey's business activities. The Board is committed to provide those resources.
- The Board will regularly monitor and keep under review the effectiveness of this Policy.



**Jennie Daly**  
**Chief Executive**  
**Taylor Wimpey plc**  
**Date: 01.01.2026**

### 1.1.4 TW Construction Code of Practice

The general TW HSE Policy and Management System are supported by the TW Construction Code of Practice. The Code of Practice is displayed in the Site Office (see [Section 2.2.2](#)).

## TW Construction Code of Practice for all TW Companies

<b>Safety</b>	The safety of workers, visitors and the local community is our highest priority on site. Clear safety signage and control is essential on all sites. We require all Site Managers to introduce traffic management and to contact residents, schools and authorities right from the start of a project.
<b>Environmental</b>	Noise and environmental disturbance must be kept to a minimum, as far as reasonably practicable, with a focus on preventing pollution, managing waste and protecting bio-diversity
<b>Respect</b>	Sites must be kept clean and orderly, and we expect high standards of behaviour from site staff and workers. Training is provided for staff in dealing with customers and site visitors
<b>Communication</b>	We encourage consultation with the local community and interest groups throughout the planning and build process

### 1.2.1 Site Management Arrangements to Operate a TW Site

Where Taylor Wimpey is operating as the **Principal Contractor**—with responsibility for the **day-to-day management and coordination of construction activities on site**—it is essential that the **Site Management Team** possesses the **appropriate training, qualifications, and competencies** to discharge their duties effectively and in compliance with legal and company standards.

This is to ensure:

- Effective site management and supervision
- A trained First Aider is always present
- Control and co-ordination of the works, and
- Implementation and monitoring of TW HSE Standards and procedures

#### HSE Training Requirements

The TW Core HSE training requirements for a TW Site Management teams are:

- 3-Day HSE Procedures
- 2-Day Scaffold Inspection
- 2-Lifting Operations
- Occupational Health - online modules
- 1-Day Temporary Works
- Fire Safety - online modules
- First Aid

Note 1: An additional ½ Day Timber frame module is required where timber frame is being erected on the site

Note 2: The minimum core training for a Manager to be in charge of a TW site is; 3-Day HSE Procedures, 2-Day Scaffold Inspection and First Aid trained.

Note 3: Trainee Site Managers must never be left solely in charge of a site, they must always be under the direct supervision of a trained site Manager or Assistant Site Manager

## Agency Site Managers

An Agency Site Manager (or Agency Assistant Site Manager) can be used in two capacities:

- **Agency Site Manager used to support the TW Site Management Team**

The preferred option is only to use Agency Site Managers/Assistants to support an existing TW Site Management Team. When an Agency Site Manager/Assistant is used, the TW Site Management Team must ensure the Agency Site Manager/Assistant has received the following:

- TW Induction; and
- Fully briefed on their roles and responsibilities and the safety critical information relating to the site.

The Site Management Team must also check the Agency Site Manager's/Assistant's training, skills, and knowledge such as checking that they hold a suitable Manager's/Supervisor's CSCS Card or SSSTS/SMSTS Certificate.

## Agency Site Manager/Assistant left in Charge of a TW Site

Leaving an Agency Site Manager/Assistant in charge of a TW site is a last resort and conditional on the following mandatory requirements:

- Approved by the BU MD; and
- Has received the TW Core HSE Training (see above).

In addition, a handover briefing must take place between the TW Site Manager or Production Manager and the Agency Site Manager/Assistant before being left in charge of the site.

### 1.2.2 Site Manager Handover

#### Site Manager Handover

When a Site Manager "hands-over" their operational site to another Site/Assistant Manager, whether for holiday cover or more permanently, the existing Site Manager must give a "Face to Face" Handover Briefing on the site HSE aspects to the incoming Site/Assistant Manager.

The key points discussed in the Handover Briefing are to be recorded by the Site Manager on the 'Site Handover' Checklist. The completed checklist is to be placed in the **Site Construction Phase HSE Plan Folder 3: Section F3.03 Site Management Team**.

**Note:** In the case of an illness, the respective Production Manager is responsible for carrying out the Handover.

The 'Handover' checklist can be used also as a 'prompt' when a Site Manager is leaving an Assistant Site Manager in charge of the site (e.g., holiday cover) to reinforce the key HSE arrangements/controls on site.

The respective Production Manager must make a check as soon as possible following the 'Handover' that the checklist has been completed appropriately and the incoming Site Manager/Assistant Site Manager has been adequately briefed.

Site Manager 'Site Hand-Over Checklist along with all Site Forms can be accessed via the [SHE Assure Portal](#), which is accessible via mobile phones, tablets, or laptops

### 1.2.3 Consortium Sites

Where the site is part of a shared/consortium site, the Production Director must provide the TW Site Manager with details of who is adopting the role of ‘Lead Consortium Member’ and the necessary arrangements to be maintained for co-ordinating and controlling any interface issues such as public safety, traffic management, etc. A consortium agreement such as the [HBF Consortium Agreement](#) will have been drawn up as part of the CDM/EMS Procedures (available in the HSE channel on In House)

Where TW is the Lead Developer, we will normally be the Lead Consortium Member (LCM). Under the

<b>Responsibility</b>	Existing Site Manager (Respective Production manager in case of illness cover)
<b>When</b>	When the site is being “handed over” to another Site/Assistant Manager.
<b>Purpose</b>	To ensure the incoming Site/Assistant Manager is fully briefed on the current and forthcoming works and general HSE arrangements and controls on site.



#### Site Manager 'Site Hand-Over' Checklist

To be completed by Existing and Incoming Site/Assistant Managers

agreement, the LCM must organise regular meetings of all the consortium members to ensure that critical issues, particularly relating to public safety, are discussed, and addressed on site.

- a) The Site Manager must have been provided with a copy of the Consortium Agreement, setting out the agreed arrangements, to include as part of their Construction Phase H&S Plan. If not available on site, then the Production Director must be contacted to arrange for copy to be available.
- b) If the Site Manager does not receive the necessary co-operation from the other consortium members, it must be brought to the attention of the Production Manager / Director.
- c) If TW is not the LCM and the Site Manager

feels that the LCM is not having enough meetings, they must bring this to the attention of their Production Director/Manager.

d) The interface between the operating Principal Contractors must be adequately managed, such as traffic management, deliveries, occupations / public safety, etc. If the Site Manager has any concerns, they must contact their Regional or Site HSE Advisor.

### 1.2.4 HSE Training for Production and Site Management Teams

It is critical that all direct, indirect operatives and staff working on TW sites are provided with appropriate HSE Training, so they understand TW’s approach and principles to HSE. TW’s HSE Training is not just about rules and regulations, but about setting out standards and expectations, but most importantly creating a philosophy of “we mean what we say”.

TW want to ensure that, when a Site Manager or Assistant Site Manager joins TW from another house builder or organisation, not only does TW provide the mandatory HSE Core training, but takes sufficient steps to provide additional support during their ‘settling in’ period and regularly assess their integration into the ‘TW HSE Management System’, including:

- Support/mentoring visits by the Production Manager
- Support from other experienced TW Site Managers
- Support and site visits by the BU Management Team; and
- Arranging for additional Site Development Visits by the Site HSE Advisor.

The TW HSE Training required for site-based personnel is identified in the following extract from the full Training Matrix

Reference to other training can be found in the relevant sections below:

- For Apprentices (see [Section 3.2.6](#))
- For Telehandler Operators (see [Section 8.2.7](#))

#### Approved Training Providers Contract Details

<p><b>R G Wilbrey Ltd</b> Aspen House Great Brickkiln Street Wolverhampton WV3 OPT Tel: 01902 420920</p>	<p><b>DMSS</b> Flynn House 32 Woodford Road Bramhall Stockport SK7 1PA Tel: 0161 486 3241</p>	<p><b>Fulcrum Scaffold Safety &amp; Training</b> Port of Mostyn Mostyn, Holywell, Flintshire, CH8 9HE Tel: 0161 706 0345</p>	<p><b>RSK Ltd</b> 172 Chester Road Helsby Cheshire WA6 OAR Tel: 0192 872 6006</p>
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#### Notes:

- Majority of the training can be requested by emailing [HSE-Training@taylorwimpey.com](mailto:HSE-Training@taylorwimpey.com)
- However, training marked in blue can be arranged directly with the approved provider. In these cases, TW Training Administration must be provided with a record of the training, to enable any applications for training grants.
- Other specialist or specific training can be designed specifically for a department / function. If necessary, please contact your Regional HSE Advisor.
- To ensure that all staff have the necessary HSE knowledge, skills and experience for their role, the HSE Administrator must maintain a Training Register to confirm that their staff have received the mandatory HSE training.
- Please contact TW Training Administration for advice - [HSE-Training@taylorwimpey.com](mailto:HSE-Training@taylorwimpey.com)

#### 1.2.5 Site Safe Briefings

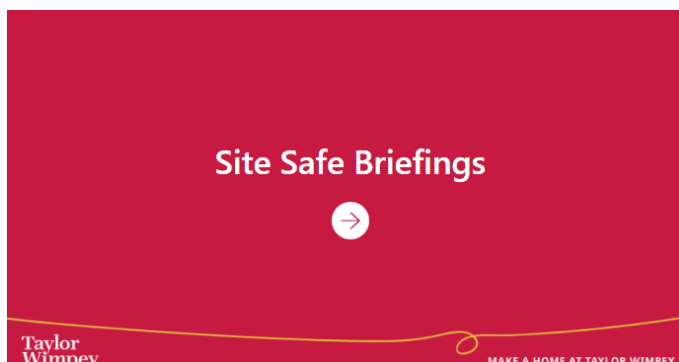
In some cases, the Site Manager may identify a need for operatives to receive further on-site training to raise their awareness of or reinforce specific issues, such as the use of the Oxford Platform System, etc. The Site Manager can:

- Provide Site Safe Briefings to the operatives directly
- Request that their employer's supervisor provides them ; or
- Ask their Site HSE Advisor to carry them out during a routine site visit.

A [Site Safe Briefing Training Register](#) Form is provided to record these sessions (**Construction HSE Plan Folder 3 F3.8**).

A series of Site Safe Briefings have been developed to aid the process of on-site awareness training for both TW personnel and contractors' operatives on site. All Site Safe Briefings are contained in a specific '**Safe Site Briefings**' Folder held on each site

If you feel that a contractor's personnel on site have not received the appropriate HSE training for their activities / tasks, contact your Regional HSE Advisor.



### 1.2.6 Use of Computer and Mobile Devices

Computer and mobile tablet devices are an important part of the site management work equipment to assist carrying out daily task and duties.

To ensure the health, safety, and wellbeing of the DSE user all users must complete a **‘Display screen equipment (DSE) workstation checklist** available by clicking the link opposite

The workstation checklist is self-explanatory: Work through the questions and ticking either the ‘Yes’ or ‘No’ column against each item.

‘Yes’, answers require no further action.

‘No’ answers will require investigation and/ or corrective action. Firstly, check if you can adjust your work area e.g., relocate monitor, etc. to see if this helps. If the issue remains, discuss the completed checklist with your HSE Administrator / RHSEA.



1. All mobile devices (Tablet or phone) used on site (including within the site compound area) must be held/kept in the mobile device case provided (example shown) or in the pocket of the High Viz vest when moving about the site, accessing plots under construction or heights via ladders, stairways.
2. Operators of the mobile device (Tablet & Phones) must be stationary within a ‘pedestrian safe area’ whilst operating the device.
3. The mobile device (Tablet & Phones) must be used within a ‘pedestrian safe area’ only and never within the working zone of any plant or equipment.



### 1.2.7 Site Management Team – Responsibilities

The table below describes to key HSE responsibilities for Site Teams and their support including HSE Co-Ordinator (Production Director and Regional HSE Advisor).

Key HSE Responsibilities	
<b>Site Manager/ Assistant Site Manager</b>	<ul style="list-style-type: none"> <li>▪ Organise and manage their sites as per the Site HSE Manual.</li> <li>▪ Ensure the Construction HSE Plan is available on site</li> <li>▪ Control and co-ordinate all construction activities on site in conjunction with the contractors.</li> <li>▪ Regularly review and update, where necessary, the site STAC Risk Assessments.</li> <li>▪ Provide an HSE Induction to all new operatives on site.</li> <li>▪ Ensure, in conjunction with the contractors, that all operatives are informed/briefed on the key controls for the activities that they are undertaking.</li> <li>▪ Hold regular site safety meetings.</li> <li>▪ Ensure all Statutory Inspections are carried out.</li> <li>▪ Monitor site activities.</li> <li>▪ Manage the environmental issues including prevention of silt run-off, dust control and waste management; and</li> <li>▪ Manage and report all accidents and incidents.</li> </ul>
<b>Site Support Team, including Supervisors, Material Controllers, General Site Operatives and Trade Representatives</b>	<ul style="list-style-type: none"> <li>▪ Assist the Site Manager where possible, especially on traffic management/segregation on site and the general monitoring of the site activities.</li> <li>▪ Ensure that material storage areas are maintained in a safe manner and that consideration is given to the stability of the stored goods and accessibility, including the segregation of persons and vehicles.</li> <li>▪ Ensure that delivery vehicles are given assistance with regards to clear directions, reversing on site, etc. and that the drivers have appropriate PPE and that arrangements are in place for the safe uploading of the vehicles; and</li> <li>▪ Raise any concerns with regards to storage, traffic management, etc. with the Site Manager.</li> </ul>
<b>HSE Co-Ordinator/ Production Director</b>	<ul style="list-style-type: none"> <li>• Co-ordinate and promote HSE matters within the company and its subcontractors.</li> <li>• Attend the key site planning meetings.</li> <li>• Evaluate employee and subcontractor competence.</li> <li>• For employees, identify required training and ensure training is received; and</li> <li>• Assist in the implementation of updated Operational Controls.</li> </ul>
<b>Production Manager</b>	<ul style="list-style-type: none"> <li>• Attend the key site planning meetings.</li> <li>• Ensure that the Construction HSE Plan has been suitably developed with the TW Risk Assessments reviewed and signed off.</li> <li>• Ensure the Site Managers have all appropriate documents for the site.</li> <li>• Ensure that Contractors have provided their site-specific documentation and are ready to start; and</li> </ul>

Key HSE Responsibilities	
	<ul style="list-style-type: none"> <li>• During site visits, review HSE performance on site with the Site Management Teams and contractors.</li> </ul>
<b>HSE Administrator</b>	<ul style="list-style-type: none"> <li>▪ Provide administrative support to the Production Director in fulfilling the role of HSE Co-ordinator and Site Management Teams including the co-ordination of documentation relating to Health, Safety and Environment and the input of statistical information onto the SHE System.</li> </ul>
<b>Regional HSE Manager</b>	<ul style="list-style-type: none"> <li>• Support the TWUK HSE Strategy and monitor its effectiveness</li> <li>• Support the R/SHSEA's to ensure all accidents, incidents Category A and Category B are investigated promptly and appropriately</li> <li>• Support and mentor the Regional HSE Advisors, by regularly attending business unit meetings (i.e., Quarterly HSE Review Meetings)</li> <li>• Carry out regular reviews of the performance of the individual RHSEAs and SHSEAs to ensure consistency of approach, e.g., joint Site Inspections and Development Visits</li> <li>• Carry out audits to identify where continuous improvement can be made to the implementation of the HSE standards or where the HSE standards require amendment to become more robust</li> <li>• Undertake programmed visits to operational sites to provide support and advice to the R/SHSEA and Business Unit Management.</li> <li>• Arrange regular liaison with our third-party suppliers of Site HSE Advisor Services and CDM Support to review and discuss effectiveness of service provided and agree any areas for improvement with measurable outcomes</li> <li>• Promoting a positive health and safety culture in which is aligned with the business's values of - Take responsibility, Respectful and far.</li> </ul>
<b>Regional HSE Advisor</b>	<ul style="list-style-type: none"> <li>▪ Support the implementation of HSE policy, procedures, best practice, and disciplines throughout their Business Units and maintain an ethos of continuous improvement in HSE.</li> <li>▪ Provide professional advice and guidance to the BU management and site teams as well as the BU's Site HSE Advisor to enable the effective implementation of the TWUK HSE management system.</li> <li>▪ Liaison with their Site HSE Advisors with regards to site inspections and associated support to operating sites. Ensure that they receive the necessary support, guidance, and encouragement to ensure success.</li> <li>▪ Review the Site HSE Advisor's inspection reports, monitor effectiveness and consistency and identify areas requiring further improvement or intervention.</li> <li>▪ Follow up any significant issues or site problems identified by the site advisors. Respond to site / management teams in need of support and advice in dealing with HSE issues /</li> </ul>

Key HSE Responsibilities	
	<p>incidents.</p> <ul style="list-style-type: none"> <li>▪ Attend HSE Team Meetings and operating company Management Team HSE Review meetings.</li> <li>▪ Support and mentor the BU Site HSE Advisors, by regularly participating in site HSE Inspections and Development HSE Visits to monitor and ensure consistency.</li> <li>▪ Carry out BU HSE audits to measure implementation of HSE procedures and disciplines and ensure consistency and the cross-fertilization of best practice.</li> <li>▪ Assist the BU'S close-out of category 'A' and category 'B' reports, aiding/support where necessary</li> <li>▪ Undertake accident/incident investigation and liaison with HSE, EA, etc. as necessary. Involve the Head of HSE where the accident/incident is of a serious nature.</li> <li>▪ Confirm the Business Unit is ready to start a new site by completing the necessary Client Checklist Part A and Site Start Authorization, then once started on site arrange or carryout a Client Checklist Part B site visit</li> <li>▪ Carry out internal HSE training as required and where appropriate facilitate the HSE training carried out by external organisations.</li> <li>▪ Gather statistical information relating to regional performance and present necessary reports as required.</li> </ul>
<p><b>Site HSE Advisor</b></p>	<ul style="list-style-type: none"> <li>▪ Carry out regular and systematic Categorised Site Inspections at least once per month implementing the TW Hazard Category reporting system.</li> <li>▪ Carry out regular and systematic supportive Development HSE Visits at least once per month with the Site Management Teams, contractors and/or operatives.</li> <li>▪ Complete the Monthly Consistency Check as part of the Monthly Development HSE Visit</li> <li>▪ Attend the Monthly HSE Production Meeting and provide the HSE Co-ordinator and Regional HSE Advisor with a monthly BU Summary Sheet.</li> <li>▪ Attend the Quarterly HSE Review Meeting and provide a BU summary for the quarter</li> <li>▪ Keep the Regional HSE Advisor fully informed of any unresolved issues/concerns arising from site visits, meetings, etc.</li> <li>▪ Provide an advisory service to the company and its Site Managers, including attendance and participation in Management Review Meetings, Pre-Start HSE Meetings and Site Appraisals as arranged by the Company</li> <li>▪ Attend and investigate accidents, dangerous occurrences and other incidents as requested by the HSE Co-ordinator, Regional HSE Advisor, or Head of HSE as deemed necessary.</li> <li>▪ Prepare a report of all accidents investigated setting out Observations, Conclusions and Recommendations. A draft copy to be presented to the Regional HSE Advisor prior to any circulation.</li> <li>▪ Log accidents, incidents, and hazard Category A's and B's</li> </ul>

Key HSE Responsibilities	
	<ul style="list-style-type: none"> <li>onto the SHE system; and</li> <li>Respond to other requests from the HSE Co-ordinator, Regional HSE Advisor or Head of HSE.</li> </ul>

### 1.3.1 Introduction

This section provides Site Management Teams with an overview of the Taylor Wimpey CDM/EMS process, with specific guidance on the use of the Construction Phase HSE Plan. The CDM/EMS process defines the standards and expectations for managing Health, Safety, and Environmental performance throughout all stages of a project — from initial design through to the homeowner moving into their new property.

The CDM/EMS procedures are structured around two main elements:

- The key Duty Holders; and
- The key documents.

### 1.3.2 Key CDM/EMS Duty Holders CDM Duty Holders

CDM Duty Holder	Responsible in TW	Main Duties
Client	Managing Director	To ensure that suitable resources are in place for managing HSE aspects of a project.
CDM Principal Designer	Technical Director	<p>Responsible for planning, managing, monitoring and co-ordinating HSE during the pre-construction/design stage.</p> <p>This involves identifying, eliminating, or controlling foreseeable risks through design review.</p> <p>Provide relevant information to the Production Director to enable them to plan, manage, monitor and co-ordinate HSE during the construction phase.</p>
CDM Principal Contractor	Production Director	<p>Responsible for planning, managing, monitoring and co-ordinating HSE during the construction stage.</p> <p>This includes:            Liaising with the Client (MD) and Principal Designer (TD).            Preparing a Construction Phase HSE Plan.            Ensuring co-operation and co-ordination between contractors on site; and            Providing suitable welfare facilities.</p>

### 1.3.3 Key CDM/EMS Documents

CDM Document	At TW	Purpose
Pre-Construction Information	Folder 1	Information that is provided to allow the site to be planned and managed safely. (e.g., location of existing services).
Construction Phase Plan	Folders 1 to 3 and other documents (See <a href="#">Section 1.3.4</a> below)	Sets out the arrangements and procedures for managing the site during the construction phase.
Health and Safety File	<a href="#">Homeowner's HSE Information</a> and <a href="#">Management Company Packs</a> (See <a href="#">CDM/EMS Manual</a> )	To provide details such as the need for annual gas safety checks.

### 1.3.4 The Construction Phase HSE Plan

For Site Management Teams, the Construction Phase HSE Plan is the main document for planning, managing, monitoring and co-ordinating HSE during construction. It consists of the following key elements:

- Folder 1: Pre-Construction Information
- Folder 2: Site Action and Monitoring
- Folder 3: Site Reference Material
- Site HSE Manual
- STAC Risk Assessments & HSE Control Forms
- Site Safe Briefings.



**Note:** On Timber Frame sites, a Timber Frame Documents folder must be developed. This folder consists of information, guidance and forms extracted from other folders for ease of reference and having all the material stored in one place in a central location.

**Construction Phase HSE Plan - Contents**  
**Folder 1 - Pre-Construction Information**

This is the information from the design and planning stage. Its purpose is to provide Site Management Teams with details of any significant HSE risks that must be managed and controlled on site

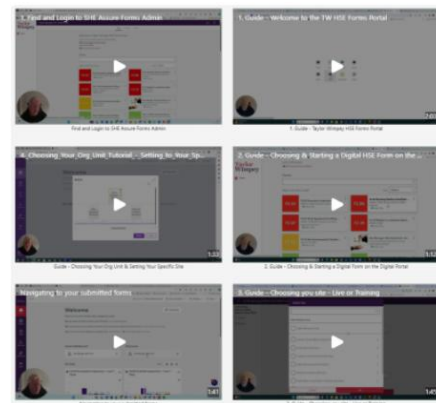
Reference	Title
CDM F1.01	Site Background and Report Summaries
CDM F1.02	Site Wide Residual Design Risks
CDM F1.03	House Type Residual Risk Register
CDM F1.04	Existing Services Information Register
CDM F1.05	Site Specific Environmental Action Plan (SSEAP)
CDM F1.06	Scaffold Design Requirements
CDM F1.07	Key Site Messages
CDM F1.08	Traffic Management Issues and Constraints
CDM F1.09	Site Investigation Reports
CDM F1.10	Log of Significant Design Changes

**Folder 2 - Site Action and Monitoring Forms**

This Folder is made up of all the required forms to assist the Site Management Teams in managing and monitoring the day-to-day activities on site.

All Site Forms now accessed via the SHE Assure Portal, which is accessible via mobile phones, tablets, or laptops.

Tutorials in the form of User Guides and Videos are available by clicking the form opposite



### Folder 3 - Site Reference Material

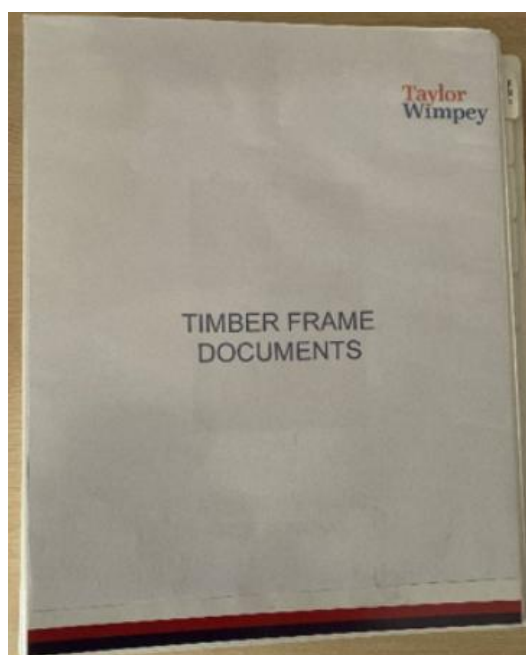
This Folder provides a framework for Site Management Teams to retain and file the required HSE records e.g., Contractor’s Risk Assessments and Safety Method Statements, records of Site Inspections, etc.

Reference	Title
CDM F3.01	Project Contact List
CDM F3.02	F10 HSE Notification Form
CDM F3.03	Site Management Team Information Shet (including First Aiders)
CDM F3.04	Contractors HSE Document Matrix
CDM F3.05	Timber Frame Risk Assessment and Checklist
CDM F3.06	Contractor Risk Assessments and Safety Method Statements
CDM F3.07	National Suppliers HSE Documentation
CDM F3.08	Site Safe Briefing Training Registers
CDM F3.09	Waste Management Matrix (plus other environmental documentation, including Pre-Start Environmental Checklist, Waste Licences, Exemptions, Planning Consent, Discharge Consents and others as appropriate)
CDM F3.10	Confirmation of Services Terminations and Electrical Test Certificates
CDM F3.11	Minutes of Contractor Pre-Start Meetings and Notifications to Emergency Services and Schools
CDM F3.12	Site Operatives Qualifications and Training Records
CDM F3.13	Environmental Inspections and Development Reports
CDM F3.14	HSE Inspection Reports including Client Checklists Parts A nad B

#### Folder 4 - Timber Frame

For any site with an element of timber frame construction an additional folder is provided for ease of reference and contains all the necessary timber frame specific documents.

Reference	Title
CDM F4.01	Timber Frame Development Selection Checklist
CDM F4.02	Off-Site Fire Risk Assessment
CDM F4.03	Timber Frame Fire Safety Checklist
CDM F4.04	Timber Frame Installation Key Stages
CDM F4.05	Scaffold Designs
CDM F4.06	Timber Frame Pre-Start Meeting Minutes
CDM F4.07	STAC Risk Assessment: Section One - Site Wide Risk Assessment
CDM F4.08	STAC Risk Assessment: Section Two - T06 Timber Frame
CDM F4.09	Fire Safety Plan and Checklist (Folder 2 - F2.12)
CDM F4.10	Timber Frame (Fire Safety) Site Checklist (Folder 2 - F2.27)
CDM F4.11	Timber Frame Pre-Plot Commencement Safety Checklist (Folder 2 - F2.23)
CDM F4.12	STA 16 Steps to Fire Safety
CDM F4.13	Radiant Heat Plan



## STAC and HSE Site Control Forms

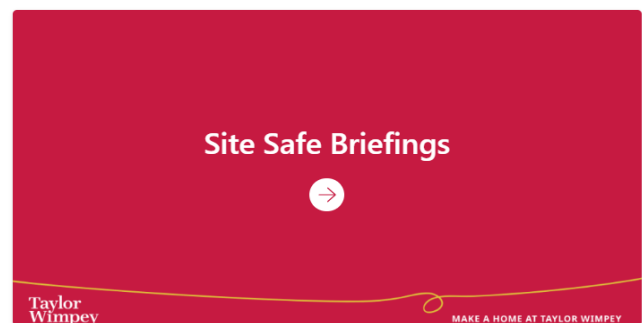
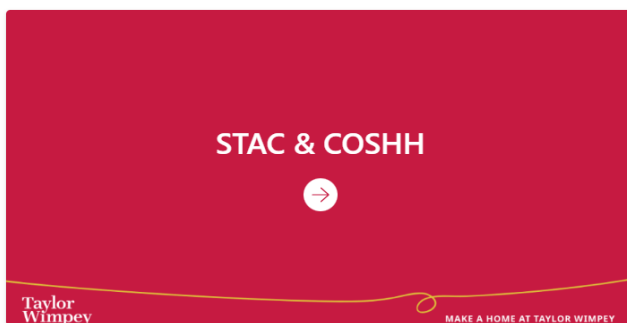
### Part 1: STAC

TW's Risk Assessment and Key Control Measures Package.

#### 'Take 5'

TW's system for communicating risk and controls to operatives via site teams and employers.

Section	Title
Section 1	TW STAC 'S' Series - Site Wide Risk Assessments and Key Control Measures
Section 2	TW STAC 'T' Series - Trade/Activity Risk Assessments and Key Control Measures
Section 3	TW STAC 'A' Series - Additional Risk Assessments and Key Control Measures
Section 4	TW STAC 'C' Series - COSHH Assessments and Key Control Measures
Section 5	TW HSE Site Control Forms – 'Take Five' Briefings Higher Risk Individual Trades / Activities
Section 6	TW HSE Site Control Forms – 'Take Five' Briefings General Forms
section 7	TW HSE Site Control Forms – 'Take Five' Briefings Supplementary Forms



### 1.3.5 Review of the Construction Phase HSE Plan

The Construction HSE Plan is not a static document. Site Managers must keep it under regular review and update it as necessary to ensure it accurately reflects the work activities and tasks being carried out on site.

Particular care should be taken when there have been significant design changes or alterations to site circumstances — for example, a revised layout or build sequence affecting the Traffic Management Plan, or a change in site levels impacting ground cover or clearance above services.

### 1.4.1 Introduction

The Building Safety Act (BSA) was introduced in 2022, alongside amendments to the Building Regulations, in response to the Grenfell Tower tragedy. The purpose of this legislation is to enhance build quality by ensuring compliance with Building Regulations and improving competence across the construction industry.

The BSA introduces several new Duty Holders, with two key roles being:

- BSA Principal Designer
- BSA Principal Contractor

The responsibilities of these Duty Holders focus on ensuring that buildings are designed and constructed in accordance with the relevant Building Regulations and Standards.

In simple terms, the BSA is about demonstrating that the required level of 'build quality' has been achieved through full compliance with all applicable Building Regulations and Standards.

Although the BSA uses terminology similar to that of the Construction (Design and Management) Regulations (CDM), the roles and responsibilities of the BSA Principal Designer and BSA Principal Contractor are separate and distinct from those defined under CDM.

For more information please visit the [Building Safety Act home page](#)

### 1.4.2 Key BSA Duty Holders

BSA Duty Holder	Responsible Person in TW	Main Responsibilities
BSA Principal Designer	Technical Director	Responsible for planning, managing, monitoring and co-ordinating design work during the pre-construction/design stage. Ensure that the design, when built complies with all relevant requirements, i.e., Building Regulations/Standards Ensure co-operation, communication and co-ordination between Designers, Principal Contractor and Client Laise with Principal Contractor and share information to ensure compliance with all relevant requirements, i.e., Building Regulation/Standards Assist Client in providing information to others
BSA Principal Contractor	Production Director	Responsible for planning, managing and monitoring design work during the construction phase. Co-operate with Client, Principal Designer and other Designers to ensure the building work complies with all relevant requirements, i.e., Building Regulations/Standards Ensure co-operation, communication and co-ordination of the work with the Client, Principal Designer, Designers and Contractors Laise with Principal Designer and share information to ensure compliance with all relevant requirements, i.e., Building Regulation/Standards Assist Client in providing information to others

### 1.5.1 Introduction

Under the Construction (Design and Management) Regulations 2015 (CDM 2015) in the UK, Taylor Wimpey as Principal Contractor plays a central role in ensuring health, safety and environment during the construction phase of a project. These monitoring responsibilities are part of a broader duty to plan, manage, monitor, and coordinate the construction phase effectively.

Key Monitoring Responsibilities for Taylor Wimpey as Principal Contractor:

- **Health and Safety Monitoring:**  
Continuously assess and manage health and safety risks on site.  
Ensure that control measures are in place and effective.  
Regularly review and revise the Construction Phase Plan to reflect current site conditions
  
- **Worker Competence and Supervision:**  
Monitor that all workers have the necessary skills, knowledge, experience, and training.  
Ensure that site inductions are carried out and that ongoing training is provided as needed
  
- **Welfare Facilities:**  
Ensure that suitable welfare facilities (toilets, washing, rest areas) are provided and maintained throughout the project
  
- **Site Security and Access Control:**  
Monitor and control site access to prevent unauthorised entry.  
Ensure that the site remains secure and safe for workers and the public
  
- **Coordination with Other CDM Duty Holders:**  
Liaise with the Principal Designer (Technical Director), Client (BU Managing Director), and other Contractors to ensure that HSE risks are managed collaboratively
  
- **Worker Engagement:**  
Consult and engage with workers about their health, safety, and welfare.  
Monitor feedback and concerns raised by workers and take appropriate action
  
- **Subcontractor Oversight:**  
Monitor subcontractors to ensure they are complying with health and safety requirements.  
Check that they are working in accordance with the agreed risk assessments and method statements (RAMS)

#### Site Safety Oversight Responsibilities

The Site Management Team, supported by the Production Manager and Site HSE (Health, Safety, and Environment) Advisor, is responsible for actively monitoring site operations to ensure:

- **Compliance with Safety Standards:** All contractors and their operatives must always adhere to the established safety protocols and procedures.

- **Safe Use of Plant and Equipment:** All machinery, tools, and equipment on site must be regularly inspected and verified as safe for use.
- **Proactive Risk Management:** Any unsafe practices, conditions, or equipment must be promptly identified, reported, and rectified.
- **Continuous Improvement:** Feedback and observations from site inspections should be used to improve safety practices and training.



Regular site audits, briefings, and collaborative engagement with contractors are essential to uphold these standards and foster a culture of safety.

### Types of Monitoring

To ensure that the required HSE standards are effectively implemented and maintained on site, it is essential that ongoing monitoring is carried out. On Taylor Wimpey sites, this monitoring takes the form of both formal and informal activities:

- **Formal monitoring** involves structured inspections, audits, and reviews against established HSE standards and procedures. This may include scheduled site inspections, toolbox talks with documented attendance, and compliance audits to identify areas requiring improvement.
- **Informal monitoring** consists of day-to-day observations, discussions, and engagement with site personnel to identify risks and ensure safe working practices are being followed. This allows for immediate feedback and correction of unsafe behaviours or practices before they escalate.



Together, these approaches provide a comprehensive view of site performance and help ensure that HSE standards are consistently upheld.

### Formal Monitoring

Formal monitoring involves the systematic and scheduled inspection of site activities, equipment, and safety measures. These checks are documented to ensure accountability, traceability, and continuous improvement in health and safety performance.

Examples of formal monitoring activities include:

**Monthly Categorized Site Inspections:**

Comprehensive reviews of site conditions, hazards, and compliance with safety standards, categorized by risk or area.

**Weekly Scaffold Inspections:** Regular checks to ensure scaffolding is erected, maintained, and used in accordance with safety regulations.

**Daily Telehandler Checks:** Pre-use inspections to confirm that telehandlers are in safe working condition and free from defects.

All findings from these inspections must be recorded in formal reports, with any non-conformances addressed



**Informal monitoring** is where the Site Management Team provides proactive leadership by frequent daily tours of the site, making themselves visible and approachable. For this to be effective the Site Management Team as well as being visible to all operatives on site, they must be seen to be genuine by a belief in what we (TW) do.

Lead your site by visibly demonstrating your belief that working safely is the right way to work and by saying and doing the right things consistently.

- Regular site tours and engaging with operative
- Regular site monitoring and inspections
- Independent Site Safety Inspections (Site HSE Advisor)
- Site HSE meetings
- Monitoring of higher risk activities and temporary works

A summary of the Site Management Team’s key checks and inspections is outlined in the **Site Management Inspection and Monitoring Prompt** see image below

This Aide-Memoire indicates the key checks and inspections that must be made by the Site Management Team to ensure effective safety management on site.

**Site Management Inspection and Monitoring Prompt**

This document highlights “KEY AREAS” where effective safety management is critical.

<b>All new sites to have present</b>	<b>Six Monthly</b>
CDM Folders 1, 2, 3 & 4 (where applicable) SSEAP, SHMP, STAG Risk Assessments, TW Site HSE Manual, Site Safe Briefings and current Traffic Management Plan, TW Induction	Thorough Examination of all lifting accessories (including truss job attachment, harnesses, chains and straps)
Site Information Plan: HSE posters and notices displayed as per Site HSE Manual	<b>Annually</b>
Young persons and apprentices have passports, T16 and nominated buddy and mentor	Electrical test for office, welfare and sales area/cabins
Contractor’s Site-Specific Risk Assessments and Method statements	PAT testing for site office and sales centre electrical equipment
Training Records (including face fit and telehandler passport)	Fire extinguishers service
<b>Daily</b>	Telehandler thorough examination
Daily site tours (including traffic management and access/egress)	<b>Continual Review</b>
Site Attendance Log	Site boundary secure and signs displayed
Check all welfare facilities	Plan high risk activities before work commences (notify RHSEA/SHSEA) and monitor as work progresses
<b>Weekly</b>	Traffic Management Plan and Site Information Plan
Scaffold Working Platform Inspection	Sub-contractor risk assessments and method statements for all activities
Work Equipment & Lifting Equipment Inspection Records	Authority to proceed: Excavations, Confined Space Entry, Hot Works
Excavation Inspection Records	Carry out Site Safe Briefings initially, periodically and as necessary to reinforce key messages
Fire Point Checks	Weather forecast – preparation for adverse weather and appropriate inspections following adverse weather
Manager sign-off of Telehandler daily checks	Contractor ‘Non-Conformity’ Notices and Health and Safety Breach Log
Weekly Site Co-Ordination Meeting	Coordination of Lifting Operations
<b>Monthly</b>	Consortium Site Meetings, recorded minutes (if applicable)
Meeting with young person, buddy and mentor, to include Risk and COSHH Assessments review, and update Young Person HSE passport	Newsflash and category inspection close out
Site Environmental Checklist	Groundworks supervisor trained and attended TW conversion course
Timber Frame (Fire Safety) Site Checklist	Telehandler and operator complying with site HSE manual
Powered Helmet RPE Maintenance Record	Telehandler operator familiarisation with supplier
<b>Three Monthly</b>	Visual check of portable fire extinguishers, signage, temporary electric cables, emergency lighting and fire alarm test
Meeting with young person, buddy, mentor and SHSEA, update Young Person HSE passport	Top Soil Record Sheets
Review of Site Waste Management Plan with Commercial Manager	
Production Manager Review	
Mortar Silo, Electric supply to be tested by competent electrician	
Further details on the above items can be found in the Site HSE Manual – this list is to act as a general reminder of the critical areas.	
If unsure of any aspect, discuss with your Regional or Site HSE Advisor	

### 1.5.3 Statutory Inspections

Statutory Inspections are a legal requirement designed to ensure that all plant, equipment, and safety-critical systems remain safe for use and compliant with current legislation. These inspections must be carried out by competent persons at the specified intervals.

The table below provides a summary of the required Statutory Inspections, identifying who is responsible for undertaking them and the frequency at which they must be carried out.

Inspection	Responsibility	Frequency
Excavations	Groundwork Supervisor	Visually at start of every shift Recorded at least every 7-days; and After events/adverse weather that may affect the stability of the excavation
Working Platforms	Site Manager	After initial erection and any adaptations, then At least every 7-days, and After events/adverse weather that may affect the stability of the working platform  Plus, before every shift by Trades working from the working platform (need not be recorded)
Work Equipment (including lifting equipment)	User/Supervisor	Visual check before use; and recorded at least every 7-days
Telehandler	Authorised Operator, and Site Manager	Daily recorded checks by Operator Weekly recorded checks by Operator Weekly 'Sign-off' by Site Manager
Mobile Plant (including excavators, dumpers and rollers)	Contractor	Pre-use visual check by Operator Recorded weekly check by Supervisor or Authorised Person
Environmental	Site Manager, and Production Manager	Monthly by Site Manager Quarterly by Production Manager

Where TW is responsible for completing the Statutory Inspection, they must only be carried out and signed off by the Site Manager or Assistant Site Manager.

Trainee Site Managers may accompany the Site Manager/Assistant Site Manager during the Statutory Inspection as part of their ongoing training and development

### 1.5.5 Independent Site HSE Inspections and Development Visits

#### Independent HSE Monitoring

Regular site checks are carried out on all sites by the Site HSE Advisor to proactively assist the Site Management Teams and Contractors with the HSE Management of their Site. Key aspects are:

- Helping to identify areas for improvement
- Advising on possible solutions and action plans
- Reviewing the arrangements for forthcoming works
- Supporting the Site Management Team in the implementation of TW HSE standards; and
- Supporting new members of the Site Management Team or contractors.

#### Types of Independent HSE Monitoring

Inspection	Responsibility	Frequency
Categorised Site Inspections	Site HSE Advisor	Monthly
Development Site Visits	Site HSE Advisor	Monthly
Tower Crane Inspections	Specialist HSE Advisor	Monthly

#### Monthly Categorised Site Inspections

To help ensure the consistent application of HSE standards across all Taylor Wimpey sites, monthly categorised Site Safety Inspections are undertaken by independent Site HSE Advisors. These inspections are mandatory and must be carried out at least once per calendar month on all active sites where Taylor Wimpey is acting as the Principal Contractor. Each inspection assesses compliance with key HSE standards, procedures, and site management practices, with findings recorded and shared with the Site Management Team to support continual improvement and the effective management of Health, Safety and Environmental performance.



#### Site Inspection

Site	22269 The Alders Ph2 Ph3
Audit Date	02/12/2025
Auditor Name	Edward Storey
Description	Site Inspection Report
Business Unit	East Anglia

Responsibility	Site HSE Advisor
Frequency	Monthly
Purpose	Identify areas for improvement Identify positive interventions (Cat-Cs)
Outcomes	To identify areas of improvement categorised as per their immediate or potential

Responsibility	Site HSE Advisor
	risk of serious injury and the appropriate immediate action taken.

### Monthly Development Site Visit

In addition to the Categories Site Safety Inspections, a Monthly Development HSE Visit is carried out. The specific site support required as part of the Development Visit is discussed and agreed at the Monthly Production Meeting. A Consistency Check is also carried out as part of the Development Visit, with the topic of the Consistency Check set nationally by The Head of HSE.



#### Development Visit

These visits are available to provide a framework for the provision of specific support, coaching and advice.

Site	22277 Brightwell Lakes W1
Audit Date	18/11/2025
Auditor Name	Edward Storey
Description	Development Visit
Business Unit	East Anglia
Time Spent	2.15

Responsibility	Site HSE Advisor
Frequency	As requested, ideally once per month
Purpose	Support Site Management Team Support new members of the Site Management Team Support Contractors; and help Operatives better understand the Safe Systems of Work Complete the mandatory Monthly Consistency Check
Outcomes	Improve HSE awareness and buy-in and engagement with TW Procedures

### Tower Crane Inspections

On sites where a tower crane is being operated, then a separate 'Tower Crane Safety Inspection Report' is provided in addition to the Categorized Site Inspection.

You must inform your Regional HSE Advisor if 'Tower Crane Safety Inspection Reports' are not being completed by the Specialist SHSEA responsible for Tower Crane Safety Visits.

TC Visit	
Site	21231 Lower Road, Poplar, E14 3BH
Audit Date	14/1/2025
Auditor Name	Ch. Apollonio
Description	Tower Crane Inspection Report
Business Unit	London
Time Spent	2:00

Responsibility	Specialist HSE Advisor
Frequency	Monthly
Purpose	Confirm that tower cranes are being operated safely Confirm that tower crane procedures are being followed; and Identify areas for improvement
Outcomes	A report confirming TW HSE procedures are being followed

**Note:** if significant areas for improvement are identified, they must be categorised as 'A' or 'B' as appropriate.

#### 1.5.6 Intervention

##### Intervention

To support the Site Management Team in managing HSE, our team of independent Site HSE Advisors is responsible for confirming t managed safely and in accordance with Taylor Wimpey UK's standards and expectations.

Where improvements are required or non-conformities are identified during a Site Inspection, the appropriate intervention must be taking into account the severity and seriousness of the issue.

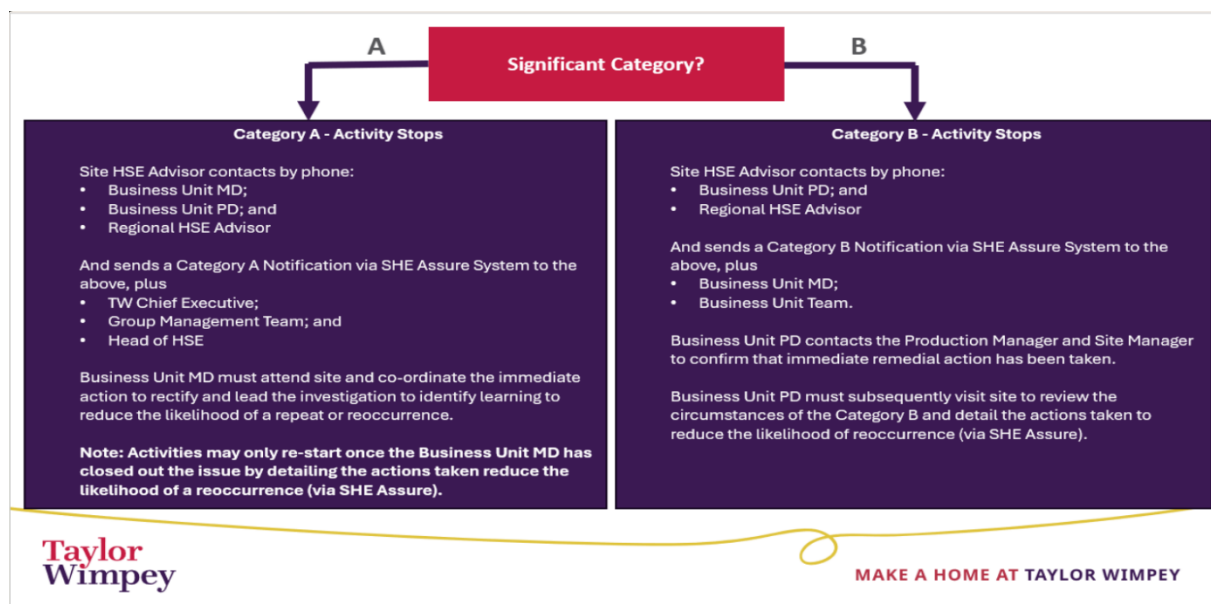
##### Positive Interventions (Category C)

Positive interventions are about identifying the minor (low risk) shortfalls to be addressed or improvements that could make a positive overall HSE on site. This could include engaging with operatives to embed or clarify their understanding of what is expected or make to the safe system of work or control measure in place to make it more effective or suited to the specific activity / task or circumstance Positive interventions are not measured but used as a management tool to illustrate where we are making a positive contribution to contractors / operatives to work towards making a safer site.

##### Category A and B

Category As and Bs are shortfalls that put people at risk, or activities carried out unsafely and putting people at risk. It is the severity harm that determines the category, a Category A would always be issued for the highest risk, i.e., the possibility of significant or life injuries.

Where a Category 'A' or 'B' is identified, the involvement of the BUMT is critical to providing clear leadership, maintaining ownership demonstrating senior management support to the Site Management Team in their efforts to maintaining good standards of HSE on



Category	Category A (risk of significant injury)	Category B (risk of injury)
Position	Managing Director	Production Director
Responsibilities	Visit site Lead the investigation into determining the circumstances Co-ordinate the appropriate action Identify any underlying HSE management issues; and Identify actions to reduce the likelihood of a reoccurrence Close out the Category with the assistance of the Regional HSE Advisor	

### TW Direct Staff and Operatives

Where a member of staff or a directly employed operative is seen to disregard safe systems of work and does not respond to verbal advice, the Site Manager must use the [Health and Safety Breach Log](#) ([Construction HSE Plan - Folder 2, F2.21](#)).

A copy is given to the non-compliant person and the HSE Co-ordinator. The HSE Co-ordinator must arrange for whatever further action is deemed necessary.

**Note: In the event of serious non-compliance, their work activity must be stopped immediately.**

### Contractors

Where a contractor or member of their staff are seen systems of work or a legal requirement and that contr of his staff does not respond to verbal advice, the Site the [Contractor Non-conformity Notice](#) ([Construction 2, F2.22](#)).

For major breaches (where there is an imminent risk t work activity must be stopped immediately.

Copies are given to the Regional HSE Advisor, HSE Co Commercial Director and, in the event of work being Managing Director for information and further action.

A formal response by return of e-mail is required from.

### 1.5.7 Informal Monitoring

Informal monitoring is a proactive and continuous process where the Site Management Team demonstrates visible leadership by being present, engaged, and approachable throughout the site. This approach reinforces a strong safety culture and builds trust with operatives.

To be effective, informal monitoring must be underpinned by **genuine belief** in the importance of safety and a commitment to **leading by example**. Site leaders must consistently **say and do the right things**, showing that working safely is not just a requirement—but the right way to work.

#### Key Elements of Informal Monitoring:

- **Frequent Site Walks:** Daily tours by the Site Management Team to observe work practices, engage with operatives, and identify potential issues early.
- **Visible and Approachable Leadership:** Managers should be easily accessible and foster open communication with all site personnel.
- **Consistent Messaging:** Reinforce safety values through words and actions that align with company standards and expectations.
- **Engagement with Operatives:** Regular, informal conversations to understand concerns, gather feedback, and promote a shared commitment to safety.

#### Supporting Activities:

- Regular site monitoring and inspections
- Independent Site Safety Inspections by the Site HSE Advisor
- Site HSE meetings to review performance and plan improvements
- Monitoring of higher-risk activities and temporary works to ensure control measures are effective

#### Regular (Daily) Site Tours

Site Management Teams are expected to make daily tours of their site to monitor the general HSE standards on site, taking note of the following:

- Traffic management
- Standard of the scaffolding
- Excavations
- Work at height
- Use of plant and machinery
- General housekeeping.

Security of the site; and Effects of any adverse weather – strong winds, heavy rainfall, or snow.

The site tour is not just about looking at the immediate activities/situation, but also to look ahead at forthcoming works and making sure that they are planned and managed correctly, taking account of the changing circumstances of the site and activities being undertaken.

When an improvement is identified in HSE standards or behaviour, then the Site Management Team must immediately intervene to put it right. The flowchart below sets the general principles for these interventions.



#### Weekly Co-ordination Meeting

The [Site Weekly Co-Ordination Meeting form](#) is used by Site Management Teams as a guide to the general and specific points to be discussed during the mandatory Weekly Co-ordination Meeting

#### Responsibility:

- Site Management Team.

#### When:

- Weekly

#### Purpose:

- To discuss and co-ordinate activities with the Contractors' Supervisors and Site Support Team.

#### Outcomes:

- Identify any interfaces, pinch-pints or conflicts involving forthcoming works and agree strategies to safely carry out the works
- Planned and co-ordinated work

- Identifying areas of improvement and actions required.

#### **Production Manager – HSE Review/Forward Planning (Quarterly)**

At least once per quarter the Production Manager is to hold a review with each Site Management Team to ‘look ahead’ at forthcoming activities and either confirm that the necessary resources and arrangements are in place or agree actions to be taken to ensure that the activity is planned, managed, and executed safely.

The HSE Review / Forward Planning (Quarterly) form is used for this and available on Inhouse

#### **Responsibility:**

- Production Manager

#### **When:**

- Once per quarter

#### **Purpose:**

- Identify areas of significant forthcoming works
- Identify if suitable management arrangements and resources are available; and
- Identify and agree actions where necessary

#### **Outcomes:**

- Future work/activity is planned, managed and executed safely

### **1.5.8 Statutory Authority Visits**

Sites can be visited by a variety of statutory bodies e.g., HSE; EA, etc. whether unannounced or arranged. To ensure there is proper feedback from TW, the Site Manager must complete a [Statutory Authority Visit Report Sheet \(Construction HSE Plan - Folder 2, F2.18\)](#), and email a copy to:

- The Health and Safety Co-ordinator; and
- The Regional HSE Advisor.

Where the visit was from the EA or SEPA, the Site Manager must telephone the **Environmental Advice / Incident Line 0845 003 8752**.

Note: All responding correspondence with Statutory Bodies must be sent via the TW Head of HSE/Regional HSE Manager.

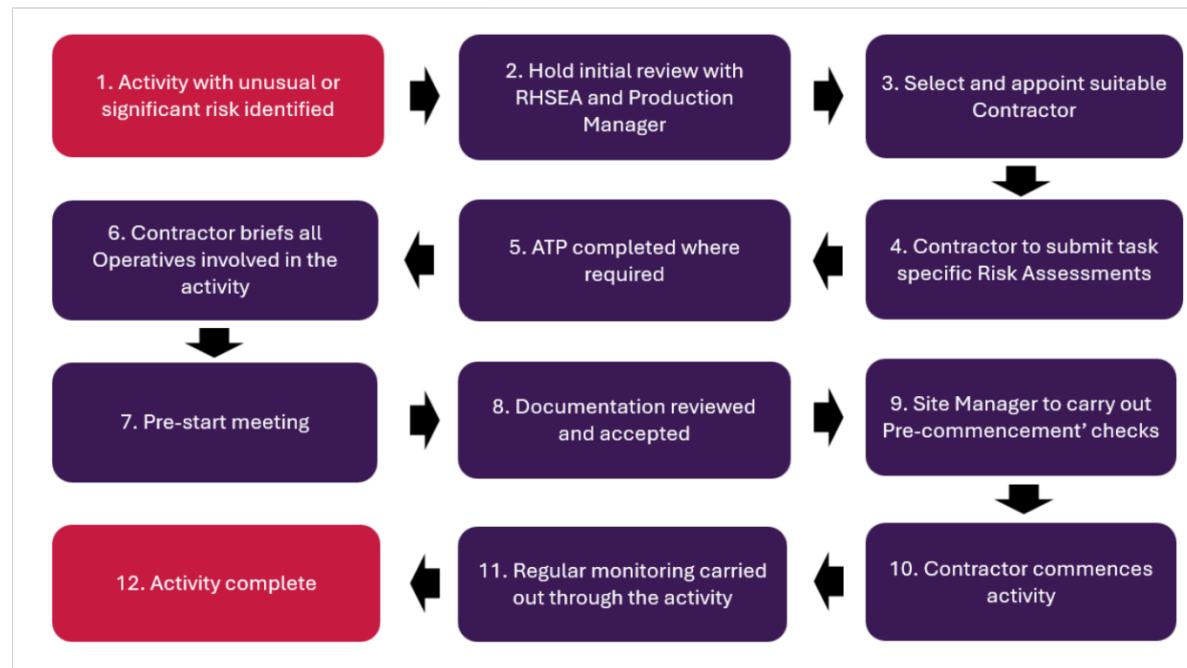


**1.6.1 Introduction**

Some site activities require more frequent monitoring than routine measures. These are classed as *activities with unusual or significant risk*—work that is outside normal operations or requires special arrangements within the agreed Safe System of Work (SSoW).

**Key controls for high-risk activity include:**

- A clear and robust Safe System of Work
- Use of contractors with the right skills, knowledge, and experience
- Briefing all involved on the key control measures
- Carrying out *Pre-Call Off* and *Pre-Commencement* checks, followed by ongoing monitoring and review to ensure controls are in place and effective



**1.6.2 Managing Activities with Significant Risk**

**Management of Activities with Unusual or Significant Risk**

Once an activity with unusual or significant risk is identified, the Site Manager must arrange an initial review meeting involving the Regional HSE Advisor and Production Manager. The purpose of this meeting is to define the overall strategy for planning and delivering the activity safely.

**Contractor Selection and Appointment**

As part of the review, the team must identify a suitable Contractor to carry out the activity. This may involve:

- Using a Contractor already appointed on the project (e.g., the Groundworks Contractor), or
- Appointing a specialist Contractor for the activity.

If a new Contractor is required, the Commercial Team must be involved to ensure that:

- Appropriate CDM appointment letters are issued.
- Pre-Construction Information (PCI) relevant to the activity is provided.

**Contractor Requirements Prior to Starting Work**

Before the activity begins, the appointed Contractor must:

- Prepare and submit activity-specific Risk Assessments and all supporting documentation (e.g., temporary works designs).
- Complete all required Authorities to Proceed (ATPs) with the Site Management Team, such as:
  - Ground penetration
  - Temporary works
  - Designed scaffolding
  - Hot works
  - Confined space entry
- Brief all operatives and supervisors involved in the activity on the safe system of work.

A Pre-Start Meeting must then be held with the Site Management Team, Contractor, Regional/Site HSE Advisor, and Production Manager to ensure:

- Clear understanding of roles and responsibilities
- Formal acceptance of the Contractor’s Safe System of Work

**Pre-Commencement Checks**

Once authorisation is given to start, the Site Manager must complete a pre-commencement check to confirm:

- All required resources are available (plant, equipment, operatives).
- The designated work area is secured, including fencing and signage.
- The Traffic Management Plan has been reviewed and updated as necessary.
- Other Contractors have been informed, typically via the Weekly Co-ordination Meeting.

**Monitoring During the Activity**

Once works have commenced:

- Frequent and regular monitoring must be carried out by:
  - The Contractor
  - The Site Management Team
  - The Site HSE Advisor

If any deviation from the agreed Safe System of Work is identified, or if changes are required:

- The activity must stop immediately.
- Corrective actions or revised arrangements must be agreed and implemented before work can recommence.

### 1.7 Introduction to Temporary Works

Temporary works (TW) are any parts of a construction project that are needed to enable the permanent works to be built but do not form part of the finished structure. They may be removed, altered, or adapted once the permanent works are self-supporting. Although temporary, they are often safety-critical and must be designed, installed, used and dismantled with the same level of control as the permanent works.

Temporary works can range from simple items—such as barriers, formwork, or trench supports—to complex engineered systems like tower crane bases, façade retention structures, propping, falsework, temporary bridges, cofferdams, or working platforms.

Because failures in temporary works are a leading cause of serious incidents, the **BS 5975** framework provides a structured approach to managing design, coordination, checking, supervision and approval.

#### Purpose of Temporary Works

Temporary works are used to:

- Support loads during construction (e.g., formwork, falsework, propping).
- Provide safe access and egress (e.g., scaffolding, platforms, stair towers).
- Secure or protect existing structures (e.g., façade retention, shoring).
- Facilitate construction activities (e.g., crane bases, piling mats, hoardings).
- Manage environmental or site constraints (e.g., temporary drainage, traffic systems).

#### Key Principles

1. **Design & Check:** TW must be designed by competent engineers and independently checked in line with BS 5975 Category 0/1/2/3 requirements.
2. **Coordination:** A *Temporary Works Coordinator (TWC)* ensures designs, risk assessments, permits and inspections are properly managed.
3. **Communication:** All contractors and trades must understand the TW arrangements, including limitations, loading restrictions, tie-off points, and exclusion zones.
4. **Control of Change:** No changes may be made to TW materials, configurations, or loading without formal approval by the designer/TWC.
5. **Inspection:** TW must be inspected before use, periodically during use, and after any event that could affect stability.
6. **Safe Dismantling:** Removal must follow a safe method, considering the interaction with permanent works and residual loads

#### Typical Temporary Works Examples

- Scaffolding and access towers
- Excavation support systems (shoring, trench boxes, sheet piles)
- Propping and needling
- Crane bases, piling mats, haul routes
- Formwork, falsework and casting beds
- Temporary bridges, ramps, or platforms
- Hoardings, fencing and edge protection
- Traffic management layouts
- Dewatering systems and temporary drainage

#### Why Temporary Works Management Matters

- Prevents collapse or structural instability.
- Reduces risk to workers and the public.
- Ensures compliance with CDM Regulations and BS 5975.
- Improves buildability and reduces costly delays.
- Supports safe sequencing of construction.

### 1.7.2 Taylor Wimpey Temporary Works Arrangements

Temporary Works (TW) are any elements required during the construction process to enable the permanent works to be built. They do not generally form part of the final structure and are usually removed once the permanent works are complete. Typical examples include scaffolding, formwork, hoardings, edge protection, and temporary access roads.

Because temporary works are used daily on Taylor Wimpey sites, all Site Management Team members must complete Temporary Works Awareness Training, which is a mandatory requirement.

On Taylor Wimpey sites, temporary works are classified as either Standard Temporary Works or Non-standard Temporary Works. However, the range of temporary works used across projects is extensive, and the level of control required must be proportionate to the complexity and level of risk involved.

To ensure consistent and safe management of temporary works, Taylor Wimpey applies four control categories, ranging from Category 0 to Category 3, with increasing levels of design, checking and coordination required as the category rises.

### 1.7.3 Categories of Works Classifications

Indicative list of standard & non-standard Temporary works below:

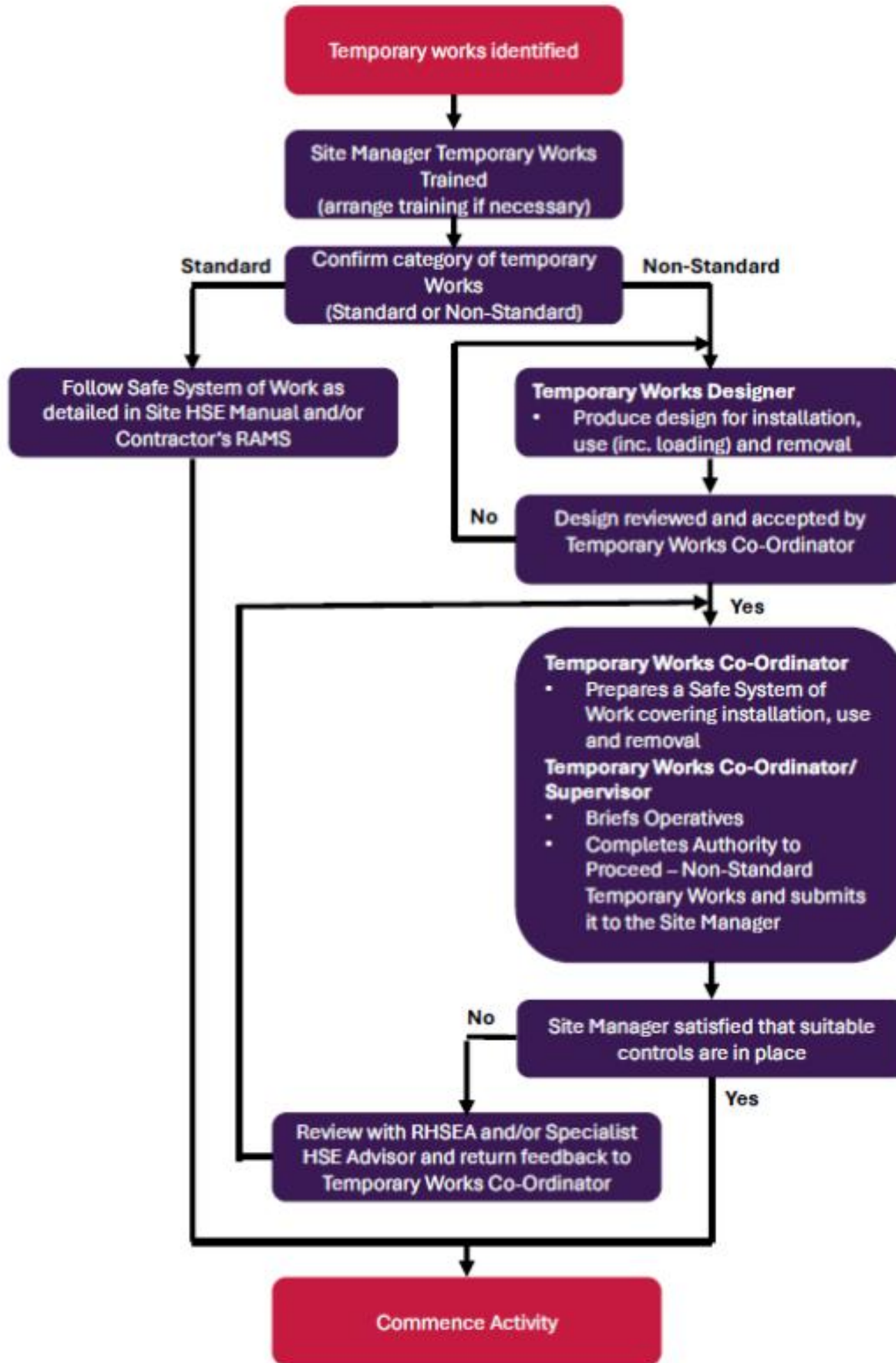
Standard Temporary Works	Non-Standards Temporary Works
<p><b>Category 0</b></p> <ul style="list-style-type: none"> <li>• Traffic management</li> <li>• Compound set up</li> <li>• Heras fencing</li> <li>• Scaffold mat</li> <li>• Truss ladders</li> <li>• Podium steps, step ladders &amp; ladders</li> <li>• Mobile crane outrigger mats</li> <li>• Edge protection, including proprietary systems</li> <li>• Silo bases</li> <li>• Fuel spill retention</li> </ul> <p><b>Category 1</b></p> <ul style="list-style-type: none"> <li>• Basic scaffolding/system scaffolding</li> <li>• Oxford Safety - Stairs Span</li> </ul> <p><b>Category 2</b></p>	<p><b>Category 1</b></p> <ul style="list-style-type: none"> <li>• All designed scaffolds</li> </ul> <p><b>Category 2</b></p> <ul style="list-style-type: none"> <li>• Sheet piling</li> <li>• Hoists</li> </ul> <p><b>Category 3 (note: contact RHSEA)</b></p> <ul style="list-style-type: none"> <li>• Tower crane bases</li> <li>• Formwork for podium slabs and RC frame structures</li> <li>• Ground retention using ground anchors and struts</li> <li>• Temporary propping</li> <li>• Mast climbers</li> <li>• Excavations more than 6m deep</li> <li>• Ground retention using sheet piles and whaling frames</li> <li>• Raking shores</li> <li>• Tandem crane lifts</li> </ul>

Standard Temporary Works	Non-Standards Temporary Works
<ul style="list-style-type: none"> <li>• Mobile Elevated Work Platforms (MEWPS)</li> <li>• Timber hoarding</li> <li>• GM safety decking</li> <li>• Ground retention, including proprietary trench boxes</li> <li>• Standard site hoarding and fencing</li> <li>• Sacrificial joists and access hatches</li> <li>• Party wall/mid floor support</li> <li>• Site haul roads</li> <li>• Piling mats</li> </ul>	

The following table explains the level of control, required for each category:

Category of Temporary Works	Temporary Works Co-Ordinator	Controls Required
<b>Category 0</b>	Site Management Team	<ol style="list-style-type: none"> <li>1. Installer or user trained in the system used</li> <li>2. No further action required.</li> </ol>
<b>Category 1</b>	Site Management Team	<ol style="list-style-type: none"> <li>1. Temporary works installed by specialist contractor.</li> <li>2. Handover Certificate Issued.</li> <li>3. Visual check conducted by site management team.</li> <li>4. Weekly entries made on work equipment register whilst the temporary works remain in place.</li> </ol>
<b>Category 2</b>	Site Management Team	<ol style="list-style-type: none"> <li>1. Installer trained in installing the temporary works or supplied with a temporary works design for the installation.</li> <li>2. Installed system checked by Site Management Team or Ground Works Supervisor for ground retention works.</li> <li>3. Entry made onto the temporary works register.</li> <li>4. Weekly entries made on work equipment register whilst temporary works remain in place.</li> </ol>
<b>Category 3</b>	Contractor (Third Party)	<p>Category 3 temporary works <b>ARE NOT TO PROCEED</b> until consultation has been made with the "Specialist HSE Advisor" for the Business Unit.</p> <ol style="list-style-type: none"> <li>1. Meeting held with Specialist HSE advisor.</li> <li>2. Required temporary works agreed.</li> <li>3. Taylor Wimpey "Non-Standard" temporary works procedure and forms applied.</li> </ol>

1.7.4 Managing Temporary Works - Process



### 1.7.5 Key Appointments for Non-Standard Temporary Work (Category 3)

Duty Holder	Duties
Temporary Works Designer	Provides the design, including drawings, materials schedules and safety critical sequencing information, as necessary, to install the temporary works as specified.
Temporary Works Contractor	Manages and carries out the temporary work(s) for which they have been appointed to provide. The Contractor must appoint the Temporary Works Co-ordinator and Temporary Works Supervisor.
Temporary Works Co-Ordinator	Responsible for ensuring that a temporary works design has been provided and that those installing the temporary works have a suitably developed safe system of work and have been briefed in the design and the agreed safe system of work. They will also be responsible for confirming to the TW Site Manager that the temporary works have been installed as per the design / specifications.
Temporary Works Supervisor	Supervises the installation, maintenance and removal of the temporary works, requesting inspection and signoffs by the temporary works co-ordinator at the key stages.
Specialist HSE Advisor	Monitors development of non-standard temporary works ensuring Key competencies and controls are applied.

The TW Site Management Team is responsible for ensuring that these temporary works procedures are followed and to contact their Regional HSE Advisor if in any doubt.

### 1.7.6 Key Documents and Control Forms

CDM F2.29 - Authority to Proceed - Non-Standard Temporary Works

<b>Responsibility</b>	TW Site Management Team, and the Temporary Works Co-ordinator/ Supervisor
<b>When</b>	For each item of non-standard temporary works
<b>Purpose</b>	To ensure all non-standard temporary works are planned, managed, and executed safely

CDM F2.30 - Non-Standard Temporary Works Register

<b>Responsibility</b>	TW Site Management Team, and the Temporary Works Co-ordinator/ Supervisor
<b>When</b>	For each item of non-standard temporary works
<b>Purpose</b>	To record each item of non-standard temporary works and identify the key appointments to clearly demonstrate where the responsibilities lie

The need to implement the non-standard temporary works procedure is not always obvious. If there is any doubt whether specific temporary works require a design and / or temporary works procedure, seek advice from your Regional HSE Advisor.