



## SECTION 1: HSE MANAGEMENT ARRANGEMENTS



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## 1.1 HSE MANAGEMENT ARRANGEMENTS

### 1.1.1 INTRODUCTION

This manual is a management tool to help enable Taylor Wimpey (TW) Site Management Teams to manage the day-to-day Health, Safety and Environmental (HSE) of their site in conjunction with their contractors. The manual also provides guidance on the expected TW HSE Standards, and examples of Best Practice.

#### How to use this manual

The manual consists of 12 sections covering the various stages/aspects of our construction process and activities with the relevant key HSE control measures and requirements set out.

Throughout the manual:

- Critical text is highlighted yellow; and
- References to other Sections and Documents are highlighted in bold/blue.

The purpose of each section is to assist the site management team to:

**Identify** what the Health, Safety and Environmental (HSE) risks and key control measures are.

**Assess** if the identified risks and key control measures have been addressed by:

- TW Site-Wide, Trade, Additional and COSHH (STAC) Risk Assessments and Key Control Measures.
- The Contractor's Risk Assessments / Safety Method Statements; and

**Communicate** to directly employed and contractors the key risks and key control measures to ensure they have adequately briefed and instructed their employees.

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

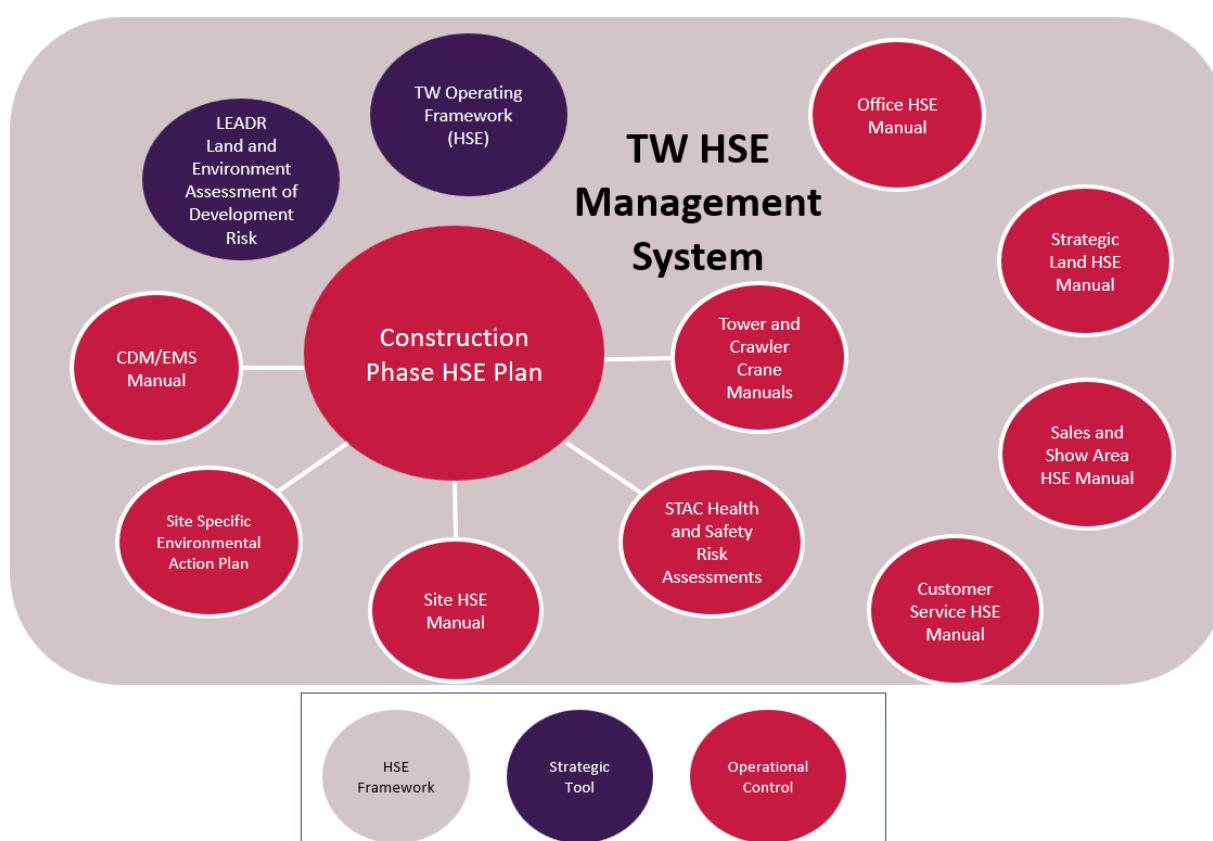
**Note:** This manual cannot attempt to cover every eventuality or activity. Whenever a member of the Site Management Team is faced with something outside their knowledge or experience, or if they have any doubts or concerns on any of the procedures or control measures, they must contact their Regional or Site HSE Advisor to obtain assistance in agreeing and confirming a safe system of work is in place before work commences.

### 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 a framework for assessing and managing HSE risks. The system is designed to ensure that the responsibility for day-to-day management is effectively communicated and cascaded from board level to all staff and supply chain.

The TW HSE Management System sets out the key HSE Standards, Procedures and Best Practice for managing HSE across TW. The system comprises a series of strategic and operational controls in the form of connected manuals and tools, supported by guidance, procedures, and checklists.



### 1.1.3 TW HEALTH, SAFETY AND ENVIRONMENTAL (HSE) POLICY



**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: 01.01.2025

The general TW HSE Policy is updated annually with the latest version available on  see [Key HSE Documents](#) in the HSE Channel

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

### 1.1.4 TW CONSTRUCTION CODE OF PRACTICE

<div style="display: flex; justify-content: space-between; align-items: center;">  <b>TW Construction Code of Practice for all TW companies</b> </div>	
<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 local residents, schools and authorities right from the start of a project.
<b>Environment</b>	Noise and environmental disturbance must be kept to a minimum, as far as is reasonably practicable, with a focus on preventing pollution, managing waste and protecting bio-diversity.
<b>Respect</b>	Sites should 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.

The general TW HSE Policy and management system is supported by the TW Construction Code of Practice, the Code of Practice is displayed in the Site Office (see [Section 2.2.2](#))

## 1.2 SITE MANAGEMENT ARRANGEMENTS

### 1.2.1 SITE MANAGEMENT ARRANGEMENTS TO OPERATE A TW SITE

Where TW is Principal Contractor on a 'live' site, a TW trained Site Manager (or Assistant Site Manager) must always be on site .

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.

The minimum TW Core HSE training requirements for a TW Manager (or Assistant Site Manager) to be left in charge of a TW site is:

- 3-day TWUK HSE Procedures
- 2-day Scaffold Inspection; and
- First Aid.

Note 1: Trainee Site Managers must never be left solely in charge of a TW Site. A Site Manager or Assistant Site Manager must always be present

Note 2: The 2-day Scaffold Inspection course is new for 2024, Site Managers and Assistants who have received the previous version of the scaffold inspection course are required to attend the new 2-day course in 2024

#### Agency Site Manager

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

##### 1) 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.

## 2) 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

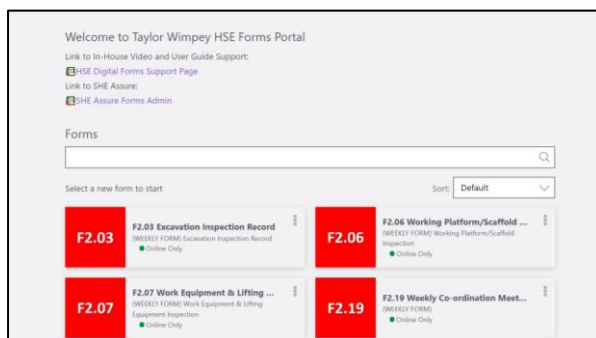
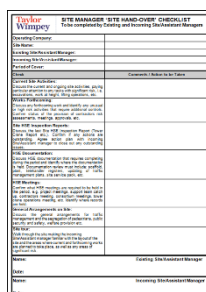
When a Site Manager “hands-over” their operational site to another Site/Assistant Manager, whether for holiday cover or more permanently, the existing Site Manager must give a “Face to Face” Handover Briefing on the site HSE aspects to the incoming Site/Assistant Manager.

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.

#### Responsibility:

Existing Site Manager (Respective Production manager in case of illness cover)

#### When:

When the site is being “handed over” to another Site/Assistant Manager.


#### Purpose:

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’ 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 HSE channel on  inHouse )

Where TW is the Lead Developer, we will normally be the Lead Consortium Member (LCM). Under the 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 TW HSE TRAINING (PRODUCTION SITE MANAGEMENT)

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, see 

#### Part A – Core Production Training

Course Title	Approved Provider	Production Director / Production Managers*	Site Manager/ Assistant Site Manager
TWUK HSE Induction	SM	✓	✓
3-Day HSE Procedures (with 1-day update every year)	RGW/DMS	✓	✓*
Scaffold Inspection (2 day) (with 2-day refresher every 3-5 years)	RGW/DMS (FSS for System Scaffolding)		✓*
2-Day Mobile Crane Appointed Person (with 2-day refresher every 3-5 years)	RGW/DMS		✓**
1-Day Managing Temporary Works/Temporary Works Awareness	RGW/DMS	✓	✓
½ Day Site Fire Safety	RGW/DMS	✓	✓
1-Day Environmental Management	RSK	✓	✓
1-Day Occupational Health	RGW/DMS	✓	✓
3-Day First Aid (with 2-day refresher every 3 years)	Red Cross St John		✓*

\* Core training to be completed prior to being left in charge of a site

\*\* Further training to be completed before undertaking that operation / task

#### Part B – Additional Training

Course Title	Approved Provider	Production Director / Production Managers*	Site Manager/ Assistant Site Manager
2-Day Tower/Crawler Crane Appointed Person	RGW		✓**
1 Day Mobile Crane Management (Contract Lifts)	RGW/DMS		✓**
1-Day Managing Temporary Works/Temporary Works Awareness	RGW/DMS	✓	✓
½ Day Timber Frame Fire Safety	RGW/DMS	✓	✓
½ Day Fall Protection Systems	RGW/DMS		✓
½ Day Building Through CDM/EMS	RHSEA	✓	
Inspection of Proprietary Access Platforms (TRAD/RHINO/G&M)	Supplier		✓**

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

- For Direct Employees (see [Section 3.5.8](#))
- For Apprentices (see [Section 3.2.4](#))
- For Telehandler Operators (see [Section 8.2.7](#))

## TRAINING PROVIDER CONTACT DETAILS

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

### 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 on

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 device [Tablet] used on site [including within the site compound area] must be held/kept in the purpose 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, etc.
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

Site Management Team Responsibilities	
Site Manager / Assistant Site Manager	<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>

Site Management Team Responsibilities	
Support ('Blue Hat') Team: e.g., Material Controller / Supervisor / General Operative / Trade Representatives	<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>
Production Director/HSE Co-ordinator	<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>
Production Manager	<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> <li>During site visits, review HSE performance on site with the Site Management Teams and contractors.</li> </ul>
HSE Administrator	<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>
Regional HSE Manager	<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> </ul>

## Site Management Team Responsibilities

	<ul style="list-style-type: none"> <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 / incidents.</li> <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> </ul>

Site Management Team Responsibilities	
	<ul style="list-style-type: none"> <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>
Site HSE Advisor	<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 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 CDM AND CONSTRUCTION PHASE HSE PLAN

### 1.3.1 OVERVIEW OF THE TW CDM/EMS PROCESS

This section provides Site Management Teams with an overview of the TW CDM/EMS process, specifically on how to use the Construction Phase HSE Plan. The CDM/EMS process sets out the standards and expectations for the management of Health, Safety and Environment throughout all stages of a project, from the initial design through to the owner moving into their new home.

The CDM/EMS procedures are built round two main elements:

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

### 1.3.2 KEY CDM/EMS 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	Responsible for planning, managing, monitoring and co-ordinating HSE during the pre-construction/design stage.  This involves identifying, eliminating, or controlling foreseeable risks through design review.  Provide relevant information to the Production Director to enable them to plan, manage, monitor and co-ordinate HSE during the construction phase.
CDM Principal Contractor	Production Director	Responsible for planning, managing, monitoring and co-ordinating HSE during the construction stage.  This includes: <ul style="list-style-type: none"><li>• Liaising with the Client (MD) and Principal Designer (TD).</li><li>• Preparing a Construction Phase HSE Plan.</li><li>• Ensuring co-operation and co-ordination between contractors on site; and</li><li>• Providing suitable welfare facilities.</li></ul>

### 1.3.3 KEY CDM/EMS DOCUMENTS

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

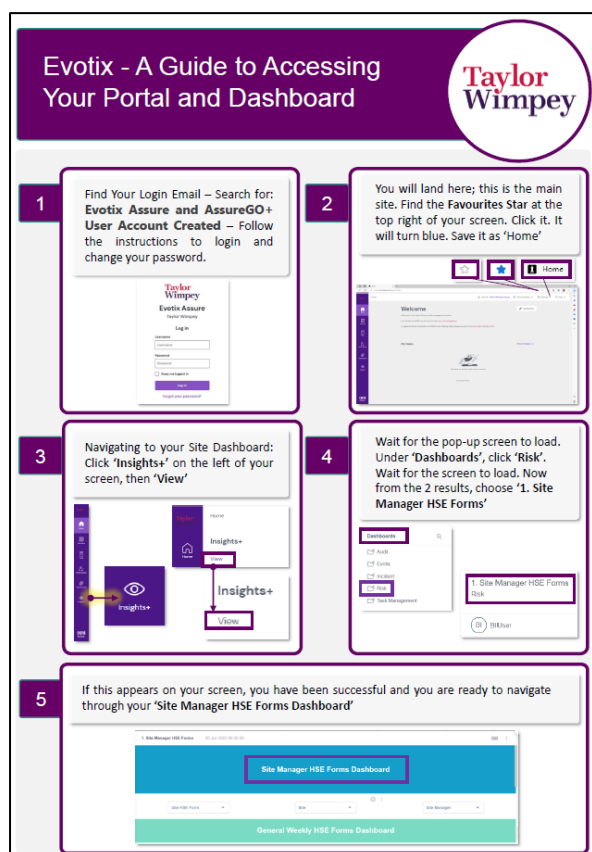
**Note:** On Timber Frame sites, a Timber Frame Documents folder must be developed. This folder consists of information, guidance and forms extracted from other folders for ease of reference and having all the material stored in one place in a central location. (See [section 12.1](#))

Folder Title	Notes	Contents
<b>Folder 1: Pre-Construction Information</b>	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	CDM F1.01: Site Background and Report Summaries CDM F1.02: Site Wide Residual Design Risks CDM F1.03: House Type Residual Risks Register CDM F1.04: Existing Service 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
<b>Folder 2: Forms</b>	<p>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.</p> <p>All Site Forms now accessed via the SHE Assure Portal, which is accessible via mobile phones, tablets, or laptops.</p>	CDM F2.01: HSE Site Control Form CDM F2.02: Site Attendance Log CDM F2.03: Excavations Inspection Record Sheet CDM F2.04a: Authority to Proceed – Ground Penetration Register CDM F2.04b: Authority to Proceed – Excavations / Ground Penetration CDM F2.05: Authority to Proceed – Confined Space Entry CDM F2.06: Working Platform/Scaffold Inspection Record Sheet CDM F2.07: Work Equipment & Lifting Equipment Inspection Record Sheet CDM F2.08: Telehandler Checklist CDM F2.09: Telehandler Competence Checklist for Operators CDM F2.10: Telehandler/Attachment Competence and Familiarisation Record CDM F2.11a: Lifting Operations Co-ordination Plan – Mobile Crane CDM F2.11b: Lifting Operations Co-ordination Plan – TH Truss Jib CDM F2.11c: Lifting Operations Co-ordination Plan Lorry Mounted Concrete Pump CDM F2.12: Fire Safety Plan Checklist CDM F2.13: Authority to Proceed - Hot Works CDM F2.14: Emergency Procedures and Contact Details CDM F2.15: Accident/Incident Report Sheet CDM F2.16: Site Environmental Checklist CDM F2.17: Topsoil Record Sheet CDM F2.18: Statutory Authority Visit Report Sheet

Folder Title	Notes	Contents
		<p>CDM F2.19: Site Team Meeting</p> <p>CDM F2.20: MEWP Familiarisation and Checklist</p> <p>CDM F2.21: Health and Safety Breach Log</p> <p>CDM F2.22: Contractor Non-conformity Notice</p> <p>CDM F2.23: Risk Assessment and Control Measures Form</p> <p>CDM F2.24: COSHH Assessment Form</p> <p>CDM F2.25: Inert Materials Usage Form</p> <p>CDM F2.26: Register for Safe Use of Quick Hitches</p> <p>CDM F2.27: Timber Frame (Fire Safety) Site Checklist</p> <p>CDM F2.28: Energise a Circuit Request Form</p> <p>CDM F2.29: Authority to Proceed – Non-standard Temporary Works</p> <p>CDM F2.30: Non-standard Temporary Works Register</p> <p>CDM F2.31: Authority to Proceed – Internal Fall Protection</p> <p>CDM F2.32: Authority to Proceed – Erect Designed Scaffold</p> <p>CDM F2.33: Timber Frame Pre-Plot Commencement Checklist</p> <p>CDM F2.34a: Access/Working Platform – Handover Certificate</p> <p>CDM F2.34b: MAPPS Access Working Platform – Handover Certificate</p> <p>CDM 22.34c: Sacrificial Joists – Handover Certificate</p> <p>CDM F2.35: Powered Helmet RPE Maintenance Record</p> <p>CDM F2.36: Authority to Proceed – Material Movement</p> <p>CDM F2.37: Welfare Daily Checks and Cleaning</p>
<b>Folder 3: Site Reference Material</b>	<p>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.</p>	<p>CDM F3.01: Project Contact List</p> <p>CDM F3.02: F10 HSE Notification Form</p> <p>CDM F3.03: Site Management Team Information Sheet (including First Aiders)</p> <p>CDM F3.04 : Contractor Health and Safety Documentation Matrix</p> <p>CDM F3.05: Timber Frame Risk Assessment and Checklist</p> <p>CDM F3.06: Contractor Risk Assessments, Safety Method Statements</p> <p>CDM F3.07: National Supplier HSE Documentation</p> <p>CDM F3.08: Site Safe Briefing Training Registers</p> <p>CDM F3.09: Waste Management Matrix (plus other environmental documentation e.g., Pre-Start Environmental Checklist, waste licences, exemptions, certificates, planning consent, discharge consents, etc.)</p> <p>CDM F3.10: Confirmation of service terminations and electrical test certificates</p>

Folder Title	Notes	Contents
		<p>CDM F3.11: Minutes of pre-start meetings and notifications to emergency services and schools</p> <p>CDM F3.12: Site Operative Qualifications/Training Records</p> <p>CDM F3.13: Environmental Inspections / Development Reports</p> <p>CDM F3.14: Health and Safety Inspection Reports including Client HSE Checklists A &amp; B</p>
<b>STAC and HSE Site Control Forms</b>	<p><b>Part 1: STAC</b></p> <p>TW's Risk Assessment and Key Control Measures Package.</p>	<p>Section 1: TW STAC 'S' Series Site-Wide Risk Assessments and Key Control Measures</p> <p>Section 2: TW STAC 'T' Series Trade Direct Risk Assessments and Key Control Measures</p> <p>Section 3: TW STAC 'A' Series Additional Risk Assessments and Key Control Measures</p> <p>Section 4: TW STAC 'C' Series COSHH Assessments and Key Control Measures</p>
	<p><b>'Take 5'</b></p> <p>TW's system for communicating risk and controls to operatives via site teams and employers.</p>	<p>Section 5: TW HSE Site Control Forms – 'Take Five' Briefings Higher Risk Individual Trades / Activities</p> <p>Section 6: TW HSE Site Control Forms – 'Take Five' Briefings General Forms</p> <p>Section 7: TW HSE Site Control Forms – 'Take Five' Briefings Supplementary Forms</p>
<b>Site HSE Manual</b>	<p>This manual is a management tool to help enable Taylor Wimpey (TW) Site Management Teams to manage the day-to-day HSE aspects of their site, with guidance on the expected HSE Standards, and examples of best practice.</p>	<p>Section 0: Index</p> <p>Section 1: HSE Management Arrangements</p> <p>Section 2: Setting Up a New Site</p> <p>Section 3: Bringing Contractors and Operatives on to Site</p> <p>Section 4: Groundworks</p> <p>Section 5: Scaffolding and Free-Standing Ladders</p> <p>Section 6: Superstructures, Mid-Floors and Roofs</p> <p>Section 7: Internal and Finishing Trades</p> <p>Section 8: Work Equipment (excluding Groundworks Plant) and materials</p> <p>Section 9: Environmental and Waste Management</p> <p>Section 10: Sales and Customer Service</p> <p>Section 11: Timber Frame</p> <p>Section 12: Build Out and Completion</p>
<b>Site Safe Briefings</b>	<p>Communicating TW operational controls and best practice.</p>	<p>Site Safe Briefings 1-28</p>

### 1.3.5 FOLDER 2: SITE ACTION AND MONITORING FORMS



All 'Folder 2' Forms are now available and held electronically via the SHE Assure Portal.

Tutorials in the form of user guides and videos are available on  via the Health, Safety and Environmental home page.

### 1.3.6 REVIEWS OF THE CONSTRUCTION HSE PLAN

The Construction HSE Plan is not a static document. Site Managers must keep it under review and update it as and when necessary, so that it addresses and reflects the actual work activity / tasks being carried out on site.

Care is needed when there have been significant design changes or site circumstances have changed – for example a layout or build order change affecting the Traffic Management Plan, or a change in levels affecting the ground cover or clearance above services, etc.

## 1.4 THE BUILDING SAFETY ACT (BSA)

The Building Safety Act was introduced in 2022 along with amendments to Building Regulations in response to the Grenfell fire. The purpose of this legislation is to improve build quality through ensuring compliance with Building Regulations and by improving competence across the Construction Industry.

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

- BSA Principal Designer
- BSA Principal Contractor

The roles and responsibility of the Duty Holders under BSA is focused on ensuring that buildings are designed and constructed to the relevant Building Regulations and Standards.

Put simply the BSA is about showing that the necessary 'build quality' is met by demonstrating that all Building Regulations and Standards have been complied with

The BSA has used similar terminology to that used in CDM. However, the roles and responsibilities of the BSA Principal Designer and BSA Principal Contractor are separate and distinct of those under CDM

### 1.4.1 KEY BSA DUTY HOLDERS

BSA Duty Holder	Responsible Person in TW	Main Responsibilities
BSA Principal Designer	Technical Director	<ul style="list-style-type: none"> <li>• Responsible for planning, managing, monitoring and co-ordinating design work during the pre-construction/design stage.</li> <li>• Ensure that the design, when built complies with all relevant requirements, i.e., Building Regulations/Standards</li> <li>• Ensure co-operation, communication and co-ordination between Designers, Principal Contractor and Client</li> <li>• Liaise with Principal Contractor and share information to ensure compliance with all relevant requirements, i.e., Building Regulation/Standards</li> <li>• Assist Client in providing information to others</li> </ul>
BSA Principal Contractor	Production Director	<ul style="list-style-type: none"> <li>• Responsible for planning, managing and monitoring design work during the construction phase.</li> <li>• Co-operate with Client, Principal Designer and other Designers to ensure the building work complies with all relevant requirements, i.e., Building Regulations/Standards</li> <li>• Ensure co-operation, communication and co-ordination of the work with the Client, Principal Designer, Designers and Contractors</li> <li>• Liaise with Principal Designer and share information to ensure compliance with all relevant requirements, i.e., Building Regulation/Standards</li> <li>• Assist Client in providing information to others</li> </ul>



## 1.5 SITE MONITORING ARRANGMENTS

The Site Management Team, with the support of their Production Manager and Site HSE Advisor, must monitor their site to ensure that all Contractors and their Operatives are maintaining the necessary safety standards, and that plant and equipment is safe to use

### 1.5.1 INTRODUCTION

To verify that the required HSE standards are being implemented and maintained on site it is critical that monitoring is carried out to confirm this. On Taylor Wimpey sites this monitoring is a combination of formal and informal monitoring.

**Formal monitoring** is where regular checks or inspections are carried out with the findings recorded in a report, e.g., Monthly Categorised Site Inspections, Weekly Scaffold Inspections, Daily Telehandler Checks, etc.

**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

## 1.5.2 REGULAR CHECKS AND INSPECTIONS

A summary of the Site Management Team's key checks and inspections is outlined in the [Site Management Inspection Prompt](#) available on .

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.

<div>  <b>SITE MANAGEMENT INSPECTION AND MONITORING PROMPT</b>  This document highlights "KEY AREAS" where effective safety management is critical. </div>	
<b>All new sites to have present</b> CDM Folders 1, 2 & 3; SSEAP, SWMP, STAC Risk Assessments, TW Site HSE Manual, Fire Plan, Site Safe Briefings and current Traffic Management Plan, TW Induction Site Information Plan: HSE posters and policies displayed as per Site HSE Manual Young persons and apprentices have passports, T18 and nominated buddy and mentor Contractor's Site Specific Risk Assessments and Method statements Training Records (including face fit and telehandler passport)	<b>Six Monthly</b> Thorough Examination of all lifting accessories (including truss jib attachment, harnesses, chains, and straps) <b>Annually</b> Electrical test for office, welfare, and sales area/cabins PAT testing for site office and sales centre electrical equipment Fire extinguishers service Telehandler thorough examination <b>Continual Review</b> Site boundary secure and signs displayed Plan high risk activities before work commences (notify RHSEA/SHSEA) and monitor as work progresses Traffic Management Plan and Site Information Plan Sub-contractor risk assessments and method statements for all activities Authority to proceed: Excavations, Confined Space Entry, Hot Works Carry out Site Safe Briefings initially, periodically, and as necessary to reinforce key messages Weather forecast – preparation for adverse weather and appropriate inspections following adverse weather Contractor 'Non-Conformity' Notices and Health and Safety Breach Log Coordination of Lifting Operations Consortium Sites Meetings, recorded minutes (if applicable) Newsflash and category inspection close out
<b>Daily</b> Daily site tours (including traffic management and access/egress) Signing in Log Check all welfare facilities	
<b>Weekly</b> Scaffold Working Platform Inspection Work Equipment & Lifting Equipment Inspection Records Excavation Inspection Records Manager sign-off of Telehandler daily checks Fire Point Checks Site support team catch-up	
<b>Monthly</b> Meeting with young person, buddy and mentor, to include Risk and COSHH Assessments review, and update Young Person HSE passport Site Environmental Checklist Timber Frame (Fire Safety) Site Checklist Powered Helmet RPE Maintenance Record	
<b>Three Monthly</b> Meeting with young person, buddy, mentor and SHSEA, update Young Person HSE passport Review of Site Waste Management Plan with Commercial Manager Production Manager Review Mortar Silo, Electric supply to be tested by competent electrician	Groundworks supervisor trained and attended TW conversion course Telehandler and operator complying with site HSE manual Telehandler operator familiarisation with supplier Visual check of portable fire extinguishers, signage, temporary electric cables, emergency lighting and fire alarm test Topsoil Record Sheets
Further details on the above items are found in the Site HSE Manual – this list is to function 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

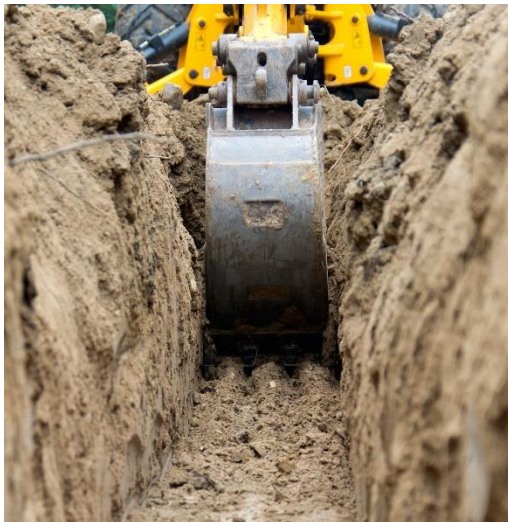
Statutory Inspections must only be carried out and signed off by the Site Manager or Assistant Site Manager.

Trainee Site Managers may accompany the Site Manager/Assistant Site Manager during the Statutory Inspections as part of their ongoing development.

The following statutory inspections must be carried out

#### EXCAVATIONS

Using [Folder 2 F2.3: Excavations Inspection Record Sheet](#).



**Responsibility:**

Groundworks Supervisor.

**When:**

At start of every shift

At least every 7 days; and

After events/adverse weather that may affect the stability of the excavation

#### WORKING PLATFORMS

Using [Folder 2 F2.6: Working Platform/Scaffold Inspection Record Sheet](#).



**Responsibility:**

Site Manager.

**When:**

After initial erection and any adaptations, then

At least every 7 days; and

After events/adverse weather that may have affected the stability of the working platform.

Before every shift (need not be recorded)

## WORK EQUIPMENT (INCLUDING LIFTING EQUIPMENT)

Using [Folder 2 F2.7: Work Equipment and Lifting Equipment](#)



**Responsibility:**

User/Supervisor.

**When:**

Visual check before use; and  
Recorded at least every 7 days.

Note: The type of lifting equipment and any identification mark/s must be included on the Record of Inspection. The identification can be a specific plant number or letter, the DVLA registration number or any other mark that clearly identifies the piece of equipment.

Independent detailed inspections of lifting equipment, including telehandlers, must be carried out:

- Annually, or
- Every six months for lifting accessories (chains, slings, etc.) or the whole plant if persons are lifted (e.g., material / person hoists). Slings to be replaced every 6 months. If any doubt, contact your Regional or Site HSE Advisor.

## WEEKLY INSPECTION (OPTIONAL) CALANDAR

Some Business Units for convenience use the [Optional Weekly Inspection Calendar](#) available on Inhouse, it is a combination in one weekly A3 'calendar sheet' of:

- Excavations ([Folder 2 F2.6](#)).
- Working platforms and scaffolds ([Folder 2 F2.8](#)); and Working equipment and lifting equipment ([Folder 2 F2.7](#)).

## TELEHANDLER DAILY/WEEKLY CHECKLIST



### Responsibility:

Authorised TH Operator and Site Management Team.

### When:

Daily checks; and  
Weekly checks.

## 1.5.4 OTHER CHECKS AND INSPECTIONS

### ENVIRONMENTAL CHECKLIST



[Site Environmental Checklist \(Construction HSE Plan - Folder 2, F2.16\)](#). This checklist, for use by the Site Management Team/Production Manager, is intended as a regular review of the [Site-Specific Environmental Action Plan \(SSEAP\)](#) (see [Section 9.2.1](#)) and a check that the control measures are in place and being maintained.

The review period is set to reflect the sensitivity of the site; however, a monthly review must be carried out as a minimum.

## 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 fax or 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.

## PRODUCTION MANAGER – HSE REVIEW / FORWARD PLANNING (QUARTERLY)

At least once per quarter the Production Manager is to hold a review with the 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

Taylor Wimpey Production Manager – HSE Review / Forward Planning (Quarterly)			
Site Name:		Site Manager:	
Production Manager:		Review Date:	
Review Area	Action Required		Action Date / Signed Off
	Site Manager:	Production Manager:	
Welfare Provision			
Site Management Team / Contractors			
Site Security / Public Safety			
Traffic Management			
Machinery / Plant			
Excavations / Services			
Work at Height			
Environmental Management			
Recurring Issues / Concerns			

### Responsibility:

Production Manager; and Site Management Team.

### When:

Once per quarter.

### Purpose:

Identify areas of significant forthcoming works.  
Identify if adequate management arrangements and resources in place; and  
Identify and agree actions where necessary.

### Outcomes:

Future work/activities are planned, managed, and executed safely.

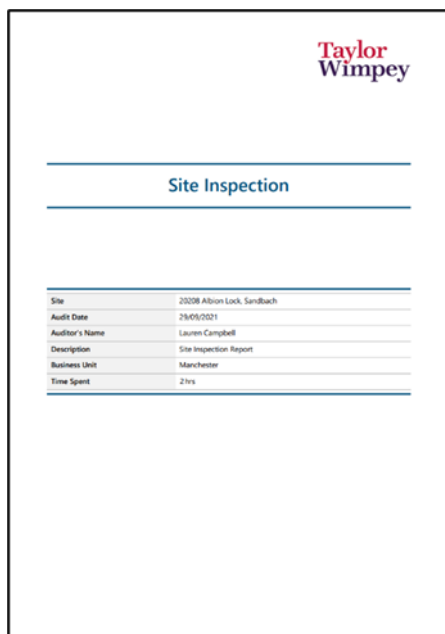
### 1.5.5 INDEPENDENT SITE SAFETY INSPECTIONS / DEVELOPMENT VISITS

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.
- There are three types of visits
  - Monthly categorised visits
  - Development visits; and
  - Specialist visits relating to Tower and Crawler Cranes.

#### MONTHLY CATERGORISED SITE INSPECTION VISITS

To help ensure the consistency of HSE across all TW sites, monthly categorised Site Safety Inspections are carried out by a team of independent Site HSE Advisors. These Site Safety Inspections are mandatory and are carried out once per calendar month (as a minimum) for all active sites where TW is the Principal Contractor



The image shows a form template for a Site Inspection. At the top right is the Taylor Wimpey logo. Below it, the title 'Site Inspection' is centered between two horizontal lines. At the bottom, there is a table with the following data:

Site	2008 Albion Lock, Sandbach
Audit Date	29/09/2021
Auditor's Name	Lauren Campbell
Description	Site Inspection Report
Business Unit	Manchester
Time Spent	2 hrs

**Responsibility:**

Site HSE Advisor.

**When:**

Once per month.

**Purpose:**

To Identify areas for improvement; and  
To identify positive interventions (Cat 'C's).


**Outcomes:**

To identify areas of improvement categorised as per their immediate or potential risk of serious injury and the appropriate immediate action taken.



## TOWER / CRAWLER CRANE SAFETY VISITS

On sites where either a tower crane or crawler crane is being operated, then a separate 'Tower Crane Safety Report' is provided in addition to the Categorised Site Inspection. You must inform your Regional HSE Advisor if 'Tower Crane Safety Report' are not being completed by the Specialist SHSEA responsible for Tower/Crawler Crane Safety Visits.

---

TC Visit

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Site	20600 Chelmer Waterside, Chelmsford
Audit Date	01/05/2021
Auditor's Name	CHU/JAMIE W
Description	Tower Crane Inspection Report
Business Unit	London
Time Spent	3:00

**Responsibility:**

Specialist Site HSE Advisor (Tower/Crawler Cranes).

**When:**

Once per month.

**Purpose:**

To confirm that the tower/crawler crane procedures are being followed; and  
To identify areas for improvement.

**Outcomes:**

Report confirming TW HSE procedures being followed.

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

## DEVELOPMENT VISITS

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.

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



The form is a 'Development Visit' template from Taylor Wimpey. It includes a header with the company logo, a title 'Development Visit', and a table for recording visit details.

Taylor Wimpey	
Development Visit	
Site	21231 Westvale Park Ph 5/2, Huddersley
Audit Date	30/09/2023
Auditor's Name	Nicholas Sowah
Description	Development Visit
Business Unit	South Thames
Time Spent	2:00

**Responsibility:**

Site HSE Advisor.

**When:**

As requested, ideally once per month.

**Purpose:**

To support the Site Management Team

To support new members of the Site Management Team

To support Contractors; and

To help operatives understand better the safe system of work.

Complete the Monthly Consistency Check

**Outcomes:**

Improved HSE awareness and buy-in and engagement with TW HSE Procedures.

**Note:** The Regional / Site HSE Advisors have the executive authority to immediately stop an activity or to close a site if they come across a situation that is putting people at immediate risk of serious injury.

### 1.5.6 WEEKLY CO-ORDINATION MEETING

The Site Team Meeting form ([Construction HSE Plan Folder 2 F2.19](#)) 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-points 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.

### 1.5.7 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.

### 1.5.8 INTERVENTION

To support the Site Management Team in managing HSE our team of independent Site HSE Advisors are tasked with confirming that the site is being managed safely and in accordance with TWUK's standards and expectations.

Where any improvement is required or non-conformity identified during a Site Inspection, the appropriate intervention must be made, depending on the severity or seriousness of the improvement or non-conformity.

#### Category C - Positive Interventions

Positive interventions are about identifying the minor (low risk) shortfalls to be addressed or improvements that could make a positive difference to the overall HSE on site. This could include engaging with operatives to embed or clarify their understanding of what is expected or making a small change to the safe system of work or control measure in place to make it more effective or suited to the specific activity / task or circumstances.

Positive interventions are not measured but used as a management tool to illustrate where we are making a positive contribution to engaging with contractors / operatives to work towards making a safer site.

## Category A and B

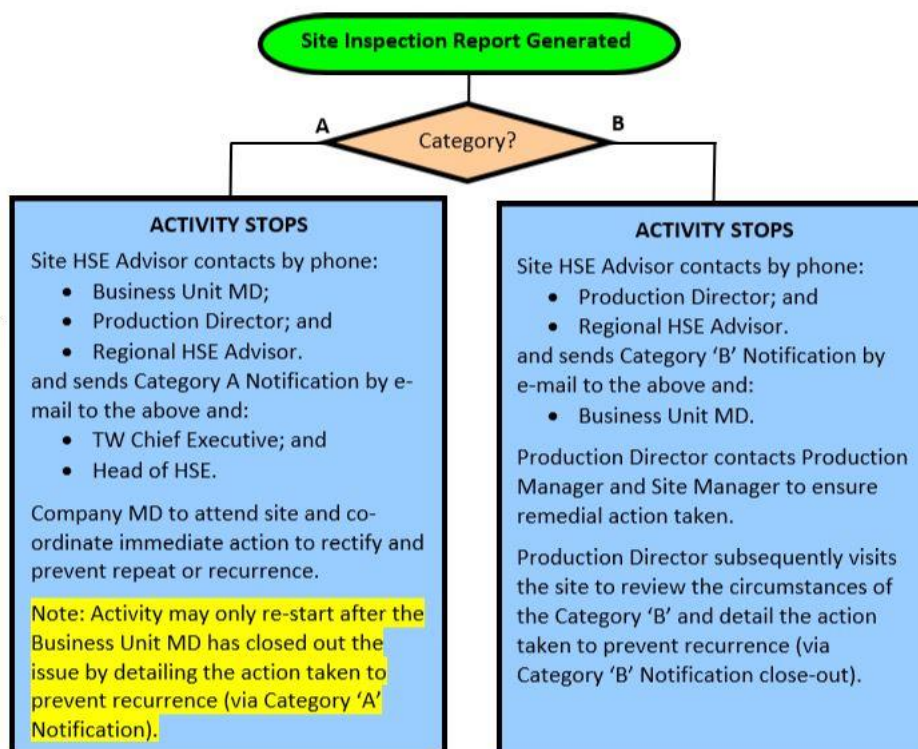
Category As and Bs are shortfalls that put people at risk, or activities carried out unsafely and putting people at risk. It is the severity of the potential for harm that determines the category, a Category A would always be issued for the highest risk, i.e., the possibility of significant or life changing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

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

Category	A – risk of significant injury	B – risk of an injury
Position	Managing Director	Production Director
Duties	<ul style="list-style-type: none"> <li>• Visit the site.</li> <li>• Lead the investigation into determining the circumstances.</li> <li>• Co-ordinate the appropriate action.</li> <li>• Identify any underlying HSE management issues; and</li> <li>• Identify actions to reduce the likelihood of a reoccurrence</li> <li>• Close out the Category with the assistance of the RHSEA</li> </ul>	

N.B. Please note that as well as the above guidance there are some key principals that must be followed, and result in a Category A if ignored, e.g., lack of wheel stop blocks in front of a silo, or no trained and authorised Groundwork Supervisor.

Actions relating to category A or B Report



## 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 to disregard safe systems of work or a legal requirement and that contractor or member of his staff does not respond to verbal advice, the Site Manager will use the [Contractor Non-conformity Notice \(Construction HSE Plan - Folder 2, F2.22\)](#). For major breaches (where there is an imminent risk to life or health) the work activity must be stopped immediately.

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

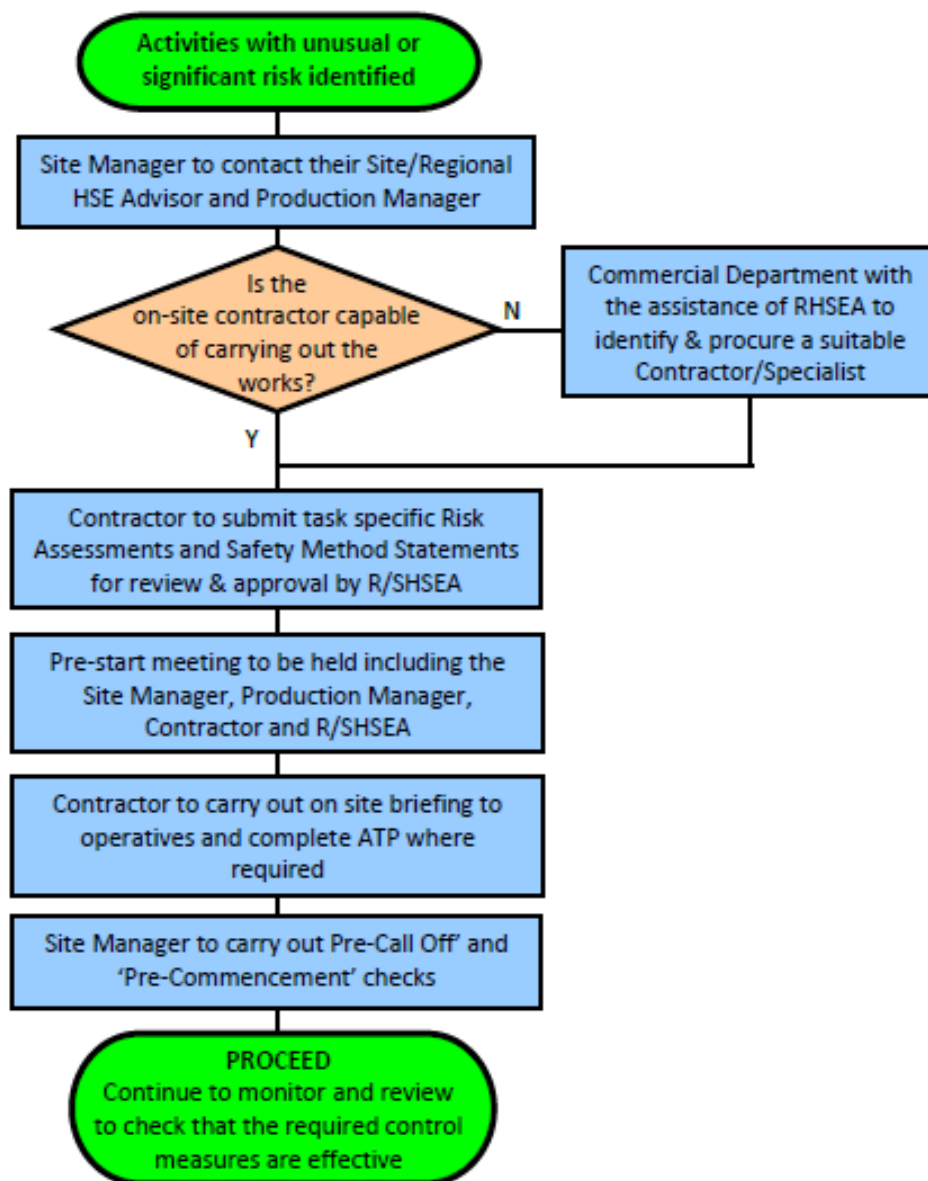
A formal response by return of e-mail is required from the contractor.

## 1.6 ACTIVITIES WITH UNUSUAL OR SIGNIFICANT RISK INCLUDING TEMPORARY WORKS

Some activities on site require more frequent monitoring than the routine measures outlined earlier. These are considered 'activities with unusual or significant risk' and include activities that are 'out of the norm' or require special arrangements in the agreed Safe System of Work (SSoW).

The key controls for high-risk activity are:

- A clear Safe System of Work
- Appointment of contractors with the correct skills, knowledge, and experience
- Briefing of those involved in what the key control measures are; and
- 'Pre-Call Off' and 'Pre-Commencement' checks, followed by regular monitoring and review to check that the required control measures are being adopted and effective.





## TEMPORARY WORKS

Temporary works are defined as ‘**constructions of a temporary nature that are used in the construction of the Permanent Structure**’. As temporary works are in use nearly every day on TW sites, all Site Management Team personnel are given “Temporary Works Awareness Training” which is a mandatory requirement.

Temporary works on TW sites are defined as either Standard Temporary Works or Non-standard Standard Temporary Works. However, the range of temporary works options is vast, and the level of controls needed to ensure safe implementation of these works must match the complexity of the works being undertaken. To assist in the control of temporary works four categories have been applied by Taylor Wimpey ranging from “Category 0” through to “Category 3”.

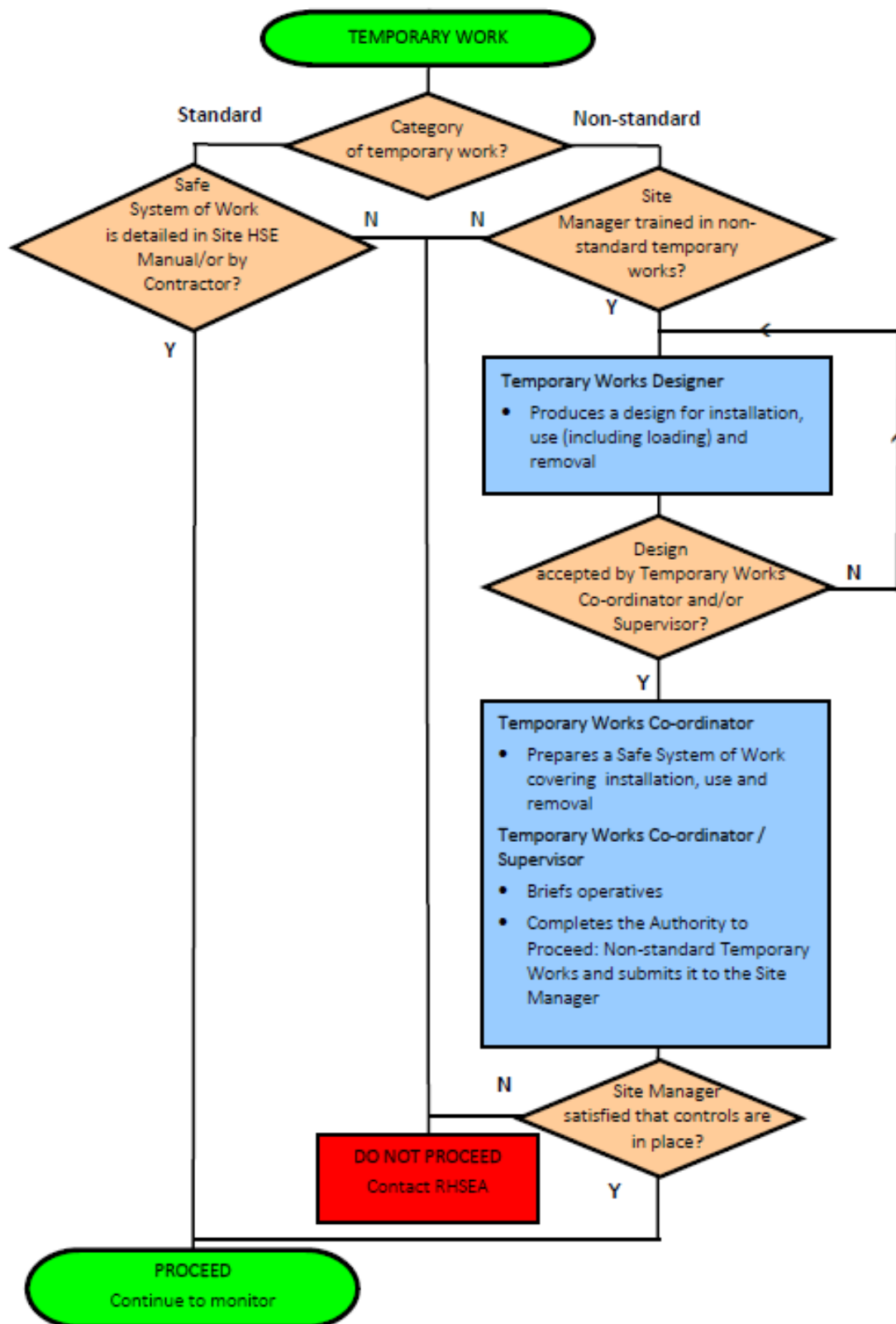
Indicative list of standard & non-standard Temporary works below:

Standard Temporary Works	Non-Standard Temporary Works
<b>Category 0</b> <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> <b>Category 1</b> <ul style="list-style-type: none"> <li>• Basic scaffolding/system scaffolding</li> </ul> <b>Category 2</b> <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>	<b>Category 1</b> <ul style="list-style-type: none"> <li>• All designed scaffolds</li> </ul> <b>Category 2</b> <ul style="list-style-type: none"> <li>• Sheet piling</li> <li>• Hoists</li> </ul> <b>Category 3 (note: contact RHSEA)</b> <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>

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

CATEGORY OF WORKS	Temporary Works Co-ordinator	CONTROLS REQUIRED
Category 0	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>
Category 1	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>
Category 2	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>
Category 3	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>

## Managing Temporary Works - Process



## Personnel Required with Non-standard Temporary Works (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	<p>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.</p> <p>They will also be responsible for confirming to the TW Site Manager that the temporary works have been installed as per the design / specifications.</p>
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.

## CDM F2.29: Authority to Proceed – Non-standard Temporary Works



### Responsibility:

TW Site Management Team and the Temporary Works Co-ordinator/ Supervisor

### When:

For each item of non-standard temporary work.

### Purpose:

To ensure all non-standard temporary works are planned, managed, and executed safely.

## CDM F2.30: Non-standard Temporary Works Register



### Responsibility:

TW Site Management Team and the Temporary Works Co-ordinator/ Supervisor.

### When:

For each item of non-standard temporary work.

### Purpose:

To record each item of non-standard temporary works and identify the key appointments to clearly demonstrate where the various 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.