



SECTION 1: HSE MANAGEMENT ARRANGEMENTS



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HSE MANAGEMENT ARRANGEMENTS

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1.1.1 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 11 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.

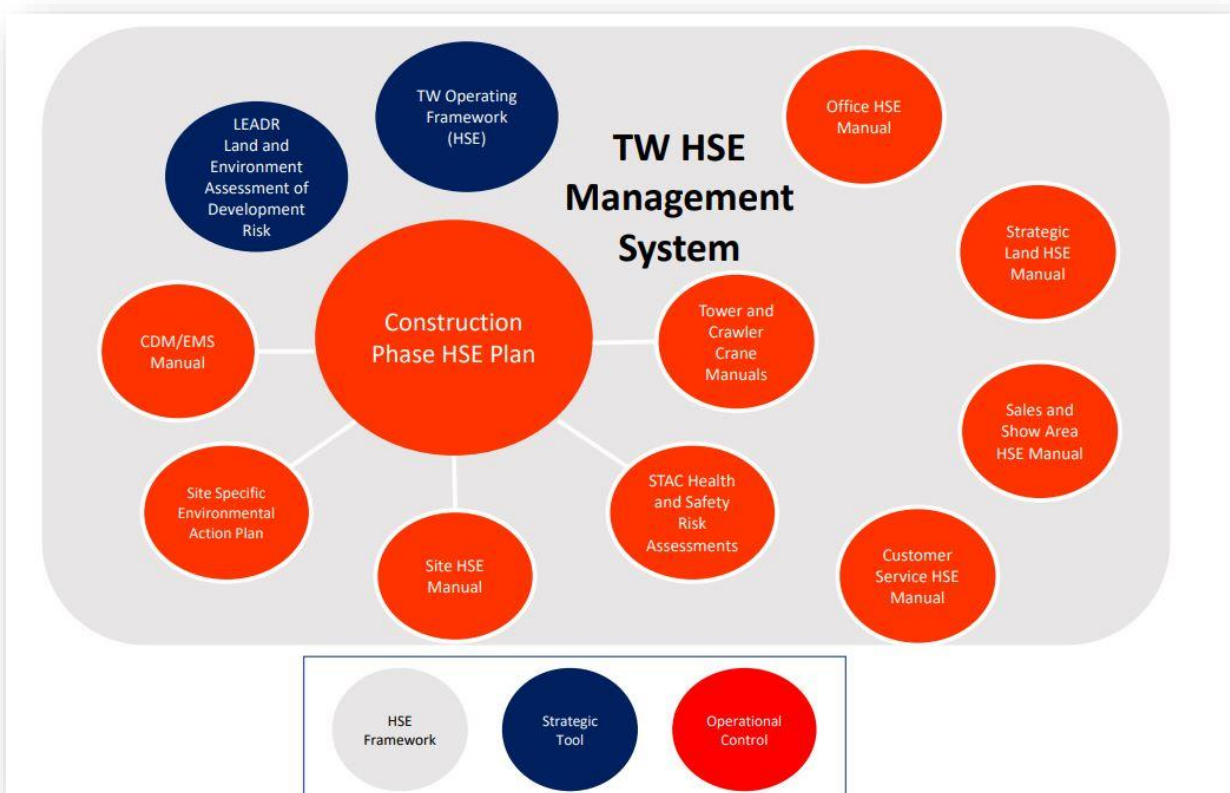
Note: This manual cannot attempt to cover every eventuality or activity. Whenever a member of the Site Management Team is faced with something outside their knowledge or experience, or if they have any doubts or concerns on any of the procedures or control measures, they must contact their Regional or 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: 01.01.23

1.1.4 TW CONSTRUCTION CODE OF PRACTICE

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](#))

 TW Construction Code of Practice for all TW companies	
Safety	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.
Environment	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.
Respect	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.
Communication	We encourage consultation with the local community and interest groups throughout the planning and build process.

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
- 1-day Scaffold Inspection; and
- First Aid.

Note: 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

Agency Site Managers

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.

 SITE MANAGER ‘SITE HAND-OVER’ CHECKLIST To be completed by Existing and Incoming Site/Assistant Managers	
Operating Company:	
Site Name:	
Existing Site/Assistant Manager:	
Incoming Site/Assistant Manager:	
Period of Cover:	
Check	Comments / Action to be Taken
Current Site Activities: Discuss the current and ongoing site activities, paying particular attention to any tasks with significant risk, i.e. excavations, work at height, lifting operations, etc.	
Works Forthcoming: Discuss any forthcoming work and identify any unusual or high risk activities that require additional controls. Confirm status of the provision of contractors risk assessments, meetings, approvals, etc.	
Site HSE Inspection Reports: Discuss the last Site HSE Inspection Report (Tower Crane Report etc.). Confirm if any actions are outstanding. Agree action plan with incoming Site/Assistant manager to close out any outstanding issues.	
HSE Documentation: Discuss HSE documentation that requires completing during the period and identify where the documentation is held. Documentation review must include: scaffold, plant, telehandler registers, updating of traffic management plans, site service pack, etc.	
HSE Meetings: Confirm what HSE meetings are required to be held in the period, e.g. project meetings, support team catch up, contractors meeting, consortium meetings, tower crane operations meeting, etc. Identify where records are held.	
General Arrangements on Site: Discuss the general arrangements for traffic management and the segregation of pedestrians, public security and safety, welfare provision etc.	
Site tour: Walk through the site making the incoming Site/Assistant manager familiar with the layout of the site and the areas where current and forthcoming works are planned to take place, as well as any areas of significant risk.	
Name:	Existing Site/Assistant Manager
Date:	
Name:	Incoming Site/Assistant Manager
Date:	

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 can be found on 

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.

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 for site-based personnel is given in the following extract from the full Training Matrix, see Inhouse

1.2.4 TW HSE TRAINING (NEW SITE MANAGEMENT)

It is critical that all direct and indirect operatives and staff working on TW sites are provided with appropriate HSE Training so that 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 organization, 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 for site based personnel is given in the following extract from the full Training Matrix (see [TW HSE Training Matrix - Directly Employed](#)).

Part A - Core Production Training

Course Title	Approved Provider	Production Director / Production Managers*	Site Manager/ Assistant Site Manager
TWUK HSE Induction	RHSEA/SM	•	•
3-Day HSE Procedures (Including Environmental Management)	RHSEA/RSK	•	•*
1-Day Scaffold Inspection	RGW/DMSS	•	•*
Mobile Crane Management	RGW	•	•*
4-Day Mobile Crane Appointed Person	RGW	•	•*
3-Day First Aid (with 2-Day refresher every 3 years)	Red Cross St John	•	•*

Part B - Additional Training

Course Title	Approved Provider	Production Director / Production Managers*	Site Manager/ Assistant Site Manager
4-Day Tower/Crawler Crane Appointed Person	RGW	•	•*
1-Day Managing Temporary Works/Temporary Works Awareness	RGW	•	•*
1/2 Day Building Through CDM/EMS	RHSEA	•	•
1/2 Day Fall Protection Systems	RGW/DMSS	•	•
1/2 Day Truss Frame Site Safety	RHSEA	•	•
Inspection of Proprietary Access Platforms (TPAD/TPAD/USAM)	Supplier	•	•

TW HSE Training Matrix - Directly Employed

Course Title	Approved Provider	Material Controller / General Site Operative	Telegraphic Handler Operator	Bricklayer	Carpenter / Joiner	Scaffolder	Apprentices
TW HSE Induction	SM / ASM	•	•	•	•	•	•
Manual Handling	RGW/DMSS	•	•	•	•	•	•
New PPE Training	RGW/DMSS	•	•	•	•	•	•
Appropriate site safe briefing	SM / ASM	•	•	•	•	•	•
Familiarisation on Machine and General equipment	Supplier	•	•	•	•	•	•
OSR Truss Mark Training	RGW	•	•	•	•	•	•
Training for Trusses - Part 1: carrying trusses only	RGW	•	•	•	•	•	•
Training for Trusses - Part 2: Placement of trusses	RGW	•	•	•	•	•	•
Stringer / Signaller	RGW/DMSS	•	•	•	•	•	•
Deck Cutter	Supplier	•	•	•	•	•	•
Wall Gun	Supplier	•	•	•	•	•	•
Circular Saw	Supplier	•	•	•	•	•	•
Familiarisation Training for Proprietary Access Platform (TPAD / RHO)	Trid / Rhno	•	•	•	•	•	•
Ladder and manress Training	RGW/DMSS	•	•	•	•	•	•
Help all installation	RGW/DMSS	•	•	•	•	•	•
1/2 Day Fall Protection Systems	RGW/DMSS	•	•	•	•	•	•
1/2 Day Fall Protection Systems	RGW/DMSS	•	•	•	•	•	•
OS & N Mark System	RGW/DMSS	•	•	•	•	•	•
Scaffold Training - OSHS card	Accredited COPS	•	•	•	•	•	•
System scaffold, specific familiarisation must be given (i.e. full COPS)	System	•	•	•	•	•	•
Traffic Marshal	RGW/DMSS	•	•	•	•	•	•

Part A - Core Production Training

Course Title	Approved Provider	Production Director / Production Managers*	Site Manager/ Assistant Site Manager
TWUK HSE Induction	RHSEA/SM	•	•
3-Day HSE Procedures (Including Environmental Management)	RHSEA/RSK	•	•*
1-Day Scaffold Inspection	RGW/DMSS	•	•*
Mobile Crane Management	RGW	•	•*
4-Day Mobile Crane Appointed Person	RGW	•	•*
3-Day First Aid (with 2-Day refresher every 3 years)	Red Cross St John	•	•*

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

R G Wilbrey Ltd
 Aspen House
 Great Brickkiln Street
 Wolverhampton WV3 OPT
 Tel: 01902 420920

RSK Ltd
 172 Chester Road
 Helsby
 Cheshire WA6 OAR
 Tel: 0192 872 6006

DMSS
 Flynn House
 32 Woodford Road
 Bramhall
 Stockport SK7 1PA
 Tel: 0161 486 3241

Notes:

- Majority of the training can be requested by emailing 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, all departments/functions 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

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



Display screen equipment (DSE) workstation checklist

This is a web-friendly version of Display screen equipment (DSE) workstation checklist published 05/13

The following checklist can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

The questions and 'Things to consider' in the checklist cover the requirements of the Schedule. If you can answer 'Yes' in the second column against all the questions, taking account of the 'Things to consider', you are complying. You will not be able to address some of the questions and 'Things to consider' as reflections on the screen, or the user's comfort, and the workstation has been installed. These will be covered in the risk assessment you do once the workstation is installed.

Work through the checklist, ticking either the 'Yes' or 'No' column against each risk factor.

- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decisions in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.

Remember: the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, eg by giving users health and safety training, and providing for breaks or changes of activity. For more advice on these see Working with display screen equipment (DSE) A brief guide.

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"> Organise and manage their sites as per the Site HSE Manual. Ensure the Construction HSE Plan is available on site. Control and co-ordinate all construction activities on site in conjunction with the contractors. Regularly review and update, where necessary, the site STAC Risk Assessments. Provide an HSE Induction to all new operatives on site. Ensure, in conjunction with the contractors, that all operatives are informed/briefed on the key controls for the activities that they are undertaking. Hold regular site safety meetings. Ensure all Statutory Inspections are carried out. Monitor site activities. Manage the environmental issues including prevention of silt run-off, dust control and waste management; and Manage and report all accidents and incidents.
Support ('Blue Hat') Team: e.g., Material Controller / Supervisor / General Operative / Trade Representatives	<ul style="list-style-type: none"> Assist the Site Manager where possible, especially on traffic management/segregation on site and the general monitoring of the site activities. 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. 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 Raise any concerns with regards to storage, traffic management, etc. with the Site Manager.
Production Director/HSE Co-ordinator	<ul style="list-style-type: none"> Co-ordinate and promote HSE matters within the company and its subcontractors. Attend the key site planning meetings. Evaluate employee and subcontractor competence.

	<ul style="list-style-type: none"> For employees, identify required training and ensure training is received; and Assist in the implementation of updated Operational Controls.
Production Manager	<ul style="list-style-type: none"> Attend the key site planning meetings. Ensure that the Construction HSE Plan has been suitably developed with the TW Risk Assessments reviewed and signed off. Ensure the Site Managers have all appropriate documents for the site. Ensure that Contractors have provided their site-specific documentation and are ready to start; and During site visits, review HSE performance on site with the Site Management Teams and contractors.
HSE Administrator	<ul style="list-style-type: none"> 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.
Regional HSE Manager	<ul style="list-style-type: none"> Support the TWUK HSE Strategy and monitor its effectiveness Support the R/SHSEA's to ensure all accidents, incidents Category A and Category B are investigated promptly and appropriately Support and mentor the Regional HSE Advisors, by regularly attending business unit meetings (i.e., Quarterly HSE Review Meetings) 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 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 Undertake programmed visits to operational sites to provide support and advice to the R/SHSEA and Business Unit Management. 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 Promoting a positive health and safety culture in which is aligned with the business's values of - Take responsibility, Respectful and far.
Regional HSE Advisor	<ul style="list-style-type: none"> Support the implementation of HSE policy, procedures, best practice, and disciplines throughout their Business Units and maintain an ethos of continuous improvement in HSE. 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. 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.

	<ul style="list-style-type: none"> ▪ Review the Site HSE Advisor's inspection reports, monitor effectiveness and consistency and identify areas requiring further improvement or intervention. ▪ 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. ▪ Attend HSE Team Meetings and operating company Management Team HSE Review meetings. ▪ Support and mentor the BU Site HSE Advisors, by regularly participating in site HSE Inspections and Development HSE Visits to monitor and ensure consistency. ▪ Carry out BU HSE audits to measure implementation of HSE procedures and disciplines and ensure consistency and the cross-fertilization of best practice. ▪ Assist the BU'S close-out of category 'A' and category 'B' reports, aiding/support where necessary ▪ 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. ▪ 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 ▪ Carry out internal HSE training as required and where appropriate facilitate the HSE training carried out by external organisations. ▪ Gather statistical information relating to regional performance and present necessary reports as required.
Site HSE Advisor	<ul style="list-style-type: none"> ▪ Carry out regular and systematic Categorised Site Inspections at least once per month implementing the TW Hazard Category reporting system. ▪ Carry out regular and systematic supportive Development HSE Visits at least once per month with the Site Management Teams, contractors and/or operatives. ▪ Provide the HSE Co-ordinator and Regional HSE Advisor with a monthly Site Inspection Summary Sheet. ▪ Keep the Regional HSE Advisor fully informed of any unresolved issues/concerns arising from site visits, meetings, etc. ▪ 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 ▪ 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.

	<ul style="list-style-type: none"> ▪ 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. ▪ Log accidents, incidents, and hazard Category A's and B's onto the SHE system; and ▪ Respond to other requests from the HSE Co-ordinator, Regional HSE Advisor or Head of HSE.
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1.3. CDM AND CONSTRUCTION PHASE 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.
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.
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">• 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.

1.3.3 KEY CDM/EMS DOCUMENTS

CDM Document	at TW	Purpose
Pre-Construction Information	FOLDER 1 (See section 1.3.4)	Information that is provided to allow the site to be planned and managed safely. (e.g., location of existing services).
The Construction Phase Plan	FOLDERS 1 to 3 and other documents (See section 1.3.4)	Sets out the arrangements and procedures for managing the site during the construction phase.
The Health and Safety File	Homeowner's HSE Information and Management Company Packs (See the CDM/EMS Manual)	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 11.1](#))

Folder Title	Notes	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	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
Folder 2: 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	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

		<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 F2.34: Access/Working Platform – Handover Certificate</p> <p>CDM F2.35: Powered Helmet RPE Maintenance Record</p>
Folder 3: Site Reference Material	<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> <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 & B</p>

STAC and HSE Site Control Forms	Part 1: STAC TW's Risk Assessment and Key Control Measures Package.	Section 1: TW STAC 'S' Series Site-Wide Risk Assessments and Key Control Measures Section 2: TW STAC 'T' Series Trade Direct 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
	'Take 5' TW's system for communicating risk and controls to operatives via site teams and employers.	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
Site HSE Manual	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) aspects of their site. The manual also provides guidance on the expected TW HSE Standards, and examples of best practice.	Section 0: Index Section 1: HSE Management Arrangements Section 2: Setting Up a New Site Section 3: Bringing Contractors and Operatives on to Site Section 4: Groundworks Section 5: Scaffolding and Free-Standing Ladders Section 6: Superstructures, Mid-Floors and Roofs Section 7: Internal and Finishing Trades Section 8: Work Equipment (excluding Plant) and Materials Section 9: Environmental and Waste Management Section 10: Sales and Customer Service Section 11: Timber Frame
Site Safe Briefings	Communicating TW operational controls and best practice.	Site Safe Briefings 1-28

1.3.5 FOLDER 2: SITE ACTION AND MONITORING FORMS

It is not always possible to keep all the current forms in Folder 2 'Site Action and Monitoring', or practicable to file the used ones there. It is acceptable for them to be kept elsewhere provided a note is inserted in the Plan advising on where the forms are to be found (see examples below)



Examples of how forms in use can be kept readily available.

Used forms need to be retained for the duration of the project and returned to the HSE Administrator Department at the end of the project ([see section 12.8](#)).

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 SITE MONITORING ARRANGEMENTS

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 safe

1.4.1 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

1.4.2 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.

Taylor Wimpey SITE MANAGEMENT INSPECTION AND MONITORING PROMPT This document highlights "KEY AREAS" where effective safety management is critical.	
All new sites to have present CDM Folders 1, 2 & 3; SSEAP, SWMP, STAC Risk Assessments, TW Site HSE Manual, 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)	Six Monthly Thorough Examination of all lifting accessories (including truss jib attachment, harnesses, chains and straps) Annually 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 Continual Review 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 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 Top Soil Record Sheets
Daily Daily site tours (including traffic management and access/egress) Signing in Log Check all welfare facilities	
Weekly Scaffold Working Platform Inspection Work Equipment & Lifting Equipment Inspection Records Excavation Inspection Records Manager sign-off of Telehandler daily checks Site support team catch-up	
Monthly 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	
Three Monthly 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	
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	

1.4.3 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.**

[illegible]

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.**

[illegible]

Responsibility:

Site Manager.

When:

Before every shift (need not be recorded)

At least every 7 days; and

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

Using **Folder 2 F2.7: Work Equipment and Lifting Equipment**

Responsibility:
User/Supervisor.

When:
Visual check before
Recorded at least

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.

[illegible]

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

COMPANY NAME:
TELEHANDLER CHECKLIST
SITE NAME:

MACHINE TYPE / Registration No. TYRE PRESSURE (from handbook)

OPERATOR WEEK COMMENCING

TYRE CHECKS	MON	TUE	WED	THUR	FRI	SAT	SUN
FRONT NEARSIDE	before	after					
FRONT OFFSIDE	before	after					
REAR NEARSIDE	before	after					
REAR OFFSIDE	before	after					

Tyre Pressures must be checked first thing Daily and the pressures recorded above in the 'before' space. If they are not within 10% of the Manufacturer's recommendation then the tyre must be inflated to the correct pressure before any work is carried out and the final pressure must be recorded in the 'after' space.
This does not apply to Green-Edged Tyres which are not user-replaceable.

OTHER DAILY CHECKS	MON	TUE	WED	THUR	FRI	SAT	SUN
Oil Level and Leaks							
Fuel System Leaks							
Coolant Level							
Brake Fluid Level							
Wheel Nut Security							
Hydraulic Operation							
Front Brake Operation							
Parking Brake Operation							
Electrics							
Safe Load Indicator							
Job Attachment / accessories							
Blind Spot / Removal Systems							
Manual in the Cab							
Reversing alarm							
Working Light							
Doors and Windows							

WEEKLY CHECKS	TICK
Advised Major Leaks	
Grease Drive Shafts and Universal Joints	
Grease Axle Pins and Lagging	
Grease all other Grease Points	
Hydraulic Oil Level	
Fan Belt Tension	
All Fast Pins	

OPERATOR'S SIGNATURE: _____ MANAGER'S SIGNATURE: _____

Use the other side for comments if any.

Responsibility:

Authorised TH Operator and Site Management Team.

When:

Daily checks; and
Weekly checks.

1.4.4 OTHER CHECKS AND INSPECTIONS

ENVIRONMENTAL CHECKLIST

COMPANY NAME
SITE ENVIRONMENTAL CHECKLIST
SITE NAME:

To be carried out monthly (as a minimum).

Description	Yes/No/N/A	Comments	Initial
1) Have you reviewed the key items on the "Site Environmental Checklist" poster?			
2) Is the SSEAP complete and being complied with? If not, state actions.			
3) Does the SSEAP need updating to reflect the site activities? If yes, state actions.			
4) (a) Have there been any changes in the site conditions (e.g. materials, plant such as piling, grading, crusher etc)? (b) Are any additional environmental protection measures required? (c) Are there any environmentally related planning conditions to be monitored (e.g. noise levels, site working hours, discharges to watercourses)? If yes, state actions. (d) Have there been any recent environmental incidents, complaints or visits from regulators since the last review? If yes, state actions.			
5) Any suggestions for system improvement arising from the audit? If yes, give details.			
6) (a) From a sample of your waste transfer notes, cross refer to the site waste management matrix. Are the notes complete? Do the details match those found within the matrix? If not, call the advice line (0845 003 8752) and state what the issue is (e.g. no waste carrier license details, EWC code absent, etc). (b) Take a sample of your groundworkers waste transfer notes and cross refer to the site waste management matrix. Are the notes complete? Do the details match those found within the matrix? If not, call the advice line (0845 003 8752) and state what the issue is (e.g. no waste carrier license details, EWC code absent, etc).			

Notes and actions to be taken:

Date of next review: _____

Completed by	Name	Signature	Date
Site Manager			
Reviewed by Production Manager (quarterly)			

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

COMPANY NAME: STATUTORY AUTHORITY VISIT REPORT SHEET SITE NAME:	
Person completing form: Contact tel. no: _____ Date: _____	
Who: Health & Safety Executive (HSE), Environmental Health Department (EHO), Environment Agency (EA/SEPA), Highways Authority (HA), Police (POL), Fire Department (FD)	
Name of person/s who visited	
Organisation	
Job Title	
Tel No	
Address	
Why Reason for visit 	
Actions taken / agreed: attach copies of statutory notice and/or letters received 	
Distribution: HSE Co-ordinator, Regional HSE Advisor Telephone: Environmental Advice Line (if EA or SEPA visit) (0845 003 8752) Keep originals in Site Safety Plan.	

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 will be used for this available on Inhouse

 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.

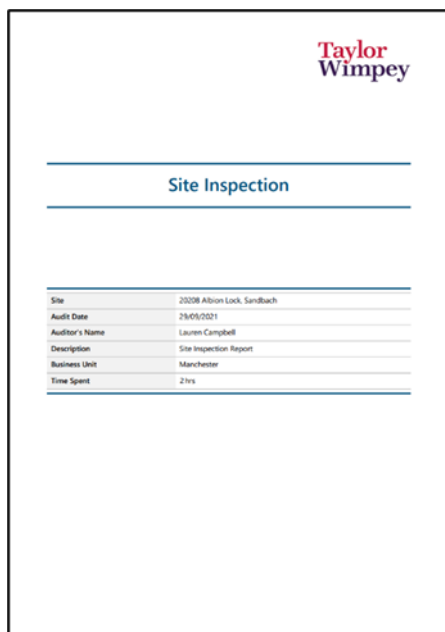
1.4.5 INDEPENDENT SITE SAFETY INSPECTIONS / DEVELOPMENT VISITS

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



Taylor Wimpey	
Site Inspection	
Site	20208 Albion Lock, Sandbach
Audit Date	25/05/2021
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:

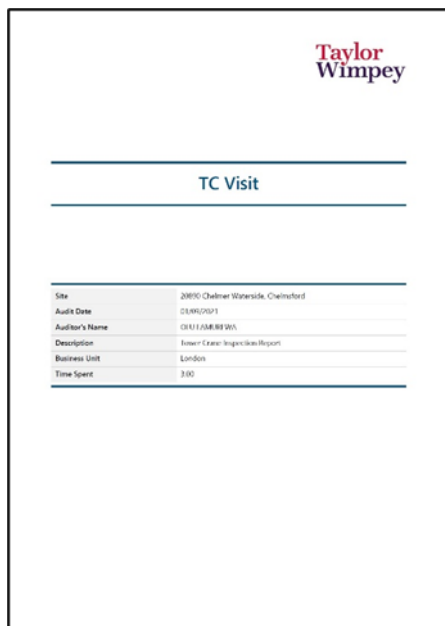
To Identify areas for improvement; and
To identify positive interventions (Cat 'C's).

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.



Taylor Wimpey	
TC Visit	
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, the Production Team, in liaison with your Regional HSE Advisor can arrange for the Site HSE Advisor to carry out additional 'Development' site visits (non-categorised). These visits are available to provide a framework for the provision of specific support, coaching and advice.



Development Visit

Site	21/213 Westvale Park Ph 5.2, Huddersley
Audit Date	30/05/2023
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.

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.

1.4.6 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

COMPANY NAME: SITE TEAM MEETING SITE NAME:			
Site Manager:		Date of Meeting: Time:	
Attended by: Name:			
Suggested Agenda: 1. Positive Areas / Areas for Improvement (General) 2. Good Practice / Health and Safety Concerns 3. Forthcoming Work 4. General Site / Supply Issues 5. Planned Occupations 6. Health and Safety / Production Teamwork 7. Other			
Positive Areas on site		Areas for improvement on site	
Item	Action	Item	Action
Good Practice / Health and Safety Concerns			
Item		Action	

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.

1.4.7 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.

1.4.8 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

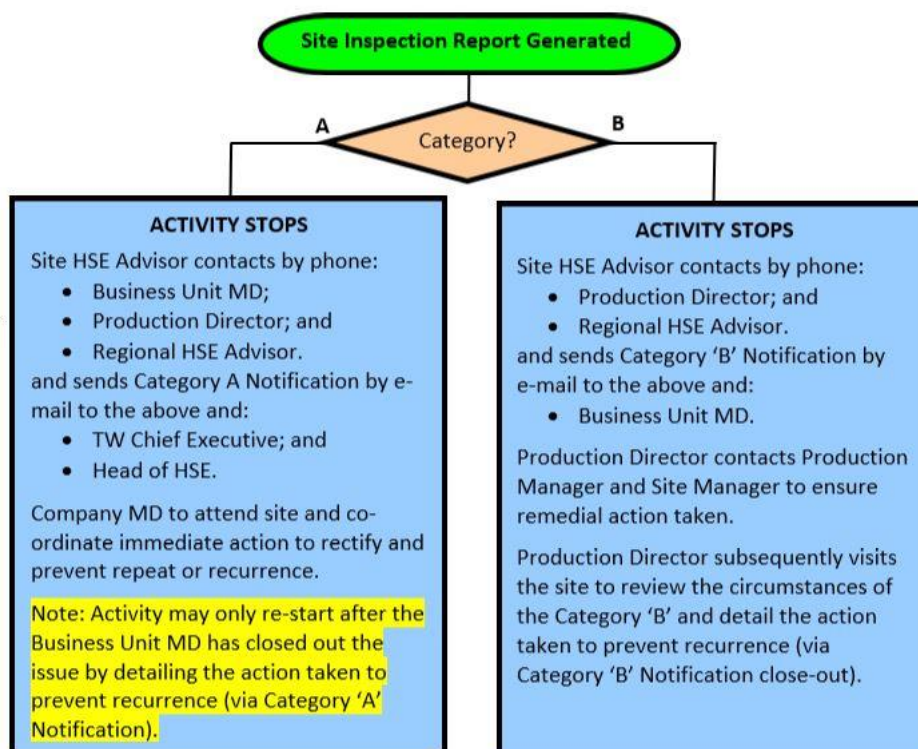
Category As and Bs are shortfalls that put people at risk, or activities carried out unsafely and putting people at risk. It is the severity of the potential for harm that determines the category, a Category A would always be issued for the highest risk, i.e., the possibility of significant or life changing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

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

COMPANY NAME: HEALTH AND SAFETY BREACH LOG SITE NAME: <small>This form to be used for TW employees</small>	
Employee Name:	
Company:	
Date of Offence:	
Details of Offence:	
<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	
Action taken:	
<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	
Employee's Comments: (if any)	
<div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>	
<small>This notice relates to a breach of health and safety discipline by the employee named above. Details will be forwarded to head office and further action may be taken</small>	
Signed (Site Manager):	Date:
<small>Copy to be sent to HSE Co-ordinator</small>	

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

COMPANY NAME: CONTRACTOR NON-CONFORMITY NOTICE SITE NAME:	
TO: Name: _____ Trade: _____ Sub-contractor: _____	
We bring to your attention the following Health & Safety matter(s) concerning your work: Activities: _____ _____ _____ Location: _____	
Action required: (delete the inapplicable option)	1. Please reply by return, detailing your proposals for remedying the above to prevent recurrence. Response required by _____ OR 2. We have STOPPED the works accordingly. This notice timed at _____ on _____ has effect until we receive from you in writing confirmation of remedial action having been taken.
Signed: _____ (Site Manager) Date: _____	
Response received Proposals accepted (If No, the Regional HSE Advisor, HSE Co-ordinator and Commercial Director must be informed.) Action Taken: _____ _____ Date Action Closed Out: _____	
Copy to be sent to Regional HSE Advisor, HSE Co-ordinator, Commercial Director and, if the work was stopped, the Managing Director	

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.

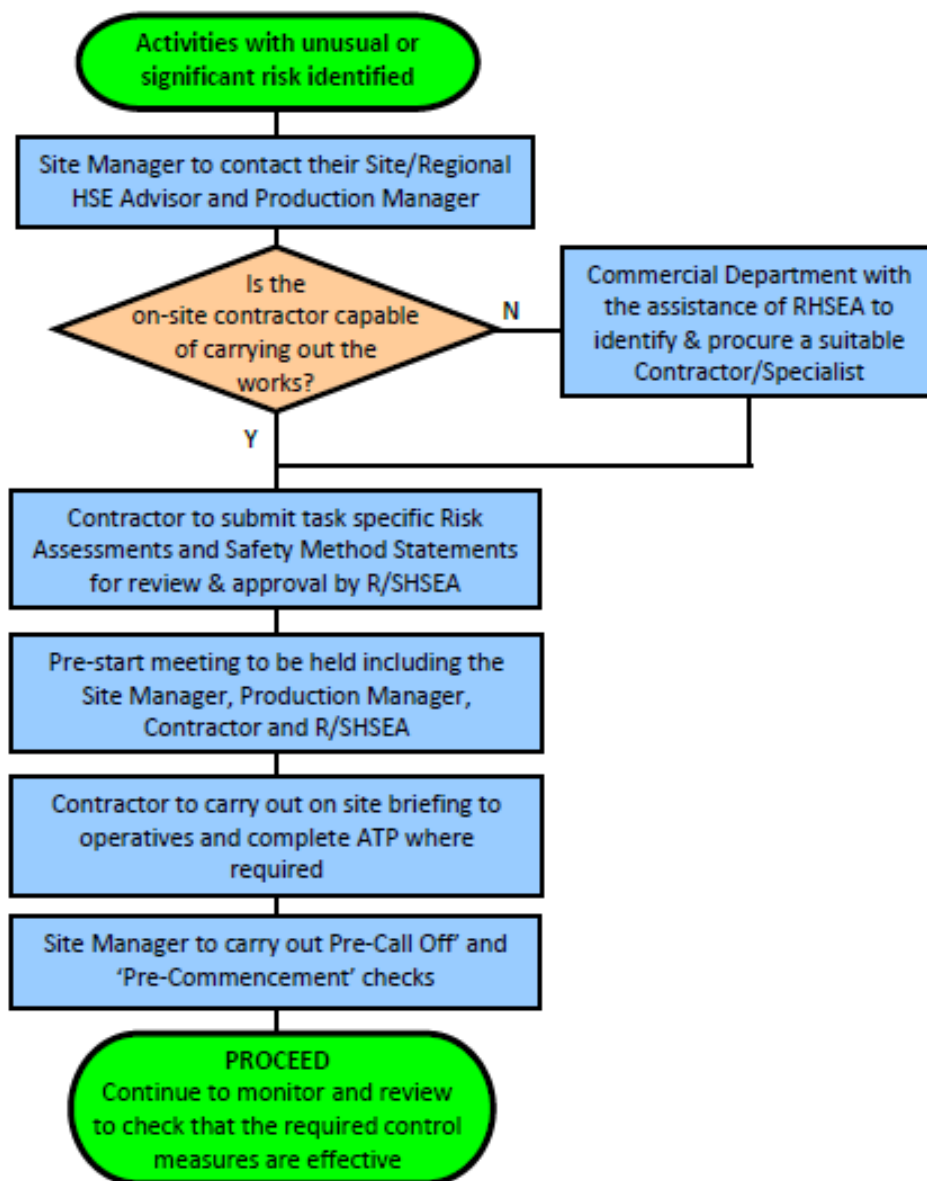
A formal response by return of e-mail is required from the contractor.

1.5 ACTIVITIES WITH UNUSUAL OR SIGNIFICANT RISK

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

All Taylor Wimpey sites will require temporary works, which are defined as ‘constructions of a temporary nature that are used in the construction of the Permanent Structure’. Examples of temporary works include:

- Scaffolding
- Haul roads
- Hoardings and site fences
- Propping schemes
- Shuttering
- Silo bases
- Crane bases
- Edge protection
- Excavation support such as trench boxes and sheet piles.

All temporary works can result in significant risks and as such they must be managed through pre-development planning stage and maintained on site.

Taylor Wimpey approach to managing temporary works can be summarised as.

1. Appointing competent people into key positions to manage the design and implementation of all Temporary Works.
2. Early identification of Temporary Works and the preparation of a comprehensive design briefs where required.
3. Accurate categorisation of temporary works to allow a proportionate risk management approach.
4. Robust application of the ‘principles of prevention’ through use of design risk assessments.
5. On site control of temporary works using the ‘temporary works register’ and ‘[F2.31 Authority to Proceed - Temporary Works](#)’.

Site Managers Responsibilities

1. Familiarise themselves with the Temporary Works Register and other temporary works information within Folder 3.
2. Populate the temporary works register with all standard and site-specific temporary works requirements that are identified within the pre-start process, this includes:
 - a. Haul roads
 - b. Pedestrian routes
 - c. Scaffolding
 - d. Scaffold margins
 - e. Hoardings and fences
3. Ensure that the temporary works register is maintained and up to date, in consultation with the Technical Team
4. Ensure that the temporary works ATP is used to control all site specific, non-standard, and complex temporary works.

5. Liaise regularly with the site TWC and any contractors' TWC to ensure the temporary works on site are safely managed.
6. Ensure key stage and weekly inspections are recorded for all temporary works.
7. Identify temporary works requirements that have arisen during construction and ensure these are brought to the attention of the TWC.

Temporary works requirements identified during construction

Whilst every effort is made to identify temporary works required on a development prior to commencement, there are occasions where this is not possible, generally because of design change (i.e., a change from a masonry retaining wall to poured in situ concrete) or temporary works required to make good a defect (i.e., propping to correct a brickwork defect). The Temporary Works Co-ordinator and Supervisor must identify these and ensure the correct process is followed according to the risk categorisation.