



## SECTION 12: BUILD OUT AND COMPLETION



## SECTION 12: INDEX

### BUILD OUT AND COMPLETION

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## 12.1 INTRODUCTION

The Build Strategy for the site must include arrangements for the safe completion of the site, these arrangements must include:

- Programme and sequence of works for the final plots and all associated external finishing works
- Arrangements for maintaining public safety, i.e., a safe-build interface
- Traffic management and delivery arrangements
- Plant and equipment required
- Welfare, compound, and storage facilities
- Other considerations
- Site clearance

The build out and completion strategy is developed as part of the pre-start arrangements for the site to ensure adequate resources are identified and made available. The strategy is continuously reviewed throughout the build process, i.e., discussed at the regular (monthly) Project Team Review Meetings where any changes, etc. can be discussed and actions agreed.

The Site HSE Advisor must be contacted to arrange Development Visits to support the Site Team in the ongoing development and implementation of a suitable exit strategy. This must be carried out well in advance to ensure that suitable arrangements are in place. The Site HSE Advisor must also be used to provide regular support throughout the build out phase.

## 12.2 PROGRAMME AND BUILD SEQUENCE

The Site Management Team with the support of their Production Director/Manager must consider the following when planning and sequencing the work:

- Scope of the works
- Number of work areas, i.e., are there any satellite work areas
- Access/egress from the work area(s)
- Securing the work area(s)
- Logistics for servicing the work area(s)
- Occupation and handover strategy

The key to a successful and safe exit from site is good planning, communication and co-ordination between all parties involved, to help achieve this consider the following:

- RHSEA and Production Director/Manager to discuss as part of the Site Risk Profile review during the Monthly Production HSE meeting
- Arrange Development HSE Visits with the SHSEA to help finalise plans
- Arrange planning workshops with all the Contractors involved
- Hold frequent and regular Co-ordinating Meetings (daily and/or weekly) with the Contractors involved

## 12.3 PUBLIC SAFETY

Typically, during the build out phase our activities are taking place either close to or within occupied areas of the development and therefore consideration must be given to the following:

- Arrangements for securing and segregating construction work from the public
- Access/egress from the work areas
- Interface between site traffic/plant and public vehicles and pedestrians

### 12.3.1 SEGREGATION AND SITE SECURITY

All work areas must be full segregated, including any temporary work areas outside of the main work area, options include:



Heras fencing or timber hoarding (see also section 2.1.1 Site Perimeter)

- Double clipped
- Where netting fitted must be braced/secured
- Entry/exit points kept closed when not in use



Close board fencing



Chapter 8 Barriers

For temporary work areas only, i.e., footpath/road repairs

### 12.3.2 ACCESS AND EGRESS

Segregated vehicle and pedestrian access must be provided to the site



- Pedestrian gates to be kept closed when not in use
- Subject to assessment a Traffic Marshall may be required to manage vehicles entering and leaving the site



### 12.3.3 TRAFFIC INTERFACE

Where plant is required to access the public/occupied area of the development either to:

- Carry out works for example on roads/footpaths or landscaping
- Travel between work locations

A suitable risk assessment must be carried out and the operators briefed on the key controls.

The preferred method of managing the interface between plant and the public vehicles and pedestrians is via 'passive' controls, for example:



- Barriers, cones, etc.
- Signage
- Speed restrictions, including temporary traffic calming (speed humps)
- One-way systems
- Roadside visibility aids, i.e., mirrors, etc

However, in some instances 'active' traffic management may also be required, for example:



- Traffic marshals
- Traffic control, i.e., traffic lights or stop/go boards
- Or other means of active intervention to manage traffic

Before these additional measures are adopted, they must be risk assessed and agreed with the RHSEA and Production Director/Manager.

## 12.4 PLANT AND EQUIPMENT

With a reducing work area, the Site Management Team with the assistance of the SHSEA must review the number and size of telehandlers required, this could include:

- Reducing the number of telehandlers on site, and/or
- Reducing the size of the telehandler required.

Where a telehandler is exchanged for a smaller type, the new telehandler must fully meet the TWUK telehandler specification and the mandatory key controls for operating a telehandler on TW sites must be followed (see **section 8.2**)

The Groundwork Supervisor with the support of their HSE Advisor must also carry out a review of all plant required for their activities and select plant that is appropriate:

- For the tasks/activities required
- Suitable for the operating environment

A Groundworks Zone Plan was be displayed that indicates where the selected plant is permitted to operate (see **section 4.1.9**)

## 12.5 WELFARE, COMPOUND AND STORAGE

### 12.5.1 WELFARE

Where possible try to locate the permanent welfare facilities in a location where it can be maintained until the development is fully complete.

However, this is not always possible and alternative or reduced facilities provided at the appropriate time. When planning and preparing for this change, the Site Management Team must consider the following:

- The key TWUK principles must be maintained (see **Section 2.1.3**)
- Suitable for numbers of staff and operatives on site, i.e., number of toilets, washing facilities and canteen seating
- There must be continuity of provision, i.e., where alternative facilities are being provide, they must be ready and commissioned before the existing facilities can be closed

Adequate arrangements must also be available for:

### 12.5.2 CAR PARKING

- Provision of suitable parking on site for staff and operatives
- Where parking is not possible to be provide on-site, identify and communicate where the designated parking areas are
- Communicate parking arrangements to customers and other residents
- Enforce agreed parking arrangements

### 12.5.3 MATERIAL STORAGE

- Identify areas where materials can be stored safely and securely
- Where materials are stored adjacent to footpaths their height must be restricted (max: 2 pallets high) and securely fenced
- Restricting and controlling deliveries to avoid peaks (school runs) and to avoid congestion
- Identify unloading areas and any traffic management controls required
- Prompt removal of waste

### 12.5.4 FUEL

- Where possible maintain the standard refuelling arrangements for as long as possible
- Once no longer possible to maintain the standard refuelling arrangements the following alternatives are suitable, drum interceptor stores, mobile bowsers, or direct deliveries.
- Suitable arrangements for spill response must be always maintained as well as fire precautions

## 12.6 OTHER CONSIDERATIONS

During the build out phase the Site Management Team must monitor the following:



- Regular checks during the working day to confirm any work outside of the site boundary is being carried out safely and as agreed
- Ensuring that any remote works when complete are left in a safe condition or suitably secured overnight/weekend
- Ensure any backfilling around streetlights is completed correctly
- Identifying trip hazards on roads and footpaths, especially around service covers and kerbs
- Ensuring suitable warning signage is displayed around SUDS or other open water
- Where play areas are not signed off (ROSPA) regular check that they are secure
- Regular check of estate roads for mud, etc. from site vehicles and being regularly cleaned
- Monitor off-site parking by site operatives
- Regular check of grit bins during winter months



## 12.7 SITE CLEARANCE

Arrangements in place to:

- Removal of welfare facilities and compound, including lifting plan for lifting any cabins or containers
- Making good areas once welfare and compounds are removed
- Removal and making safe of any temporary electrics and other services
- Remediation from any decontamination caused from fuel storage or mortar silos
- Removal of surplus or unused materials, etc.

## 12.8 RETENTION OF RECORDS

On the complete of the site the following documents must be parcelled up, with the site name clearly marked, and then taken to you HSE Administrator for storage for a period up to 5 years.

### 1. Statutory records filled-in for the last three months of the site:

- Working Platform/Scaffold Inspection Record Sheets
- Work Equipment and Lifting Equipment Record Sheets
- Telehandler Checklist
- Excavation Inspection Record Sheets

### 2. COSHH Assessments

### 3. Site Attendance Logs

### 4. Waste Transfer Notes

### 5. Waste Management Licences

### 6. Carrier Licences

Note: if there are any Health Monitoring records for TW Employees these must be passed to separately to your BU Office for storage for 40 years

Accident/Incident records are all retained by our accident/incident portal