

All those who wish to fill the role of Principal Contractor shall have to demonstrate their competence to the Client during the selection process. This includes demonstrating this to the CDM Coordinator who is employed to assist the client to assess all those that they will employ to ensure that only competent companies or persons are employed. It is expected that Principal Contractors shall ensure the competence of those they employ as Contractors. This is the rationale of the pre-qualification questionnaires normally presented to be completed prior to inclusion on any list of contractors, designers etc. who may be considered for work.

This document is designed to be a part of the systems and procedures of a competent contractor. All projects are different, their exact requirements and processes will differ. Some chapters may be more relevant than others and some may need adding to for any specific contract. The company health and safety advisor should be in a position to assist in these circumstances. All those who act as Site Manager should be qualified to SMSTS standards.

This file contains documents to assist the reader in executing the role of Principal Contractor. The document contains guidance and work procedures. Also contained in the document are the necessary forms for preparing site documents and recording the management of site activities. An audit form is included to allow the system to be formally audited for compliance with the procedures detailed.

Prior to the production of the Construction Phase Plan it is necessary to be in possession of the Pre Construction Information from the CDM Coordinator. Where the project involves demolition or refurbishment an Asbestos survey of the type known as a "Refurbishment and Demolition Survey" must have been undertaken by a fully qualified surveyor and it is necessary to ensure that voids have been entered as part of this survey to check for the presence of Asbestos for this to be adequate.

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The document starts with chapter 1 where the Construction Phase Plan is introduced. The Construction Phase plan is the management document which details how the project is to be managed and must be submitted to the CDM Coordinator who shall approve this document as being sufficiently developed for construction work to commence. Guidance is given on the contents and a template plan provided. The template is based on that found in the Approved Code of Practice (ACOP) published by the Health and Safety Executive. This is compliant with the Construction (Design and Management) Regulations 2007. The Template Plan is numbered for attribution should an ISO quality management system be in place.

In chapter 2 the necessary vetting form is provided for use in the selection of contractors. It is a legal requirement that as Principal Contractor you check the competence of all of those you employ on site, this duty is also to be discharged by contractors whom you employ who employ specialist sub-contractors. Guidance for the evaluation of returned forms is given, this form requires external assistance to evaluate unless you have sufficient competence within the company. The appointment of one or more Competent Persons to assist you in complying with health and safety regulations is a requirement of regulation 7 of the Management of Health and Safety at Work Regulations 1999

In chapter 3 the site setup is considered and advice given on the requirements of the CDM 2007 Regulations and procedures to be followed when setting up the site. The Construction Phase Plan, already produced by this stage of the project preparations, will have already required thought to have been given to the location of the welfare facilities, security, storage and access and egress etc.

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Chapter 4 provides procedures for requesting documentation from contractors, provides a set format for Method Statements and all of the record documents to record the vetting of the returned documents. The requirement to complete Method Statements to a set and uniform template results in the receipt of returned Method Statements which should all, if correctly completed, detail a safe system of work which along with risk assessment is a legal requirement. The use of the standard template allows for these to be checked, using the forms provided, and consistent appraisal made. The forms also allow for auditing of the procedures. These audits allow compliance with the procedures to be proved.

Chapter 5 provides guidance and procedures to be followed during the induction, setting to work and training of operatives and the provision of additional safety briefings when site conditions or activities change. This is accompanied by the record forms to be completed. It is important for you to ensure that you have control of all those who work on your site. The forms when correctly used ensure that it is not possible for you to allow anyone to commence work unless they have all the required PPE, have been briefed on their Method Statement, Risk Assessments etc., are qualified and have the correct equipment with certificates of inspection where required. These are included in the audit so it can be proved that the process has been followed correctly. Additionally a Site Induction Handbook is available to document the Induction and additional expectations of operatives in respect of Site Safety.

Training is addressed and the use of “Toolbox Talks” for ongoing training introduced. A selection of twenty Toolbox Talks, on a range of subjects is available separately complete with all necessary documents to record their delivery.

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Chapter 6 provides procedures and documentation for the control of work equipment. The procedures detail ensuring the documentation which shows the safety of the plant and equipment is requested and provided. This is in conjunction with chapter 5 and assists in ensuring that you only allow work on your site to be undertaken with safe plant and equipment.

Chapter 7 introduces site safety and the inspection regime to be followed along with documents to record site inspections. The site environment is important for the safety of all those working on site. The chapter details the injuries, diseases and dangerous occurrences and their reporting channels as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). In the Construction Phase Plan template already referred to is a flowchart of actions to be followed in the event of different classes of accidents which may occur.

Chapter 8 details material handling and lifting equipment. From the Method Statements it should be possible to see what materials are to be used and these should be accompanied by details on their handling or lifting. Any work with a crane requires the production of a specific lift plan.

Chapter 9 provides guidance on traffic management and the drawing up of site traffic management plans. For those sites on which it is possible for vehicles to manoeuvre it is necessary to ensure that the vehicles do not cause a hazard for pedestrians. On projects where the work is within a building with no site vehicles this is not required

Chapter 10 provides the audit tool and guidance on its use. The auditing of the use and compliance with procedures allows the user to prove compliance

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Chapter 11 introduces site meetings and outlines possible template agendas. These are not numbered as they need to be project specific and time specific. It is essential to hold meeting of various types to comply with the Construction (Design and Management) Regulations 2007 requirements for all parties involved to cooperate, coordinate, share information and effectively manage the construction process. The minutes kept prove this has been done

Consultation is introduced and possible methods addressed in the section on health and safety

Chapter 12 provides all the documents with unique numbers for identification. These are uniquely numbered to allow the system to be integrated into a quality management system such as the ISO series. The documents include template letters for the approval, or not, of Method Statements and merely require a company header adding.

The additional documents such as Toolbox Talks Pack and Site Induction Handbooks, which may be tailored to the particular site or purchased as a generic document, are available separately from HSM Safety Management

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