

## Procedure for site establishment and clearance

Integrated Management System (IMS) of  
Barhale Construction (Safety, Quality, Environment)

Document Owner – Operations Director

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## 1.0 Purpose

To ensure a rapid efficient site establishment. To give maximum security to plant, materials and the works. To protect the public and the environment from the works. To provide adequate facilities to both the clients and the contractors staff, and to give the maximum possible benefit to the site for the duration of the contract. To ensure that on completion the site is efficiently demobilised and reinstated to everybody's satisfaction.

## 2.0 References

BAR/OPS/PROC/021 – Tender review and pre-commencement planning

## 3.0 Responsibilities

The Company Site Representative shall be responsible for calling materials to site as and when required.

He shall also be responsible for liaising with the Plant Department to ensure the prompt delivery of plant in conjunction with the plant requisition list prepared by the Contracts Manager as in procedure for the administration of work on site - **BAR/OPS/PROC/022**. He shall also liaise with the Contracts Manager to ensure that persons are available to take delivery of materials and plant and to establish the site.

He shall also be responsible for the day to day surveillance and compliance by himself and others with this procedure.

The Site Engineer shall be responsible for the setting out of site boundaries and any initial survey work prior to commencement on site in accordance with procedure for maintenance of inspecting and measuring equipment - **BAR/OPS/PROC/001**.

## 4.0 4.0 Procedure

### 4.1 Establishment

- i) **Pre-entry survey**  
Before work commences on site, a survey of the site must be carried out, preferably a photographic survey supplemented with a written record.  
  
Individual properties may require an independent structural survey depending on the location and nature of the works. If this is deemed necessary it must be carried out with the consent of the property owner and the client.
- ii) **Advance warning**  
Before work commences on site any parties who will be affected by the works must be notified of our intention to commence work.  
  
Footpaths or roads that will be closed or obstructed must have signs, barriers etc, warning pedestrians and road users of these hazards.

4.0 Procedure continued

Landowners must be notified particularly if land with livestock present is to be entered.

Statutory undertakers with plant that will be affected by the works must be notified.

- iii) **Protection to existing structures**  
Any structures which cannot be removed for the duration of the works and which may be affected by the works i.e. buildings, trees, overhead cables must be protected to avoid accidental damage.
- iv) **Establish boundaries**  
Once the site boundaries have been set out they must be treated in accordance with the contract to make the works safe and secure. Fencing with lockable gates shall be provided in every case where possible.
- v) **Remove preservable materials and items**  
Any items or materials which may be re-used on the site, or which may be contaminated or damaged as a consequence of the works, should be removed and stored in a safe area, so that it may be replaced upon completion of the works.
- vi) **Establish accommodation**  
Establish all accommodation on site including:
  - 1) Office accommodation
  - 2) Welfare facilities
  - 3) Storage for materials, tools, plant etc.
  - 4) First aid

Once established depending upon location and nature of the contract the security of the compound, offices, plant etc. shall be considered and if necessary security arrangements to protect against theft and vandalism.

- vii) **Storage of hazardous materials**  
Where hazardous materials are to be kept on site, storage facilities must be provided to prevent unnecessary exposure to either employees or the public.

Storage facilities must be in accordance with the manufacturers COSHH data sheets, the Company's COSHH assessments and all relevant legislation.

- viii) **Establish services**  
Services to the site must be provided as soon as practicable.

If the statutory undertakers cannot provide these services, temporary supplies may be provided utilising generators, bowsers, mobile phones etc.

#### 4.0 Procedure continued

For emergency purposes the address and telephone number of the nearest hospital (with accident and emergency facilities) should be obtained and displayed in a prominent place.

It is also preferable that the emergency services e.g. police, fire and ambulance are contacted to advise them of any high risks associated with the works e.g. compressed air, explosives etc.

- ix) **Maintain boundaries**  
To maintain security during the course of the contract arrangements must be made to regularly inspect and maintain boundary fences etc.
- x) **Maintain accommodation**  
Arrangements should be made to regularly clean and maintain all offices and welfare facilities.

#### 4.2 Site clearance

- 1) **Reinstatements**  
The works should be reinstated in accordance with the specification and the contract documents.

All damage done as a consequence of the works is to be reinstated to the satisfaction of the Engineer and third parties involved.

- 2) **Contaminated areas**  
Where ground is contaminated with unwanted material this is to be removed from the site to an approved tip and replaced with uncontaminated materials.
- 3) **Disconnection of services**  
The Site Representative must notify the statutory undertakers when the services to the site are no longer required.

The Site Representative will be responsible for taking final meter readings and including these on the MRS sheets and provide the information to the Contracts Manager for the completion of contract completion form - **BAR/OPS/F/024**.

- 4) **Removal of fencing**  
Before removing any fencing it must be established if the fence may be removed or whether it is required to be left in place until the end of the maintenance period.

Upon removing it, all post holes etc. must be filled with specified materials and all the fencing removed off site.

- 5) **Removal of advance warning**  
Upon finally leaving site, all advance warning signs must be removed from site together with contract sign boards etc.

4.0 Procedure continued

6) Roads and footpaths

Prior to leaving site all roads and footpaths shall be checked for cleanliness and fitness for use by the public and where possible photographs taken.

5.0 Documentation and records

**Pre-entry survey**

One copy in site file

One copy to client

One copy to Contracts Manager for contract file