

Safety is paramount. Constructing a better environment.



Safety, health and environmental (SHE) code of practice

August 2013

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1.0 Scope

Legal compliance is assumed. This code of practice, together with specific references to safety, health and the environment in tender and other documents, will ensure projects consistently achieve the highest, and where possible industry leading standards

The Environment Agency reserves the right to amend this document, consulting with representatives of our key framework partners as appropriate.

This Code of Practice states our:

- a) Commitment to health, safety and the environment
- b) Expectations of framework partners and other suppliers in respect of their health, safety and environmental performance; and
- c) Arrangements for suppliers to report incidents and statistics used in benchmarking our overall performance.

2.0 Environment Agency Core Values

The Environment Agency sets out its core values as a corporate body and these are interpreted for construction activities over leaf.

In addition, the strategic framework board (SFB) has made its own commitment to excellence in construction on EA schemes. This and the Agencies core values are reproduced in the appendices.

The Environment Agency will hold workshops at regular intervals to explain the principals of its Beyond Zero (BZ) approach, and will, when requested make every effort to support additional workshops requested by its supply chain. Supply chain partners will ensure that appropriate staff attend these workshops and actively seek to introduce the concepts of BZ into their development plans.

2.1 Constructing a better place

Contractors and Designers will work with us to:-

Design and deliver projects which create or enhance habitat and biodiversity, protecting areas with environmental designations and priority species

Identify and manage invasive non native plants such as Japanese Knotweed and Himalayan Balsam in the works. Excavation of affected areas being the least preferred option.

Maintain and improve aquatic habitats and providing angling, boating and other facilities which enable people to enjoy outdoor recreation.

Protect people and communities and to create better places where people can enjoy the environment and the benefits that this can bring.

2.2 Socially Aware and Community Conscious Employer

Contractors and Designers are expected to:

Use local employment and local training initiatives where practicable.

Adopt a policy of equal opportunities to encourage a diverse workforce.

Offer training and development to all staff, including the client, to meet individual, project and company needs.

Consider opportunities for apprenticeships and work experience.

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‘Safety is Paramount. Constructing a Better Environment’

Our Mission: To be the industry leader in Safety, Health, and Environmental performance.

1. Develop a clear, shared vision of excellent safety, health and environmental stewardship where every individual is proud to belong and encouraged to excel;
2. Ensure that project teams always consider whole life risks to health safety and environment
3. Work efficiently and effectively together, across projects and frameworks, to share knowledge, and set minimum standards for common aspects of our work, which will be comparable with, or exceed the best that industry has to offer;
4. Senior management lead by example, listening to every employee and framework partner; considering seriously any idea or innovation, and so taking every opportunity to change or adapt our systems and processes to permanently change, for the better, our ways of working;
5. We will promote sustainable construction and minimise environmental and social impacts, protecting areas with environmental designations and priority species
6. Create and improve wildlife habitat and seek environmental enhancement at every opportunity including facilities which enable people to enjoy outdoor pursuits.
7. Ensure everyone working on our projects are adequately resourced, and competent to lead on health, safety and environment in their area of responsibility.
8. We know that from time to time there will be problems. We will use these as positive opportunities to ensure we continue to improve and to excel at what we do, so that we are defined by what we are becoming and not by what we have been.
9. Working together to ensure we are efficient with resources throughout design and construction so as to make best use of available resources and take account of whole life value;
10. Progress towards achieving a zero incident culture will be the principal driver of our safety, health and environmental programme. However, we recognise that external agencies will wish to make numerical comparisons and therefore we will use as secondary benchmarks the following:

Zero fatalities;
Zero Major injuries;
Zero Category 1 and 2 environmental incidents;
An AFR of less than 1 in 1,000,000 hours

and

By 2014, zero accidents or environmental incidents caused by management or management system failure.

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All of our framework partners will ensure that the Mission Statement is prominently displayed on all sites or operating depots and included in all site inductions.

We will seek opportunities for enhancement in line with our mission and commitment statements.

3.0 Adoption of national schemes and standards

3.1 Considerate Constructors Scheme (CCS)

All Environment Agency projects that have a significant impact on the public or are notifiable will register with the Considerate Constructors Scheme. Projects wishing to opt out of CCS will do so only with permission of the Environment Agency's Construction Safety, Health and Environment Manager.

CCS posters must be displayed on all public site information boards and additional banners erected where they are clearly visible to the public.

CCS audits must be copied into the ECC Project Manager, the EA Project Manager and the Environment Agency's Construction Safety, Health and Environment Manager.

3.2 Construction Skills Certification Scheme (CSCS) and Construction Plant Certification Scheme (CPCS)

All Contractors, sub-contractors, designers and routinely visiting Environment Agency site staff shall be CSCS or affiliated scheme registered. An example sign in sheet is available in Appendix B to record this information as required.

All plant operators shall be CPCS or affiliated scheme registered.

CSCS and CPCS requirements shall apply to all personnel on site except, in the case of:

- 1) Prearranged visitors to the site where:
 - a) it is not reasonable for the visitor to obtain a CSCS card,
 - b) the principal contractor¹ has agreed, and
 - c) the principal contractor is able to apply such safe guards as to ensure safety, for example with school parties.
- 2) Where Environment Agency operations or land owners require access to their land or facilities for operational reasons and do not have CSCS cards, provided
 - a) The circumstance has been identified in advance,
 - b) That no reasonable alternative exists and
 - c) Arrangements have been made and recorded in the construction phase plan for the safety of the visitors and site staff who may be affected by their work activities.
- 3) Where there is no CSCS card for the task in question AND there is another suitable qualification which the individual holds, for example traffic management.

¹ Where used, the term 'principal contractor' equally applies to the term 'contractor' for non-notifiable projects

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- 4) Any person with a statutory right, for example, the police, the fire and rescue service, HSE inspectors, Environment Agency inspectors.

3.3 Constructing Better Health (CBH)

Contractor companies will be encouraged to become members of the CBH scheme. WEM framework contractors will be registered under the scheme and all direct employees working on Environment Agency projects will be subject to health surveillance under this by 2014.

Other framework suppliers, subcontractors and second tier contractors will be encouraged to join the CBH scheme, with a desire for at least 50% of those working on Environment Agency projects subject to health surveillance by 2014.

3.4 Civil Engineering Environmental Quality Assessment Award (CEEQUAL) Scheme

CEEQUAL promotes improved sustainability in project specification, design and construction. The project team will consider applying with the Environment Agency for 'whole project awards' for 'flagship' projects where sustainability is embedded at the core from the outset.

Applications need to be agreed by the appropriate Environment Agency executive manager. Currently it is not intended to submit all projects for CEEQUAL awards but we will learn lessons from those that apply and share these across the various frameworks.

4. Competence

4.1 Competence Management

Whilst each Framework Partner and CDM duty holder is responsible for strictly ensuring the competence, including physical capability, of each organisation, team and individual to carry out their undertaking, the Environment Agency also require the following minimum standards:

a) In addition to the CSCS, CPCS, and CBH requirements detailed above, all personnel acting as Site Managers and/or Site General Foremen, ECC Site Supervisors and ECC Project Managers as applicable, must hold as a minimum a current CITB or IOSH Site Management Safety Training Scheme qualification. Exceptions to this requirement require dispensation from Environment Agency's Construction Safety, Health & Environment Manager.

The 3 day IOSH Safety Supervisors qualification in Site Investigation (SI) is a suitable alternative to the management courses for non notifiable Site Investigation works. For notifiable projects the CITB or IOSH management courses requirement will apply.

b) All personnel acting as Site Managers and/or Site General Foremen or similar, as applicable, must have attended CIRIA's 'Environmental Good Practice on Site' training or CITB 'Site Environmental Awareness Training Scheme' within the last 5 years. Attendance at comparable in-house environmental training provided by the Contractor's own competent HS&E Advisors will be acceptable provided the training course has been approved by the Environment Agency's Construction Safety, Health & Environment Manager.

d) Contractors and Designers must be able to demonstrate that at least 90% of supervisory, management, or professional staff involved with any Environment Agency project have been assessed and are shown to be competent in the use of their own companies safety, health & environment management systems.

e) Accidents on site frequently involve the use of subcontractors. The Principal contractor is therefore expected to take particular care in the selection, and supervision of subcontractors.

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Particular attention should be given to assessing the competence and experience of labour only subcontractor personnel, and of plant operators.

5.0 Risk Management

5.1 Risk Assessment and Method Statement Reviews

The Principal Contractor is entirely responsible for safety and environmental management on site during construction. Risk assessments, Method Statements and permits must be produced in a style, language and level of detail suitable for the employees who will be working to them.

Contractors must ensure a schedule of risk assessments and method statements to be produced for significant activities during construction are included in or with their project Health and Safety Plans. The schedules must be updated when changes occur on site or new hazards/activities come to light. Revised schedules must be forwarded to the ECC Project Manager, the Site Supervisor and where relevant to the Environmental Clerk of Works for Environmental risks

The EA Project Manager or where appropriate, the Site Supervisors or an Environmental Clerk of Works, acting on their behalf will periodically review arrangements for the identification and management of risk. They may comment upon and offer suggestions regarding risk assessments, method statements and permits, but they are not responsible for them and the Principal Contractor may choose to accept or not any suggestions made.

In the event that reviewers are concerned that the documented systems are, or will, lead to undue risk they will advise the contractor of their concerns and inform the Environment Agency Project Manager, and Environment Agency Construction SHE Team (and the ECC Project Manager, NEAS Officer as appropriate).

Contractors and Designers must protect the environment by planning and managing their activities to avoid unnecessary impact to flora and fauna.

Where relevant, Contractors will contribute to the Environmental Impact Assessment (EIA) process as agreed with the Environment Agency Project Manager to minimise environmental damage through careful design and construction methodology, including protective or remedial actions where damage is unavoidable.

Contractors and Designers will deliver the actions assigned to them in the Environmental Action Plan (Environmental Risk Assessment) and work with the Environmental Clerk of Works (or other) to ensure this is done effectively to ensure actions are completed and signed off

Contractors and Designers will locate sensitive areas and segregate or protect them from harm and must clearly mark these areas on drawings and in the site rules.

Contractors will not store materials under the canopy or within the sensitive root zone of trees and will erect tree protection fencing in areas of high risk, i.e. traffic routes.

Any changes to works that could increase environmental risk must be discussed with the EA Project Manager or Environmental Clerk of Works and the NEAS Officer where appropriate.

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6.0 Specific Risk Management Arrangements

Whilst each framework partner is responsible for identifying and implementing effective arrangements the following matters must be taken into account and complied with on Environment Agency Schemes.

6.1 RAG List

Designers and Contractors will take account of the RAG list when considering options.

6.2 Pollution Prevention Planning & Provision

Designers and Contractors must minimise in-channel works as far as practicable.

Designers and Contractors must engage with local Environment Agency Environment Management Officers to use of their local knowledge and expertise in planning and undertaking works in or near to watercourses.

Before starting works, contractors must identify site drainage, other pathways, watercourses and groundwater source protection zones and include this information, plus necessary measures to prevent spread of pollution, in the site spill/emergency plan (following Environment Agency Pollution Prevention Guidance Note 21).

Site activities must be undertaken in accordance with the essential pollution prevention requirements and further best practices identified in Environment Agency Pollution Prevention Guidance Note 6.

All operatives must be trained in use of spill kits. On notifiable schemes, a mock spill exercise/training must be undertaken within 2 weeks of starting on site.

6.3 Welfare Provision

In addition to meeting the legal minimum requirements for welfare provisions, Contractors will provide:

- Shower facilities at all works expected to last over 30 days. Shower must be in a separate, lockable room with space for changing. Where there is no identified Wellbeing need, dispensation can only be given by the Environment Agency's Construction Safety, Health & Environment Manager ;
- Separate chairs for seating in rest facilities. Benches will not be acceptable;
- Housekeeping of welfare facilities will be of the highest standards;
- a Deb 'skin care safety board', or similar, complete with a 'protect, cleanse, restore' system in all toilet facilities on Environment Agency sites;
- a separate dispenser sun barrier cream must be provided in all welfare facilities from April to September

6.4 Housekeeping

Contractors will ensure that the highest standard of materials & waste storage, housekeeping and litter control is established and maintained on site at all times.

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6.5 Mandatory Personal Protective Equipment (PPE)

All personnel on our projects will wear as a minimum:

- Long trousers of a suitable kind
- Safety boots with steel toe cap and mid sole
- Safety hat
- High visibility vest or jacket
- Suitable gloves

Contractors must provide suitable life jackets in good order for persons working or visiting the vicinity of deep water, and must ensure that life jackets are correctly worn by persons working or visiting such locations.

The principal contractors risk assessment and site rules will determine additional PPE which may be required.

Each Contractor shall provide a sufficient quantity and variety of PPE such as gloves, glasses, high visibility clothing etc to allow for the immediate replacement of damaged or lost items, and to supply occasional visitors including Environment Agency staff attending site.

6.6 Activities Taking Place in Close Proximity to the Public

Risks to the public must be assessed and suitably managed on all sites. Management controls must exist in situations where construction work is taking place adjacent to, or impinges upon public highways, footpaths and bridleways.

In general the standards normally applied by Chapter 8 of the New Roads and Street Works Act will apply, and personnel responsible for such activities will be expected to hold an appropriate street works qualification as a minimum and preferably the appropriate Sector Scheme 12 qualification.

Every effort must be made during the planning and management of activities to reduce the impact on the public and act as a 'considerate constructor' at all times. This includes reducing noise, dust and vehicle/plant movements as far as reasonable.

Contractors should seek to engage with the community and respond promptly to complaints (relating to on and off-site activities), put things right and seek feedback.

6.7 The Use of Vehicles and Site Plant

Contractors shall ensure adequate segregation between plant, vehicles and pedestrians.

Every dumper over 2T being used on the highway as part of our projects will have proximity sensors fitted as standard. For site machine proximity sensors will be fitted unless subject to specific RA they have been deemed un-necessary.

Plant should be inspected after delivery for any obvious defects. Particular attention should be made to the condition of hydraulic hoses. Damaged hoses must be replaced.

Plant should be inspected regularly for any damage or wear and tear that may result in leaks of fuel and hydraulic fluid.

Maintenance of site plant will be done in a way to minimise the environmental risk with appropriate control measure in place.

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All on-site plant with hydraulic systems working in, over or in close proximity (<10 metres) to watercourses or vulnerable groundwater zones must use biodegradable hydraulic oil. Exceptions to this, for specialist plant, must be justified and the pollution risk assessed by the Contractor and approved by the Environment Agency Project Executive.

6.8 Use of Mats

Where any item of operated plant is to be used on mats within one machine width of an adjacent water body, stream, river etc, arrangements will be made to specifically assess the risk of sliding into towards the water and where necessary positive arrangements to prevent such movements introduced.

Contractors and designers when considering operations likely to involve mat working will take account of any further instructions given by the Environment Agency.

6.9 Working near Overhead Power Lines and Underground Services

Designers are expected to ensure that as far as reasonably practical scheme designs minimise clashes with services.

All schemes expect where the need has been positively rejected by RA will be subject to a services survey carried out by the partner in our NSIF specialist lots framework

Contractors are should prioritise wherever viable to use soil picks and vacuum excavation where ever viable, and when manual safe digging is carried out the use of insulated tools and flash protection clothing will be normal.

6.10 Working at Height

When designing, or constructing temporary work platforms, access ways etc. The use of stair way systems will be prioritised over ladders.

6.11 Invasive and non Native Plants

We will work with our partners to identify and manage invasive non native plants such as Japanese Knotweed and Himalayan Balsam in the area. Excavation of affected areas being the least preferred option.

6.12 Management/Resource Efficiency and Carbon Management

Contractors and Designers should:

- Take advantage of opportunities for standardisation, prefabrication, off-site manufacture and locally sourced materials
- Encourage innovation of cost-effective low carbon solutions.
- Prioritise as far as practicable energy efficiency initiatives on site and in design, eg connection to the grid, insulated cabins, fuel efficient plant and vehicles, low carbon concrete etc
- Use information available from the Environment Agency's Procurement Sustainability Risk Assessments for each project.

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- Adopt a zero waste approach.
- Use Site Waste Management Plans effectively on all schemes.
- Specify, design, source and prioritise materials and products from recycled or renewable sources, and avoid virgin, and as far as practicable finite resources.
- Use on-site borrow pits where appropriate to win material with subsequent habitat creation.
- Use the CL:AIRE register of materials to source material and to offer excess material
- Use available design tools to maximise resource efficiency e.g. 'WRAP Designing out Waste Tool for Civils Projects' and the Construction Carbon Calculator during options design and construction stages to identify, investigate and implement carbon reduction opportunities.

6.13 Emergency Arrangements.

At all times when work is in progress framework partners, and CDM duty holders will ensure that there is in place an effective arrangements for managing safety, health or environmental incidents and emergencies.

Lone working will normally only be permitted except where the risk involved is no greater than for a member of the public in a non-construction environment, for example whilst travelling to sites, inspecting completed works from a public access etc. In other cases lone working will be approved by the Environment Agency Safety Health and Environment Manager.

7.0 Information and Communication

7.1 Health, Safety & Environment Managers Groups

Forums will be established where this is considered to be a benefit to the framework community for the sharing of information, best practice and to allow collective work on common problems. Contractors and design consultant Safety, Health & Environment Managers will be invited to lead and attend the appropriate framework meetings.

7.2 Design Risk Assessments and Buildability Statements

Designers will ensure that all risks which cannot be eliminated or adequately controlled and which may not be immediately apparent to the contractor are clearly identified to him. As a minimum this will involve effective use of drawing SHE boxes, but where appropriate Hazard maps are encouraged.

Designers will ensure that hazard information which may be relevant to operators or maintainers of the asset, for example confined spaces, mechanical systems etc are identified to the CDM coordinator for inclusion in the safety file.

7.3 Site Induction and Briefings

Each Contractor must include within inductions information regarding the SHE Code of Practice, and what this means in respect of individual health, safety and environmental performance and behaviour.

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Inductions should be appropriate to the level of risk, the activities on site and will include specific SHE risks associated with the project. In particular the key items from the Environmental Action Plan (EAP) where relevant, will be shared during the induction.

The Environment Agency's [*SHE Code of Practice*](#) poster must be posted in a prominent position in the site office and in the welfare accommodation.

Employees engaged in any physical work will be briefed on the appropriate method statement. Method statements will be debriefed ('brief back') by operators before the second use of that method to ensure that staff have:

- a) understood the method statement.
- b) Any defects in the method statement discovered during the first period of use can be raised and remedied before work continues.
- c) added any changes to the method of works to the method statement and re-briefed to the operatives before starting works.

8.0 Monitoring and Review

8.1 Contractor Health, Safety and Environmental Monitoring

All sites lasting for more than seven days will be required to be inspected by the Contractor's own competent personnel and the fact recorded.

Sites working for 30 days or more must be visited by the Contractor's own competent HS&E Advisor normally at two week intervals with at least one visit being for the purposes of an inspection which will be recorded.

Following each inspection the HS&E Advisor's report is to be provided to the following as appropriate within four working days of the visit:

- Environment Agency Project Manager
- EEC Project Manager
- Site Supervisor

Each designer and contractor shall ensure that arrangements are in place to assess the competency of professional and supervisory staff against the requirements of their own company's safety, health and environmental management systems.

Each month, the contractor will supply electronically, to the Environment Agency's construction SHE Team, details of the number of near misses recorded by them on Environment Agency projects and the details of any which the contractor feels would be of wider benefit to the Environment Agency or other framework partners.

8.2 Annual Supplier Review

As part of our "zero and beyond" approach, we will review performance annually with each key supply chain partner. We will listen to their views of the performance of the Environment Agency and its frameworks so that opportunities for improvement can be captured.

8.3 Climate Survey

In support of the Environment Agency's own survey, when requested, Contractors will be required to take part in the Environment Agency climate survey unless agreed otherwise in writing from the Environment Agency's Construction Safety, Health & Environment Manager.

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All site operatives working on Environment Agency contracts, including all direct employees of Contractors and sub-contractors, will be required to complete the survey. Each Contractor will be required to produce a summary of the results to the Environment Agency within two weeks of completion.

8.4 Accident / Incident and Near Miss Notification and Investigation

Health and Safety

All RIDDOR reportable events, accidents requiring medical attention, and near misses with a potential serious consequence must be reported by the Contractor at the earliest opportunity to the ECC Project Manager, Site Supervisor and Environment Agency Project Manager.

Initial reports for such incidents must be followed by a written report using the form in Appendix A or a comparable form containing this information.

A final and comprehensive investigation report must be provided by the Contractor to the Environment Agency Project Manager and where relevant the ECC PM within 14 days. This period can be extended for complex incidents following agreement with the Project Manager and/or the Environment Agency Construction SHE team.

The quality of accident investigation must make due consideration to the guidance contained in the HSE publication HSG 245, 'Investigating Accidents and Incidents'.

Environmental Incidents

All environmental incidents and significant near misses must be reported to the Environment Agency Incident Hotline 0800 80 70 60 at the earliest opportunity and then to the Environment Agency Project Manager and where relevant the ECC Project Manager, Site Supervisor and Environment Agency NEAS Officer.

Initial and final reports will be submitted as for a health and safety incident.

The Environmental incident and near miss reporting poster shall be displayed in a prominent position in the site office and in the welfare accommodation.

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Appendix A - INFORMATION REQUIRED from the Contractor

Project Title & address of site			
Name of main Contractor		Name of injured party	
Date of incident		Name of injured party's employer	
Time of incident		Who were they?	Contractor; Member of the Public; Other, describe;
Reported to the EA PM by			
Injury/incident details			
		Tick	Type & comment
Estimated Severity (see over for definitions)	HSE Reportable		
	Medical Attention Required (not first aid)		
	Near miss with serious potential outcome		
	Environmental Incident		NIRS Ref:
Part & side of body injured/ Environment affected		Type of injury or DO classification	
Immediate cause of injury			
Investigation details			
Who is undertaking the investigation?	Name; Title; Contact no.;	When will the investigation reports be provided to the EA PM?	Incident facts confirmed; Interim report, if applicable; Final report;
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Appendix A - Background information

1. All those incidents identified below must be reported to the Environment Agency (EA) Project Manager and where relevant the ECC Project Manager at the first opportunity following the incident.
 - 1.1 All Health & Safety Executive Reportable incidents, including fatalities, major injuries, 3-day reportable injuries, dangerous occurrences and diseases.
 - 1.2 All Environment Agency (EA) injuries or incidents, which in addition to the above include over >£50k worth of property damage.
 - 1.3 All Environment Agency (EA) injuries or incidents, which are those incidents that are not reportable to the HSE but
 - Require medical treatment by a doctor or a nurse, or
 - In the case of people at work, result in an absence of 1, 2 or 3 days, or
 - Result in £10k-50k property damage.
 - 1.4 Significant near misses. If a Contractor is unsure as to whether an incident is reportable to the EA the Contractor should consult the EA Project Manager.
 - 1.5 All environmental incidents and near misses, following the procedure in the 'orange' posters
2. Using the template overleaf will ensure that all the information required in the first instance is provided to the Environment Agency. Contractors should use the template to provide as much information as possible. Contractors can produce subsequent revisions of the template as more information becomes available.
3. Contractors are required to investigate their own injuries and incidents; the depth and detail of the investigation must be proportionate to the incident severity or potential severity. Investigation reports should reach the EA Project Manager by no later than 14 days following the accident or incident; any deviation from this must be reported to and agreed with the Project Manager and/or Construction Safety Health and Environment Manager.

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Appendix B Site Register

Induction record & information required By Environment Agency

Number	Date	Name	Employer & CSCS No.	Contractor Direct & Sub- contr. staff	EA & Client representatives	Others	CSCS Registered? Yes or No
Totals							

1. CSCS Registered? – either Yes or No (copies of CSCS cards or equivalent acceptable to the CECA Handbook, to be held on site)

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Appendix C - Strategic Framework Board Commitment.

The Strategic Framework Board (SFB) is made up of senior managers from each of the main framework organisations: National Contractors Framework (NCF) & National Engineering and Environmental Consultancy Agreement (NEECA), ncpms, Procurement and the Environment Agency customers. SFB have committed themselves to promoting the highest standards of safety, health and environmental stewardship as follows:

- SFB Members are individually committed to and make themselves personally accountable for moving us to a place *beyond zero*, knowing that it will be hard, and some will say impossible, but because it is right.
- SFB will create organisations and a partnership to which every employee is proud to belong and is encouraged to excel, so that health safety and environmental incidents are no longer part of what we do.
- SFB members will lead by example, and in particular committing themselves to eliminating all accidents and incidents caused by reasonably foreseeable management system failures by 2014.

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Appendix D

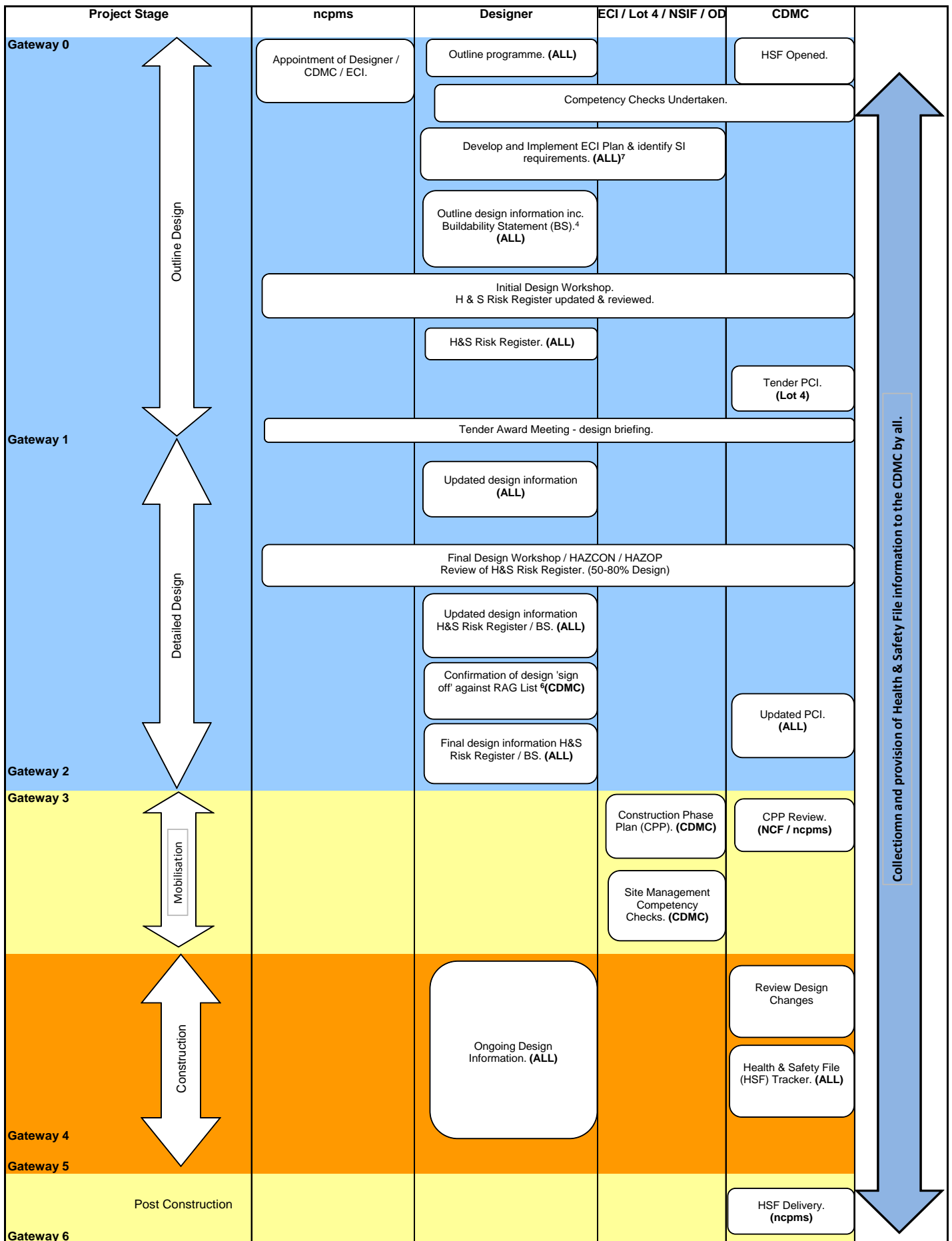
The Health and Safety timeline for Asset Operational Services (AOS) projects only

The H&S timeline has been developed as a guide for AOS project delivery. It signposts the main Health and Safety considerations, inputs and products against the various stages of project delivery. Using the gateway milestones as reference points, it identifies the parties responsible for undertaking certain H&S activities and can be used as a guide during the planning and execution of projects. It is not meant to be a comprehensive guide to Health and Safety process, but aims to be a simple overview that helps to bring more consistency into the planning and delivery of Health and Safety inputs during a projects lifecycle.

Notes for using the timeline

1. Parties shown (**BOLD**) are to receive documents produced.
2. The above focuses on the relative order of activities rather than relative timescales.
3. Tender documents to include H&S Risk Register.
4. Reference required at this stage to RAG/Buildability statement reference document.
5. The above milestones and actions provide a baseline for projects to work from with the process being tailored by the project team to reflect the level of significant hazards and the risks associated to those hazards.
6. The design should be checked against the RAG list periodically during the design phase.
7. CDM requirements for the SI process are to be discussed with the CDMC.

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