



Construction Phase Plan

For

Multiple Occupancy Buildings (MOBs)

1 General

1.1 Revision history

Version	Key Changes	Date
Draft A	Initial Draft for internal review	29.04.15
Draft B	Stuart Stevens comments	18.05.15
Draft C	Martin Atkins comments	28.05.15
Draft D	Officer Comments	11.06.15
Issue 1	Formal issue to circulation list.	19.06.15
Draft e	Draft for review	22.01.16
Issue 2	Formal Issue to circulation list	26.01.16
Issue 3	Changes to Principal Designer, Contractors list, Addresses and competency appointments, Site Rules.	27.06.16
Issue 3	Update to CPP issue 3.	06/09/16
Issue 3	Updated Leading & lagging indicators and competency appointments. Formal issue to circulation list.	11/10/16

1.2 Circulation list

Name	Organisation
Matt Dolan	tRIIO
Stuart Stevens	tRIIO
Harvey Smith	tRIIO
Patrick Kelly	National Grid
Kevin Eggerton	tRIIO
Stephen Johnson	tRIIO
Martyn Wisken	tRIIO
Andrew Estcourt	tRIIO
Adam Breen	tRIIO
Surveyors	tRIIO/TC
Richard Grant	tRIIO
Michelle Umagho-Ukueku	tRIIO
Site Management (Officers, Agents and Coordinators)	tRIIO – as per organisation chart
Trade Contractors	List defined below
Suppliers	List defined below
Appointment Holders	See appendix B
Depot Notice Board	tRIIO- Barnet

Next review date; January 2017

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2 Description of the project

2.1 Depot address

tRiIO Depot C/O National Grid, Albert Road Barnet Herts EN4 9SH

2.2 Project scope

As part of the Gas Distribution Strategic Partnership contract with National Grid across the North London, East Anglia and East Midlands gas distribution areas, tRiIO is required to replace the gas pipework to Multiple Occupancy Buildings (MOBs) which are either;

- Identified as part of the Mains Replacement Programme (MRP)
- Identified as part of a National Grid's ongoing risk based analysis in Multiple Occupancy Buildings
- Isolated or had a temporary/interim repair applied following a Public Reported Gas Escape

A MOB is defined by Ofgem as dwelling or building that is more than 2 storeys high with more than 2 gas users within it.

A Non-MOB is defined as a dwelling or building that has 2 Storeys' or less with 2 or more gas users. Other permutations of Non-MOBs within tRiIO are considered to be covered by this scope of works also.

The duration of each MOB's project is dictated by its complexity and number of flats present in the block. A Site-Specific Works Instruction supporting this Construction Phase Plan will outline this in more detail. This work instruction shall be produced by the Site Management and issued to all Trade Contractors working on the MOB's project prior to their start date.

In nearly all cases, the replacement gas supply to each MOB will be connected to the in-ground gas distribution network by one of tRiIO's approved in-ground teams. A number of techniques exist that either use the host pipe to convey gas within the existing network of pipes or set out the parameters of installation for new steel or polyethylene riser pipework.

2.3 CDM Duty Holders

Duty	Organisation	Address	Point of Contact
Client	National Grid	Brunel House, Uxbridge Road Slough Berkshire SL2 5NA	Steve Mason
Principal Designer	tRiIO (A non-incorporated joint venture between Morrison Utility Services Ltd & Skanska Construction UK Ltd)	Brunel House, Uxbridge Road Slough Berkshire SL2 5NA	Matt Dolan
Principal Contractor	tRiIO (A non-incorporated joint venture between Morrison Utility Services Ltd & Skanska Construction UK Ltd)	tRiIO Depot C/O National Grid Albert road, Barnet. EN4 9SH	Stuart Stevens
Designer	tRiIO (A non-incorporated joint venture between Morrison Utility Services Ltd & Skanska Construction UK Ltd)	Brunel House c/o National Grid Uxbridge Road Slough SL2 5NA	Stephen Johnson

Duty	Organisation	Address	Point of Contact
Contractors	Access Solutions Scaffolding Ltd	50 VIP Industrial Park, Anchor & Hope Lane, Charlton, London SE7 7TE	Ken Steward
	(Tier 2 to ASSL) Cactus Security Ltd	P O Box 259, Herne Bay, Kent, CT6 9AS	info@cactussecurity.co.uk
	Cape Electrical Ltd	89 Albert Road, Romford, ESSEX RM1 2PS	Phil Cassetari
	Energy Solutions Ltd	Raybridge House, Swinbourne Road, Burnt Mills, Basildon, Essex, SS13 1EF	Eddie Hunt
	Express Builders Ltd	10 Oakdale Avenue, Kenton, Harrow, HA3 OUJ	Alan Monaghan
	Forefront Ltd	30 Stephenson Road Leigh on Sea Essex SS9 5LY	Chris Kachellek
	G H Preston	Brimington Road North, Chesterfield, DERBSHIRE, S41 8TA	Danny Preston
	Globe Scaffolding Ltd	56-58 Factory Lane, Croydon, SURREY, CR0 3RL	Richard Danes
	(Tier 2 to KS Pipes) Holland Gas Engineers Ltd	Unit 4 Kestrel Park Tallon Road Hutton CM13 1TN	Nathan Littlebury
	JSSA Ltd	53 Cavendish Avenue, Welling, KENT, DA16 2EP	Steve Simons
	KLT	Unit 2 Chalfont House, Boundary Way, Hemel Hempstead HERTS HP2 7SJ	Alec Knight
	KS Pipe Contractors LLP	Unit 3, Stock Close, Off Stock Road, Southend-On-Sea, ESSEX, SS2 5QF	Ken Snell
	LAB UK Ltd	34 Britannia Court Burnt Mills Ind. Est. Basildon Essex SS13 1EU	James Dennis
	(Tier 2 to Globe) Site Security Services Ltd	56-58 Factory Lane, Croydon, Surrey, CR0 3RL	Matt Webb
	Steve Vick International Ltd	Treenwood Industrial Estate, Bradford on Avon, Wilts BA15 2AU	Sean Noonan

Duty	Organisation	Address	Point of Contact
	TS Environmental	Unit 13, Magnet Point Estate, Magnet Road, West Thurrock, ESSEX RM20 4DR	Bradley Rees
	W A Styles	6 Delamare Road, Cheshunt, Waltham Cross, Hertfordshire, EN8 9AP	Bill Styles
East of England MRP	tRiIO local area arrangements are to be used – see separate Construction phase plans for the specific local area of works		
London MRP	tRiIO local area arrangements are to be used – see separate Construction phase plans for the specific local area of works		
Reinstatement Contractors All Areas	tRiIO local area arrangements are to be used – see separate Construction phase plans for the specific local area of works		
Suppliers	Ranger Plant	PO Box 2103 Gerrards Cross Bucks SL9 8YL	Lee Quinn
	Nationwide Platforms Ltd	Nationwide Platforms, Unit 12 Dencora Sundon Park Industrial Estate, Luton, Beds, LU3 3HP	Gareth Del La Torre
	A-Plant Lux	Strategic Account Manager Ashtead Plant Hire Company Ltd Dalton Avenue Birchwood Park WA3 6YE	Andy Tallentire

The above list of contractors and suppliers is a live list and is subject to change. For verification of a contractor/supplier status, please contact the MOBS Area Manager.

See Appendix D for selection and determination around roles & responsibilities of contractors in the MOBs supply chain and Section 3.5 for and control of contractors in terms of supervision, production and briefing of risk assessments and safe systems of work etc.

2.4 Extent and locations of existing records

The MOB's Site Manager shall ensure that all relevant existing records will be included in the site construction pack issued to each team leader on the commencement of individual projects, as set out in the Construction Pack Contents (TRI -60.05 F01).

Records that will be included in the pack are: (this is not an exhaustive list and may be added to in the works information)

- Design Surveys;
- Flora Fauna, Archaeology, Contaminated land, Asbestos, Invasive Species etc. (as required);
- Construction Survey;
- Design Risk Assessment (Including temporary works design risk assessments);
- Flood Risk Map;
- For Construction Drawings;
- Gas Maps (including IGT maps);
- Preconstruction information;
- Risk Map;
- Site Specific Works Instruction;
- Temporary Works Design; (as required);
- Traffic management Plan
- Underground Utility Drawings;
- Utility Drawing Check List;
- Vandalism/security information; and
- Vulnerable customer information.

3 Management of the Work

3.1 Management structure and responsibilities

The programme of work being undertaken within the MOB's department will be managed and constructed in accordance with legislative requirements and the tRiIO Safety, Health and Environmental policy. A copy of tRiIO Safety, Health and Environmental policy is displayed on depot notice boards and available to all via tRiIO's document repository - NEXUS. This Construction Phase Plan should be read in conjunction with procedures, processes and forms in the tRiIO management system available on "Our Way of Working".

The management structures affecting this project are described in the following sections:

- Section 3.2 covers the organisation within tRiIO as a whole;
- Section 3.3 covers the arrangements specific to the area; and
- The works information sheet within the site Construction Packs sets out the arrangements on individual projects and work sites.

MOB's Site Management and the nominated Supervisor/Team Leaders for the works are responsible for safety on the site on a day-to-day basis. If the MOB's Team Leader is absent from the site, the Site Management will appoint someone to undertake this role (following a handover meeting) or suspend the work.

The key appointments within the area for the management of health and safety are set out in Appendix B.

3.2 tRIIO organisation structure

It is the responsibility of line management to ensure that:

- the Safety, Health and Environmental Policy and the tRIIO management system are properly applied within their areas of control;
- relevant legislative requirements are met;
- all necessary measures are implemented to safeguard the health and safety of tRIIO personnel and others who may be affected by tRIIO activities.

The line manager hierarchy in respect of site-based construction work is:

- JV Board;
- Operations Director;
- Delivery Manager;
- MOBs Operations Support Manager;
- MOBs Officer;
- MOBs Agent;
- MOBS Coordinator
- MOBs Team Leader.

Note: MOBs Team leader includes any team leader that is onsite conducting works on the MOBS project as per the site specific works instruction issued by the site management

3.3 Area safety, health and environment management structure

The organisational structure for the management of health, safety and environment within MOBS is detailed in Appendix A of this Construction Phase Plan (CPP). The appointments of individuals to undertake specific duties are set out in the following documents:

- Appointments list – details area wide responsibilities and is contained in Appendix B of this CPP; and
- Works Information – details project specific responsibilities and is contained in the project construction pack.

In addition to the appointments contained in Appendix B and project work information sheets, the area management team have specific responsibilities for the safe management of the works as follows:

3.3.1 First Aiders

Individuals nominated to be First Aiders are responsible for ensuring that they:

- Understand the aims and principles of First Aid;
- Assess and treat a casualty in accordance with the aims and principles of First Aid;
- Organise Emergency transport of casualties;
- Maintain First Aid treatment and equipment inspection records; and
- Conduct inspections of First Aid equipment.

3.3.2 Fire Marshal

Staff nominated to be fire marshals for the site are responsible for ensuring:

- Fire escapes are clear of obstructions;
- Known routes which Emergency service vehicle could use are kept clear;
- Alarm call points are clear and visible;
- Fire points are clear and extinguishers in place;
- All flammable gases/liquids/materials are correctly stored;
- Rubbish is not accumulated; and
- All escape routes are sufficiently lit;

On hearing the evacuation alarm each Fire Marshal, if safe to do so, will check the area for which they are responsible to ensure it has been evacuated and report to the muster point for further instructions.

Where safe to do so the fire marshals, with assistance, will aid in extinguishing small fires which can be extinguished with use of one fire extinguisher or less.

Full details of Fire Marshal duties will be included in the site specific Fire and Emergency Plan for the site. This should be formally briefed to all Fire Marshals prior to them commencing works onsite.

3.3.3 Waste marshal

The individual nominated to be the waste marshal will be responsible for ensuring that:

- Waste is segregated in to separate waste streams;
- The area in front of waste storage area(s) is clear allowing easy access;
- (Where applicable)Waste in skips is compacted as much as possible to reduce air voids;
- PE pipe suitable for return is taken to DHL store in accordance with the returns process;
- Fittings still bagged are returned to DHL store in accordance with the returns process; and
- Materials are correctly stored and protected to prevent risk of damage from exposure to water or accidental damage.

3.3.4 COSHH coordinator

The Individual nominated to supervise hazardous substances within the area is responsible for:

- Producing COSHH assessments for activities being undertaken by tRiIO personnel;
- Reviewing COSHH assessments submitted by the supply chain for suitability; and
- Providing information to managers and supervisors so that they can ensure individuals using hazardous substances or undertaking processes creating hazardous substances are adequate information, instruction and supervision.

3.3.5 Lifting coordinators

Individual nominated to manage lifting operations within the area and is responsible for ensuring:

- Refer to Temporary Works team for specific TW requirements for outrigger loadings/pads
- Lifting plans are produced for all lifting operations being undertaken within the area;
- Competent Persons status is given to individuals who are appointed to discharge the lifting operations duties e.g. lifting supervisor, Slinger /Signaller, appointed person. Manage and supervise the operation and allocation of common lifting equipment, principally cranes and hoists; and.
- Those requesting use of common lifting equipment have identified the items to be lifted and any limitation on how they need to be handled.

3.3.6 Lifting operations Appointed Person

Individual nominated to manage individual lifting activities within the area and is responsible for:

- Preparing of lifting plans and identify the equipment to be used for lifting operations being undertaken by tRiIO personnel;
- Reviewing and approving the lifting plans produced by contractors working on tRiIO; and
- Ensuring that the tRiIO procedure for mobile cranes is implemented for all mobile cranes on site and maintain records.

3.3.7 Lifting Supervisors

Individuals nominated to supervise lifting activities on a site or within a depot and are responsible for:

- Ensuring that the lifts required are within the bounds of the lifting plans and capabilities of the lifting appliances;
- Ensuring lifting operations only take place whilst they on site;
- Monitoring the equipment in use to ensure it is maintained, tested, stored and operated as designed;

- Carrying out regular inspections/audits on all lifting devices and hoists safety checks, calibration and safe load indicators, audible warning devices and electrical cut outs;
- Ensuring that the operators and slinger /signallers are trained in the operation of the equipment, have knowledge of the tasks to be undertaken and methods to be used; and
- Monitor operators and slinger /signallers to ensure they comply with instructions.

3.3.8 MEWP coordinator

Area management team member nominated to supervise all MEWPs within the area and is responsible for:

- MEWP Selection;
- Safe systems of work;
- Emergency and rescue plans;
- Checking Supervisor & Operator Competence; and
- Inspection & Maintenance.

3.3.9 Hot Work coordinator

Area management team member nominated to supervise hot work and is responsible for:

- Ensuring checklists/permits requested are in advance of work activity and in accordance with approved method statements / risk assessments;
- Ensuring all relevant checks have been undertaken e.g. Adequate Ventilation, Extinguishers & Blankets available, Fire watch in place, Flammable Fuel stored away from hot works, Gas cylinders away from burners; and
- Authorising RAMS with signature;
- Entering details of authorised checklists into register / permit log;
- Monitoring conditions of checklists during work activity;
- Checking work extension requests as initial issue process;
- Closing out work on completion of activity;

3.3.10 Emergency coordinator

Area management team member nominated to undertake the role of emergency coordinator is responsible for:

- Carrying out a Fire Inspection and Risk Assessment for all relevant areas and buildings;
- Producing a Fire and Emergency Plan, review it regularly and ensure it is clearly understood and complied with by everyone on site;
- Nominating fire marshals as appropriate, ensuring they are instructed as to their duties;
- Ensuring that all personnel (including visitors) receive instruction in fire precautions, action and evacuation in the event of fire;
- Ensuring that there are adequate and suitable fire-fighting equipment provided in readily accessible locations and maintained in a serviceable condition.
- Ensuring that fire exit routes, fire/smoke doors are clearly signed and that written fire instructions are displayed at suitable points about the premises;
- Conducting weekly inspections of escape routes, fire brigade access, fire-fighting facilities and work areas and check that the requirements of the site Fire and Emergency Plan are being followed;
- Arranging that fire drills are carried out at least once per project and carry out weekly tests on all alarm and detection devices installed on site;
- Maintaining a written record of all checks, inspections, tests, fire patrols and fire drill procedures;
- Liaising with security personnel where they are employed; and
- Where required by the Fire and Emergency Plan, ensure that a system using hot work checklist is established and check that it is followed.

3.3.11 Temporary Works coordinator

Site management team member nominated to supervise Temporary Works on the project.

- To ensure full compliance with Temporary Works procedures;
- To set up and maintain a Project Temporary Works File and ensure that the completed File is archived at project completion
- To ensure that a schedule of Temporary Works is produced, regularly reviewed and maintained.
- To ensure that the design brief is completed at an early stage and included with any subcontract enquiries or orders.
- To ensure that all temporary works are designed and checked by competent persons.
- To be directly responsible for the inspection of temporary works in order to permit full or partial loading and subsequent dismantling.

3.4 Health, safety and environmental goals

tRIIO produce annual health and safety goals for the programme of work which are designed to drive continual improvement across the organisation, the area management team are responsible for delivering the actions associated with these goals. In addition the area has the following goals:

- 95% of personnel working in the area to attend the monthly team talk;
- A safety forum will be held every two months;
- 95% of site personnel to receive at least 1 environment toolbox talk per quarter;

The progress on achieving these goals shall be monitored in the area safety forum.

3.5 Inspections and audits

The health and safety performance within the area shall be monitored in accordance with the following frequency:

Inspection type	Frequency	Inspection by	Records
SLG inspection	At start and end of shift	Team leader	Photo Log
Unattended Site inspection	As per site task instruction	Team Leader/Support Driver	Photo Log
General safety inspection (direct and labour only supplier teams)	Daily	Team Leader	Visual inspection – recorded on Pre-Task Briefing Daily Record
CSE's & In-ground & Back-up Drivers	Each team /Operative Fortnightly	Site Management	Dynamic – EHS Site Inspections app
General safety inspection of fully domestic contractor sites	Daily	Team Leader	Visual inspection – recorded on Pre-Task Briefing Daily Record
	Each team weekly	Contractors Supervisor	Contractors own systems
	3 teams per week	Site Management	Dynamic – EHS Site Inspections app
Senior Managers' inspection	2 team a month	Operations Support Manager	Dynamic – EHS Site Inspections app
SHE Advisor	5 inspections per week	Area SHE Advisor	Dynamic – EHS Site Inspections app

The quality assurance of installations within the area shall be monitored in accordance with the following frequency:

Inspection type	Frequency	Inspection by	Records
Outlet and Meter works Minimum Standards Inspection	2 Per Week	CSE Agent	Dynamic – Gas Safe Quality Assurance
Mains and Services (In ground) Minimum Standards Inspection	2 Per Week	In-ground Agent	Dynamic – Ops Minimum Standards
Reinstatement Quality	As per Reinstatement Delivery Manager instruction	Reinstatement team (including contractors)	Dynamic – Streetworks Compliance
Riser Pipework Minimum Standards Inspection	2 Per Week	MOBs Agent/Officer	Dynamic – IW Minimal Standards

3.6 Observation cards

tRiIO use an Observation card or a tRiIO App system for reporting any issue relating to unsafe acts or conditions on site and for the reporting of identified best practice. Regular reports will be briefed to the workforce by the MOBs Management team to feedback any action taken following an identified observation card. This procedure will be communicated during the induction process.

3.7 Pre task briefing

The involvement of the entire workforce in the identification of risks and associated control measures is of vital importance to ensuring high standards of H&S performance.

All tasks are required to undertake a 'pre task briefing' before starting any new task / shift. This is to be completed by the MOBs Team Leader before starting works however, it may also be expanded upon at other times during the works, for instance, by the Competent Person before starting a Routine (RO) or Non Routine Operation (NRO) or by the Lifting Supervisor before commencing a lift, etc.

3.8 Area KPI's

The current KPI's which are monitored for the MOBs process are detailed in a table below identifying the frequency for review:

Leading Indicators

Action	Frequency for review	Responsible for review
Site inspections undertaken as per plan	Weekly	Senior Agent
Training plan in place for all SHE training	Monthly	MOBs Delivery Manager
CPP Duty holders briefed within 1 month of issue	Monthly	MOBs Delivery Manager
Inspection reports – actions closed out on time	Weekly	MOBs Delivery Manager
Audit reports – action plan closed on time	Weekly	MOBs Delivery Manager
Contractor EHS reports submitted on time	Weekly	MOBs Delivery Manager

Lagging Indicators

Action	Frequency for review	Responsible for review
Number of Lost Time Injuries.	Monthly	MOBs Delivery Manager
Number of Injuries Requiring Treatment.	Monthly	MOBs Delivery Manager
Number of Motor Vehicle Incidents.	Monthly	MOBs Delivery Manager
Number of Electric Cable Damages.	Monthly	MOBs Delivery Manager
Number of Injuries to Members of the Public.	Monthly	MOBs Delivery Manager
Number of Incident Reports Closed on time.	Monthly	MOBs Delivery Manager
Number of Actions from Incident Reports Completed on Time.	Monthly	MOBs Delivery Manager

3.9 Arrangements for:

3.9.1 Regular liaison between parties on site

Good co-operation and co-ordination of work is essential if risks are to be identified early on and properly controlled. Liaison between all parties (Designers, Principal Contractors, Contractors and the Client) will be maintained throughout the project through meetings and on site briefings.

Records shall be kept by the Site Management in the site daily records.

The following meetings will be established with the purpose as described below:

3.9.1.1 Design and operations handover meeting

A face to face meeting, conference call or telephone call (*depending on complexity of the project*) will be held to review and handover the proposed design and Design Risk Assessment to operations for challenge and reviewing accordance with Design Risk Assessment Process.

3.9.1.2 Area / Work stream coordination Meetings

An operational coordination meeting held within the area / work stream involving the operational team and contractor representatives.

3.9.1.3 CDM & Compliance Meeting

A meeting between the Project Lead Designer, CMAC Compliance Teams (as required) and representatives from tRiIO Operations, Design and H&S teams to discuss issues relating to CDM and Compliance.

3.9.2 Consultation with the workforce

Health, safety and environmental issues will be discussed at the bi-monthly safety forums meetings attendance at which will include employee representatives and representatives from the supply chain.

3.9.3 Exchange of design Information

Design information will be exchanged via the tRiIO document control system (ISIS); however due to the nature of the project some information will be classified as Restricted and as such this will be limited to hard copy for onsite use only. Further guidance can be found in the Design Management Plan.

Design Risk Assessments are discussed at Design Handover Meetings.

3.9.4 Handling design changes

Any design changes will be via the tRiIO Lead Designer using the 'Design Change' protocol. Personnel who wish to make design changes must contact the MOBS Officer for guidance.

3.9.5 Selection and control of contractors

All contractors will be subject to a pre-qualification process (see tRiIO procurement procedures) as follows:

UVDB 'Verify' is required for any Supply Chain Partner with a projected spend of over £100,000 and 5 or more employees. The UVDB categories requirements are

- Less than 20 employees - category B1; and
- 20 or more employees - category B2

Where projected spend is less than £100,000 or where less than 5 people are employed UVDB is preferred however an internal tRiIO Pre-Qualification process is available.

Once approved for works, tRiIO the contractor will attend a pre-start meeting with the tRiIO management team to discuss the arrangements for the management of health and safety. This documented meeting will be completed before any works commence. A copy of the minutes from this meeting will be held electronically by the MOBS Area Manager.

Contractors who plan to contract the works out must ensure competence checks are carried out on all contractors tendering the works and evidence of such checks made available to the tRIIO management team before works starts. Guidance on competence checks can be found in the CDM ACoP. Only once this process has been completed and written permission been provided may a Sub-Subcontractor be submitted for tRIIO induction.

Employers are accountable for the actions of their employees and as such maybe requested to attend site if a problem cannot be addressed at site level following the conduct of one or more of their employees. Contractors will be audited throughout the duration of the works in accordance with the inspection and audit frequency detailed in section 3.5, additional audits may also be organised based on the contractor's performance.

tRIIO will undertake these audits to ensure compliance with legal requirements and compliance with this plan. Contractors are expected to hold the necessary documentation in an auditable manner and this will be countersigned during the audit process and recorded within the report.

The level of supervision will be based on levels of risk and complexity. A 'Team Leader/Supervisor' (a person responsible for putting other people to work) is permitted to control a maximum of 12 operatives (1:12 ratio). The management team will agree with the Contractor a suitable level of supervision and if the 'Supervisor should be working or non-working. As part of the assessment of supervision levels the need to provide additional supervision for individuals being trained and young people will be taken into account.

Where the scope of work changes for any sub-contractor who has already completed the pre-qualification process, the pre-commencement meeting shall be reviewed accordingly.

3.9.6 Exchange of health and safety information between contractors

Contractor Supervisors will liaise with others working in their area/on the project and discuss the impact of their work on others (risks and controls etc.) this will be recorded in the contractors risk assessment.

3.9.7 Site security

The following site security measures will be implemented:

- All persons attending site shall attend a site specific induction covering any security issue;
- All works vehicles shall be left locked when unattended;
- All mobile plant shall be left securely with keys removed and isolated when not in use;
- All plant shall be secured overnight;
- All storage areas shall be secured using double clipped wire mesh fencing which shall be padlocked; and
- The design risk assessment will identify known security risks identified from Pre Construction Information and suitable controls put in place to secure the worksite i.e. scaffolding alarms

3.9.8 Site induction

All persons working on tRIIO will be given a site specific induction by the MOB's Site Management or their nominated responsible person.

The aim of the induction is to ensure those working on or visiting a work site understand the key risks of the project, the emergency procedures and standards required whilst on site.

3.9.9 Site training

3.9.9.1 Daily task briefings:

All personnel who wish to enter the construction area of the site (as a visitor, supervisor or worker) must be given a daily task briefing before they enter the works area. This briefing should cover the key activities, hazards, risks and control measures, with particular focus upon the activities of the personnel being briefed and the interfaces with other work groups, trades and organisations.

3.9.9.2 Toolbox talks:

Regular and suitable toolbox talks (a minimum of one every two weeks) will be given and records of these talks, their content and those attending will be maintained. Contractors are required to provide information on toolbox talks to the area manager on a monthly basis.

3.9.9.3 Other training

All site personnel shall be trained so that they are competent to complete their work activities on the site. Levels of competency shall take into consideration professional qualifications (including CITB and City & Guilds), site training, EUSR cards or equivalent, and experience. Individuals working on the site will be required to meet the minimum training and competence standards listed below:

Role or activity	Acceptable competence standard
All site working personnel	SHEA (Gas) EUSR
Non SHEA (Gas) EUSR holders	To be verified by MOBS Operational Support Manager prior to works commencement. e.g. road sweeper operatives
All non-working visitors	Escorted by the Site Management/Nominee at all times.
Persons involved in work on the gas network or supervision, management, authorisation or control of such activities	Safety and Technical Competency Assessment & Competency Passport
Forklift driver	CPCS/NPORS
Telescopic handler operator	CPCS/NPORS
Dump truck driver	CPCS/NPORS/PLUS
Excavator driver	CPCS/ NPORS/PLUS
MEWP/Multi-boom access	IPAF or CPCS
Slinger / signaller	CPCS
Lifting operations – Appointed Person	CPCS or equivalent
Scaffolder	CISRS (CITB), SG4, System Scaffold Accreditation
Confined spaces access	City & Guilds, NVQ Level 2
Cable detection	NRSWA, manufacturers' training
Manual Handling	Suitable in-house course
Customer Service Engineer	'Gas Safe' (Industrial equivalent) Registration

3.9.9.4 On-site training and competencies

A training matrix for the project will be produced by the Site Management and included in the site Construction Pack, this information will then be used by the site management (including team leaders) to ensure individuals are competent for the tasks they have been allocated. All persons working on the gas network shall hold a valid STC as per the National Grid SCO procedures.

3.10 Welfare and first aid facilities

First Aid and welfare facilities will be provided in accordance with the tRIIO procedures:

- EHS 023 Site Welfare; and
- EHS 07 Fire and Emergency Plans.

The actual arrangements provided on individual sites will be recorded in the project works information produced by the Site Management as part of the project planning process and survey information.

3.11 Reporting and investigation of accidents and incidents

All personnel working on the project will report any unsafe act, unsafe condition or incident (injury, dangerous occurrence, utility damage) that could have or did result in an injury or damage being sustained. The reporting procedure (including Observation Cards) will be explained during the site induction.

All accidents must be reported to the relevant Line Managers and then the tRIIO Incident Reporting Hotline [REDACTED] who will record the incident on the tRIIO EHS database and escalate the incident to a pre-defined escalation group which shall include for National Grids reporting requirements. Contractors are

responsible for completing the RIDDOR report (F2508) and copies shall be supplied to the management team and followed by a detailed investigation report.

The MOBS Management Team will ensure that all such reports are acted upon, the root causes are identified and communicated to the workforce so lessons can be learnt to prevent reoccurrence.

3.12 Production and approval of risk assessments and safe systems of work

Personnel are not to undertake work unless a Safe System of Work has been approved by the MOBS management team. Risk Assessments, Method Statements, Permits to Work etc. will be reviewed by the responsible Site Manager in advance of the work commencing; once approved the Contractor will be given the authority to proceed with the work. The Safe System of Work must take into account the significant findings recorded on the Risk Assessment. Safe System of Work must be sent to the Site Management for entry onto the risk assessment schedule and permit register- (as appropriate).

Safe System of Work will be communicated to all personnel undertaking the task and a register of attendance must be maintained. Personnel will be questioned during routine site inspections on their knowledge of the Safe System of Work to ensure the paperwork actually backs up the way in which the work is undertaken. Consultation with the workforce is vital to the production of any Safe System of Work to ensure a realistic but safe method of working is written. The tRiIO Health and Safety Task Briefing record sheet or electronic equivalent is to be used as a method of communicating this information and details of its use will be explained at induction. A file containing the lifting plans, risk assessments and method statements which have been approved for the contractors working in the area is held.

3.13 Site Rules

The site safety rules that shall be enforced are detailed in **Appendix C**.

3.14 Fire and emergency arrangements – see Site Emergency Plan for specific site plans

The minimum standard fire and emergency arrangements for all sites are set out in the site Fire and Emergency Plan; if an activity requires additional arrangements to be put in place these shall be detailed in the task related Method statement and Risk assessment for that activity. A site Fire and Emergency plan will be developed and briefed out to all site attendees which will detail the full site plans in addition to the below.

Fire – (for in-ground works) a minimum of two 9kg Dry Powder fire extinguishers will be deployed within the immediate work area at all times to facilitate an escape from the excavation should a fire occur. Further requirements may be detailed in the task related Safe System of Work.

Escape of gas – (for in-ground works) a minimum of two Breathing Apparatus sets, with flame retardant balaclavas will be deployed within the in-ground emergency muster point at all times. A Gascoseeker will also be available at the emergency point of work.

Escape of gas – (for all activities) report the gas escape immediately to the National Grid Emergency Helpline – **0800 111 999**. Further requirements may be detailed in the task related Safe Systems of Work.

Explosion – In the event of an explosion, the immediate area must be secured and made safe before any First Aid treatment can be administered within the affected area. All non-essential personnel are to be kept out of the area. The Emergency Services including National Grid Emergency and Site Management must be informed immediately of the location, casualties and any other relevant information.

Service Strike – In the event of a service (Gas, Electric, Water, Fibre Optic etc.) being struck during construction work, the area is to be made safe and the responsible Site Management informed immediately. The Site Management will inform the tRiIO Incident Call Centre immediately, who will on behalf of tRiIO contact the service owner and instigate the repair of the services.

4 Arrangements for controlling significant health, safety and environmental risks

4.1 Safety risks

Significant Hazard	Control Measures
Adverse weather/ Sun	All site personnel will be provided with appropriate clothing to protect them from adverse weather: including safety footwear, overalls, waterproof clothing. Where the adverse weather poses a risk to an individual's safety work will be suspended until conditions improve.
Confined Spaces	Where work is to be undertaken in a confined space, a detailed method statement and risk assessment will be produced and a confined space permit system put in place. In addition; the individuals supervising and undertaking the work will have confined space training.
Dangerous Dogs, Violent customers / MOP	The preconstruction information, site surveys and site specific risk assessment will identify if there is a known risk from dangerous dogs and or violent individuals. The control measures to mitigate the risk will also be documented in the site specific risk assessment but may include: <ul style="list-style-type: none"> • Arranging for the dog to be removed by the owner whilst the work is on-going; • Banning lone working;
Delivery of Materials and Work Equipment	Any materials and work equipment being delivered to site will be managed to ensure that the risks associated with the delivery are controlled so as to minimise the risk to members of the public and site workforce. All vehicle movements will be controlled and where possible reversing should be avoided. Where the reversing of vehicles cannot be avoided the team leader shall ensure that a vehicle marshal is appointed to control the vehicle movements.
Excavations	All excavations will have suitable steps taken to prevent collapse and protection from falls. The person responsible for the excavation will ensure all excavations are inspected before each shift and at regular intervals throughout the day, with a documented report completed before the excavation is entered for the first time and every seven days; tRIIO Temporary Works procedures shall be followed at all times. All Temporary Works shall be completed to an approved design and shall be undertaken under the control of a permit to work. Edge protection should be adequate for the task and appropriate to the risk; particular attention should be paid to third parties. Bunting tape will not be accepted as edge protection. Where appropriate a Pre-excavation Permit will be produced by the responsible person before any excavation work starts.
Gas	Due to the specific dangers associated with work on the gas network, smoking is prohibited on all tRIIO sites. Where individuals wish to smoke they should move away from the works to a location either before the first 'man at work sign' or after the last 'end of works' sign, or attend the designated smoking area. All gas (Live or Non-Live i.e. Isolated, purged, de-commissioned) related operations will be undertaken following the National Grid Gas Field Procedures and where necessary shall be undertaken following a documented Routine Operation, Non Routine Operation and / or Permit to Work. National Grid's Safe Control of Operations Procedure shall be followed at all times.
Lifting operations	All lifting operations will be co-ordinated by the tRIIO Lifting Co-ordinator to ensure each lift is properly planned and controlled by competent personnel. The approach to planning lifts will vary depending on the complexity and risk presented by the task and the environment. Lifting plans must be submitted to the co-ordinator in advance of any lifting operation being undertaken to allow a full review of the proposed lift. tRIIO shall provide the Lifting Contractor the relevant information required (ground conditions etc.) to properly plan the lift. The responsibilities of the roles involved within lifting operations will be detailed within the specific lifting operation. Temporary Works requirements will be managed through the tRIIO Temporary works Procedures.

Significant Hazard	Control Measures
Overhead services	<p>Overhead surveys will be identified during design and site surveys and where possible the works will be positioned to avoid these services. Where works cannot be relocated the following will be implemented:</p> <ul style="list-style-type: none"> Plant and machinery will not be operated within 5m of an overhead service unless a detailed risk assessment has been undertaken and the identified controls implemented; Goal posts and signage will be used as appropriate. Material, equipment and spoil will be positioned 5 m away from any overhead service.
Plant and Equipment	<p>All plant and equipment being used on site will be maintained in accordance with legal requirements and will be suitable for the task to be undertaken. Compliance checks will be carried out:</p> <ul style="list-style-type: none"> - Daily by the user; - Weekly by a competent person; <p>Any plant and equipment that falls below the required standard will be removed from service until it is repaired or replaced.</p>
Storage of Materials	<p>Arrangements for storing materials on site will be set out in the works information produced by the responsible Site Management and issued to the Contractor prior to works commencement.</p> <p>Where storage areas are established, including the storage of pipe sticks, within the public highway or public areas they shall be protected using double clipped wire mesh fencing which shall be padlocked as required.</p>
Traffic management	<p>The requirements of the Safety at Street Works and Road Works ACoP and the tRIIO procedure EHS 28 P01 shall be followed at all times. Where required, a traffic management plan shall be established by the Site Management and documented in the site files.</p> <p>Where Traffic routes are established on sites/depots they will be clearly marked and restricted to 5mph throughout site and will be segregated from all pedestrians with crossing points clearly marked.</p> <p>Details of the site layout will be available on site and updated accordingly; this will show direction of traffic, turning points, holding areas, storage areas etc.</p> <p>Where required for site works, traffic management plans and schemes will be developed and implemented. Any such plans will be included within the site construction pack and details included in the works information.</p> <p>Particular care will be taken when planning works to ensure the safety of vulnerable road users. This will include ensuring that streetworks equipment including footpath boards, road plates, kerb ramps, matting, wire mesh fencing and lighting is suitable and sufficient.</p>
Underground Services	<p><u>Known Services</u></p> <p>Known underground services running through the area where ground-penetrating work is to be carried out are detailed within the Underground Hazard Plan / Utility drawings section of the Construction Pack. Information available for the existing services cannot be totally relied upon and therefore CAT scan, Radar scan, Powered Safe-dig or Hand-Dig will be required to positively identify & locate known services. Caution must be taken and all services treated as live and a permit to work obtained.</p> <p>The depth of service will not be assumed and will be confirmed by Safe or Hand-Dig. If this is not possible (e.g. where it is necessary to break through tarmac using road-saw or breaker) the work will be carried in line with HSG47 guidelines from the suspected line of the service which will be exposed from the side. Ground Penetrating work (using mechanical excavator, road-saw etc.) will not be carried out above the line of a known service. CAT & Signal Generator signals are often not accurate and an error margin may need to be applied (dependant on the nature of the service) when calculating the safety distance.</p> <p>Where the depth of penetrating work is deeper than the Known Service the points noted</p>

Significant Hazard	Control Measures
	<p>under 'Unknown Services will also be considered before deciding to use penetrating techniques other than Powered Safe / Hand-Dig.</p> <p>Location of Services will be marked with spray paint, together with areas of Safe / Hand-Dig. Colours used to indicate these will be communicated to all personnel involved in Ground Penetrating works.</p> <p>Care will be taken when undermining Tarmac or heavy fill and this will be treated as Temporary Works and advice sought from the Temporary Works Designer/Coordinator.</p> <p><u>Unknown Services</u></p> <p>Additional precautions will be taken to confirm there are no 'Unknown' Services in the area to Formation / Installation depth. Particular consideration will be given to non-metallic services such as water or gas pipes, or services with low metal content which may not be detected by CAT and Signal Generator or GPR scan. Where possible Trial-Holes and Slit-Trenches will be to Formation / Installation level to confirm nothing is present.</p>
Internal Services	<p><u>Known Services</u></p> <p>Visual assessment of the area to trace known services must be undertaken prior to drilling or intrusive works. Known cables/services are to be temporarily rerouted, made dead or protected by other means prior to any drilling or intrusive works immediately adjacent to them.</p> <p><u>Unknown Services</u></p> <p>For location of all internal cables and other utilities all operatives must adhere to National Grid engineering instruction EB055 and a full satisfactory scan must be undertaken with a BOSCH GMS120 cable locator and or the BOSCH D-Tect 150 to identify the exact position of cables/services prior to drilling or intrusive works.</p> <p>Where the above identified equipment has been found to not accurately identify services, a further survey may be required using radar locating techniques. Contact tRIIO prior to making arrangements.</p>
Unstable structures/ Fragile surfaces.	<p>A site survey will be undertaken for all works. As part of this survey unstable structures and fragile services will be identified so that appropriate controls can be put in place to mitigate the risk such as:</p> <ul style="list-style-type: none"> • Redesigning the project to avoid the risk; • Provision of temporary structures/supports (in accordance with temp works design) to control the risk;
Use of mobile phones	<p>Personnel are reminded of the dangers of using mobile phones whilst working on a construction site as they can cause the worker to become distracted and unaware of the immediate environment. The following basic principles must be applied:</p> <p>Stop work (if safe to do so) Move to a safe area, away from any hazards (plant and machinery etc.) Take the call End the call Return to the works area</p> <p>Personnel who are found using a mobile phone whilst undertaking work (unless use of iPhone & associated Apps is a requirement of the task being carried out), may be disciplined.</p>

Significant Hazard	Control Measures
Work at height	<p>Falls from height remains the biggest killer in the construction industry; however, if properly planned accidents can be avoided. The following hierarchy must be applied when working at height:</p> <ul style="list-style-type: none"> • Avoid the need to work at height (design out the risk) • Prevent falls (collective protection measures (guard rails) before personal protective measures (working in restraint) • Minimise the distance of fall (nets, airbags, fall arrest harnesses) <p>All work equipment used to prevent falls will be fit for purpose and conform to legal requirements e.g. scaffolding designed and subject regular inspections.</p> <p>Workers found to be working unsafely, e.g. standing on guardrails to gain height, will be reprimanded and may be removed from tRIIO. If workers are having difficulties reaching their place of work they must stop work immediately and consult their Site Management.</p> <p>Devices fitted for safety must be used at all times, i.e. wheel locking devices and workers are reminded not to pull themselves along whilst using access equipment.</p> <p>If harnesses are to be used: they must be fit for purpose, Workers must be trained in their use and understand the dangers' arising from falls (suspension trauma etc.), inspected by a competent person and stored correctly. Anchorage points must be tested and be suitable for the task and installed by suitably competent persons.</p> <p>All access equipment will be clearly identified, i.e. ScaffTag system or Safe Time etc.</p> <p>Ladders must be tagged and inspection records held for each ladder and when not in use secured in such a way as to prevent other personnel from using them. Ladders and stepladders are the LAST RESORT.</p> <p>In addition to the above, where work at height is being undertaken, an emergency rescue plan must be developed and returned to the Site Management with the safe system of work for tRIIO review and approval.</p>

4.2 Health risks

Significant Hazard	Control Measures
Asbestos	<p>The survey of each MOBs project will contain a risk assessment underpinning the Design Risk Assessment demonstrating the risk of asbestos within the works areas and site specific control measures that need to be developed and implemented where present and identified. An asbestos survey will be conducted by the appointed Contractor and details of the survey entered into a site Asbestos Management Plan.</p> <p>If asbestos is found during the work, the activity will be stopped and site specific controls implemented.</p>
Contaminated land	<p>The design risk assessment will identify the risk of contaminated land within the works areas and site specific control measures will be developed, implemented and recorded in the project pack. See also Hazardous Substances.</p>
Hazardous Substances	<p>COSHH assessments will be produced/obtained for activities involving hazardous processes or substances ;</p> <p>The Site Management is responsible for ensuring that the individuals undertaking the work are briefed on the assessment for the substance they are using with particular attention being paid to the health risks and first aid procedures.</p> <p>Where an assessment has identified health surveillance, the Site Management must advise the employer of the individual(s) concerned so that they can carry out required surveillance.</p>
Manual Handling	<p>Manual handling is to be avoided wherever possible and alternative mechanical means used. Where it is not practical to avoid manual handling best practise techniques should be employed at all times and a full risk assessment produced for the process.</p>

Significant Hazard	Control Measures
Weils Disease	All personnel are provided with awareness training on Weils disease and the precautions to take during the SHEA gas passport training. In addition individuals will be provided with suitable hand cleaning materials and facilities to enable them to wash before eating/smoking.
Dust	Measures must be taken to reduce dust so far as reasonably practicable by use of water suppression etc. In addition individuals will be required to wear RPE to prevent them inhaling the dusts, the responsible Site Management will ensure that the individuals concerned have a face fit test and provided with the correct RPE for the task. Where there is a risk of flying particles, goggles will also be worn instead of light eye protection.
Noise	All tools and equipment must be suitably selected, maintained and inspected to reduce noise so far as reasonably practicable. Where there is a risk the equipment must be suitably labelled and users advised of the exposure levels for the equipment and the steps necessary to reduce the risk. PPE must afford the appropriate level of protection as indicated by the risk assessment and manufacturers guidance. Health surveillance for all operatives must be undertaken if there is a risk from noise.
Vibration	All tools and equipment must be suitably selected, maintained and inspected to reduce vibration so far as reasonably practicable. Where there is a risk, the equipment must be suitably labelled and users advised of the exposure levels for the equipment and the steps necessary to reduce the risk. Team leaders shall monitor the use of vibrating tools and ensure that work is managed so that individuals do not exceed the daily exposure limit; Health surveillance for all operatives must be undertaken if there is a risk from vibration

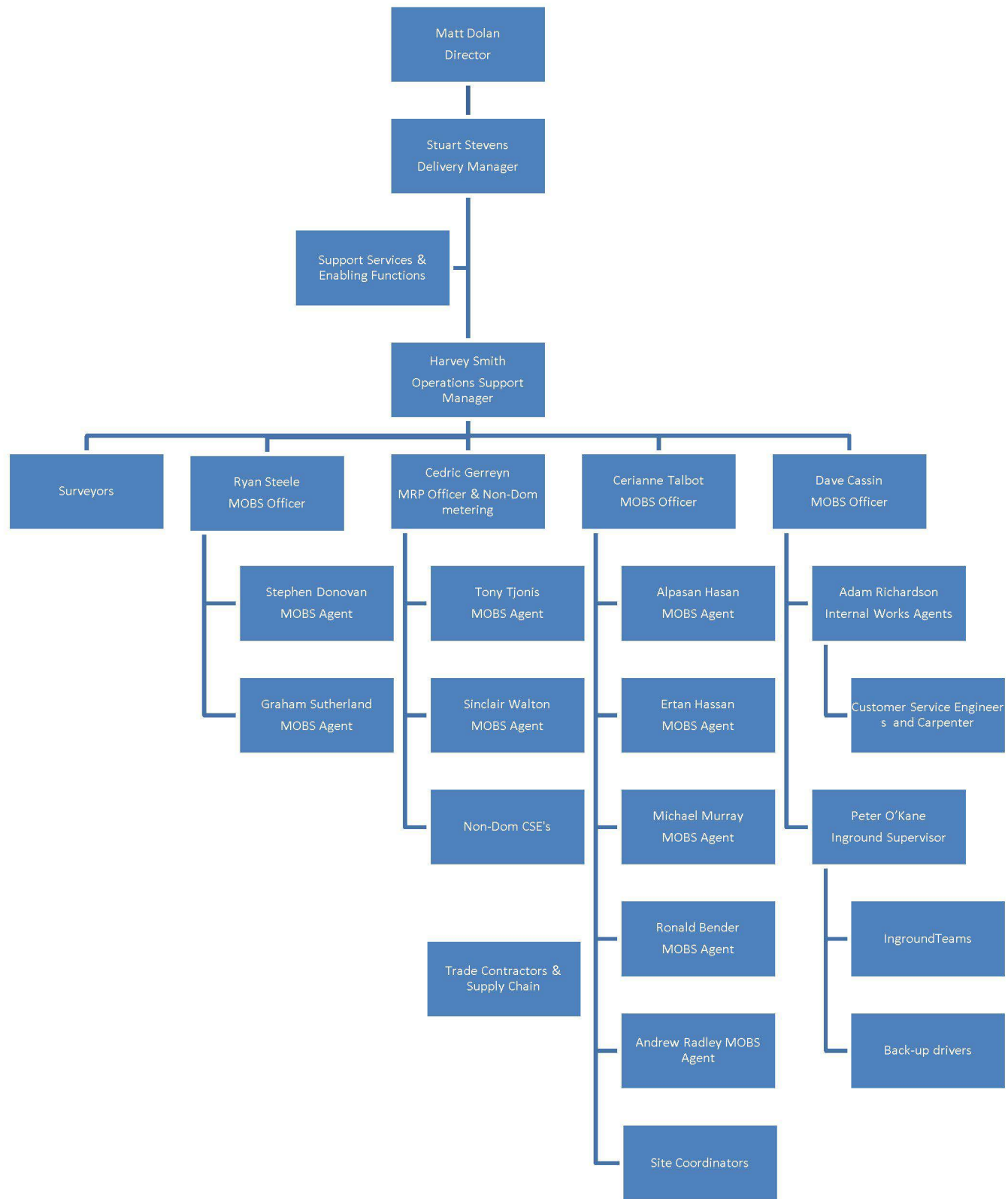
4.3 Environmental risks

Significant Hazard	Control Measures
Waste	Arrangements for storing waste on site will be set out in the works information, the identified storage areas will take into consideration location of surface water drains, gradient of the surface, sensitive areas (river courses, ponds etc.). Spoil is to be fenced off ready for collection.
Dewatering excavations	When dewatering an excavation of ground water or rain water, the water pumped out must be pumped through a sediment sock to remove sediment before discharging into the surface water drains.
Water pollution	All work will be managed to prevent water pollution, in addition any work within 9 metres of a body of water (rivers, streams, canals, lakes and ponds) will require a permit or special consideration.
Spills/leaks	All sites will have access to a spill kit and the arrangements for responding to a leak/spill on a particular site will be detailed in the Works Information.

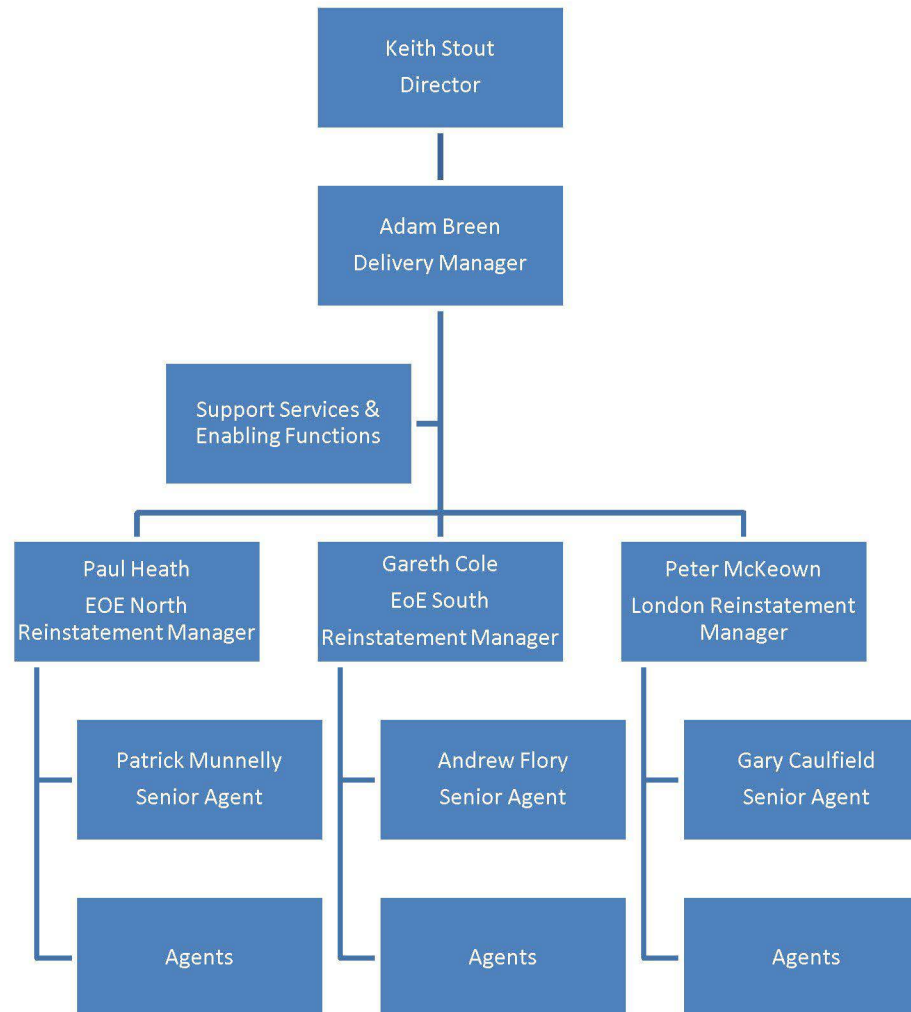
5 The health and safety file

National Grid DR23 procedure details the requirements for the capture of information for inclusion within the H&S File.

Appendix A – Organisational Structure - MOBs



Reinstatement chart



Appendix B Duty Holder List

1) MOBS Appointments

Role	Required competencies	Person responsible (and deputies)		
			Name	Signature
Temporary Works Co-ordinator	TWC	1	Andrew Estcourt	Not Required
		2	Paul Huntly	Not Required
		3	Len Sayles	Not Required
Permits to load scaffolding or temporary works	TWC	1	Andrew Estcourt	Not Required
		2	Paul Huntly	Not Required
		3	Len Sayles	Not Required
Weekly site safety inspections	<ul style="list-style-type: none">• SMSTS or equivalent• Briefing on roles and responsibilities	1	Adam Richardson	
		2	Alpaslan Hasan	
		3	Andrew Radley	
		4	Anthony Nobbs	
		5	Aytac Raif	
		6	Ertan Hassan	
		7	Graham Sutherland	
		8	Joe Burling	
		9	John Cooper	
		10	Michael Murray	
		11	Peter O’Kane	
		12	Ronald Bender	
		13	Ryan Steele	
		14	Simon LeCorgne	
		15	Sinclair Walton	
		16	Stephen Donovan	
		17	Tony Tjonis	
		18	Cedric Gerreyn	
		19	Cerianne Talbot	
		20	Dave Cassin	
Confined spaces:				
Permit issuer	<ul style="list-style-type: none">• C&G C6150 Level 5 or equivalent	1	Ertan Hassan	
		2	Cedric Gerreyn	

Gas Operations:				
Routine Operations	CP Status	1	Dave Sullens	
		2	Harvey Smith	
		3	Steve Donovan	
		4	Peter O’Kane	
		5	Simon Blackwell	
		6	London Area Appointed	As per area CPP
		7	EoE Area Appointed	As Per Area CPP
Routine Operations	AE Status	1	Harvey Smith	
		2	Kevin Bending	
		3	EoE Area Appointed	As Per Area CPP
		4	London Area Appointed	As per area CPP
Non Routine Operations	CP Status	1	MRP Appointment	Not required
	AE Status	1	CMAC Appointment	Not required
Excavation work:				
Approval of Underground Services Permits	<ul style="list-style-type: none">• HSG 47 /Safe Digging training• Advanced Cat & Genny training• Service Avoidance Competence Assessment	1	Brian Rickford	
		2	Dave Sullens	
		3	Gary Swain	
		4	Phil Carey	
		5	Peter O’Kane	
		6	Simon Blackwell	
		7	Jeff Webb	
		8	Richard Clark	
		9	Scott Dodds	
		10	Neil Fryer	
		11	Dave Cassin	
Lifting operations:				
Lifting Supervisor (for 360 track machines)	CPCS or equivalent	1	Brian Rickford	
		2	Dave Sullens	
		3	Gary Swain	
		4	Phil Carey	
		5	Simon Blackwell	
		6	Jeff Webb	
		7	Richard Clark	
		8	Scott Dodds	

LOLER Authorised Person	CPCS or equivalent	1	N/A	
		2	N/A	
Lifting Coordinator	Briefing	1	Cedric Gerreyn	To be formally appointed
		2	Dave Cassin	To be formally appointed
Working at height:				
Scaffolding inspection Tube & Fitting (before use & weekly)	• CITB scaffolding course in last 5 years, • CISRS qualification	1	Alan Power	Card Holder – Defined as per Risk Assessment
		2	John Steve Simons	Card Holder – Defined as per Risk Assessment
		3	Robert Aitkin	Card Holder – Defined as per Risk Assessment
Scaffolding inspection Mobile Access Tower (before use & weekly)	Current PASMA certificate	1	Card Holder – Defined as per Risk Assessment	Card Holder – Defined as per Risk Assessment
MEWP for Managers	• IPAF MEWP for Manager • Briefing on MEWPS	1	Aytac Raif	
		2	Cedric Gerreyn	
		3	Cerianne Talbot	
		4	Graham Sutherland	
		5	Michael Murray	
		6	Ronald Bender	
		7	Ryan Steele	
		8	Sinclair Walton	
		9	Andy Radley	
		10	Tony Tjonis	
		11	Alpaslan Hasan	
		12	Ertan Hassan	
		13	Adam Richardson	
		14	Dave Cassin	
Mast Climbing Working Platform	• IPAF MCMP Training	1	Aytac Raif	
		2	Ertan Hassan	
Hot Works:				
Hot Works Coordinator	• SMSTS or equivalent • Hot work briefing	1	Adam Richardson	
		2	Alpaslan Hasan	
		3	Andrew Radley	
		4	Anthony Nobbs	

		5	Aytac Raif	
		6	Cedric Gerreyn	
		7	Cerianne Talbot	
		8	Ertan Hassan	
		9	Graham Sutherland	
		10	Joe Burling	
		11	John Cooper	
		12	Jonathan Cheek	
		13	Michael Murray	
		14	Ronald Bender	
		15	Ryan Steele	
		16	Simon LeCorgne	
		17	Sinclair Walton	
		18	Stephen Donovan	
		19	Tony Tjonis	
Depot management and general duties:				
Accident and incident investigations	<ul style="list-style-type: none">• accident investigation training course• Briefing on roles and responsibilities	1	Adam Richardson	
		2	Alpaslan Hasan	
		3	Andrew Radley	
		4	Anthony Nobbs	
		5	Aytac Raif	
		6	Cedric Gerreyn	
		7	Cerianne Talbot	
		8	Ertan Hassan	
		9	Graham Sutherland	
		10	Harvey Smith	
		11	Michael Murray	
		12	Peter O’Kane	
		13	Ronald Bender	
		14	Ryan Steele	
		15	Sinclair Walton	
		16	Stephen Donovan	
		17	Tony Tjonis	
Traffic management	<ul style="list-style-type: none">• NRSWA Supervisor• Briefing on roles and responsibilities	1	Aytac Raif	
		2	Ertan Hassan	
		3	Peter O’Kane	
		4	Neil Fryer	
		5	Ryan Steele	
		6	Stephen Donovan	

Issue of PPE	Briefing	1	Adam Richardson	
		2	Alpaslan Hasan	
		3	Andrew Radley	
		4	Anthony Nobbs	
		5	Aytac Raif	
		6	Cedric Gerreyn	
		7	Cerianne Talbot	
		8	Ertan Hassan	
		9	Graham Sutherland	
		10	Harvey Smith	
		11	Michael Murray	
		12	Peter O’Kane	
		13	Ronald Bender	
		14	Ryan Steele	
		15	Sinclair Walton	
		16	Stephen Donovan	
		17	Tony Tjonis	
Waste Marshall	Environmental Awareness Briefing	1	Adam Richardson	
		2	Alpaslan Hasan	
		3	Andrew Radley	
		4	Anthony Nobbs	
		5	Aytac Raif	
		6	Cedric Gerreyn	
		7	Cerianne Talbot	
		8	Ertan Hassan	
		9	Graham Sutherland	
		10	Harvey Smith	
		11	Michael Murray	
		12	Peter O’Kane	
		13	Ronald Bender	
		14	Ryan Steele	
		16	Sinclair Walton	
		17	Stephen Donovan	
		18	Tony Tjonis	
Emergencies:				
Site Emergency Co-ordinator (and Deputies)	• SMSTS or equivalent • Briefing on roles and responsibilities	1	Adam Richardson	
		2	Alpaslan Hasan	
		3	Andrew Radley	
		4	Anthony Nobbs	
		5	Aytac Raif	
		6	Ertan Hassan	
		7	Graham Sutherland	

		8	Joe Burling	
		9	John Cooper	
		10	Jonathan Cheek	
		11	Michael Murray	
		12	Peter O’Kane	
		13	Ronald Bender	
		14	Ryan Steele	
		15	Simon LeCorgne	
		16	Sinclair Walton	
		17	Stephen Donovan	
18	Tony Tjonis			
Occupational health:				
COSHH Co-ordinator	COSHH awareness training	1	Michelle Umagho-Ukueku	
Risk assessments and method statements:				
Preparation	<ul style="list-style-type: none">• SMSTS• Risk assessment training and technical knowledge of the task being undertaken.	1	Adam Richardson	
		2	Cedric Gerreyn	
		3	Cerianne Talbot	
		4	Dave Cassin	
		5	Peter O’Kane	
		6	Ryan Steele	
Review	<ul style="list-style-type: none">• SMSTS• Risk assessment training and technical knowledge of the task being undertaken.	1	Harvey Smith	
		2	Adam Richardson	
		3	Alpaslan Hasan	
		4	Andrew Radley	
		5	Anthony Nobbs	
		6	Aytac Raif	
		7	Ertan Hassan	
		8	Graham Sutherland	
		9	Michael Murray	
		10	Peter O’Kane	
		11	Ronald Bender	
		12	Ryan Steele	
		13	Sinclair Walton	
		14	Stephen Donovan	
		15	Tony Tjonis	
		16	Aytac Raif	

Training and briefings:						
Depot and Area inductions	Presentation skills if required	1	Cedric Gerreyn			
		2	Cerianne Talbot			
		3	Harvey Smith			
Team Talks	Presentation skills if required	1	Adam Richardson			
		2	Cedric Gerreyn			
		3	Cerianne Talbot			
		4	Steve Donovan			
		5	Graham Sutherland			
		6	Harvey Smith			
		7	Ryan Steele			
Toolbox talks	Presentation skills if required	1	Adam Richardson			
		2	Alpaslan Hasan			
		3	Andrew Radley			
		4	Anthony Nobbs			
		5	Aytac Raif			
		6	Cedric Gerreyn			
		7	Cerianne Talbot			
		8	Dave Cassin			
		9	Ertan Hassan			
		10	Graham Sutherland			
		11	Harvey Smith			
		13	Joe Burling			
		14	John Cooper			
		15	Michael Murray			
		18	Neil Fryer			
		19	Peter O'Kane			
		20	Ronald Bender			
		23	Ryan Steele			
		24	Simon LeCorgne			
		25	Sinclair Walton			
		26	Stephen Donovan			
		27	Tony Tjonis			
		Equipment and plant:				
		Plant and equipment inspections	CPCS/NPORS plant operator Relevant plant experience	1	Team Leader	Team Leader – defined as per risk assessment
		Lifting equipment and attachment inspections	CPCS operator	1	Team Leaders	Team Leader– defined as per risk assessment

Excavation work:				
Excavation inspections (weekly)	HSG 47 /Safe Digging training	1	Dave Cassin	
		2	Peter O'Kane	
		3	Neil Fryer	
Deep Excavation inspections	Ground Support Systems - Deep Excavations	1	Kevin Bending	
		2	Peter O'Kane	
		3	Harvey Smith	

Appendix C – tRIIO Health and Safety Site Rules

Site Rules

Before you work on site you must:

- Sign in and out everyday
- Participate in a site induction
- Attend regular pre-task briefings
- Read, understand and sign your Risk assessments, method statements and COSHH assessments
- Wear appropriate PPE
- Hold an EUSR SHEA (Gas) Passport
- Obtain a permit to work if required
- Only operate plant you are trained in, are authorised to use and hold an appropriate competence card for (relevant CPCS/NPORS Card or an EUSR Plus Card).
- Ensure plant and equipment is tested and inspected before use and is well maintained
- Know and comply with the emergency evacuation procedure
- Know and comply with the accident/incident reporting procedure
- Know and comply with the site fire plan
- Be aware of your surroundings and potential hazards
- Report anything you have concerns over
- Agree to take action and report unsafe acts or conditions
- Keep the site and your work area secure and in a clean and tidy order
- Dispose all waste as instructed
- Arrange deliveries with the site team to ensure that timing does not conflict with any site restrictions
- A competent Vehicle Marshal (Vehicle Banksman) must be deployed when reversing any vehicle.
- When working on the gas distribution network you MUST:
 - Have two 9kg dry powder fire extinguishers must be available on site at all times.
 - A minimum of 2 BA sets, with flame retardant balaclavas, must be available and ready to use on site at all times

When working on site you MUST NOT:

- Use foul or abusive language, wolf whistle or employ any other form of unsociable behaviour
- Take risks or shortcuts
- Ignore any dangerous activity being carried out
- Leave plant or tools unattended, unless isolated and secure
- Use personal music systems
- Smoke, unless in a designated area
- Discriminate anyone on the grounds of their age, disability, gender, pregnancy, race, belief, religion
- Remove safety barriers or devices
- Ignore safety signage
- Block access and egress routes or emergency exits
- Block any roads or driveways or reduce pedestrians visibility of roads and crossings
- Leave welfare facilities unclean or untidy
- Bully or harass anyone
- Use Mobile phones whilst you are working or operating plant, vehicles, and machinery or when near live gas operations

Drugs and Alcohol Policy:

You may be subject to disciplinary action and dismissal, if you:

- Drive a company vehicle while under the influence of drugs or alcohol
- Report for duty in an unfit state due to the use of alcohol, drugs or substance of abuse
- Are in possession of alcohol, drugs or substances of abuse whilst on duty
- Consume alcohol, use drugs or substances or abuse whilst on duty

Appendix D – MOBs Responsibility Matrix

MOBs Responsibility Matrix

v3.3 - Jan 16

	Asbestos Removal	Asbestos Sampling	Carpentry Works	Electrical Works (XB & EB125)	Electrical Works Other	Engineering works (In-ground)	Engineering works (above ground)	Lifting Operations	Purge & Relight (Domestic)	Purge & Relight (Non-Domestic)	Reinstatement	Riser installation	Safe Control of Operations (Gas)	Surveys (which involve construction works)	Traffic Management	Vac Ex Management/Supervision	Working at height (PASMA)	Working at height (Scaffolding)	Working at height (MEWP)
Access Solutions Scaffolding Ltd																			
A-Plant																			
BPE																			
Cactus Security Ltd																			
Cape Electrical																			
CCM Utilities Ltd																			
Energy Solutions Ltd																			
Express Builders																			
Fern Surfacing Ltd																			
Forefront Utilities Ltd																			
G H Preston																			
Globe Scaffolding Ltd																			
Holland Gas Engineers Ltd																			
JSSA Ltd																			
KLT																			
KS Pipe Contractors LLP																			
LAB UK Ltd																			
Site Security Services Ltd																			
Stanmore Quality Surfacing Ltd																			
Steve Vick International Ltd																			
tRIIO																			
TS Environmental																			
WA Styles																			

Key:



Named resource provider supervises work



tRIIO MOB's Site Manager Supervises
*



Activity not undertaken by contractor

*e.g develops RAMS, briefs to individuals and ensures individuals are competent, provides supervision.