

Site organisation

Site organisation and planning must be specific to the complexity and requirements of the works being carried out on that specific site. Each site is different, and will have many different factors to take into consideration.

Use the information detailed in the construction phase plan to tailor the site setup to meet the needs of the construction project (for example, existing building(s), contamination and demolition).



Before any work starts on site

- Site investigations and desktop studies must be carried out to identify any potential impact to wildlife or habitats (animals and plants), contaminated land, watercourses or other potential pollution receptors nearby, and an environmental management plan must be prepared with procedures to reduce this impact.
- High-risk work activities that may cause pollution such as spills, noise, dust and light, must be identified in the environmental management plan, alongside procedures to eliminate or mitigate the risks, reduce waste on site and recycle and re-use as much as possible.
- Control measures must be identified and implemented to minimise the risks of high-risk activities (such as work at height and confined spaces work that require rescue plans) and associated systems of work to an acceptable level.
- Competency assessments must be carried out for all contractors, to make sure that their supervisors and workers have the required competencies and training records, and that procedures are in place to ensure all method statements and risk assessments are approved prior to contractors commencing work on site.
- The construction phase plan must be prepared and approved for work to begin, and the site boundary secured with security arrangements and signage in place to prevent unauthorised access.
- Welfare facilities must be arranged for the site that are suitable for the anticipated tasks and number of workers on site on any given day, from the outset.
- The responsible person must ensure that a site fire risk assessment is carried out and a fire action and evacuation plan are in place. Signage, sounders and extinguishers must be positioned around site, and emergency escape routes allocated that lead to suitable assembly areas, while those on site must know how to raise the alarm and how to evacuate safely in the event of an emergency.
- A first-aid needs assessment must be made appropriate to the hazards and risks of the site, and consider support such as mental health first aid. Suitable first-aid arrangements, trained first aiders and equipment and facilities must be in place. Notices must be posted and signs displayed, and employees informed of the first-aid arrangements including the location of first-aid equipment and personnel, as well as access for emergency vehicles.
- Secure working areas and areas for storage of materials and segregated waste skips must be identified. A traffic management plan must be prepared with defined site traffic and pedestrian routes, speed limits, and procedures for suitable access for deliveries and removal. Methods for segregation of pedestrians and vehicles, and protection of open excavations, must be clearly identified and defined.
- An inventory of materials that fall under the designation of control of substances hazardous to health (COSHH) must be prepared, and arrangements put in place for suitable use, storage and disposal of COSHH substances and materials or waste. All contractors and workers must be made aware of the COSHH controls for the site such as use, storage, disposal of materials, and personal protective equipment and respiratory protective equipment face-fit testing.
- Arrangements and procedures must be in place for statutory inspections to be carried out, and for suitable records of inspections to be recorded, maintained and compliant to the specific area, such as scaffolding and excavations. Main and temporary electrical installations must be tested to the current regulation's standard by a competent electrician, with records kept and maintained as the work progresses.
- Risk assessments must be reviewed and checked to be task/site specific, and identify all significant safety hazards and health risks including manual handling, dust, noise and vibration, with suitable control measures to be implemented to minimise risks to an acceptable level.
- The site induction must be prepared to be specific to the complexity and requirements of the works being carried out on site. Workers must be trained on emergency procedures, and arrangements for ongoing communication and worker engagement must be in place.

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