PART-1: Basic Information

PROJECT DETAILS/SUMMARY			
Project Name:			
Summary of the Project:			
Site/Location:			
Start Date:		Finish Date:	

CONTRACTOR DETAILS					
Company Name:					
Address:					
Contact No:					
Site Supervisor Name:		Job Title:		Contact Number:	

HEALTH AND SAFETY DETAILS			
Name:		Job Title:	
Contact No:		E-mail:	
Name:		Job Title:	
Contact No:		E-mail:	

PART-2: Further Information

HEALTH AND SAFETY PROCEDURES	
Name of On-Site First-Aiders:	
First Aid Box Location:	
Name of Nearest Hospital:	
Nearest Hospital Contact No:	
Designated Excavation Location:	
Health & Safety and Environment	1. Conduct a thorough risk assessment before beginning any work. Identify potential hazards associated with the installation process and take steps to mitigate risks. 2. Ensure workers are aware of potential dangers and are equipped with proper personal protective equipment (PPE). 3. Do not use any equipment and or machinery unless you have received particular training in how to use it. 4. Place “Cleaning in Progress Signs” in the area where the workforce is working – install them accurately so that they are effective. 5. Equipment should be clean before use and left in a clean/safe condition after use and properly stored in the storeroom 6. Wear proper PPE e.g., Ear Plugs, Dust Masks, Gloves, Hard Helmets, and Safety Shoes

PERMIT WORK (e.g. Hot Permit to Work, Cold Permit to Work, Isolation Permit to Work & Excavation/Confined Permit to Work Systems)					
Permit Name/Type:		Start Date:		End Date:	
Status:	Finalized:		Not Finalized:		

STAFF TRAINING REQUIREMENTS

1. Training Topic
2. Training Topic
3. Training Topic

PART-3: Equipment, Devices & Machinery

DETAILS
1. Hiab Crane
2. Gloves
3. Lorry
4. Dust Control System
5. Warning Signs
6. Use well-maintained tools and equipment appropriate for the task
7. Train workers on the proper usage of tools and machinery to prevent accidents.

REQUIRED PPE





YES	No	YES	No	YES	No	YES	NO	YES	NO

WASTE DISPOSAL ARRANGEMENTS (Such as hazardous substances/chemical that is identified during COSHH assessment and or other arrangements that are in place.)

1. Waste Categorization:
Waste generated during drainage installation can be categorized into different types, such as:
Excavated Soil: Soil was removed during trenching and excavation.
Construction Debris: Non-hazardous materials like concrete, bricks, and construction waste.
Packaging Materials: Cardboard, plastic wrap, and other packaging materials.
Hazardous Waste: Potentially hazardous materials like chemicals, paints, and solvents.
2. Waste Collection and Segregation:
Implement a system for waste collection and segregation at the construction site. Provide designated bins or containers for each waste category to prevent cross-contamination. Clearly label these containers for easy identification.
3. Recycling and Reuse:
Prioritize recycling and reuse of materials wherever feasible. Salvage materials like bricks, concrete blocks, and metal components for future use. Arrange for a recycling facility to process recyclable materials, reducing the overall environmental impact.
4. Hazardous Waste Handling:

For hazardous waste, follow strict guidelines for handling, storage, and disposal. Use appropriate containers with labels indicating the contents. Work with licensed hazardous waste disposal contractors to ensure proper removal and treatment.
5. Waste Transport:
Arrange for waste transportation by licensed waste haulers. Ensure that they comply with local regulations and have the necessary permits to transport waste to approved disposal facilities.
6. Disposal Facilities:
Identify authorized disposal facilities for different types of waste. These facilities may include landfills, recycling centers, and hazardous waste treatment plants. Verify their compliance with environmental regulations and licensing requirements.
7. Compliance with Regulations:
Adhere to all local, regional, and national waste disposal regulations and guidelines. Obtain necessary permits and approvals for waste disposal activities.
8. Documentation:
Maintain accurate records of waste generation, transportation, and disposal. This documentation is essential for demonstrating compliance with waste management regulations.
9. Site Cleanup:
Regularly clean the construction site to prevent accumulation of waste materials. Promptly dispose of waste to maintain a safe and organized work environment.
10. Education and Training:
Provide proper training to construction personnel about waste disposal procedures, segregation practices, and the importance of responsible waste management.
11. Review and Improvement:
Regularly review waste disposal arrangements to identify areas for improvement. Embrace innovative waste reduction methods and technologies to enhance waste management efficiency.

PART-4: Scope, Identification & Arrangements of Risks

Scope of Work: Vacuum Cleaning

Methodology

New Drainage Installation:

1. Check the site and mark out proposed drainage runs as planned.
2. Check the area to be excavated by means of services utility drawings and CAT scan
3. Mark any services found making sure to extend beyond the work area
4. Excavate trial holes by hand to locate any identified services
5. Close off the work area using secure fencing to prevent unauthorized access
6. Excavate trench by means of a 360 excavator with a Banksman to manage traffic, pedestrians, and the public, all material excavated is to be stored well clear of the excavation for re-use as backfill, or loaded onto transport and removed from the site.
7. Once located, any services are to be revealed and supported as necessary to enable the installation of new drainage.
8. Excavations are to be taken to a specified depth and base layer of pea gravel or sand - as specification - laid and raked to required fall.
9. Place PVC drainage sections into the trench, connecting progressively with slip-on fittings. Ensure properly knocked home.
10. Check falls are correct before backfilling over the pipe with pea gravel as specification.
11. Fit gullies, hoppers, inspection points, or up stands to finished ground level.

12. Connect drain pipework into the main sewer at or above the invert level via identified inspection chamber. (May require temporary bung insertion into main sewer up-line to enable works to be completed safely. (Arrangements to be made with relevant water authority and local authority if access is required in the public highway.)
13. On completion of the break into the main sewer, the bung is to be removed to restore natural flow. (Any backup behind the bung may require removal by tanker prior to removal.)
14. Backfill the trench with MOT type 1 and compact it in layers using a whacker foot
15. Top off using matching materials.
16. Remove signs and barriers from the site

OTHER INFORMATION