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Openreach Construction Design Management (CDM) 2015 Regulations Policy

About this document ...

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Content approval

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Issue 3	31-Jan-2021	Roger Causley	Cities Turnkey CDM inclusions
Issue 2	05-Nov-2020	Roger Causley	Minor clarifications following feedback
Issue 1	14-Aug-2020	Roger Causley	New document

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1

Intr

oduction

The Construction Design Management Regulation 2015 (CDM) apply to all construction work carried out by Openreach involved in the planning, design and management of construction work under the CDM Regulations. The CDM Regulations apply to the whole process on all construction projects from concept to completion, including ongoing maintenance. Any person made responsible for planning, instigating, sponsoring or delivering any works on Openreach managed infrastructure, which would include construction and/or maintenance work activities, should decide the extent to which the CDM Regulations apply.

It should be read in conjunction with those regulations and the HSE guidance on the CDM Regulations (L153 Managing health and safety in construction).

This business process applies to the CDM Regulations that apply to construction projects as a whole – that is, the whole construction process from concept to completion.

The CDM regulations were introduced by the HSE to improve health and safety in the construction industry by ensuring that the work is planned so that the risks are managed, you have the right people / resources for the job, the work is co-ordinated and the workers are engaged with managing risks on site.

The CDM regulations apply to all build activities across Openreach regardless of the size of the project. This includes the provision of new cables, poles, cabinets, dropwires and internal wiring. Large projects that exceed 30 days, 20 workers and/or 500 person days will need to be notified to the HSE using the online F10 notification form.

Where the CDM Regulations apply and Openreach is the client, it will take on the duties of all duty holders as defined within the CDM Regulations until alternative appointments are agreed in writing.

All staff within the Construction Management Office, Planners, Surveys and Field Based Co-ordinators must complete the CDM WBT training course – ORCDM015 so that they are aware of their roles and responsibilities under CDM.

This policy document is designed to give guidance on the arrangements that need to be put in place within Openreach to meet the regulations. The level of arrangements need to be proportionate to the activity taking place.

2

Roles & Responsibilities

Roles & Responsibilities

Under the CDM regulations there are specific roles that must be assigned. These roles can be assigned to Openreach or Suppliers (except the client role, this must be an Openreach senior manager). The table below explains the responsibilities for each role.

Role	Responsibility
Client	<p>The Client is any person or organisation for which a construction project is carried out. The client is responsible for</p> <ul style="list-style-type: none"> - Appropriate duty holders are appointed (Principal Contractor, Contractors, Principal Designer, Designer) - Ensuring that they employ a suitable contractor to carry out the work. As part of the contract letting process all of the Openreach key suppliers have been audited to ensure that they are suitable to carry out work on behalf of Openreach. Only suppliers who have been approved can be used on Openreach work and it is against company policy to employ other suppliers using purchase orders. - Enough time and resources are allocated - Relevant information is prepared and provided to duty holders - Monitoring and management of PDs and PCs to ensure duties are fulfilled <p>The Client is also responsible for submitting the F10 notification to the HSE if required and for appointing the Principal Contractor and Principal Designer for the project. The Client must also ensure that adequate Welfare facilities are provided.</p>
Client Representative	<p>The named Openreach employee responsible for the execution of 'Client' duties as described above and who is named on the formal F10 documentation to the HSE for each project.</p> <p>The representative must have completed the CBTs;</p> <ul style="list-style-type: none"> • ORCDM015, • ORCDM2015:Role of the Client.

Principal Designer	<p>The Principal Designer is appointed under CDM regulation to perform specified duties withing CDM Regulations.</p> <p>This is any person or organisation that is a 'designer' appointed by the client in a construction project involving 'more' than one contractor.</p> <p>Where the Principal Designer is Openreach, a person will be nominated who is accountable to ensure Principal Designer duties are undertaken on behalf of the company. This person is responsible for the planning, managing, monitoring and coordinating health and safety in the pre-construction phase of a project.</p> <p>The Principal Designer is responsible for providing the Pre-Construction Information to the Principal Contractor and the Designer (Field Surveyor). This is done before the survey and should contain any known information on safety risks – high risk areas, asbestos information for buildings (or location of asbestos register), contact details for the building owner etc.</p> <p>When the work is complete the Principal Designer will ensure that the Safety file has been returned and this will then be filed and recorded. The Principal Designer will arrange for sample audits to be carried out on around 3% of completed jobs.</p>
Principal Designer Representative	<p>The named Openreach or Supplier employee responsible for the execution of 'Principal Designer' duties as described above and who is named on the formal F10 documentation to the HSE.</p> <p>The Openreach representative must have completed the CBTs;</p> <ul style="list-style-type: none"> • ORCDM015, • ORCDM2015:Role of the Principal Designer/Designer, • ORCDM2015:Safety by Design and Health & Safety File
Designer	<p>The Designer will be responsible for the detailed design of what work is required (the technical design). As part of the Design they will be responsible for minimising risk to the workforce, this will be done by –</p> <ul style="list-style-type: none"> • Identifying hazards that the contractor may require additional controls to manage (e.g. busy road / traffic lights / long ladders / scaffold towers required etc). • Reviewing safe dig prints to ensure there are not services

	<p>in the way of excavation.</p> <ul style="list-style-type: none"> • They should design the solution to minimise risk to the individuals carrying out the work, for example running cables at a low level where possible rather than running at high level. • They will use the cabinet and pole location risk assessment. <p>The Designer will need to complete the Design Risk Summary Sheet checklist and make notes where risks have been reduced or we have chosen to accept risks.</p> <p>The Designer is responsible for putting the job pack together, ordering materials ensuring that all risks identified at the pre-survey or survey stage are clearly highlighted in the job pack. They also need to include the emergency contacts information and the location of welfare facilities.</p> <p>The specific duties for a designer when preparing or modifying a design are laid out in the relevant CDM Regulation 9. These duties require the principles of prevention to be applied and the use of any pre-construction information to eliminate or reduce risk so far as is reasonably practical (SFAIRP). The principles of prevention are also defined in The Management of Health and Safety at Work Regulations 1999 Schedule 1 – General principles of prevention.</p>
Designers Representative	<p>The named Openreach or Supplier employee responsible for the execution of 'Designer' duties as described above and who is named on the formal F10 documentation to the HSE.</p> <p>The Openreach representative must have completed the CBTs;</p> <ul style="list-style-type: none"> • ORCDM015, • ORCDM2015:Role of the Principal Designer/Designer, • ORCDM2015:Safety by Design and Health & Safety File
Principal Contractor	<p>The Principal Contractor is responsible for the management of all on-site activities, the co-ordination of all contractors on-site and briefing of individuals on site of any safety risks. They must also induct all people working on the project and ensure that they only appoint suitable competent and capable contractors / workers.</p>

	<p>Before starting work the Principal Contractor must create a Safety file that contains a Construction Phase Plan and copies of Risk Assessments / Method Statements (RAMS). A template for the Construction Phase Plan is within this document. A printed copy of the Construction Phase Plan must be kept on site.</p> <p>The Principal Contractor is responsible for ensuring that there are adequate welfare facilities on site.</p> <p>Before work starts on site the Principal Contractor will hold a meeting with the key people working on the project to discuss site safety, known risks and co-ordination and they must also induct all people working on the project. They should also arrange regular progress meetings.</p> <p>On completion of the work the Principal Contractor must send the Safety file back to the Network Records team. This will include records of all work carried out and certification that all work was carried out to specification.</p>
Principal Contractor Representative	<p>The named Openreach or Supplier employee responsible for the execution of 'Principal Contractor' duties as described above and who is named on the formal F10 documentation to the HSE.</p> <p>The Openreach representative must have completed the CBTs;</p> <ul style="list-style-type: none"> • ORCDM015, • ORCDM2015:Role of the Principal Contractor • ORCDM2015:Managing Temporary Works • ORCDM2015:Safety by Design and Health & Safety File
Contractor	<p>The Contractor is responsible for ensuring that there are sufficient resources on site to complete the work safely, this includes people, tools and equipment. Any changes to the planned works must be agreed with the Designer before doing the work.</p>
Worker	<p>The worker is responsible for looking at the job pack to see what risks have been identified, completing a dynamic risk assessment taking into consideration things like the weather and also flagging any new safety risks to the Designer or their manager. They must also report any accidents, near misses or hazards removed.</p>

The roles for suppliers should be allocated as per the guidance contained within the Network Services handbook. This guidance will explain for each type of work which pattern applies.

<https://www.internal.suppliers.openreach.co.uk/candid/informationcentre/files.cfm?folder=Network Service Handbook>

	Pattern 1	Pattern 2	Pattern 3	Pattern 4
Client	BT Group/ Openreach	BT Group/ Openreach	BT Group/ Openreach	Person asking for work i.e. Highway Authority
Principal Designer	Openreach	Openreach	Supplier	Person asking for work (e.g. highway authority)
Designer	Openreach	Supplier	Supplier	Openreach
Principal Contractor	Supplier	Supplier	Supplier	Openreach or Principal Contractor appointed by Client
Contractor	Supplier	Supplier	Supplier	Supplier

Pattern 1 - Openreach provides the precise Network Design for the Supplier to implement.

Pattern 2 - Openreach stipulates the precise outcome required, but delegates to the Supplier the design element of the network solution to achieve the outcome to approved Openreach standards. Typically these works are referenced to as a “turnkey” style of agreement, such as the new cities contracts referred to as Falcon.

Pattern 3 - Openreach provides a basic instruction regarding the outcome required and the Supplier implements the full design and solution. Typically works issued in this way do not include a job pack attachment and are for point solutions, e.g. replacement telegraph pole/frame and cover.

Pattern 4 - Openreach require work to be complete of which they will be one of a number of companies involved in the overall works, e.g. Repayments.

Under the terms of the ONSA contract's the roles are formally appointed as per the table above.

For large projects if a supplier is going to be the Principal Contractor or Principal Designer, these roles must be made in writing (email), and the supplier needs to give written confirmation that they have accepted the role. The duty holders will also be recorded on the Pre-Construction Information and the Construction Phase Plan.

There might be occasions where two or more projects are taking place on the same site at the same time, but are run independently of one another, e.g. have different clients or are different projects.

It is essential that Openreach make sure there is clarity over who is in control during the construction phase in any part of the site at any given time. Where it is not possible for Openreach to instruct one principal contractor to be in overall control, then Openreach should make sure arrangements are in place so those principal contractors:

- (a) cooperate with one another;
- (b) coordinate their work; and
- (c) take account of any shared interfaces between the activities of each project; and
- (d) record the arrangements in their relevant Construction Phase Plan

Where projects are completed using only Direct Labour resource, then Openreach will fulfill all the roles required under CDM as per table.

	Broadly within Openreach	CBT Training Courses
Client	BT Group/ Openreach	ORCDM015 ORCDM2015:Role of the Client
Principal Designer	CDM Lead within the business unit	ORCDM015 ORCDM2015:Role of the Principal Designer/Designer ORCDM2015:Safety by Design and Health & Safety File
Designer	Openreach Planner / Surveyor / Field based co-ordinator	ORCDM015 ORCDM2015:Role of the Principal Designer/Designer ORCDM2015:Safety by Design and Health & Safety File
Principal Contractor	CDM Lead within the business unit	ORCDM015 ORCDM2015:Role of the Principal Contractor ORCDM2015:Managing Temporary Works ORCDM2015:Safety by Design and Health & Safety File
Contractor	Patch Manager	ORCDM015 ORCDM2015:Managing Temporary Works
Worker	Engineer	ORCDM015

It is a requirement of the regulations that everyone working on the project fully understands if they have been appointed into a role under the CDM regulations and that they understand their roles and responsibilities. Openreach employees must complete CBT training course in the table above to evidence that they understand the CDM regulations.

Application of Regulation 5: Appointment of the principal designer and the principal contractor

Openreach shall appoint a principal designer and a principal contractor where there is, or will be, more than one contractor undertaking work during the lifecycle of the project.

The appointment will be made in writing where Openreach is not the PD or PC and they will be appointed in writing either through contract or appointment letter.

An external supplier appointed as principal contractor shall hold a valid CDM approval issued via Openreach Policy, CDM Licensing scheme:

Any part of Openreach acting as a principal designer or contractor shall also hold a valid CDM approval issued under the same Policy.

The CDM approval demonstrates that they have the management systems in place to discharge the duties of a principal designer or contractor.

During the appointment of an organisation or Openreach business unit to act as principal contractor or principal designer, the Openreach client shall obtain a written record of the person in that organisation who will be held accountable for confirming the principal contractor and principal designer duties are carried out. The appointment will be made at Contract level not individual job level (which may therefore apply to thousands of individual jobs).

Appointments should be made as early as possible in the project life cycle. Where no appointments have been made the Openreach client fulfils the duties of principal designer and principal contractor until appointments have been made.

3

Not

ifying the HSE (F10)

The Client Representative is responsible for submitting the F10 notification to the HSE if appropriate. This will normally be done by the Openreach Construction Management Office or Programme Manager and must be completed at the planning stage of the project.

An F10 should be submitted for any project that lasts longer than 30 working days and have more than 20 workers working at the same time or exceeds 500 person days.

Notification shall be undertaken before the construction phase begins.

There is no definition of a project within the legislation. For Openreach, the guidance is that it is a defined piece of work in a location where a team of people are working together.

So providing fibre to a whole town or exchange area would be one project. Upgrading 50 poles across the country by different teams would be 50 projects.

The F10 can be submitted at - <https://form.hse.gov.uk/f10>

You will be required to enter the location of the works, a brief description of the work, contact details for the Client, Principal Designer, Designer, Principal Contractor and Contractors (if appointed), planned start date and expected duration of works.

4

Pre

-Construction Phase

Application of Regulation 11: Duties of a principal designer in relation to health and safety at the pre-construction phase.

The Principal Designer shall plan, manage and monitor all activities during the preconstruction phase and coordinate matters relating to health and safety, and is responsible for;

- confirming the principles of prevention are applied to the design, considering the whole lifecycle of the asset that is to be constructed through the Health and Safety by Design process;
- confirming all designers and Surveyors either internal, offshore or supplier, comply with the Regulation 9 duties;
- co-ordinating and making sure design reviews and all relevant Design Checks and Reviews (DCRs) are carried out;
- the planning, organising and phasing of stages of the works to avoid conflicts where works need to be undertaken simultaneously through an appropriate 'deconfliction process';
- the controls required to eliminate or reduce risk SFAIRP to those involved with, or affected by, the construction work and those using, maintaining or cleaning the asset or future decommissioning of the asset at the end of its life are identified, captured and evaluated through project risk registers and design risk assumptions;
- assisting the client in the provision of pre-construction information and sharing relevant information to the principal contractor.
- The principal designer shall identify and involve relevant supply chain partners, operators, maintainers as well as the client in design review(s) on notifiable projects.

Application of Regulation 12: Construction phase plan and health and safety file.

On notifiable projects Openreach shall confirm through project readiness reviews that the principal contractor has drawn up a construction phase plan during the pre-construction phase and before construction works commence on site. The principal designer shall provide information to assist the principal contractor in the production of the construction phase plan.

The Pre-Construction information It must be:

- Be relevant to the particular project
- Have an appropriate level of detail
- Be proportionate to the risks involved
- Updated as the project progresses



PCI Template.docx

Summary of Requirements of Pre-Construction Information and how it is passed to Principal Contractor

Information Required	Single Job	Project
Description of Project	Included in job pack	Included in Pre-Construction Information Template
Duty Holders	Roles automatically assigned under Network Services Contract	Included in Pre-Construction Information Template
Key Dates	Included in job pack	Included in Pre-Construction Information Template
Plans & Drawings	Included in job pack	Included within individual job packs
Welfare	Included in job pack	Included within individual job packs
Site Rules	Not required	Included in Pre-Construction Information Template
Safety Hazard Information	Included in Design Risk Summary Sheet	Included in Pre-Construction Information Template with additional information included in the individual Design Risk Summary Sheet included with individual job packs
Health Hazards	Included in Design Risk Summary Sheet	Included in Pre-Construction Information Template with additional information included in the individual Design Risk Summary Sheet included with individual job packs

Design Hazards (if removed or controlled)	Included in Design Risk Summary Sheet	Included in Pre-Construction Information Template with additional information included in the individual Design Risk Summary Sheet included with individual job packs
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Application of Regulation 9: Duties of designers

The designer shall confirm that:

- a) information on any risks associated with the design are passed onto the principal designer; and
- b) the health and safety file is updated with the agreed and required information.

Application of Regulation 10: Designs prepared or modified outside Great Britain

Anyone who commissions design work for designs that are prepared or modified outside Great Britain shall confirm any person or Openreach business unit that is requested and/or appointed to carry out work that meets the definition of design shall confirm that the client understands its duties under the CDM Regulations.

This can be done by asking the requestor which person is accountable for discharging the duties of the client and gaining evidence this person is aware of the requirements placed on them by the CDM Regulations and this business process.

5

Co

nstruction Phase

An Openreach Business unit acting as principal contractor is considered capable of discharging those duties compliantly if it has been issued with a valid CDM approval issued via the Openreach Policy CDM Licensing scheme.

The arrangements shall be documented and included in the CDM plan or other project documentation of arrangements. An external organisation to Openreach acting as principal contractor is considered capable of discharging those duties compliantly if it has been issued with a valid CDM approval issued via the Openreach Policy CDM Licensing scheme.

Application of Regulation 14: Principal contractor's duties to consult and engage with workers

Before starting work the Principal Contractor must create a Construction Phase Plan and have copies of Risk Assessments / Method Statements (RAMS). A printed copy of the Construction Phase Plan must be kept on site.

The principal contractor shall arrange to consult workers on matters of health and safety. The arrangements shall be included in the construction phase plan.

The Construction Phase Plan Must include:

- H&S arrangements for the construction phase
- Site Rules
- Specific measures concerning work listed in schedule 3.

Should not include:

- Generic risk assessments (these should be available on site)
- Method statements (these should be available on site)
- Any content that does not give a clear understanding of management of the construction phase.

Topics that should be considered:

- Description of the project
- Key project dates
- Key members of the project team
- H&S aims
- Site rules
- Arrangements for co-operation between duty holders
- Arrangements for involving workers
- Site induction
- Welfare facilities
- Fire and emergency procedures
- Temporary works
- Control of specific risks (schedule 3).

Schedule 3:

- Work with risk of burial under earthfalls, engulfed by swampland, falls from height
- Work with risk from chemical or biological substances (where health monitoring is required)

- Work with ionizing radiation
- Work near high voltage power lines
- Work with risk of drowning
- Work on wells, underground earthworks and tunnels
- Work by divers using an air supply
- Work in caissons with compressed air atmosphere
- Work involving explosives
- Work assembling or dismantling heavy prefabricated components.

Site Rules

Should include but not limited to:

- PPE
- Parking
- Use of radios and mobile phones
- Smoking
- Restricted areas
- Hot works
- Emergency arrangements.

For smaller jobs a template for the Construction Phase Plan can be found at (document 8) - <https://openreach.office.bt.com/sites/HealthandSafetyOR/Method%20Statements/Forms/AllItems.aspx>

This will be required when working on customer sites and the customer requests a Construction Phase Plan.

For large projects a construction phase plan will be required using this more detailed template (most information is generic but you will need to update the sections in red).



CPP Template.docx

At the end of the project, the Principal Contractor must return the safety file to the Client.

This must show the details of the work actually carried out and is required for ongoing maintenance and future works in the same area.

This must be sent back to the Client electronically and the Client is then responsible for updating all records on the Openreach systems.

Summary of Requirements for Construction Phase Plan

Information Required	Single Job	Single Job Where Construction Phase Plan required	Project
H&S arrangements for the construction phase	Not required	On template	On template
Site Rules	Not required	On template	On template
Specific measures concerning work listed in schedule 3.	Not required	On template	On template
Description of the project	Included in job pack	On template	On template
Key project dates	Included in job pack	On template	On template
Key members of the project team	Roles automatically assigned under Network Services contract	On template	On template
H&S aims	Not required	Not required	On template
Site rules	Not required	On template	On template
Arrangements for co-operation between duty holders	Not required	On template	On template
Arrangements for involving workers	Not required	On template	On template
Site induction	Not required	On template	On template and also see template in section 10
Welfare facilities	Included in job pack	On template	On template
Fire and emergency procedures	Included in job pack	On template	On template

Application of Regulation 15: Duties of contractors

The contractor, if there is only one on the project, shall produce a construction phase plan. The contractor shall assure itself that:

- workers under its control are capable or competent in carrying out the tasks they are required to do on site; and
- are adequately supervised and have necessary information for controlling health and safety risks.
- Adequate management of Temporary Works in accordance with the British Standard BS 5975:2019 Code of practice for temporary works procedures and the permissible stress design of falsework, as defined within Part 4 of the CDM 2015 Regulations, including the provision of Temporary Works Procedures and Registers, Temporary Works Coordinators and where appropriate Temporary Works Supervisors.

The arrangements for managing health and safety on site shall be included in the construction phase plan.

Where there is more than one contractor on a project the contractor shall comply with any site rules and directions placed on them by the principal contractor and parts of the construction phase plan that are relevant to their work.

6

Org

organisational, project and individual capability assessment

Organisations or individuals may carry out the role of more than one CDM duty holder provided they have the skills, knowledge, experience and the organisational capability to carry out those roles in a way that secures health and safety. Openreach employees shall be confirmed as capable via the Openreach skills assessment scheme or competence management system before they are given a responsibility to carry out a CDM duty in line with the CDM Licensing Scheme policy.

7

Su

pplier Assurance

It is a requirement of CDM that the Client employs a competent supplier. As part of the onboarding process all suppliers are audited by the Openreach Safety team to ensure that they have suitable Health & Safety arrangements in place, this covers company history, policy, equipment, safe systems of work, supervisor etc. Full checklist attached.



Openreach Supplier
Capability Assessment

This is followed up with regular assessments by the Openreach Safety team to ensure that the supplier has maintained these standards (risk based approach to frequency).

All suppliers attend regular Safety forums where best practice is shared and the Openreach Safety team review all serious accident investigations.

Purchase orders to pay for Network Services are not allowed as these bypass the controls for ensuring that we have a competent supplier.

All network suppliers are required to register their operatives for a SMART awards card and to maintain their training and accreditations on this card for inspection.

The Openreach Safety team will carry out a limited number of on-site assurance audits to ensure that their findings are consistent with the findings of the Principal Contractor and Principal Designer. This is 2nd line assurance to ensure that the 1st line assurance is effective.

Planners, surveyors and Field Based Co-ords should also do some on-site assurance audits if practical. This should be completed using the FPQ 702 check.

Where Openreach has retained the Principal Designer role, the Principal Designer is responsible for planning, managing monitoring and co-ordinating the Health & Safety of the pre-construction phase this includes carrying out checks on the Designers and Principal Contractor. This needs to ensure that the Designers are considering risks as part of the design, eliminating those risks where possible or controlling the risks where they cant be eliminated. There should be clear notes within the job pack to explain how risks are being managed (using the Design Risk Summary Sheet). The Principal Contractor audits should be recorded using the FPQ 702 check.

It is recommended that at the start of a major project, 100% of the designs are audited and this is reduced to around less than 10% once the Principal Designer is confident that the designs are compliant to the standards.

Summary of assurance responsibilities (3 lines of defence model) –

CDM area	Work Carried Out	1 st Line *Task Focused	2 nd Line *Risk Focused	3 rd Line *Policy Focused
Contract or Work	<u>Contractors (3rd party)</u> Contractors carry out their specified tasks as directed by Openreach	<u>Contractors (3rd party)</u> Contractors should be ensuring their own works meets the safety standards as prescribed in the ONSA contract. This will include checking practical tasks, equipment checks, vehicle pre-check logs Review arrangements set and provided by the Principal contractor at Pre-Construction Meeting <u>FND (CMO)</u> Streamlining contractor processes including process design and rollout incl activities in the field.	<u>Safety Assurance Team</u> Pre-vet all contractors prior to becoming partners; safety management systems, high risk processes such as HPP, accident management arrangements. All elements checked have to be revalidated every 3, 6, 9 or 12months depending on criticality. Identify substandard performance of T1, T2 and T3 and coach to standard or challenge. Track accident performance. Review street works performance along side safety performance for holistic view of safety management. Review accident statistics for build and all BAU tasks to identity potential failures in risk removal and control. Applies to Build Specific and BAU work. Review High Potential Accident investigations to drive quality up and ensure root causes are identified and removed. (Learning is then shared with all partners via Partner Safety Forum) Conduct full assurance of safety programme delivery, and processes used if performance dips. i.e. safety programme delivery of poling, PIDOC, Low Wires Undertakes a sample check of contractors works to provide independent assurance that <ul style="list-style-type: none"> contractors are working safely are doing the necessary first line checks, based on assurance data whether any policies need amending 	<u>Openreach/Group Internal Audit</u> Confirms that the controls and assurance of the 1 st line and the 2 nd line are sufficient to monitor the safety of the contractor work

Direct Labour	<p><u>FND</u> Regional FND teams Carry out build tasks</p> <p><u>Chief Engineers</u> Regional CE teams carry out build tasks</p> <p><u>SD</u> Regional SD teams carry out build tasks</p>	<p><u>FND</u> Their role is to be the safety champion within the operational team and to conduct the safety review of tasks i.e. cabling overhead, duct/track build to ensure compliance to process. Issues would be raised to the Central Team or designed by safety/process professionals and proposals for change made to central safety ensure business wide benefit</p> <p><u>CE</u> Their role is as FND, but working for CE</p> <p><u>SD</u> Their role is as FND, but working for and focused on SD</p>	<p><u>Safety Assurance Team</u> As above plus</p> <p>Review implementation of accident investigation recommendations</p> <p>Review equipment and process change management Conduct full assurance of plant supply chain, factories and stock</p> <p>Review of planning across the business, and removal of risk at planning stages (all works)</p> <p>Review of risks i.e. road risk, Confined Spaces, HV, working at height, review trends and stress test current process to ensure CDM compliance around designing of risk.</p>	<p><u>Openreach/Group Internal Audit</u> Confirms that the controls and assurance of the 1st line and the 2nd line are sufficient to monitor the safety of the direct labour work</p>
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8

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As the Client, Openreach is required to ensure that the Principal Contractor provides suitable welfare facilities. The Principal Contractor is responsible for providing the welfare facilities or else the Principal Contractor can ask the Contractor to provide them.

For Openreach teams this will normally be the local telephone exchange or TEC. Consideration should be given to increasing cleaning frequencies or where there are large numbers of people or limited facilities, providing portable facilities.

If Openreach is the Principal Contractor then we are required to ensure that welfare facilities are provided for any contractors working on site (this may require giving them temporary access to the telephone exchange).

Welfare facilities must include the following – drinking water, washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks.

9

Site

Office

Depending on the size of the job, it may be necessary to provide a site office. This is not a legal requirement, but may enable better co-ordination of the work as well as giving the project managers somewhere suitable to work. It also gives a suitable location for meetings and on-site inductions.

The site office can be some spare rooms in the telephone exchange or TEC, or can be portacabins. If using BT buildings then this must be arranged with BT Property & Facility Services to ensure that other users of the building are not adversely impacted. Arrangements must be put in place to keep the site office clean and tidy.

In times of crisis or where travel is restricted, a virtual or remote site office may be set up.

10

Me

etings

On large projects, the Principal Contractor must set up a pre-start meeting with the Client, Principal Designer and any Contractors working on the project. This is required to discuss all safety arrangements on site and to coordinate the works. This should be followed-up with regular review meetings, the frequency to be agreed by the Principal Contractor / Client, but should be a minimum of monthly.

Suggested agenda for the meetings –



Agenda.docx

11

Ind

uctions

Everyone working on the project must receive an induction.

For smaller jobs this will be less formal and will involve the person in charge of the works talking through the job with everyone on site before commencing work. They should discuss the work required, how it is going to be carried out, who is responsible for what task and what risks there are on site. For complex tasks this risk assessment should be documented and agreed by everyone on site.

For larger projects, a formal induction must be completed with every person working on the site. The template attached should be used as an agenda. Records must be kept of all inductions.



Induction.docx

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Not

ification of Works

It is a requirement of CDM that all works in one location are co-ordinated. To enable the co-ordination of work within a telephone exchange, there is a Notification of Works (NOW) process managed by CBRE on behalf of BT Property and Facilities Services.

A minimum of 5 days before any work is carried out within the exchange the work must be notified by the Project Manager using the following link - <http://property-notificationofwork.intra.bt.com/now/intra/faces/home>

CBRE will then review all work happening within the exchange at that time and either approve or reject the request. Where other works are happening in the exchange at the same time, CBRE will ensure that the parties work together to manage the people on site safely.

The NOW process can be found using the link above.

END OF DOCUMENT
