



CHANGE OF SITE MANAGERS – HAND OVER ARRANGEMENTS

Contract:	
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Sufficient time should be allowed in order that the following procedures can be checked. When complete add to the appendices of the Health & Safety Plan:

No.	<u>Heading</u>	Items:	Sign of by both:
01	Walk round site	<ul style="list-style-type: none"> • Point out works being carried out • Introduce to site personnel • Meet any tenant / manager 	
02	Contract personnel – provide details	<ul style="list-style-type: none"> • Contracts Manager • First Aider • Fire Warden • Client • Contract Administrator • Architect • Structural Engineer • Principal Designer • Others 	
03	Drawings	<ul style="list-style-type: none"> • Check Drawing Register • Check Superseded are marked 'Superseded' • Go through current drawings 	
04	Variations	<ul style="list-style-type: none"> • Go through all written variations received • List written variations required 	
05	Problems	<ul style="list-style-type: none"> • List all problems dealt with • List any present problems • List any anticipated future problems 	
06	Material Orders	<ul style="list-style-type: none"> • Go through all existing material orders • List material orders required and when • Provide suppliers contacts • Provide any problems being encountered 	

07	Subcontractors	<ul style="list-style-type: none"> • Go through all existing sub-contract orders • List sub-contract orders required and when • Provide all sub-contractor contacts • Provide details of Client's Direct Contractors • List any Contractors none conformity 	
08	Programme:	<ul style="list-style-type: none"> • Go through programme • If behind, what has caused the delay • If behind, how can time be made up • Is there an extension of time? • Is an extension of time required? • Provide details of partial handovers 	
09	Information:	<ul style="list-style-type: none"> • List any information required • Is any outstanding information delaying the works 	
10	Site Meeting Minutes:	<ul style="list-style-type: none"> • Go through relevant points of previous minutes • Provide details of questions for next meeting 	
11	Site Personnel:	<ul style="list-style-type: none"> • Is there anyone under 18 on site? • Does anyone need particular attention? • Does anyone need to go? 	
12	Health & Safety:	<ul style="list-style-type: none"> • Is there anything on site that is unsafe? • Is there anything on site that is a risk to health? 	
13	Health & Safety Documentation:	<ul style="list-style-type: none"> • Go through Health & Safety Plan • Show how the Plan is being developed • Go through Weekly Site Inspections • Go through 7day inspections • Show all statutory notices are being displayed 	

14	Inductions & toolbox talks:	<ul style="list-style-type: none"> • Show records of inductions • Has everyone received a site induction? • Is there a toolbox talk due? 	
15	Permits:	<p><i>Go through Permits and procedures:</i></p> <ul style="list-style-type: none"> • Hot works • To dig • To access existing roof • Isolation of existing electric supplies • Confined spaces • Others 	

16	Risk Assessments:	<ul style="list-style-type: none"> • Have all contractors provided risk assessments? • Have all risk assessments been approved? • If answer to any of above is 'No' – Why? 	
17	Accidents / Near Misses:	<ul style="list-style-type: none"> • Location of accident book • Location of first aid kit – check to see if full • Accidents / near misses to date • Has an investigation been carried out • If so, by whom • Actions taken. 	
18	PPE:	<ul style="list-style-type: none"> • Mandatory PPE • Is sufficient PPE on site • Is PPE being worn when necessary • Offenders! • Any issues with visitors? 	
19	Booking In & Out Procedures:	<ul style="list-style-type: none"> • The work force • Visitors 	
20	Clients Rulers:	<ul style="list-style-type: none"> • Go through the Client's Rules 	
21	TRHSS:	<ul style="list-style-type: none"> • Detail any contact or visits • Future visits or input required 	
22	HSE:	<ul style="list-style-type: none"> • Detail any visits made by the HSE 	
23	Any other items:	<ul style="list-style-type: none"> • Other issues that the outgoing site manager believes the new site manager should know 	

I confirm the above have been discussed with the new site manager / foreman and to the best of my knowledge he has been informed of all the issues he requires to know to ensure a smooth handover of the site control;

Name of outgoing Site Manager /Foreman:

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Signature **Date**

I confirm that all the above have been explained to me and that should I not be sure on any item I will contact the Contracts Manager for guidance;

Name of outgoing Site Manager /Foreman:

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Signature**Date**