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**SCHEDULE OF ATTENDANCES AND FACILITIES TO BE PROVIDED BY THE CLIENT TO A STEEL SHEET PILING SPECIALIST**

For the purposes of this document the following definitions shall apply:

- Specialist - Steel Sheet Piling Specialist
- Client - Person directly employing the Specialist
- Specialist Works - Any operation or installation undertaken by the Specialist.
- Working Surfaces - Any platform, ramp, lay-down, storage area or the like required to be used by the Specialist.

The following attendances and facilities shall be provided and maintained at all times (including additional working hours if necessary) for the duration of and in relation to the Specialist Works, free of charge to the Specialist and in a manner so as not to disrupt or restrict the regular progress of the Specialist Works.

1. **Notices and Approvals.** Giving all notices and obtaining all necessary approvals, licences and sanctions, including but not limited to any method statement and/or design submission approvals, planning consents, party wall agreements, wayleaves, easements, possessions, rights of way or access and the like from third parties.
2. **Rates and Fees.** Payment of any rates or fees which may become payable due to occupation of the Specialist Works.
3. **Design Information.** No later than three working weeks (or other period as agreed) in advance of the programmed commencement of the Specialist Works on site, provide the Specialist with complete and final construction issue drawing(s), specification(s), pile/panel load schedule(s) in electronic spreadsheet format, and other relevant information required to undertake the Specialist Works. Any variation to these documents to be notified to the agreed contact in hard copy format.
4. **Existing Services.** Accurate setting out and clear and robust marking or exposing on site the exact location of existing underground/overhead services and providing a drawing on which their positions in line and level are accurately plotted relative to the Specialist Works. Protection, diversion or removal of such services to prevent damage from the Specialist Works. The location and sealing off of all disused pipes or ducts in order to prevent the entry of concrete, grout, slurry, water or drilling fluids during construction. Subsequent to the foregoing, issue to the Specialist's authorised representative on site a permit to dig or similar system on a daily or as otherwise agreed basis.
5. **Obstructions.** Prior removal of overhead, surface or underground obstructions which may impede the Specialist Works, including the installation of framing materials. Backfilling of excavations and voids with a suitable material which will not obstruct or be deleterious to the works but which will ensure the stability of the Specialist Works and will maintain compliance with Items 11, 12 and 13.
6. **Shoring/Underpinning.** Shoring and underpinning as necessary, including the removal, replacement or adjustment of timbering or shoring which may impede the Specialist Works.
7. **Clearance.** The provision of clearance around working positions and protection to adjacent works, structures (including underground structures), third party property and other site boundary constraints, to allow the execution of the Specialist Works.
8. **Fencing, Hoardings, etc.** Hoardings, fences, noise and splash barriers, footpath canopies, statutory warnings, signage, flagmen or the like as necessary to protect the works, plant, materials, personnel and to provide protection to third party property and members of the general public at or adjacent to the site boundaries. This shall include protection from concrete/slurry splashing, exhaust, oil, grease, water, welding operations etc.

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9. **Traffic and Pedestrians.** Control or diversion of footpaths, road, rail or water borne traffic, including all necessary arrangements and payment of charges in connection with any road closures, lane rental and/or suspension of parking bays, rail possessions and the like.
10. **Watching.** Provision of security to safeguard the plant, equipment, materials on the site and the Specialist Works.
11. **Access.** Full, free, controlled and uninterrupted access onto the site(s) from hard road to Working Surfaces designed, installed, maintained and repaired as required under Item 13, including protective mats and all other equipment and measures necessary to ensure the safety of pedestrians and to avoid the risk of damage to third party property, including road surfaces, kerbs, footpaths/pavements, surfaces and services. Such access to facilitate the safe erection, operation and movement on, off and around the site(s), to and between lay-down, working and storage areas, pile/panel positions and test piles/panels for plant including provision and where necessary relocation of ramps, to a gradient not steeper than 1 in 10.
12. **Hardstanding and Storage Areas.** Provision, subsequent removal and exclusive use of conveniently situated hardstanding and storage areas designed, installed, maintained and repaired as required under Item 13 to facilitate the safe operation and erection of plant and equipment, storage of plant, equipment and materials, offices, sheds and the manufacture of steel fabrications. Where it is not possible for the Specialist to have exclusive use of the Hardstanding and Storage Areas, the Specialist's agreement to any other activities to be carried out concurrently must be obtained before they are commenced.
13. **Working Platform.** Design, installation, maintenance, regular inspection, repair and subsequent removal of free draining Working Surfaces in accordance with the requirements of the attached FPS Working Platform Certificate, a signed copy of which must be provided to the Specialist prior to the Specialist's commencement. The design(s) shall include for all piling rigs, ancillary plant and equipment and wheeled transport including articulated lorries and the checking of any retaining structures which support the Working Surfaces. Where it is not possible for the Specialist to have exclusive use of the Working Platform, the Specialist's agreement to any other activities to be carried out concurrently must be obtained before they are commenced.
14. **Surface Water and Groundwater.** Any pumping or drainage required to keep the site free of flooding, surface water or any water and slurry arising from the Specialist Works.
15. **Offloading and Loading:** Availability free of charge and for uninterrupted use of appropriate work equipment or facilities complying with the Construction (Design and Management) Regulations 2007 & Work at Height Regulations 2005 (as amended 2007) to prevent falls from delivery vehicles.
16. **Health, Safety and Welfare.** Health, safety and welfare facilities as required to comply with the CDM (2007) Regulations and any other statutory regulations or rules, orders or regulations of any authority having powers related to the Specialist Works. Such facilities as a minimum to include the supply of drinking water, washing facilities including hot and cold running water, male and female changing/drying and toilet facilities.
17. **Environmental.** Attendances, facilities and licences to comply with environmental legislation and rules/order or regulations of the Environment Agency and other statutory bodies.
18. **Temporary Lighting.** Background and task lighting to Working Surfaces to allow safe working and safe access and egress and to facilitate execution of the Specialist Works.
19. **Water Supply.** Within the working, storage and preparatory operation areas, potable water supply at mains pressure take-off points and sufficient for the operations, including (where applicable) water

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jetting, drilling fluid mixing, and cleaning of plant.

20. **Electricity.** Within the working, storage and preparatory operations areas, sufficient power take-off points and power.
21. **Communication Facilities.** Provision of site telephone facilities and/or electronic data transfer facilities and/or designated areas for the use of mobile telephones as applicable.
22. **Leader Trench.** Excavation and subsequent backfilling of leader trench to the Specialist's requirements.
23. **Setting Out.** Provision of clear, accurate and robust setting out and levels, checking and maintenance of individual pile/panels positions as necessary throughout the contract, provision of permanent datum points, base lines, structural grid lines as required and as built survey information.
24. **Checking.** Checking the positions and levels of all piles/panels, during the progress and on completion of the Specialist Works (where practicable) including the prompt countersignature of the Specialist's record sheets by an authorised representative of the Client before the Specialist's plant has left site.
25. **Spoil Removal and Waste Management.** Classification, removal from site and disposal of excavated or displaced material including mud slurry and excess concrete from the Specialist Works in accordance with current legislation, rules/order or regulations of the Environment Agency and other statutory bodies including notification to the Environment Agency where arisings are classified as hazardous waste. Classification and disposal from site of wastewater from the Specialist Works (such as wash out from water jetting) to comply with current legislation, including for filtering or the provision of settlement tanks as appropriate.
26. **Wheel and Road Cleaning.** Manned wheel-cleaning facilities and/or road-cleaning, as necessary.
27. **Protection.** Protection of the works where taken over by other trades or contractors or where the Specialist has left site, whichever occurs first.
28. **Empty Bore/Panel Reinstatement.** Backfilling of any empty bore/panel excavation with a suitable material which will not obstruct or be deleterious to the works but which will ensure the stability of the Specialist Works and will maintain compliance with Items 11, 12 and 13.
29. **Trimming.** Pile tops will be burnt off when instructed to within 25mm of a given level, all debris to be removed as an attendance.
30. **Adjacent Structures.** Prior to commencement of the Works the Specialist shall be provided with dilapidation surveys for any adjacent structures likely to be affected by the Works. Provision of acceptable noise and vibration levels, and any monitoring required during the Works.

<b>Project Name</b>	
<b>Work area covered by this certificate</b>	

(A sketch or marked up pile layout drawing may be attached to this certificate. Include haul roads and gridlines.)

**Part 1 – WORKING PLATFORM DESIGN (INCLUDING RAMPS AND ACCESS ROUTES)**

<b>Equipment to be used on site.</b>	
<b>Maximum plant loading</b>	

(Note: BR470 'Working Platforms for Tracked Plant: Good practice guide to the design, installation, maintenance and repair of ground-supported platforms' is available from IHS BRE Press – Tel 01344 328 038)

<b>Designer Name</b>		<b>Tel No.</b>
<b>Designer Organisation</b>		
<b>Specification of testing required to verify the design</b>		

**Part 2 – VERIFICATION BY PRINCIPAL CONTRACTOR**

The working platform detailed above has been designed, installed to the design and, if specified, tested to safely support the equipment detailed in Part 1 above. The limits of the platform have been clearly identified on site as necessary.

The working platform will be **REGULARLY INSPECTED, MAINTAINED, MODIFIED, REPAIRED, and REINSTATED** to the as-designed condition after any excavation or damage, throughout the period when the equipment is on the site. A completed copy of this certificate signed by an authorised person from the Principal Contractor shall be given to each user of the working platform prior to commencement of any works on site.

<b>Name &amp; Position</b>		<b>Date</b>
<b>Organisation</b>		<b>Signature</b>

The HSE has worked closely with the FPS to develop this initiative and supports the principle of reducing accidents by the certification of properly designed, prepared and maintained working platforms

**Working Platform Certificate (FPS/WPC/4D)**

**Working Platform Regular Inspection Log**

**(To be completed by an authorised representative of the Principal Contractor)**

The working platform has been inspected *prior to handover and provides safe access for people and plant*. All necessary maintenance, modification, repair or re-instatement of the working platform is to the as-designed installed condition. If necessary, a revised Working Platform Layout Drawing has been issued to the specialist contractor.

<b>Date</b>	<b>Organisation</b>	<b>Name &amp; Position</b>	<b>Signature</b>	<b>Comments</b>  (include key details of alteration, modification, maintenance, repair, date of next inspection, and whether or not revised drawing issued etc. as appropriate)

## Guidance on working platforms for tracked plant

### 1. Design

- 1.1. The HSWA 1974 and CDM Regulations 2015 require the Principal Contractor to appoint competent Designers in respect of Working Platform design. This legislation explains how competence can be assessed by reference to professional qualifications or professional memberships and by reference to practical experience of the design of working platforms. Principal Contractors must be satisfied that a competent Designer has been appointed by them in accordance with the relevant legislation before they complete and sign the WPC.
- 1.2. The stability of tracked plant is fundamentally dependent upon the provision of a suitable and sufficient working platform. It must be properly designed and installed to a recognised standard. Whilst the same type of rig may be operated by different companies, the design bearing pressures may differ due to the specific operating configuration of the rig and/or any modifications. Details of the plant to be used and bearing pressures will be provided by the specialist contractor in advance of work commencing.
- 1.3. Working platform design is extremely sensitive to the bearing pressure and type of fill used in the platform. (For example, changing the angle of friction of the fill from 35 degrees to 45 degrees can halve the platform thickness.) It is therefore advised that the Designer may have to adopt conservative/cautious estimates of platform shear strength unless higher values can be demonstrated by testing or with reference to appropriate published data.
- 1.4. The working platform must be *safe for pedestrian access and free draining* to prevent the build-up of water and slurry. It must be free from harmful materials and contaminants. In the case of fine-grained sub-grades, a separation/filter membrane should be installed beneath the platform material to inhibit 'pumping' and infiltration of the fine-grained soils up into the platform material during wet weather (which can impair platform performance and increase maintenance costs).
- 1.5. Proof testing of the platform can be carried out with a suitably sized circular plate subjected to the maximum design loading. Such testing, as part of an appropriately designed testing regime, should highlight any gross inconsistencies in platform performance. Potentially, significant savings in platform thickness and cost may be realised by adopting a more detailed testing strategy.
- 1.6. The working platform must have a design life which starts before delivery of the piling equipment and ends on completion of all piling works. This includes load testing, integrity testing, investigation of non-conformances and any remedial works.
- 1.7. The specialist contractor is to advise the Principal Contractor at the earliest practicable opportunity should the specialist contractor become aware of any circumstances relating to the working platform that renders it unsafe.

### 2. Installation

- 2.1. The FPS Working Platform Certificate is mandatory for all sites where a rig or attendant plant operates. It must be signed by an authorised representative of the Principal Contractor. This signature confirms that the legal duties required under CDM have been carried out.
- 2.2. If the working platform is to be constructed or removed in phases while piling works are ongoing, then the extent of the platform must be clearly defined on the certificate and, in accordance with good practice, physically on site. This is particularly important where the platform material is removed from an area previously made available to the specialist contractor.
- 2.3. The working platform *must* provide *safe* access for all plant deliveries, sub-contractors and personnel associated with the specialist operations. Properly designed and installed, the working platform could also provide suitable and safe access for following trades for the whole project.
- 2.4. Poor definition of the edge of the working platform is a major cause of tracked plant instability. It is good practice that the working platform should extend at least 2m beyond the pile position/edge of the building to ensure sufficient safe working area for the specialists personnel and attendant plant. Where having to work within this 2m zone is unavoidable the Designer is to be informed of the requirement to design the platform for working up to its edge.
- 2.5. Where access ramps are used to move between working levels these must be of sufficient gradient and width to allow the plant to move safely with the stability constraints of the machine. Ramps must be in a straight line between working areas. Rigs and cranes cannot change direction on ramps. Where a change in direction is required, this must be on a flat level platform.

### 3. Maintenance, modification, repair and reinstatement

- 3.1. The working platform must be kept free draining. Water and slurry which is allowed to build up on the working platform can hide such hazards as recently constructed piles, trip hazards, uneven or unstable ground, services and excavations. Slurry can be transferred to work equipment which increases the risk of slips on steps as well as difficult handling of work tools.
- 3.2. Obstructions encountered during installation of the piling works will generally require excavation to remove them. This can create a 'soft spot' which can result in the rig overturning. It is essential, therefore, that any excavations made in the working platform are reinstated to the designed standard, including any reinforcement and separation filter/membrane.
- 3.3. The working platform shall be subject to regular inspection by a competent individual appointed by the Principal Contractor (e.g. the Temporary Works Co-ordinator) throughout its design life and after any reinstatement or any works which might have modified it. Any damaged or inadequate areas identified must be reinstated to the designed standard. Following the regular inspection, the Working Platform Regular Inspection Log shall be signed by an authorised representative of the Principal Contractor and issued to the specialist contractor with a layout drawing of the working platform amended as appropriate.

### 4. Working Platform Layout

- 4.1. Items that must be included and properly located on the working platform layout drawing and be notified by the Principal Contractor to the specialist contractor would include: detail of platform edges and 2m delineation, trial pits, services or voids, areas of backfilling, known underground basements; areas that are covered by the certificate or permit, test locations (if specified by the Designer of the platform) and any other feature that may affect the safety of operations.