



### Health & Safety Report

<b>Required for:</b>	SURREY JOINT AUDIT COMMITTEE APRIL 2022
<b>Security Classification:</b>	<b>Official</b>
<b>Handling information if required:</b>	
<b>Suitable for publication:</b>	Yes
<b>Title:</b>	Health & Safety Report
<b>Version:</b>	1.0
<b>Purpose:</b>	To provide an update report to the Surrey Joint Audit Committee as requested
<b>ACPO / Strategic Lead:</b>	Pete Gillett
<b>NDM / OSARA compliance:</b>	Yes / No
<b>Date created:</b>	8 April 2022
<b>Date to be reviewed:</b>	

<b>AUTHOR:</b>	
<b>Name:</b>	Matt Green
<b>Job Title:</b>	Head of Health & Safety Service
<b>Telephone number:</b>	
<b>Email address:</b>	<a href="mailto:Matthew.Green@sussex.police.uk">Matthew.Green@sussex.police.uk</a>



**What are the Policing Principles?**

- Accountability  Fairness  Honesty
- Integrity  Leadership  Objectivity
- Openness  Respect  Selflessness

**Health and Safety Service**

Surrey and Sussex Police

Health and Safety Report



Security Classification: OFFICIAL

---

**Meeting name:** Surrey Audit Committee

**Report by:** Bosco Chan / Matt Green

**Date:** April Committee Meeting

**Subject:** Further Review of CDM2015, Confined Space Safety, Electrical Safety and Fire Safety compliance in Surrey Estates

**Security status:** Official

---

**Contents:**

<b>1. Executive Summary .....</b>	<b>2</b>
<b>2. Findings .....</b>	<b>2</b>
CDM 2015 Safety Compliance .....	2
Confined Space Safety Compliance .....	2
Electricity Safety Compliance .....	2
Fire Safety Compliance .....	3
<b>3. Commentary .....</b>	<b>3</b>
Construction, Design and Management Regulations 2015.....	3
Confined Space Safety .....	3
Electrical Safety.....	4
Fire Safety .....	4
<b>4. Improvement Action Plan .....</b>	<b>4</b>



Security Classification: OFFICIAL

---

## 1. Executive Summary

This is a strategic level review of CDM 2015, confined space safety, electrical safety, and fire safety compliance within Surrey Estates.

In this safety review, E&F has shown improvement in CDM 2015 safety, confined space safety, electrical safety, and fire safety since previous safety review. To ensure safety and comply to standard in the 4 areas is achieved, E&F is recommended to strengthen some measures, which are outlined in the attached improvement actions plans.

Estates have also appointed Faulkers to carry out a review of all policies and procedures.

## 2. Findings

Improved levels of compliance is being seen in all areas below.

### CDM 2015 Safety Compliance

Review date	Compliance level	Direction of travel
May 2021	Partially compliant	Increasing compliance
Aug 2021	Partially compliant	Falling compliance
March 2022	Partially compliant	Increasing compliance

### Confined Space Safety Compliance

Review date	Compliance level	Change
May 2021	Partially compliant	Increasing compliance
Aug 2021	Partially compliant	Falling compliance
March 2022	Partially compliant	Increasing compliance

### Electricity Safety Compliance

Review date	Compliance level	Change
June 2019	Near full compliance	Increasing compliance
Mar 2021	Partially compliant	Falling compliance
Aug 2021	Partially compliant	No change
Mar 2022	Partially compliant	Increasing compliance

## Health and Safety Service

Surrey and Sussex Police

Health and Safety Report



Security Classification: OFFICIAL

---

### Fire Safety Compliance

Review date	Compliance level	Change
June 2019	Near full compliance	Increasing compliance
Mar 2021	Near full compliance	Falling compliance
Aug 2021	Partially compliant	Falling compliance
March 2022	Partially compliant	Increasing compliance

### 3. Commentary

#### Construction, Design and Management Regulations 2015

CDM2015 – since the previous safety review, the implementation of CDM 2015 in project work, which are managed by Galliford Try and directly supervised by E&F has shown significant improvement.

CDM2015 Management Plan and Policy is scheduled to be approved, distributed, and acknowledged by stakeholders by May 2022. Some areas of the management system of CDM 2015 were recommended to be strengthened to ensure the safety and standard is achieved.

In this safety review, based on the description and review to document has been provided by E&F, levels of compliance are improving. However, from the review of the evidence, further documentation is required to verify the compliance level, ie. to achieve compliance in each audit questions, document to prove fully compliance to the audit question is required.

#### Confined Space Safety

Since the previous safety review, the management of confined space has shown significant improvement.

Confined Spaces Management Plan is scheduled to be approved, distributed, and acknowledged by stakeholders by March 2022. Confined space survey for identifying and managing the risk from confined spaces and the work inside confined spaces is scheduled to be completed by Mar 2022.

E&F is recommended to clarify with Galliford Try their system and readiness on managing any work inside confined space. Based on the feedback from E&F, there was no work was carried out in confined space area since 2019.

Security classification: OFFICIAL

Document reference: SMS0071-21/04/17

Page number: 3

## Health and Safety Service

Surrey and Sussex Police

Health and Safety Report



Security Classification: OFFICIAL

---

Remaining work includes checking the confined space survey to verify confined space areas and whether any measures for the risk from confined space work are required.

### Electrical Safety

Since the previous safety review, the implementation of testing for electricity safety has shown improvement. Electrical Safety Procedures are scheduled to be approved, distributed, and acknowledged by stakeholders by May 2022.

Some identified outstanding testing, risk assessment for electricity safety in the safety review needs to be completed. To strengthen the monitoring of testing for electricity safety has been recommended.

Further evidence is due for review to further increase levels of compliance.

### Fire Safety

Fire risk assessment and recommendations within fire risk assessment were identified in the report shall be completed and verified by the fire assessor for assuring the fire safety measures and standard in our properties.

The fire strategic plan and fire management documents to be approved, distributed, and acknowledged by stakeholders. Further clarification is required to verify the testing, inspection of system and equipment for fire safety.

In this safety review, based on the description and review to document have been provided by E&F, the initial compliance level of electricity safety is improving.

## 4. Appendices (Improvement Action Plans)

To ensure consistency, The Health and Safety Service and Estates have moved to shared controlled action plans. These are attached as appendices 1 to 4.

Appendix 1: Confined Spaces.

Appendix 2: Fire Safety.

Appendix 3: Electricity.

Appendix 4: CDM 2015.

**REPORT END**

Security classification: OFFICIAL

Document reference: SMS0071-21/04/17

Page number: 4

**Surrey Estates Compliance Safety Review  
Independent H&S Audit Status Report 2022**

**Key:**

✓	= Completed
X	= Partially completed
X	= Outstanding



Item No.	Item	Completed	Part Complete	Outstanding	Responsibility	Estimated Completion	Delay	Action / Audit Refs
<b>A</b>	<b>Construction, Design and Management Regulations 2015 (CDM 2015)</b>							
<b>Protocols / Policies</b>								
1	Tri Service PMO System & Process Rollout	-	X	-	FBR	04/04/2022	5	03
2	Surrey Estates Internal Protocol for Delivering CDM Compliance (including CDM Duty Holders & Appointment Types Identified)	-	X	-	AK / PS	25/03/2022	0	E1
3	Surrey Estates Protocol For Discharging Client Duties	-	X	-	AK / FBR	04/04/2022	0	E1 / E5
4	Surrey Estates Audit Process To Ensure GT Have The Competence To Deliver CDM Duties	-	X	-	AK / FBR	04/04/2022	0	E2
5	Surrey Estate Process For Ensuring That GT Continue To Deliver CDM Compliance	-	X	-	AK	04/04/2022	0	E2
6	Review/ Update Of GT Service Agreement (JCT) To Establish The CDM Duties Identified Within It	-	X	-	PS	TBC	0	E2
7	Process For Timely CPP Delivery (Including Construction Phase Checklist) & SharePoint Filing	✓	-	-	-	-	-	E3
8	Surrey Estate Protocol For Delivering/ Appointing PD Services	-	X	-	AK / FBR	04/04/2022	0	06 / E4
9	Surrey Estate Process For The Completion Of The H&S File by The Contractor	✓	-	-	-	-	-	E8
10	Provision Of H&S File / O&M Manual / 'As Built' Records (Including Post Construction Phase Checklist) & SharePoint Filing	✓	-	-	-	-	-	E8
11	Surrey Estates Updated Maintenance Policy	✓	-	-	-	-	-	04/07/16
<b>Operational Items</b>								
12	Welfare Facilities Provided / Agreement For Use of Police Facilities (As Required)	✓	-	-	-	-	-	E6
13	Evidence Pre-Construction Checklists Are Being Completed Including HSE F10s Submitted (As Required For Live Projects)	✓	-	-	-	-	-	E7
14	GT Permit To Work System Demonstrated As Operational	-	X	-	JD	04/04/2022	0	E9
15	Site Risk Assessments (Incl. Hazards / Management / Mitigations) Demonstrated In Place / Suitability Confirmed By FBR	✓	-	-	-	-	-	E10
16	ET & FM Staff Trained in CDM 2015 (within 18 Months) Maintained	✓	-	-	-	-	-	N/A
17	All Project Information Available / Records Maintained & Filed As Required By ET (SharePoint) / GT (Concept / Teams)	✓	-	-	-	-	-	N/A
18	Evidence Of Site Inductions / Safety Training Available	✓	-	-	-	-	-	N/A
19	GT Compliance With Working at Height Regulations Demonstrated	-	X	-	GT	04/04/2022	0	N/A
20	GT Able To Demonstrate 'Spot Check' Inspection Stats (To Be Presented @ Monthly E&F SMT Meetings)	✓	-	-	-	-	-	N/A
21	Property Management Register Demonstrated As Accessible via 'Concept Reach'	✓	-	-	-	-	-	N/A
22	Regular ET CDM Compliance Check Procedure / Lessons Learned Demonstrated In Place	-	X	-	AK	25/03/2022	0	N/A
<b>CDM 2015 TOTALS:</b>		<b>12 / 22</b>	<b>10 / 22</b>	<b>0 / 22</b>	N/A			
<b>B</b>	<b>Confined Spaces.</b>							
<b>Protocols / Policies</b>								
1	Surrey Police Application Of Confined Spaces Safe Systems of Work (Including RAMS, Permits, Signage and Key Lock)	✓	-	-	-	-	-	08/10/ F1 / F3/ F4
2	Surrey Police Confined Spaces Policy And Procedures	✓	-	-	-	-	-	07 /12 /13/ F2
3	Surrey Police Confined Spaces Survey (All Sites Inc. Residential Houses).	✓	-	-	-	-	-	09
4	Surrey Police Confined Spaces Register (All Sites)	-	X	-	GT	15/04/2022	0	11
<b>Operational Items</b>								
5	Emergency Arrangements Demonstrated In Place Where Confined Space Working Unavoidable	✓	-	-	-	-	-	F5
<b>CONFINED SPACES TOTALS:</b>		<b>4 / 5</b>	<b>1 / 5</b>	<b>0 / 5</b>	N/A			

C	Electrical Safety.							
<b>Protocols / Policies</b>								
1	Surrey Police Electrical Policy (PAT Register Maintained For All Portable Electrical Appliances (2 Years))	✓	-	-	-	-	-	18 / G3
2	Surrey Police Lightning Conductor Registers.	✓	-	-	-	-	-	G4
<b>Operational Items</b>								
3	All Fixed Hard Wired Equipment Faults Issued on Estates Helpdesk & 'Concept Reach' / New 'Locking Out' Demonstrated As Implemented (If Agreed with GT)	✓	-	-	-	-	-	G1 / G2
4	All PAT Testing Barcodes Implemented / Caretaker Equipment To Be Included In Testing	✓	-	-	-	-	-	18 / G3
5	Demonstrated That A Lightning Conductors Management System Is In Place	✓	-	-	-	-	-	G4
6	Evidence of Electrical Management System In Place	✓	-	-	-	-	-	19 / 20
7	Property Risk Assessment Immediate Actions To Address Issues Completed	✓	-	-	-	-	-	N/A
8	Demonstration All Electrical Testing Is Within 4 Years	✓	-	-	-	-	-	N/A
9	Any Remedials Works Demonstrated as Completed Within 12 Months Of The Above	✓	-	-	-	-	-	N/A
10	Central Mechanical and Electrical Asset Register On 'Concept Reach' Demonstrated As Up-To-Date	-	X	-	GT	04/04/2022	0	N/A
<b>ELECTRICAL SAFETY TOTALS:</b>		<b>9 / 10</b>	<b>1 / 10</b>	<b>0 / 10</b>	<b>N/A</b>			
D	Fire Safety.							
<b>Protocols / Policies</b>								
1	Surrey Police Building Fire Risk Assessments (All Sites & Uploaded to Concept Reach / Hard Copies to ET)	-	X	-	GT	TBC	0	21 / 22 / H1
2	Surrey Police Fire Safety Policy & Fire Management Plan	✓	-	-	-	-	-	H2 / H6 / H10
3	Surrey Police Maintenance Records (Fire Safety Equipment: Extinguishers, Emergency Lighting, Fire Doors, Alarms etc)	✓	-	-	-	-	-	23 / H2
4	Surrey Police Building Records (Fire Logs)	✓	-	-	-	-	-	H11
5	Surrey Police Fire Evacuation Plans	✓	-	-	-	-	-	29 / H12
6	Surrey Police Fire Risk Assessments Register	-	X	-	GT	15/04/2022	0	N/A
7	Surrey Police Passive Fire Protection Records (Fire Stopping Records)	-	X	-	GT	TBC	0	N/A
8	Surrey Police Fire Safety Training Records	✓	-	-	-	-	-	N/A
<b>Operational Items</b>								
9	Any Spot/Dip Checks Of Extinguishers / Fire Alarm / Emergency Completed by E&F Team Logged (10% Recommended Annually)	✓	-	-	-	-	-	25 / H3
10	Fire Alarm Systems Demonstrated & Recorded As Tested Weekly via ET / Issued Demonstrated As Raised Via Estates Helpdesk	✓	-	-	-	-	-	26 / H3 / H4
11	Fire Alarm And Emergency Lighting Systems Maintenance Demonstrated Within 5 Months / Rectification Of Defects Within 1 Month	✓	-	-	-	-	-	H3 / H5 / H7 / H8
12	Fire Stopping Audit Completed	-	X	-	GT	04/04/2022	0	N/A
13	ET & FT Transfer Of FRA Actions to Annual Maintenance Project Works	-	-	X	AK	TBC	0	N/A
14	FRA Findings Having Financial Implications Demonstrated As Recorded In Financial Plan For Remedial Work Completion	-	-	X	AK	TBC	0	N/A
15	Extinguisher Types In Place Aligned to FRA / Any Changes Required Confirmed As Logged On Estate Helpdesk	-	-	X	AK	TBC	0	24
16	Ensure Immediate Action Demonstrated To Prevent Risk Of Malicious Ignition (Incl. H&S Inspection Records)	-	-	X	AK	TBC	0	N/A
17	Demonstrate That Adequate Fire Safety Training Has Been Provided to Fire Marshals	✓	-	-	-	-	-	N/A
<b>FIRE SAFETY TOTALS:</b>		<b>9 / 17</b>	<b>4 / 17</b>	<b>4 / 17</b>	<b>N/A</b>			

E	Overall Review Scoring Statuses	Jun-19	Mar-21	May-21	Aug-21	Mar-wk3	Mar-wk4	Final
1	CDM 2015 Regs.	N/A	N/A	60%	50%	70%	75%	TBC
2	Confined Spaces.	N/A	N/A	70%	50%	50%	100%	TBC
3	Electrical Safety.	80%	50%	N/A	50%	100%	100%	TBC
4	Fire Safety.	92.9%	85.7%	N/A	64.3%	89.3%	92.9%	TBC

ABBREVIATIONS	Responsibility Holder Abbreviations
ET = Sussex Police Estates Team FM = Sussex Police Facilities Team GT = Galliford Try (FM Provider) CPP = Construction Phase Plan H&S = Health & Safety O&M = Operation & Maintenance FRA = Fire Risk Assessments	FBR = Fulker Bailey Russell PS = Peter Stevens AK = Artur Kurczak GT = Galliford Try



## Improvement Action Plan – Update to the Audit Committee on Confined Spaces

Department name	Estates and Facilities	Risk Owner	Julie Harris		
Person Completing	Artur Kurczak	Estates Safety Advisor name	Artur Kurczak		
Prepared on	05/04/2022	Compliance Level confirmed by Fulkers	<b>100%</b>		
Action		Department response	Target Date of Completion	Additional actions planned/ Status update	Date of Completion
Hazard area: Confined space safety					
F1		<ul style="list-style-type: none"> <li>The Confined Spaces Management Plan has been created, approved, and distributed to all stakeholders via QMS which will manage compliance.</li> </ul>	End of March		March
	To approve, distribute and manage acknowledgement by stakeholders of the confined space safety procedure/ confined space safety management plan				
	To complete the confined spaced register of properties. Clearly identify confined space on site and isolate confined space if it is required.	<ul style="list-style-type: none"> <li>Confined Spaces survey has been completed and register compiled.</li> <li>E&amp;F are controlling the Confined Space Register. The process of Entering Confined Spaces or working within is strictly controlled by Permit to</li> </ul>	End of March		March

	<p>Work. Safe System of Work will apply on every occasion. Only Qualified personnel will be entering or conducting work within these areas.</p> <ul style="list-style-type: none"> <li>• All identified areas classified as confined spaces are sufficiently controlled against unauthorised entry. All locations will be adequately signposted</li> </ul>			
<p>All caretakers to complete confined space training, so that they have knowledge on identify confined space and to avoid the risk.</p>	<ul style="list-style-type: none"> <li>• All the caretakers have completed a Confined Spaces online training</li> </ul>			<p>April</p>

## Improvement Action Plan – Update to the Audit Committee on Fire Safety

Department name	Estates and Facilities	Risk Owner	Julie Harris		
Person Completing	Artur Kurczak	Estates Safety Advisor name	Artur Kurczak		
Prepared on	05/04/2022	Compliance Level confirmed by Fulkers	<b>93%</b>		
Action	Department response	Target Date of Completion	Additional actions planned/ Status update	Date of Completion	
Hazard area: Fire Safety					
H1					
To obtain assurance for the satisfactory to the fire safety standard of properties and/or to have reassurance to the completion of required actions identified in the fire risk assessment by fire assessor.	Fire Risk Assessment has been completed for 100% of the properties	May	<ul style="list-style-type: none"> <li>Awaiting soft copies of completed FRA</li> <li>Estates and Facilities to manage all findings identified by the Fire Risk Assessment</li> </ul>		
To conduct the fire risk assessment for the remaining properties.	Fire Risk Assessment has been completed for 100% of the properties			April	
To include review the implementation of fire risk assessment and monitor any comment from the fire risk assessment in the agenda of regular	This item is included on the E&F Health and Safety meeting to follow up the remedial progress.			April	

E&F meeting to ensure the completion of fire risk assessment and required follow up action.				
Ensure findings from monthly inspection re remediated. .	<ul style="list-style-type: none"> <li>• Artur Kurczak prompted Guy and Nick to ensure that all H&amp;S inspections are performed, and all findings identified by our team is actioned</li> <li>• Meeting with Peter Stevens, Julie Harris and Guy Stockton Kennedy is scheduled regarding ownership of this process</li> </ul>	May	Meeting with Peter Stevens, Julie Harris and Guy Stockton Kennedy is scheduled regarding ownership of this process	
<p>H3 &amp; H10</p> <p>Survey/ assessment to assess the requirement of fire-fighting equipment, fire detection systems, emergency lighting etc to be implemented.</p>	<p>Artur Kurczak has asked estates and Facilities to create a fire strategy plan including all buildings within E&amp;S responsibilities.</p> <p>Artur Kurczak advised that We should have all buildings drawings with a clear indication (location) of Fire Fighting Equipment, Emergency lighting, fire doors (with a fire rating), final fire exits, fire panels etc. Also, all elements such as water and electric gas shut off shall be included.</p>	Awaiting Estates to confirm an estimated date for updating the data and for approval from Vaughan Williams in regard to the proposed matrix	E&F will need to undertake a formal review of the firefighting equipment currently in place. This could be undertaken by a Fire Engineer, who will be able to advise accordingly, on the type of extinguishers that should be in place.	

	<p>A clear line of compartmentation should be presented on those drawings.</p> <p>Following this process, we should create a matrix of inspections for all, e.g. fire doors fire dampers.</p>			
<p>Fire strategic plan and fire management documents to include the requirement of firefighting equipment, fire detection system, emergency lighting to be approved, distributed and acknowledged by stakeholders.</p>	<p>As above</p>			
<p>Location plan of firefighting equipment to be developed.</p>	<p>As above</p>			
<p>H5</p> <p>Location plan of fire emergency lighting to be developed.</p>	<p>As above</p>			

## Improvement Action Plan – Update to the Audit Committee on Electrical Safety

Department name	Estates and Facilities	Risk Owner	Julie Harris		
Person Completing	Artur Kurczak	Estates Safety Advisor name	Artur Kurczak		
Prepared on	05/04/2022	Compliance Level confirmed by Fulkers	<b>100%</b>		
Action		Department response	Target Date of Completion	Additional actions planned/ Status update	Date of Completion
Hazard area: Electrical safety					
G1	To approve, distribute and manage acknowledgement by stakeholders of the electrical safety procedure/ safety management plan.	The Electrical Safety Procedure are in the process of final review. When completed it will be held within the Quality Management System (QMS) which will manage distribution and compliance.	April		
G2					
	To complete outstanding fixed wire testing and remediate any findings..	<ul style="list-style-type: none"> <li>• GT maintain the 'Fixed Wire Testing Register' and it is available on Concept Reach.</li> <li>• All findings under C1 and C2 are scheduled for completion</li> </ul>		.	April

	<ul style="list-style-type: none"> <li>During the Fixed Wire Test, any high-risk actions that are Identified will be immediately reported to GT for action under P1 SLA.</li> </ul>			
To include review to the result, performance and follow up to the examination and testing/ the analysis of fixed wire systems in agenda of the monthly operation meeting.	<ul style="list-style-type: none"> <li>Fixed Wire Testing performance/results have been put on the Estates H&amp;S monthly meeting agenda.</li> </ul>			March
G3 On the day of PAT testing visit, the competent person to strengthen the coordination/communication with departments to ensure equipment require PAT are tested.	<ul style="list-style-type: none"> <li>Artur Kurczak included this item on to agenda for Estates H&amp;S monthly meeting.</li> <li>PAT testing procedures have been developed and awaiting final approval.</li> </ul>	May		
To complete outstanding PAT testing and follow up to comments from test and/or examination.	<ul style="list-style-type: none"> <li>The process of managing Electrical Safety (PAT) testing is in place. PAT testing is managed by Galliford Try and is scheduled as part of Planned Preventive Maintenance (PPM)</li> <li>If an item fails, immediate action is taken to disable the item.</li> </ul>			April
To include review to the result, performance and follow up to the examination and testing/	<ul style="list-style-type: none"> <li>Review of performance is included on the agenda for</li> </ul>			March

analysis of PAT testing in agenda of the monthly operation meeting.	Estates and Facilities H&S monthly Meeting.			
G4 Survey/ risk assessment to be reviewed or conducted to verify the need of lightning protection system at some buildings.	<ul style="list-style-type: none"> <li>Galliford Try undertaking inspection every 11 months on existing Lightening conductors and update the lightening register accordingly.</li> </ul>	May	The necessity of the survey has been discussed with the Estates and Facilities Team during the monthly H&S meeting.	
G5 To use property risk assessment template to review and identify procedure, measures for managing the hazards associated with electricity and implement required control measures.	<ul style="list-style-type: none"> <li>Property Risk Assessment has been completed</li> </ul>		Property Risk Assessment needs to be distributed for acknowledgement	April



## Improvement Action Plan – Update to the Audit Committee on CDM2015

Department name	Estates and Facilities	Risk Owner	Julie Harris		
Person Completing	Artur Kurczak	Estates Safety Advisor name	Artur Kurczak		
Prepared on	05/04/2022	Compliance Level confirmed by Fulkers	<b>75%</b>		
Action		Department response	Target Date of Completion	Additional actions planned/ Status update	Date of Completion
Hazard area: CDM2015					
E1	To approve, distribute and manage acknowledgement by stakeholders for CDM2015 safety procedure/ CDM2015 safety management plan.	CDM2015 Management Plan and Policy is in the review stage. When approved it will be held on the Quality Management System (QMS) which will distribute it and manage compliance.	May 2022		
E2 & E4					
	To consider having written appointment for duty holders of CDM2015, key personnel of the project, competent person of project.	Galliford Try are principle contractor.  Principal Designer - Surrey Police will notify the contractor in writing providing the details of the Principal Designer. Estates and Facilities considering getting an external party	May 2022		

	<p>to be a principle designer for a larger project. For the other project the role of principle designer will be fulfilled by Estates and Facilities Team and all duties will be discharged.</p> <p>For Projects outside GT contract – Surrey Police will go through a tender process and will appoint all parties in writing</p>			
To develop register of appointment of competent person in projects.	Competency check is performed prior to the appointment.	May 2022		
<p>E3</p> <p>The construction phase plan of generator change over, dog school fencing, demolition and refurbishment work at Guildford and Staines custody suite to be more project and site specific as it is one of the key plan and reference document for the work team.</p>	Construction Phase Plan is drawn up by the Principle Contractor and the principle designer checks	May 2022		
<p>E5</p> <p>For projects which are managed by E&amp;F, to enhance the record of providing site hazard information to principal contractor, contractor. (the information and record provide in the construction phase plan, construction phase checklist could be clearly stated and more comprehensive).</p>	Estates and Facilities are not managing any projects now. All projects are managed by Galliford Try as a principle contractor.	May 2022		

<p>E6</p> <p>Construction phase plans for projects which are managed by Galliford Try and E&amp;F were reviewed. To enhance the information and record of providing welfare facilities on site.</p>	<p>Construction phase plan is created by Galliford Try.</p> <p>Welfare facilities elements are included within CPP and PC/PD is ensuring that suitable and sufficient welfare facilities are provided.</p>	<p>May 2022</p>		
<p>E8</p> <p>To enhance the system of managing and communicating information of the health and safety file within E&amp;F team.</p>	<p>The Duty of creating Health and Safety File is assigned to the principle designer.</p> <ul style="list-style-type: none"> <li>• The PD will prepare, review, amend or add to the file as the project progresses and give it to the client at the end of the project</li> <li>• Client, contractors are providing all necessary information for compiling or updating file</li> <li>• Client will keep the file to assist with the future construction work.</li> </ul>	<p>May 2022</p>		
<p>E10</p> <p>No signature and acknowledge in some risk assessments, method statements and construction phase plans, CDM action plans, construction phase checklists of generator change over, dog school fencing, demolition and refurbishment work at Guildford and Staines</p>	<p>All required documentation will be checked by PC to ensure that all stakeholders acknowledge the information contained. Also, Guy Stockton will be checking these documents.</p>	<p>May 2022</p>		

custody suite projects. The document shall be signed and acknowledged.

--

--

--

--