

# COMPANY POLICY

## TEMPORARY WORKS

Instalcom is committed to the effective management of risks associated with Temporary Works (TW). In the past other companies have suffered many examples of failures and collapses of TW. Causes include the incompetence of the people involved, a lack of reliable processes and failure of the products and materials being used. A subsequent Code of Practice BS5975:2008 particularly addresses these issues and various items of legislation can also be applied to TW. One of the main regulations affecting this work is the Construction (Design and Management) Regulations 2015. Instalcom will follow the guidance and comply with the related legislation through the following actions.

In order to implement this policy Instalcom will:

- Determine, understand and meet applicable statutory and regulatory requirements.
- Designate individuals involved with TW to implement and maintain a procedure for the control of hazards.
- Where acting as a Principal Contractor we will appoint a designated individual who will appoint a Temporary Works Co-ordinator (TWC) who will be responsible for the implementation of temporary works procedures.
- Where necessary Temporary Works Supervisors (TWS) will be appointed to assist the TWC. The TWS will be aware of the role and limits of authority.
- A Temporary Works Register will be used to plan, monitor and record each element.
- Each TW element will be designed taking into account all documents, site details and other information available (the design brief).
- The resulting design will be checked with the level of independence of the checker reflecting the level of the risk involved.
- A method statement and accompanying risk assessments including an inspection regime will be written for each TW.
- Once the TWC has approved the design the TW will be inspected to ensure compliance with the design before the permit to use is issued by the TWC.
- Whilst in use the TW will be inspected according to a pre-determined schedule complying with statutory regulations.
- Any changes to the structure required during use will need to be referred back to the designer for their inspected and approval as in the stages above.
- During dismantling TW can become unstable so the TWC should ensure that an approved method and sequence is to be followed.

This policy will be reviewed annually and revised as necessary in response to changes in legislation or methods of working. Employees, supply chain partners, specialist subcontractors and consultants are all required to cooperate with the company in complying with this Policy.



Signed.....Date: 03/01/22

**Vince Bowler - Managing Director**

