



GDP020

Site Supervisors Handover Procedure

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004			

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1. Purpose

The purpose of this document is to provide an overview of the Goody Demolition Ltd. procedure for the handing over of project control between supervisors. It will ensure:

- That all projects are risk assessed prior to handover and allocated a suitable risk rating
- There is a consistent approach to the handover of projects between supervisors to provide holiday or other absence cover.
- The company complies with its duties to provide competent supervision under the following legislation:
 - The Construction Design and Management Regulations 2015
 - The Health and Safety at Work etc. Act 1974
 - The Management of health and Safety at Work Regulations 1999
- That sufficient dissemination of information takes place between the incumbent and relief supervisors during project handover.
- That there is a record of the handover process and transfer of information.

2. Scope

This procedure shall apply to the entire Goody Demolition Ltd. group and all work related activities completed both at GDL owned properties (e.g. offices, workshop etc.) and when completing contractual works acting as either Principal Contractor or as a Sub-Contractor.

This document is owned by the Operations Team and is available to all employees. The contents of the procedure should be understood by all employees, to ensure the correct actions are taken in relation to project handover between supervisors

3. References

- The Construction Design and Management Regulations 2015
- The Health and Safety at Work etc. Act 1974
- The Management of health and Safety at Work Regulations 1999

4. Definitions

Competent – having the necessary ability, knowledge and/or skills to carry out ones duties to meet the required standard

Supervision – the act of watching a person or persons undertaking an activity to ensure that that activity is completed correctly, safely and to the required standard.

Incumbent Supervisor – existing person carrying out the act of supervision.

Relief Supervisor – the person who will carry out the act of supervision following handover of control

Handover – the act or process of passing control between two individuals

Site Supervisors Handover Control Sheet – form for recording the individual steps to be completed during the handover process.

5. Responsibilities

Operations Team

- Risk assess project prior to hand over and allocate suitable risk rating
- Assign a relief supervisor who is considered to be competent to undertake the works in line with the project risk rating
- Review, sign off and record project handover process

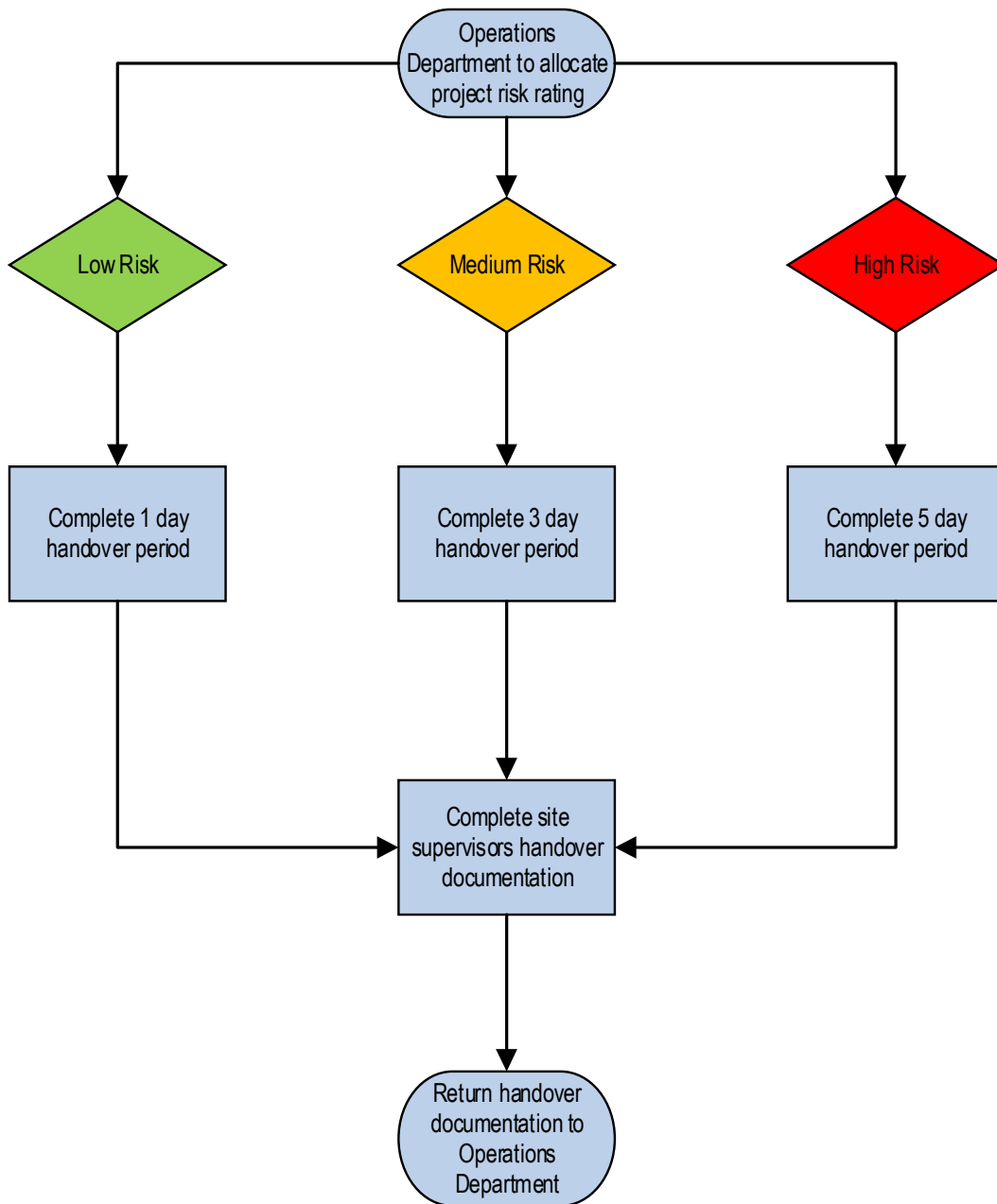
Incumbent supervisor

- Brief the relief supervisor on the following:
- The hazards inherent to the works
- All relevant method statements
- All relevant Risk Assessments
- The Demolition Phase Health and Safety Plan
- The project emergency response plans
- The project evacuation procedure
- The project incident reporting procedure
- The site rules
- The project permit to work procedure
- The project reporting structure
- The project procedural paperwork requirements
- Complete and sign off Site Supervisors Handover Control Sheet
- Return Site Supervisors Handover Control Sheet to Operations Team

Relief Supervisor

- Ensure that he/she is satisfied that with the information transfer during the handover process and has sufficient knowledge of the project to take control following handover.
- Sign off Site Supervisors Handover Control Sheet

6. Procedures



Latest Review Dated

28 October 2020

Signed By

Managing Director

Gary Venner