SAFE SITE HANDOVER

CERTIFICATE AND CHECKLIST

REVISION JULY 2025

Introduction

Safety during steelwork erection is a key focus of BCSA and its member companies; issues such as safety when working at height, personal protective equipment and preventing falls are, quite rightly, afforded high priority. Equally, the provision of proper site conditions, access and hardstandings is of fundamental importance to the efficient and safe erection of constructional steelwork; yet often, in practice, this does not receive the same priority and attention.

Objectives

This "Safe Site Handover Certificate" (SSHC) has been developed:

- to facilitate the safe erection of steelwork, with the risks arising from poor site conditions removed, avoided or reduced,
- to provide a mutual basis for improved productivity, efficient working and reduced delay and, hence, reduced overall total cost,
- to establish criteria for safe site conditions as an inherent part of the steelwork tender offer, and as a mutually agreed basis for the commencement of delivery to site and of steelwork erection,
- to provide consistency of approach to safe site conditions, and
- to assist Clients, Principal Contractors and Steelwork Contractors alike to meet their respective responsibilities under Health and Safety Regulations such as the Construction (Design and Management) Regulations and the Building Safety Act.

Operation

The SSHC provides a checklist approach to key areas of safety related to site conditions and is to be used as the basis of discussion between the Principal Contractor and the Steelwork Contractor. Commencement of site deliveries and/or steelwork erection will be contingent upon the provision of a safe site environment, and this can be facilitated by the completion of this certificate, typically ***seven days*** prior to the agreed date(s). This period will allow the Steelwork Contractor to ascertain that adequate conditions appear to have been provided and to return a copy of the SSHC to the Principal Contractor signifying that the steelwork delivery and/or erection can commence on the agreed date(s).

It is assumed that the site conditions will be maintained at a proper level, and with adequate fire protection and prevention systems, the SSHC checklist provides the means for monitoring conditions throughout the programme of steel erection. Similarly, where the contract involves phasing, the SSHC can be used as a means of monitoring conditions for each phase.

HSE Reaction

The development of the SSHC has been communicated to HSE, and HSE has responded: *"We support BCSA in its development of guidance on health and safety issues and welcome this initiative to establish common criteria for the provision of site conditions that are suitable and adequate for the erection of steelwork".*

This Certificate signifies that appropriate measures have been taken to provide safe site conditions, in accordance with the attached checklist, for: a) steelwork delivery, and b) steelwork erection, And that these conditions will be maintained to a similar standard throughout the duration of the steelwork contract period.	
Contract Name: Project Title and Reference and/or Phase: Principal Contractor: Steelwork Contractor:	Site Address:
Programmed commencement of steelwork delivery to site:	Date of confirmation of SSHC to Steelwork Contractor: (minimum of **7 days** before steelwork delivery date, or as appropriate for staged erection)
Confirmed on behalf of the Principal Contractor: Name: Position: Signature: Date:	**Accepted on behalf of the Steelwork Contractor:** Name: Position: Signature: Date:

	Description	Yes, No or n/a	Details / Notes
FORM F10	The duty is on the steelwork contractor to verify the project has been notified to the HSE (where projects are notifiable), has the requirement and content of the F10 been confirmed?		
PERSONNEL	Adequate welfare facilities (in accordance with regulatory requirements)	Choose an item.	
	Proper, clean and adequately drained access to the "workfront" (at-grade and other common-use access provided by PC)	Choose an item.	
	Details of emergency services and assurance that emergency procedures are in place and have been properly communicated	Choose an item.	
	Detail and protection measures to other hazards to personnel (e.g. foundations, projecting rebar etc.) have been provided	Choose an item.	
EVIRONMENT	Details of any special site operating requirements or restrictions have been provided (e.g. restricted hours, noise restrictions, local area contamination restrictions)	Choose an item.	
	Details of any watercourses, railways or public access routes on or adjacent to the site have been provided including any knowledge of hazardous pollutants (e.g. Weil's disease)	Choose an item.	
	Details of any sites of special scientific interest or protected habitats on or adjacent to the site have been provided	Choose an item.	
	Details of any other special site conditions have been provided (e.g. contaminated land, unexploded bombs, buried chambers, archaeological remains)	Choose an item.	
FIRE PREVENTION	Duty Holders for the Building Safety Act identified / named	Choose an item.	
	A copy of the Construction Site Fire Prevention Plan has been provided	Choose an item.	
	A copy of the Construction Control Plan has been provided	Choose an item.	

	Description	Yes, No or n/a	Details / Notes
HARDSTANDING Within the erection working area and other designated work areas:	Before a crane arrives on site existing information on the soils and terrain should have been studied. Warnings of any specific hazards should have been incorporated in the Health and Safety Plan. In order to design the support arrangements required for a crane account should be taken of ground conditions on site such as: • character of the ground including water conditions • engineering properties of those strata relevant to the design of the foundations • location of any underground hazards eg open or back-filled excavations, services, drainage pipes, tunnels, trenches and basements. If the crane is to be positioned on or next to an existing structure a design calculation check will be required to establish whether or not temporary strengthening or propping is needed. Firm hardstandings capable of resisting loads applied from axles, tracks, and outrigger pads and bases for:		
	delivery, off-loading, storage and assembly of steelwork		
	trestles		
	craneage and lifting operations		
	MEWPs		
	(Note: assumes that Steelwork Contractor provides list of craneage, max. lifting loads and MEWPs with the Erection Method Statement)		
	Adequate measures have been taken to control or drain ponding water to prevent deterioration of hardstandings		
	Details and locations of all site excavations have been provided and such excavations have been adequately backfilled and consolidated		
	Details of all overhead and underground "obstructions", services, manholes etc. affecting hardstandings have been provided		
	Adequate protection to and marking of such overhead and underground obstructions, manholes etc (pegging/bunting)		
	The **Appointed Person** for the lifting operation has been provided with evidence that the ground conditions are suitable for the activity as identified in the lifting plan prior to work commencing.		

	Description	Yes, No or n/a	Details / Notes
PREPARATORY WORKS	**Provision of temporary works in accordance with the erection scheme as detailed in the erection method statement:**		
	A description of the temporary works to be used		
	When will temporary bracing be required?		
	Will the temporary bracing be removed during the steelwork erection phase?		
	Will temporary bracing create any unusual constraints or hazards?		
	Provision of suitable information from the Structural Engineer is available		

EXCLUSION/ PROTECTION	**Adequate means of exclusion from areas affected by steelwork erection and protection have been provided for:**		
	other tradesmen/activity within the "project frame"		
	other site personnel using site access routes		
	members of the public		
	(Note: such exclusion can comprise physical distance, provision of protective measures to ensure separation, or programming to separate adjacent activity in "time")		
OTHER SITE HAZARDS Details of other identified specific site hazards – *list from Health & Safety Plan to be appended to this Checklist*			
EXCEPTIONS All agreed "exceptions" to the requirements – *to be listed and appended to this Checklist*			

Notes:

Erection Working Area = Area shown on temporary works scheme drawing or if none are required thane structure footprint + 20m

Vehicles = 40ft & 60ft in length / 22 tonne load / Gross Vehicle Weight 38 tonne / Axle Load 11.5 tonne (unless noted otherwise)

Craneage & MEWPs - outrigger pad loads to be identified on temporary works scheme drawings or indicated in erection method statements after selection of plant.