



Site Safe policy

Version 7.7 - February 2021





Site Safe introduction and obligations

The STA Site Safe policy provides STA members with processes to support their customers in achieving off the site fire safety, during construction, on all structural timber building system applications. It is the basis by which STA members fulfil their legal requirement under Construction Design Management regulations (2015). Failure to comply could result in prosecution by the Health and Safety Executive.

All projects must include the provision of a fire risk assessment as part of the scope of works by the designer/architect. STA members are advised not to proceed with any project where a fire risk assessment is not in place.

The fire risk assessment shall be relevant to the scale and risks involved with the project. A fire risk assessment may be undertaken by adopting STA guidance or other means, such as fire engineering assessments. The company undertaking the assessment must be competent to do so and have the relevant insurance in place. Members may provide outline guidance but must make it clear if the customer is to rely on this or a third party concerning liability.

If the member takes on the responsibility for overall building design choice of materials and undertakes the fire risk assessment, then the power to change the building materials and frame arrangement falls under the control of the member.

If the member is not responsible for the building design choice of materials, then continuing with a project that may present a fire risk to persons outside the site boundary will imply that the member is taking their part in the responsibility of the risk assessment. The HSE consider this as a duty of care placed on the member.

The Site Safe policy is independently audited and is a mandatory requirement for STA membership, thereby providing reassurance to insurance companies, customers and third-party warranty bodies.

The Site Safe policy is structured to provide members flexibility on how they achieve the seven key points as explained in the functional requirements. This updated guidance, v7.7, builds on the success of the Site Safe policy which was first introduced in 2010 and has been updated to amplify the need that all buildings, regardless of size and location, must be designed to comply with CDM Regulations and HSG 168 - and highlight the seriousness of non-compliance.

Members must not proceed with structural timber construction in the knowledge that an adequate fire risk assessment and mitigation is missing. If they do, they will be at risk of prosecution due to being complicit with the non-compliance of HSG 168.

Terminology

STA	Structural Timber Association
CDM 2015	Construction (Design and Management) Regulations 2015
HSE	Health and Safety Executive
PD	Principal Designer - lead person/company during the design phase of a project under CDM 2015
PC	Principal Contractor - lead person/company during the construction phase of a project under CDM 2015
Customer	the person or company employing the STA member
Client	person or company for whom the building is being constructed, also employs the PD and PC
Structural Timber Building System	Structural timber building systems covers all forms of timber frame panels, structural insulated panels (SIPs), solid wood frames such as CLT, Glulam and engineered wood panel frames, whether factory or site assembled.
Stakeholder	Refers to HSE, insurance companies, client groups, the Fire Service and third party audit companies
NFCC	National Fire Chiefs Council

NOTE: It is expected that the user of this guidance will have an understanding of construction, structural timber building and CDM 2015 regulations.



Document revisions

v7.1 (July 2017)

Addition of 'Phase 3 - Completion of STA member services' table and 'Record of noncompliance' form to p17

Text relating to inclusion / absence of a site risk assessment within in a tender in the Phase 1 table on p14.

Text relating to Health and Safety reports / letters directed at the STA member in the Phase 2 table on p14.

v7.2 (June 2019)

Clarification to letter on p12 - brackets added around fire stopping items and note to omit if not being provided.

v7.3 (October 2019)

Amends to clarify STA guidance and advice notes on security to p7 and p10.

Addition of 'Document revisions' to p3.

v7.4 (March 2020)

Amendments to p7 and p10 to remove 'STA Health & Safety Code of Practice' from the list of documents for members / helpful documents.

v7.5 (July 2020)

Amendments to reflect changes to the STA Site Safe project registration process.

v7.6 (November 2020)

'STA Health & Safety Code of Practice' removed from p14 table of actions.

v7.7 (February 2021)

Changes to p2 Site Safe introduction and obligations to stress the importance of Fire Risk Assessments, being a legal requirement of CDM regulations. CDM obligations also added to text on p3.

Additional text added to p8 to clarify the member's obligations as part of the tender and pre-construction phase, in relation to fire risk mitigation being included (or not) within the tender documentation.

Site Safe policy - the functional requirements

This policy promotes the following key points:

Key point 1: The Site Safe policy is embedded in the member's quality procedures.

Key point 2: STA members should have a person(s) who can demonstrate knowledge and competence of the Association's fire safety guidance and its implementation.

Key point 3: The STA structural timber building system supplier and or erector fulfil their legal duty for supporting the management of construction fire safety by providing, at the earliest opportunity, communications with their customer on the available fire safety guidance from the STA.

Key point 4: The STA structural timber building system supplier and/or erector provides in house checks to ensure the correct information is being passed to their customer and/or the Principal Contractor and Principal Designer.

Key point 5: Principal Contractor implements an induction process that includes fire safety on all sites.

Key point 6: Undertake site visits by a competent person, appropriate for the scale of the project. This point does not apply to supply only.

Key point 7: The STA structural timber building system supplier and/or erector provides a handover/completion document that includes a reminder of the ongoing responsibility for fire safety prior to building completion.

Members are free to achieve these key points in any way that suits their business model and procedures. The company will be audited on achieving the functional requirements of the policy. Members are reminded that compliance with CDM (2015) is a legal requirement.

Appendix 1 provides a summary of documents and legal framework associated with construction fire safety. There are examples of how to achieve the policy presented in Appendix 2.



When Site Safe policy applies

The STA Site Safe policy is a process that members apply to all projects involving structural timber building systems. The implementation of STA Site Safe policy is a mandatory requirement of membership.

The policy is to ensure that manufacturing members, suppliers and erectors of structural timber building systems work closely with their customers to give clear, concise information and appropriate assistance regarding fire safety on construction sites of all sizes. Note that STA Site Safe policy applies to all structural timber projects.

The STA Site Safe policy applies to all members who are employed to do work and stipulates information provision at tender stage.

Phases during which the policy applies

Site Safe policy covers the following three phases:

- 1. Tender and pre-construction phase**
STA member appointment and pre-construction fire safety planning prior to site start.
- 2. Construction phase**
Assembly of the structural timber building system on site.
- 3. Completion of the STA member services**
The STA member has completed the contracted works and handed over for completion by following trades. (Applicable to supply only, supply and erect or erect only scope of work).

NOTE:

Members can undertake their own system of recording and checking that the Site Safe functional requirements have been met. Appendix 1 provides an example.

The following are examples for guidance.

Form of Contract		
Supply only	Supply and erect	Erect only
Phase 1	Phase 1	Phase 1 (see Note 1)
Omit Phase 2	Phase 2	Phase 2
Phase 3	Phase 3	Phase 3

NOTE 1:

For erect only contracts the process in Phase 1 may have already been carried out and the erector company can make reference to this in their records. Where the erector is constructing the structure from component parts (e.g. prefabricated panels by others) then the erector may need to follow the full scope of Phase 1 as relevant to their contract duties.



Confidential registration of the intention to build a timber based building

All projects must be registered on the STA website, using the 'Site Safe Registration' link on the home page. It is only accessible to registered STA members and is password protected. In registering, a link will be forwarded to the local Fire Authority nearest to where the project is being constructed and to the national HSE manager.

For projects less than 600m² floor area, only a basic registration is required. Please refer to information within this guide.

Where projects are phased, the risk assessment will need to consider phase timing and overlap. Floor area for assessment purposes is then defined as the floor area within the phase.

Particular attention should be given to projects that include phased occupation, where on site risk may revert to an off the site risk due to site boundary changes.

Why projects above 600m² require a detailed registration

The registration of projects is to make the local Fire Service and HSE aware that a structural timber building system project of at least 600m² total floor area is to be constructed.

Smaller projects, typically below 600m², still need fire risk assessment proportionate to the risks posed by the location. Refer to the STA 16 Steps for further information.

Floor area

Defined as the total internal floor area for a single building, accumulated for projects or phases with more than one building.

So a two storey building with 46m² internal ground floor area and 34m² upper floor area = 80m² floor area. A project with 10 such units = 800m².

Site Safe policy and audit process

The STA is engaged with independent third party auditors to carry out a number of audits per year.

Two weeks prior to the audit taking place audit papers to the company selected for audit will be issued to make them aware of the audit procedure.

The first part of the audit will be to establish that the Site Safe policy has been adopted into the company procedures; the audit will then be carried out on projects.

This version of Site Safe policy applies only to projects tendered or commissioned after 1st July 2020.

The auditor will notify the company of any non-conformances and will be given time scales to deal with these. If the auditor is unable to come to a satisfactory conclusion on any non-conformances then the issue will be handed to STA Management team to deal with accordingly.



Appendix 1: Site Safe policy, legal references and STA documents

STA members are to be aware of their duties

The legislation affecting health and safety in construction with particular reference to fire safety falls under the following:

1. The Construction (Design and Management) Regulations (2015). The CDM 2015 regulations are focused to ensure that health and safety issues are properly considered during a project's development. The project development from initial concept through to site works.
2. Health and Safety at Work Act 1974. This Act of Parliament is the main piece of UK health and safety legislation. It places a duty on all employers "to ensure, so far as is reasonably practicable, the health, safety and welfare at work" of all their employees so covers general aspects of safe working in terms of risk of fire to the site workforce.
3. Fire safety legislation: In England and Wales it is the Regulatory Reform (Fire Safety) Order 2005 (FSO). In Scotland, The Fire Safety (Scotland) Regulations 2006 (FSA) applies, In Northern Ireland it is the Fire Safety Regulations (Northern Ireland) 2010 (FSR).

There are minor differences in terminology and application between countries but, simply put, they all place requirements on the responsible person/duty holder to manage fire safety. In almost all cases the responsible person/duty holder is the employer. This ultimate responsibility cannot be delegated. Other people also have duties, to the extent that they have control, including the duty to co-operate which is likely to be relevant on a construction site with sub-contractors. If your acts or defaults cause someone else to commit an offence then you can also be prosecuted. Due diligence is a defence.

A full list of Health and Safety guidance and legislation is available from the HSE website.

Refer to STA Advice Notes 9.1 and 9.2 for information relating to CDM 2015 regulations that define the member's role.

Commonly, the STA member will act solely as a subcontractor unless specifically understood to have taken on and agreed the Principal Designer and/or Principal Contractor role.

Roles and responsibilities

Refer to STA documents: Advice Note 15, Part 1 and The 16 Steps to Fire Safety

As Principal Designer

Review and implement the relevant 16 steps stages 1 to 3.

As a Subcontract Designer

Be aware of the applicable actions appropriate to your role including support to the Principal Designer in managing fire safety.

As Principal Contractor

Review and implement the relevant 16 Steps stages 4 to 16.

As a subcontractor to the Principal Contractor

Be aware of the applicable actions appropriate to your role including support to the Principal Contractor in managing site safety.

NOTE:

The STA member design element has a duty under CDM 2015 to inform the customer of any significant/unusual risks, which the STA member will have knowledge of relating to the structural timber building system construction process; this information is to be presented to the Customer for onward communications to the Principal Contractor (PC) and Principal Designer PD.



When a fire risk assessment is not carried out on a site with known risks and the customer ignores good practice, for example as given in the STA guidance documents, the STA member has a duty to inform the Customer of the absence of risk mitigation. These actions are to ensure that the STA member has carried out their legal duties under CDM regulations.

Within the construction phase, the member must be satisfied that the Principal Contractor (PC) has a fire safety plan. Clear breaches of fire safety need to be brought to the attention of the PC.

Documents for the members to be aware of

- 16 Steps to Fire Safety
- STA site induction pack
- Site Safe poster
- Design Guide to Separation Distances
- STA Guidance and Advice Notes:
 1. Legal Responsibility - Advice Note 15.1
 2. Risk Assessment - Advice Note 15.2
 3. Security - Advice Note 8 Thermal Imaging Cameras
 - Guidance Note - Site Perimeter Fencing
 - Guidance Note - Wireless Site Fire Alarm Systems
 4. Escape Routes - Advice Note 7.5
- HSG 168 Fire Safety in Construction



Appendix 2: Examples to achieve the Site Safe policy functional requirements at each phase

Phase 1 - Tender and pre-construction phase

Tender phase

During the tender process, the STA member should provide fire safety management compliance with the tender request pack presented by the designer/architect. If fire safety risk assessment is missing from the tender request pack, the member shall highlight this and request the missing information or refer to its omission in the returned submission. They should note that the tender is not complete until a review of the fire safety requirements is provided.

Before the project commences, the member should clarify that the customer has been made aware of legal fire safety requirements of the project and the consequences of failure to provide that information, which may include the member withdrawing from the project in the absence of a fire risk assessment being presented.

It is not the responsibility of the member to check that the fire risk assessment is correct, but it is their responsibility to ensure it is present. If the member can see that the report is not of sufficient detail, or not undertaken by a competent person, this shall be raised and questioned.

Below is an example of tender wording to cover the management of fire risk during construction:

EITHER

“We note that your tender enquiry did not include an off the site fire risk mitigation report. Consequently, please note that no allowance has been made within our quote for incorporating any measures relative to the issue of fire spread inside or outside the site boundary during construction. We have not made any visits to site during the preparation of this quotation and cannot comment on the neighbouring conditions.

Since you must comply with CDM Regulations (2015) and HSG 168 (HSE publication entitled Fire Safety in Construction), we refer you to STA fire safety documents ‘16 Steps to Fire Safety’ and ‘Design guide to separation distances’ both available from the STA website. These provide guidance for the project team and the Principal Designer to carry out their legal duties under this legislation.

OR

“Our tender includes fire risk mitigation as requested in the document that you provided to us.”

Pre-construction phase

This phase covers the appointment of an STA structural timber building system member (supply only, supply & erect and erect only).

The pre-construction phase is a good opportunity to remind the customer of the legal duties regarding fire safety. The customer may be the Principal Contractor (PC), but if not, then it shall be made clear that this information is to be forwarded to the PC and/or the Principal Designer (PD) as appropriate.

The member can decide to write or find other recordable ways to inform the Customer. Refer to Appendix 3 for an example letter.

Projects are required to be registered on the STA website. Note that for supply only contracts where site start dates are not known, an estimated date is to be put into the registration.

Phase 2 - Construction phase

Where the structural timber building system member is a supplier only contract then this stage is omitted.

The member should satisfy themselves that they understand the site fire safety plan and any clear breaches of fire safety need to be brought to the attention of the PC.

Undertake site visits by a competent person, appropriate for the scale of the project. This point does not apply to supply only.

Commonly, the STA member will act solely as a subcontractor unless specifically understood to have taken on and agreed the Principal Designer and/or Principal Contractor role.



Phase 3 - Completion of the STA member services

On achieving practical completion of the contracted works the member shall communicate with the customer in writing to record this milestone. (See Appendix 3 example letter).

This requirement applies to supply only, supply and erect, or erect only.

A handover certificate, letter or equivalent must be kept by the member as part of the audit process.

The key actions at this stage are:

After handover of the structural timber building system the member is to write to confirm the responsibility of the PC to maintain the fire safety of the structural timber building during the construction process particularly where follow on trades may cause changes to the structure.

In addition, the PC is to be made aware of any in service fire integrity elements, such as cavity barriers and fire stops, installed by the member. The PC is to be made aware of their responsibility to keep intact these elements that have been signed off as installed, and are critical components of the intended fire safe design of the building.

Members may like to consider taking a photographic record of the cavity barrier installation as proof that they were in place at the time of handover.

Update Site Safe project information on STA website to record completion date of services. Where the contract is supply only the customer is requested to let the STA member know when this occurs. In the absence of this information being provided, the member will keep the Site Safe project website registration open for a period of 18 months.

Appendix 4 provides an example checklist for recording each phase to demonstrate policy compliance. Appendix 5 outlines the third party audit process.

Project termination or delay

Should a project become delayed or terminated once it starts on site then the STA member shall inform their customer of ongoing fire safety matters. An example letter is given in Appendix 3.



Appendix 3: Example letters

3.1 Tender and pre-construction phase letter

Dear [Name]

STA Site Safe Policy, pre-construction phase project details

Thank you for your recent order for the above project. As part of our compliance with “The Construction (Design & Management) Regulations”, 2015 and the Structural Timber Association’s Site Safe policy, we wish to draw to your attention the following documents which you will find helpful during preparation of the Construction Phase plan and construction fire safety strategy.

- 16 Steps to Fire Safety
- STA site induction pack
- Site Safe poster
- Design Guide to Separation Distances
- STA Guidance and Advice Notes:
 1. Legal Responsibility - Advice Note 15.1
 2. Risk Assessment - Advice Note 15.2
 3. Security - Advice Note 8 Thermal Imaging Cameras
 - Guidance Note - Site Perimeter Fencing
 - Guidance Note - Wireless Site Fire Alarm Systems
 4. Escape Routes - Advice Note 7.5
- HSG 168 Fire Safety in Construction

Green text is an option / alternative statement as appropriate.

NOTE:

Some of the contents of this letter may be included already in the tender offer, however, given CDM 2015 obligations, it is appropriate to repeat points as readers may be different as the project progresses.

STA Site Safe policy requires the project to be registered on the STA website. This provides the fire service notification of the project should they wish to visit site and support the Principal Contractor in the development of the site fire safety plan.

The project tender included an off the site fire risk mitigation report and we confirm that our structural timber building system complies with the report’s requirements as they apply to our works. (Or where appropriate replace the above paragraph with below)

The project tender did not include an off the site fire risk mitigation report and it is essential that this matter is addressed. To help you to comply with this legal duty we wish to make you aware of the STA publications, “Design guide to separating distances during construction”, and, “16 Steps to Fire Safety” both of which can be downloaded from www.structuraltimber.co.uk. It is the Principal Designer’s responsibility to consider off the site fire risk and in the absence of further information we request that you provide us with the output from this assessment. Please note that it is a condition precedent to the subcontract works commencing that fire safety during construction has been properly addressed.

For clarity, we confirm that our works includes/does not include the following fire safety during construction elements: temporary compartment walls as required by the 16 Steps to Fire Safety, temporary fire doors,

Completed in service frame fire resistance is the responsibility of the Principal Designer and not included in our contract. However the following fire safety elements are within our scope:

Fire stopping at party wall junctions and XXXXX (provided loose to be fitted by others, fitted on site)

Cavity barriers at XXXXX (provided loose to be fitted by others, fitted on site)

Yours sincerely

(Name)

(Designation)

NOTE: This letter is required for all customer types including self-build customers and supply only contracts. You may choose to send a copy of the STA Advice Note 9.1 and 9.2, which provides a summary of the persons responsible under the CDM 2015 regulations.



3.2 Completion of the STA member services

(Applicable to supply & erect, or erect only contracts)

Our Ref:

Contract No.:

Date:

Dear [Name]

Structural Timber Association, Site Safe policy

We are pleased to inform you that the erection phase of the above project has been completed and handed over. We take this opportunity to remind you that the building will not have full fire integrity until completed and maintenance of the fire safety plan is essential.

Following trades must implement fire safe practice and in particular ensure that their works do not damage installed fire barriers.

In respect of the in service fire integrity the elements listed below have been installed as part of our works:

Cavity barriers

Fire stops to party walls

We have recorded that these elements have been correctly installed and handed over at the time of our attendance on site. It is now your responsibility to keep these elements intact, which are critical components of the intended fire safe design of the building. It is recommended that cavity barriers and fire stops are re-inspected prior to follow-on trades commencing works.

Yours sincerely

(Name)

(Designation)



3.3 Completion of the STA member services

(Applicable to supply only contracts following acceptance of first site delivery)

Our Ref:

Contract No.:

Date:

Dear [Name]

Structural Timber Association, Site Safe policy

As part of the STA Site Safe initiative, this letter is to inform you that we have provided a structural timber building system for others to erect on site. It is the STA Site Safe policy to respectfully remind our Customers that we provide you with the frame as outlined in our contract scope of work. Follow on trades must ensure that the required cavity barriers and fire stopping are provided and installed in compliance with building regulations and design requirements.

The frame has been manufactured to incorporate the as-delivered fire risk mitigation requested in the contract documents.*

All projects require a construction phase fire safety plan proportionate to the risk to safeguard the structure, those working within the site and the general public in the local vicinity. The STA 16 Steps to Fire Safety, available as a download from www.structuraltimber.co.uk is helpful in developing the fire safety plan. Please note that the project has been listed on the STA website as part of their Site Safe registration scheme.

To ensure the finished building complies with in-service fire safety it is essential that your erectors and following trades implement good practice and workmanship on cavity barriers and other materials contributing to fire performance. The STA's guidance on the correct installation of cavity barriers is useful and available from the STA website.

(Under this contract we have provided the following which must be correctly installed:

Cavity barriers

Fire stops to party walls)†

Yours sincerely

(Name)

(Designation)

* Omit/expand as appropriate

† Omit item(s) if you are not providing them



3.4 Project termination or site delays

Our Ref:

Contract No.:

Date:

Dear [Name]

Structural Timber Association, Site Safe policy

As part of the STA Site Safe initiative, this letter is to inform you of the ongoing responsibility to ensure that the site is as safe as it can be while the contract is delayed/stopped. The STA recommends the following as a minimum:

1. The building should be checked for full compliance with the offsite and on site fire risk assessment.
2. The site is tidy with rubbish removed.
3. Combustible materials being stored on site are taken away.
4. The local police, fire service and HSE are informed of the situation.
5. The site security is reviewed and checked for appropriateness.

Yours sincerely

(Name)

(Designation)



Appendix 4

Example of a Site Safe policy in-house checklist

Members can undertake their own system of recording and checking that the Site Safe policy has been undertaken. The following are examples for guidance.

Phase 1 - Tender and pre-construction

ACTION	COMPLETED ✓
STA member has an appointed responsible person to manage the Site Safe policy	
Responsible person has been made aware of the legal requirements	
Tender letter/ quote provided the customer with awareness of the STA member Site Safe policies and duties under CDM 2015. (See NOTE A)	
The PD must be informed of any significant risks in the structural timber building system design relating to fire safety during construction	
Principal Contractor notified of STA 16 Steps to Fire Safety - promoting good practice on structural timber construction sites (Notified in writing - copy on file).	
PC made aware of the STA site safe poster	
PC made aware of STA fire safe site induction power point	
PC made aware of STA advice notes guidance	
The project is registered on the STA website, plus the customer is notified and made aware of the project registration before on site construction of the structural timber elements. (Notified in writing to customer - copy on file) NOTE 1: for supply only contracts where site start dates are not known, this is to be put into the registration as an estimate	
The absence of a site fire risk mitigation report has been notified to the Customer in writing OR The project off the site risk assessment has been included in the tender and has been confirmed as such by the STA member OR The tender includes the STA member's off the site fire risk assessment, along with its recommendations	
Build sequence and handover procedure established (Copy of documents on file with member company)	



Phase 2 - Construction

ACTION	COMPLETED ✓
PC Induction process including fire safety in place NOTE 1: Members can lead their customers to use site specific STA induction presentation NOTE 2: The induction proportionate to the location, scale and complexity of the project	
Site visits carried out as proportionate by STA member H&S advisor / competent person (site visit record held on file)	
When appropriate record where a “stop work” action has occurred; for example no site safe induction or absence of PC site fire safety plan NOTE 3: The fire safety plan shall be proportionate to the location, scale and complexity of the project	
Any site H&S visits known about, documents to be held on file	
If there are any Health and Safety reports / letters directed at the STA member, ensure these have been files and actions noted	
Check that STA member has not inadvertently taken on PC role and if so actions are taken as required	

Phase 3 - Completion of STA member services

ACTION	COMPLETED ✓
Copy of signed handover / letter or equivalent received. (Documentation held on file)	
Principal Contractor reminded of fire plan content for follow on trades and contents of documents identified in Phase 1. (Letter and documentation held on file)	
STA project registration is updated with members offsite/completion date - for supply only has a request for the completion date been made	
All in service fire resistant elements installed by the member as part of the contract (e.g. cavity barriers and fire stops), have been signed off as present and correct to the design specification	
Option for digital photo evidence of handover of frame referenced on file	



Appendix 5

Site Safe policy audit - for third party auditors

Adoption of Site Safe policy is a mandatory requirement of membership of the STA on all projects commissioned from July 2017.

If the member company being audited has historic projects that started pre-June 2017 which was below 600m² total floor area then notes shall be made as to this project which will be exempt from the new audit process.

Phase 1 - Tender and pre-construction

REF	QUESTION / DESCRIPTION	YES	NO
1.1	STA member embedded Site Safe policy into their quality standards		
1.2	STA member has a competent person for overseeing Site Safe Policy		
1.3	Customer informed at the earliest opportunity of their legal duty for risk reduction of fire during the construction process		
1.4	Is there documented evidence of information transfer between the customer and STA member		
1.5	Has the member company registered the project on the STA website and is documentary evidence available? (Note that for supply only contracts where site start dates are not known, this is to be put into the registration as an estimate)		

Phase 2 - Construction

REF	QUESTION / DESCRIPTION	YES	NO
2.1	Record of responsibility as to who is the PC for the project (See NOTE B)		
2.2	Has the member company's Health & Safety advisor/competent person carried out appropriate number of site visits suitable for the scale of the project? <i>Note that this person may be the person in the STA member company who is on site managing the works</i>		
2.3	Has the site induction of workers been carried out including the fire safety plan? The induction proportionate to the location, scale and complexity of the project as agreed by the STA member and PC		
2.4	Where applicable have any non-conformances been identified by the STA member?		
2.5	Where relevant - has a written report been submitted to the PC re non-conformance and is documentary evidence available?		

NOTE B:

Where the member company is the PC then the appropriate responsibility and actions are to be provided in the audit.



Phase 3 - Completion of STA member services

REF	QUESTION / DESCRIPTION	YES	NO
3.1	Is there a copy of the handover certificate or equivalent on file?		
3.2	Has the member company reminded the PC of the continued responsibility to maintain fire safety once the member has left site?		
3.3	Where relevant has the STA Site Safe project registration been closed or explanation as to why not.		

Signature of auditor Date

Signature of member company Date

Record of noncompliance

REF NO.	NON-CONFORMANCE/ACTION REQUIRED

Signature of auditor Date

Signature of member company Date



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