

## Building documentation

### OVERVIEW

In the construction industry you come across a wide range of documentation, and as a Level 3 apprentice you will encounter different types of documents more frequently. This chapter covers the main building documentation you will see, explaining what each type of documentation is and what it is used for.

The types of documentation covered in this chapter are:

- contract documents
- the Building Regulations
- general site paperwork.



## Contract documents

### Activity

Think of a task you are familiar with, such as building a wall or constructing a roof, and write a specification for that task. Remember to include things that would not be shown on a drawing, but would be needed to complete a task.



Contract documents are vital to a construction project. They are created by a team of specialists – the architect, structural engineer, services engineer and quantity surveyor – who first look at the draft of drawings from the architect and client. Just which contract documents this team goes on to produce will vary depending on the size and type of work being done, but will usually include:

- plans and drawings
- specification
- schedules
- bill of quantities
- conditions of contract.

Plans and drawings are covered in Chapter 4, so here we will start with the specifications.

### Specification

The specification or 'spec' is a document produced alongside the plans and drawings and is used to show information that cannot be shown on the drawings. Specifications are almost always used, except in the case of very small contracts. A specification should contain:

- **site description** – a brief description of the site including the address
- **restrictions** – what restrictions apply such as working hours or limited access
- **services** – what services are available, what services need to be connected and what type of connection should be used
- **materials description** – including type, sizes, quality, moisture content, etc.
- **workmanship** – including methods of fixing, quality of work and finish.



A good 'spec' helps avoid confusion when dealing with sub-contractors or suppliers

The specification may also name sub-contractors or suppliers, or give details such as how the site should be cleared, and so on.

## Schedules

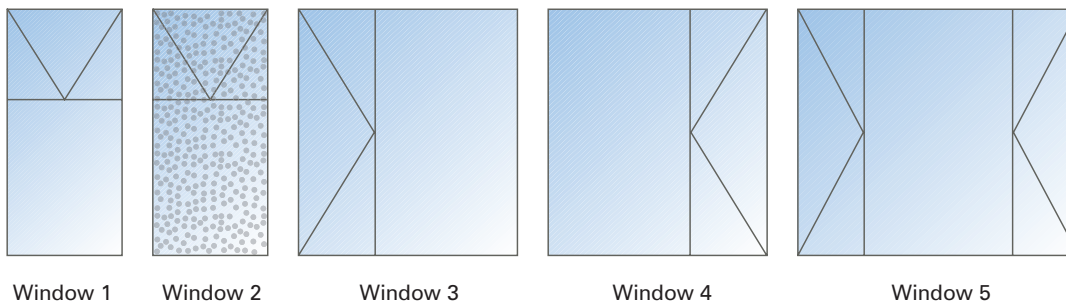
A schedule is used to record repeated design information that applies to a range of components or fittings. Schedules are mainly used on bigger sites where there are multiples of several types of house (4-bedroom, 3-bedroom, 3-bedroom with dormers, etc.), each type having different components and fittings. The schedule avoids the wrong component or fitting being put in the wrong house. Schedules can also be used on smaller jobs such as a block of flats with 200 windows, where there are six different types of window.

The need for a specification depends on the complexity of the job and the number of repeated designs that there are. Schedules are mainly used to record repeated design information for:

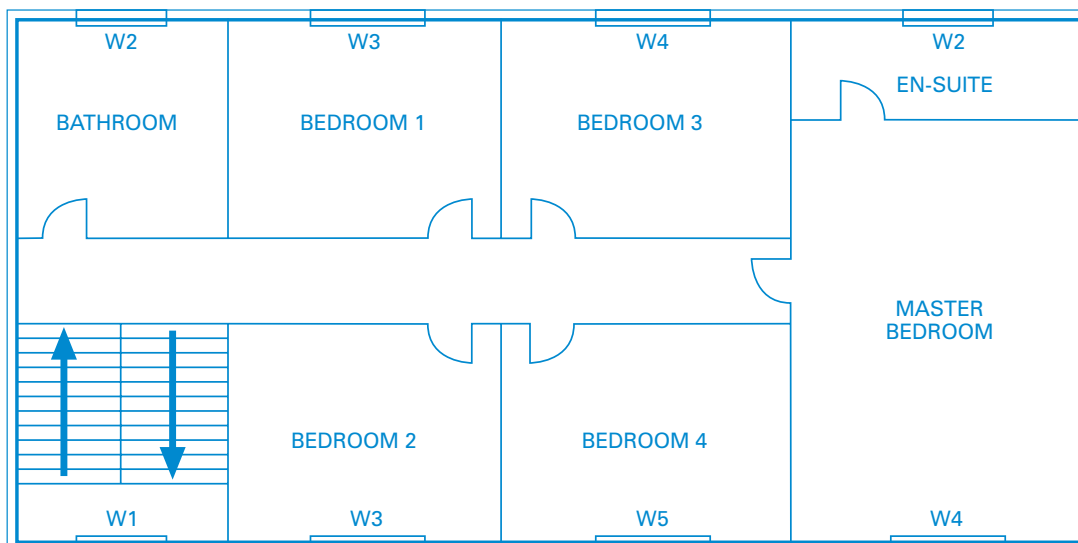
- doors
- windows
- ironmongery
- joinery fittings
- sanitary components
- heating components and radiators
- kitchens.

A schedule is usually used in conjunction with a range drawing and a floor plan.

The following are basic examples of these documents, using a window as an example:



**Figure 2.1** Range drawing



**Figure 2.2** Floor plan



### Activity

Schedules are not always needed on contracts, particularly smaller ones. Think of a job/contract that would require a schedule and produce one for a certain part of that job: for example, doors or brick types.

WINDOW	SIZE	EXTERIOR	INTERIOR	LOCATION	GLASS	FIXING
Window 1	600 × 1200 mm	Mahogany wood grain UPVC	White UPVC	Stairwell	22 mm thermal resistant double glazed units	Fixed with 100 mm frame fixing screws
Window 2	600 × 1200 mm	Mahogany wood grain UPVC	White UPVC	Bathroom En-suite	22 mm thermal resistant double glazed units with maple leaf obscure pattern	Fixed with 100 mm frame fixing screws
Window 3	1100 × 1200 mm	Mahogany wood grain UPVC	White UPVC	Bedroom 1 Bedroom 2	22 mm thermal resistant double glazed units	Fixed with 100 mm frame fixing screws
Window 4	1100 × 1200 mm	Mahogany wood grain UPVC	White UPVC	Bedroom 3 Master bedroom	22 mm thermal resistant double glazed units	Fixed with 100 mm frame fixing screws
Window 5	1500 × 1200 mm	Mahogany wood grain UPVC	White UPVC	Bedroom 4	22 mm thermal resistant double glazed units	Fixed with 100 mm frame fixing screws

**Figure 2.3** Schedule for a window

The schedule shows that there are five types of window, each differing in size and appearance; the range drawing shows what each type of window looks like; and the floor plan shows which window goes where. For example, the bathroom window is a type two window, which is 1200 × 600 × 50 mm with a top-opening sash and obscure glass.

## Bill of quantities

The bill of quantities is produced by the quantity surveyor. It gives a complete description of everything that is required to do the job, including labour, materials and any items or components, drawing on information from the drawings, specification and schedule. The same single bill of quantities is sent out to all **prospective** contractors so they can submit a tender based on the same information – this helps the client select the best contractor for the job.

### Activity

Bills of quantities are used to help contractors provide a tender for a contract. Think of a simple task, then create a bill of quantities for that task, including labour, materials, and so on.



Every item needed should be listed on the bill of quantities

All bills of quantities contain the following information:

- **preliminaries** – general information such as the names of the client and architect, details of the work and descriptions of the site
- **preambles** – similar to the specification, outlining the quality and description of materials and workmanship, etc.
- **measured quantities** – a description of how each task or material is measured with measurements in metres (linear and square), hours, litres, kilograms or simply the number of components required
- **provisional quantities** – approximate amounts where items or components cannot be measured accurately
- **cost** – the amount of money that will be charged per unit of quantity.

The bill of quantities may also contain:

- any costs that may result from using sub-contractors or specialists
- a sum of money for work that has not been finally detailed
- a sum of money to cover contingencies for unforeseen work.

This is an extract from a bill of quantities that might be sent to prospective contractors, who would then complete the cost section and return it as their tender.

Item ref No	Description	Quantity	Unit	Rate £	Cost £
A1	Treated 50 × 225 mm sawn carcass	200	M		
A2	Treated 75 × 225 mm sawn carcass	50	M		
B1	50mm galvanised steel joist hangers	20	N/A		
B2	75mm galvanised steel joist hangers	7	N/A		
C1	Supply and fit the above floor joists as described in the preambles				

**Figure 2.4** Sample extract from a bill of quantities

To ensure that all contractors interpret and understand the bill of quantities consistently, the Royal Institution of Chartered Surveyors and the Building Employers' Confederation produce a document called the *Standard Method of Measurement of Building Works* (SMM). This provides a uniform basis for measuring building work, for example stating that carcassing timber is measured by the metre whereas plasterboard is measured in square metres.

## Activity

The conditions of a contract are crucial in a tender, particularly when contractors add stipulations of their own. Using a simple job, create a contract including stipulations you feel will help you win the tender.



## Conditions of contract

Almost all building work is carried out under a contract. A small job with a single client (e.g. a loft conversion) will have a basic contract stating that the contractor will do the work to the client's satisfaction, and that the client will pay the contractor the agreed sum of money once the work is finished.

Larger contracts with clients such as the Government will have additional clauses, terms or **stipulations** written into the contract. Most large contracts are awarded to companies not solely on the basis of cost, but also taking into account the benefits of the package offered for both the community and the environment.

Clauses, terms or stipulations may include any of the following.

### *Environmental management*

At the tendering stage of a project, most government bodies or large, privately run companies will ask potential contractors to specify how they will manage waste and recycling, and how they will minimise the impact on the environment (for example, by re-planting uprooted trees or moving plants and vegetation instead of destroying them).

Companies will be monitored against their own targets and, if they fail to meet them, may face a financial penalty. Because of this, tendering companies may underestimate their targets for a tender: for example, by stating that they will use 15 per cent recycled/re-used materials on the project rather than 20 per cent.

### *Health and safety management*

On particularly large contracts, tendering companies will provide written safety policy and mission statements, stating how they will do the job safely.

### *Local workforce/suppliers/materials management*

A good tender will specify the proportion of local workers that will be used during the work, in an effort to help bolster the local economy and reduce local unemployment. Using local suppliers or materials that are produced locally is also considered good practice for successful tenders.

### *Community regeneration management*

Some companies will commit to upgrading or improving communities as part of their tender. For example, a company tendering to build a block of flats may commit to building play parks, youth clubs or other community amenities.

After the tender has been agreed, further conditions may be added to the contract, as follows.

### ***Variations***

A variation is a modification of the original drawing or specification. The architect or client must give the contractor written confirmation of the variation, then the contractor submits a price for the variation to the quantity surveyor (or client, on a small job). Once the price is accepted, the variation work can be completed.

### ***Interim payment***

An **interim** payment schedule may be written into the contract, meaning that the client pays for the work in instalments. The client may pay an amount each month, linked to how far the job has progressed, or may make regular payments regardless of how far the job has progressed.

### ***Final payment***

Here the client makes a one-off full payment once the job has been completed to the specification. A final payment scheme may also have additional clauses included, such as:

- **retention**

This is when the client holds a small percentage of the full payment back for a specified period (usually six months). It may take some time for any defects to show, such as cracks in plaster. If the contractor fixes the defects, they will receive the retention payment; if they don't fix them, the retention payment can be used to hire another contractor to do so.

- **penalty clause**

This is usually introduced in contracts with a tight deadline, where the building must be finished and ready to operate on time. If the project overruns, the client will be unable to trade in the premises and will lose money, so the contractor will have to compensate the client for lost revenue.



It is vital you check the exact terms of each contract



### **Did you know?**

On a poorly run contract, a penalty clause can be very costly and could incur a substantial payment. In an extreme case, the contractor may end up making a loss instead of a profit on the project.

## Knowledge refresher



- 1 Name four people who are involved in creating contract documents.
- 2 What is the purpose of a specification?
- 3 List four things that should be contained in a specification.
- 4 What is the purpose of a schedule?
- 5 Who produces the bill of quantities and what is its main purpose?
- 6 State why companies will add stipulations to their tender.
- 7 Describe what a variation is in regards to contract conditions.
- 8 Describe a penalty clause.

## What would you do?



You have been invited to tender a bid for a large public contract. Business has been slow, and you really need it if you are to keep your business afloat and avoid redundancies.

Two of the other tenders concern you. One is priced so low that, if you match it, you may make a small loss. In the other, the contractor promises to recycle 45% of materials, to use only sustainable materials and to employ 70% of the local workforce – matching this may mean you have to lay off some workers and may only make a small profit.

What should you do? What stipulations could you introduce to help improve your bid? What could the consequences be of not getting the contract – or, indeed, of getting it?



## The Building Regulations

The Building Regulations were first introduced in the late 19th century to improve the appalling housing conditions common then. The Public Health Act 1875 allowed local authorities to make their own laws regarding the planning and construction of buildings. There were many grey areas and **inconsistencies** between local authorities, especially where one authority bordered another.

This system remained in place for almost a century until the Building Regulations 1965 came into force. These replaced all local laws with a uniform Act for all in England and Wales to follow. The only exception was inner London, which was covered by the London Building Acts. The Government passed a new law in 1984, setting up the Building Regulations 1985 to cover all England and Wales, including inner London.

The current law is the Building Regulations 2000, amended in April 2006 to take into account things such as wheelchair access and more environmentally friendly practices. The current law also covers all England and Wales.



### Definition

**Inconsistencies** – when things are not the same, not consistent



Building Regulations help protect the environment

## Find out



For more about the Building Regulations, visit [www.ukbuildingstandards.org.uk](http://www.ukbuildingstandards.org.uk)

Scotland is governed slightly differently and is covered by the Building (Scotland) Act 2003. Northern Ireland is covered by the Building (Amendment) Regulations (Northern Ireland) 2006 which came into effect on November 2006.

The main purpose of the Building Regulations is to ensure the health, safety and welfare of all people in and around buildings as well as to further energy conservation and to protect the environment. The regulations apply to most new buildings as well as any alterations to existing buildings, whether they are domestic, commercial or industrial. Many projects also require planning permission, which will be covered in Chapter 3.

The regulations are broken down into several categories:

- Part A – Structural safety
- Part B – Fire safety
- Part C – Resistance to moisture and weather
- Part D – Toxic substances
- Part E – Resistance to sound
- Part F – Ventilation
- Part G – Hygiene
- Part H – Drainage and waste disposal
- Part J – Heat-producing appliances
- Part K – Protection from falling
- Part L – Conservation of fuel and power
- Part M – Access to and use of buildings
- Part N – Glazing safety
- Part P – Electrical safety.

Each of these sections contains an 'approved document', detailing what is covered by that part of the regulations:

### Approved document A

- A1 – Loading
- A2 – Ground movement
- A3 – Disproportionate collapse

### Approved document B

- B1 – Means of warning and escape
- B2 – Internal fire spread (linings)
- B3 – Internal fire spread (structure)
- B4 – External fire spread
- B5 – Access and facilities for the fire service

### Approved document C

- C1 – Site preparation and resistance to contaminants
- C2 – Resistance to moisture

### Approved document D

- D1 – Cavity insulation

### Approved document E

- E1 – Protection against sound from other parts of the building and adjoining buildings
- E2 – Protection against sound within a dwelling-house, etc.
- E3 – Reverberation in the common internal parts of buildings containing flats or rooms for residential purposes
- E4 – Acoustic conditions in schools

**Approved document F** deals only with ventilation

## Remember



Building regulations can change over time. Always be sure you are using the most updated version.

**Approved document G**

G1 – Sanitary conveniences and washing facilities

G2 – Bathrooms

G3 – Hot water storage

**Approved document H**

H1 – Foul water drainage

H2 – Wastewater treatment systems and cesspools

H3 – Rainwater drainage

H4 – Building over sewers

H5 – Separate systems of drainage

H6 – Solid waste storage

**Approved document J**

J1 – Air supply

J2 – Discharge of products of combustion

J3 – Protection of building

J4 – Provision of information

J5 – Protection of liquid fuel storage systems

J6 – Protection against pollution

**Approved document K**

K1 – Stairs, ladders and ramps

K2 – Protection from falling

K3 – Vehicle barriers and loading bays

K4 – Protection from collision with open windows, skylights and ventilators

K5 – Protection against impact from and trapping by doors

**Approved document L**

L1A – Conservation of fuel and power in new dwellings

L1B – Conservation of fuel and power in existing dwellings

L2A – Conservation of fuel and power in new buildings other than dwellings

L2B – Conservation of fuel and power in existing buildings other than dwellings

**Approved document M**

M1 – Access and use

M2 – Access to extensions to buildings other than dwellings

M3 – Sanitary conveniences in extensions to buildings other than dwellings

M4 – Sanitary conveniences in dwellings

**Approved document N**

N1 – Protection against impact

N2 – Manifestation of glazing

N3 – Safe opening and closing of windows, skylights and ventilators

N4 – Safe access for cleaning windows, etc.

**Approved document P**

P1 – Design and installation of electrical installations

## Activity

The Building Inspector's role is vital in enforcing the Building Regulations. Think of a medium-sized job that you are familiar with. What do you think a Building Inspector would need to check on that job?

These are the types of work classified as needing Building Regulations approval:

- the erection of an extension or building
- the installation or extension of a service or fitting which is controlled under the regulations
- an alteration project involving work which will temporarily or permanently affect the ongoing compliance of the building, service, or fitting with the requirements relating to structure, fire, or access to and the use of the building
- the insertion of insulation into a cavity wall
- the underpinning of the foundations of a building
- work affecting the thermal elements, energy status or energy performance of the building.

If you are unsure whether the work you are going to carry out needs Building Regulations approval, contact the local authority.

The Building Regulations are enforced by two types of building control bodies: local authority building control and Approved Inspector building control. If you wish to apply for approval, you must contact one of these bodies.

If you use an Approved Inspector, you must contact the local authority to tell them what is being done where, stating that the Inspector will be responsible for the control of the work.

If you choose to go to the local authority, there are three ways of applying for consent:

- **Full plans** – Plans are submitted to the local authority along with any specifications and other contract documents. The local authority scrutinises these and makes a decision.
- **Building notice** – A less detailed amount of information is submitted (but more can be requested) and no decision is made. The approval process is determined by the stage the work is at.
- **Regularisation** – This is a means of applying for approval for work that has already been completed without approval.

The Building Inspector will make regular visits to ensure that the work is being carried out to the standards set down in the application, and that no extra unapproved work is being done. Often the contractor will tell the Inspector when the job has reached a certain stage, so that they can come in and check what has been done. If the Inspector is not informed at key stages, he/she can ask for the work to be opened up to be checked.

Building Regulations approval is not always given but there is an appeals procedure. For more information, contact your local authority.

## Activity

Think of a job you have done or seen that has been carried out poorly. What improvements might a Building Inspector request?



The Building Inspector will need to be involved at every key stage

## Knowledge refresher



- 1 What is the main purpose of the Building Regulations?
- 2 Which approved document deals with stairs?
- 3 Which approved document deals with conservation of fuel and power?
- 4 What does approved document F deal with?
- 5 List four types of work that would require Building Regulations approval.
- 6 Who can you contact to check if the work you are doing requires Building Regulations approval?
- 7 What is the role of the Building Inspector?

## What would you do?



You are part way through building an extension when the client asks for an alteration to the original plans. You think that this alteration may need Building Regulations approval, but applying now would put the job back a few weeks, and you are already under time pressure. The client says they do not care about the Building Regulations; they want the work done now, or they will stop paying you. What should you do? What could the repercussions of your actions be?

## General site paperwork

No building site could function properly without a certain amount of paperwork. Here is a brief, but not exhaustive, description of some of the other documents you may encounter. Some companies will have their own forms to cover such things as scaffolding checks.

### Timesheet

Timesheets record hours worked, and are completed by every employee individually. Some timesheets are basic, asking just for a brief description of the work done each hour, but some can be complicated. In some cases timesheets may be used to work out how many hours the client will be charged for.

## P. Gresford Building Contractors

**Timesheet**

---

Employee \_\_\_\_\_ Project/site \_\_\_\_\_

Date	Job no.	Start time	Finish time	Total time	Travel time	Expenses
M						
Tu						
W						
Th						
F						
Sa						
Su						
<b>Totals</b>						

Employee's signature \_\_\_\_\_

Supervisor's signature \_\_\_\_\_

Date \_\_\_\_\_

Figure 2.5 Timesheet

## Day worksheets

Day worksheets are often confused with timesheets, but are different as they are used when there is no price or estimate for the work, to enable the contractor to charge for the work. Day worksheets record work done, hours worked and sometimes materials used. They are also used when variation orders or extra work is added to a contract.

**P. Gresford Building Contractors**

**Day worksheet**

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Customer Chris MacFarlane Date \_\_\_\_\_

Description of work being carried out \_\_\_\_\_  
Hang internal door in kitchen.

---

Labour	Craft	Hours	Gross rate	TOTALS
Materials	Quantity	Rate	% addition	
Plant	Hours	Rate	% addition	

Comments

---

Signed \_\_\_\_\_ Date \_\_\_\_\_

Site manager/foreman signature \_\_\_\_\_

Figure 2.6 Day worksheet

**P. Gresford Building Contractors**

**Job sheet**

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Customer Chris MacFarlane

---

Address 1 High Street  
 Any Town  
 Any County

---

Work to be carried out  
 Hang internal door in kitchen

---

Special conditions/instructions  
 Fit with door closer  
 3 × 75 mm butt hinges

Figure 2.7 Job sheet

## Job sheet

A job sheet is similar to a day worksheet – it records work done – but is used when the work has already been priced. Job sheets enable the worker to see what needs to be done and the site agent or working foreman to see what has been completed.



**VARIATION TO PROPOSED WORKS AT 123 A STREET**

REFERENCE NO: \_\_\_\_\_

DATE \_\_\_\_\_

FROM \_\_\_\_\_

TO \_\_\_\_\_

POSSIBLE VARIATIONS TO WORK AT 123 A STREET

ADDITIONS
OMISSIONS

SIGNED .....

**CONFIRMATION FOR VARIATION TO PROPOSED WORKS AT 123 A STREET**

REFERENCE NO: \_\_\_\_\_

DATE \_\_\_\_\_

FROM \_\_\_\_\_

TO \_\_\_\_\_

I CONFIRM THAT I HAVE RECEIVED WRITTEN INSTRUCTIONS  
 FROM \_\_\_\_\_  
 POSITION \_\_\_\_\_  
 TO CARRY OUT THE FOLLOWING POSSIBLE VARIATIONS TO THE  
 ABOVE NAMED CONTRACT

ADDITIONS
OMISSIONS

SIGNED .....

**Variation order**

This sheet is used by the architect to make any changes to the original plans, including omissions, alterations and extra work.

**Figure 2.8** Variation order**Confirmation notice**

This is a sheet given to the contractor to confirm any changes made in the variation order, so that the contractor can go ahead and carry out the work.

**Figure 2.9** Confirmation notice

## Activity

Ordering the wrong size, type or amount of materials can cause delays or cost a lot of money on a project. Think of a simple task and write a materials requisition for that task.

## Orders/requisitions

A requisition form or order is used to order materials or components from a supplier.

**P. Gresford Building Contractors**

**Requisition form**

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Supplier \_\_\_\_\_ Order no. \_\_\_\_\_  
 \_\_\_\_\_ Serial no. \_\_\_\_\_  
 Tel no. \_\_\_\_\_ Contact \_\_\_\_\_  
 Fax no. \_\_\_\_\_ Our ref \_\_\_\_\_

Contract/Delivery address/Invoice address \_\_\_\_\_ Statements/applications  
 \_\_\_\_\_ for payments to be sent to  
 \_\_\_\_\_  
 Tel no. \_\_\_\_\_  
 Fax no. \_\_\_\_\_

Item no.	Quantity	Unit	Description	Unit price	Amount

Total £ \_\_\_\_\_

Payment terms \_\_\_\_\_ Date \_\_\_\_\_

Originated by \_\_\_\_\_

Authorised by \_\_\_\_\_

Figure 2.10 Requisition form

## Delivery notes

Delivery notes are given to the contractor by the supplier, and list all the materials and components being delivered. Each delivery note should be checked for accuracy against the order (to ensure what is being delivered is what was asked for) and against the delivery itself (to make sure that the delivery matches the delivery note). If there are any **discrepancies** or if the delivery is of a poor quality or damaged, you must write on the delivery note what is wrong before signing it and ensure the site agent is informed so that he/she can rectify the problem.

## Definition

**Discrepancies** – when there is a difference or variation between two things that should be the same

**Bailey & Sons Ltd**  
*Building materials supplier*  
Tel: 01234 567890

**Your ref:** AB00671  
**Our ref:** CT020                      **Date:** 17 Jul 2006  
**Order no:** 67440387

**Invoice address:** Carillion Training Centre,  
Deptford Terrace, Sunderland  
**Delivery address:** Same as invoice

Description of goods	Quantity	Catalogue no.
OPC 25kg	10	OPC1.1

**Comments:**

**Date and time of receiving goods:**

**Name of recipient (caps):**

**Signature:**

Figure 2.11 Delivery note

INVOICE

**JARVIS BUILDING SUPPLIES**  
3<sup>rd</sup> AVENUE  
THOMASTOWN

L Weeks Builders  
4<sup>th</sup> Grove  
Thomastown

Quantity	Description	Unit price	Vat rate	Total
30	Galvanised joint hangers	£1.32	17.5%	£46.53
			TOTAL	£46.53

To be paid within 30 days from receipt of this invoice  
Please direct any queries to 01234 56789

## Invoices

Invoices come from a variety of sources such as suppliers or sub-contractors, and state what has been provided and how much the contractor will be charged for it.



### Remember

Invoices may need paying by a certain date – fines for late payment can sometimes be incurred – so it is important that they are passed on to the finance office or financial controller promptly.

Figure 2.12 Invoice

**JARVIS BUILDING SUPPLIES**  
3<sup>rd</sup> AVENUE  
THOMASTOWN

Customer ref. \_\_\_\_\_

Customer order date \_\_\_\_\_

Delivery date \_\_\_\_\_

Item no	Qty Supplied	Qty to follow	Description	Unit price
1	30	0	Galvanised joinst hangers	£1.32

Delivered to: L Weeks builders  
4th Grove  
Thomastown

Customer signature \_\_\_\_\_

### Delivery records

Delivery records list all deliveries over a certain period (usually a month), and are sent to the contractor’s Head Office so that payment can be made.

**Figure 2.13** Delivery record

### Remember



Remember – you should always check a delivery note against the order and the delivery itself, then write any discrepancies or problems on the delivery note *before* signing it.

### Daily report/site diary

This is used to pass general information (deliveries, attendance, etc.) on to a company’s Head Office.

**Figure 2.14** Daily report or site diary

**DAILY REPORT/SITE DIARY**

PROJECT \_\_\_\_\_

DATE \_\_\_\_\_

Identify any of the following factors, which are affecting or may affect the daily work activities and give a brief description in the box provided

WEATHER ( ) ACCESS ( ) ACCIDENTS ( ) SERVICES ( )  
DELIVERIES ( ) SUPPLIES ( ) LABOUR ( ) OTHER ( )


SIGNED \_\_\_\_\_

POSITION \_\_\_\_\_

## Accident and near miss reports

It is a legal requirement that a company has an accident book, in which reports of all accidents must be made. Reports must also be made when an accident nearly happened, but did not in the end occur – known as a ‘near miss’. It is everyone’s responsibility to complete the accident book. If you are also in a supervisory position you will have the responsibility to ensure all requirements for accident reporting are met.



### Safety tip

If you are involved in or witness an accident or near miss, make sure it is entered in the book – for your own safety and that of others on the site. If you don’t report it, it’s more likely to happen again.

### Report of an Accident, Dangerous Occurrence or Near Miss

Date of incident \_\_\_\_\_ Time of incident \_\_\_\_\_

Location of incident \_\_\_\_\_

#### Details of person involved in accident

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Occupation \_\_\_\_\_

Date off work (if applicable) \_\_\_\_\_ Date returning to work \_\_\_\_\_

Nature of injury \_\_\_\_\_

Management of injury  First Aid only  Advised to see doctor  
 Sent to casualty  Admitted to hospital

#### Account of accident, dangerous occurrence or near miss

(Continued on separate sheet if necessary)

#### Witnesses to the incident

(Names, addresses and occupations)

Was the injured person wearing PPE? If yes, what PPE? \_\_\_\_\_

\_\_\_\_\_

Signature of person completing form \_\_\_\_\_

Occupation \_\_\_\_\_ Date \_\_\_\_\_

**Figure 2.15** Accident/  
near miss report

## Activity

Think of a simple task you are familiar with and write a method statement for that task.



## Method statement

Sometimes known as a 'safe system of work', a method statement details the way a task or process will be carried out safely. It includes a step-by-step guide, outlines the hazards involved, and describes the control measures that have been introduced to ensure the safety of anyone affected. Written method statements are often requested at the tender stage, so that the client can be sure of the company's safety credentials.

## FAQ



### *How do I know what scale the drawing is at?*

The scale should be written on the title panel (the box included on a plan or drawing giving basic information such as who drew it, how to contact them, the date and the scale).

### *How do I know if I need a schedule?*

Schedules are only really used in large jobs where there is a lot of repeated design information. If your job has a lot of doors, windows, etc., it is a good idea to use one.

### *How do I know if I need approval?*

If you are unsure, check section three of the Building Regulations or contact your local authority.

### *Do I need to know all the different Building Regulations and what is contained in each section?*

No, but a good understanding of what is involved is needed.

### *How many different forms are there?*

A lot of forms are used and some companies use more than others. You should ensure you get the relevant training on completing the form before using it.

## Knowledge refresher



- 1 What is the difference between a timesheet and day worksheet?
- 2 What is a variation order?
- 3 What is a daily site diary used for?
- 4 Why are near miss reports used?
- 5 What is a method statement?

## What would you do?



- 1 You are working on a renovation project when your boss calls you to ask what materials you need for the next few weeks. You are caught a bit off-guard, and you rush around giving your boss a list of materials over the phone. When the materials are delivered, there are some discrepancies: it's not what you said, as far as you can remember. You phone your boss to tell him and he gets cross, blaming you for the mistakes. Who is to blame? What should have been done?
- 2 A friend has approached you to do a loft conversion. You apply for planning permission and Building Regulations approval and are given both, so you start work. You come across a problem with the chimney and decide to remove some of the bricks. With the work completed, the Building Inspector shows up to check the job. What can the Building Inspector do? What effect could this have on the job? What could have been done to prevent it?

