

# London Underground Limited

## SITE PERSON IN CHARGE DECLARATION

The following information is to be completed by an Employer when appointing the Site Person in Charge of work

The completed form is to be submitted to the Employer’s Representative BEFORE the Site Person in Charge commences work.

If the Site Person in Charge is to be responsible for work on or adjacent to the track, a copy of this document must be submitted at an authorised LUL Safety on the Track training location before the Site Person in Charge - Safety on the Track course can be undertaken.

Name of Site Person in Charge .....

Job Title (where appropriate) .....

Contract Title .....

Scope of work (for Site Person In Charge) .....

.....

.....

Location of work.....

.....

***Declaration***

**The person named above has the necessary supervisory skills and sufficient subject matter expertise of the technical and safety aspects of the scope of work to act in the capacity of the above Company’s Site Person in Charge.**

Signed (*Employing Manager*): .....  
Name (*Print*)

Date: ..... Tel: .....

Company Name: .....

Address:.....

..... Post Code .....

**Notes: This Declaration alone does not permit a Site Person in Charge to work on LUL/Infracore premises. A new Declaration must be completed each time a Site Person in Charge is appointed and whenever there is a change to the scope of work.**

**See condition 2.6 of SIS-622 page 3.**

**TSW035**

The SITE PERSON IN CHARGE is a vital member of the team who ensures that the site is managed safely.

While there are some differences in the training and specific duties required for SITE PERSON IN CHARGE on or off the track, the essential role is the same: To ensure the safety of everyone working on the site, or who may be affected by the activities on site.

In all cases the person who appoints the SITE PERSON IN CHARGE needs to be sure of the SITE PERSON IN CHARGE's competence to undertake the duties, and aware of their limitations, by means of a robust process.

**From the contract QUENSH conditions:**

On every occasion that contractor's staff are on LU's premises, the contractor shall designate a Site Person-in-Charge (SITE PERSON IN CHARGE) at each site or work location, and all members of their staff must know the identity of the SITE PERSON IN CHARGE. SITE PERSON IN CHARGE must make themselves known to the Designated Employer's Representative (DER), the Station Supervisor, or equivalent.

The contractor shall complete a SITE PERSON IN CHARGE Declaration stating that the designated SITE PERSON IN CHARGE has the necessary supervisory skills, plus a sufficient knowledge of the technical and safety aspects of the scope of work.

**General duties of the SITE PERSON IN CHARGE include, but are not restricted to:**

- Be trained, medically fit and familiar with the duties as indicated below.
- Always identify himself or herself on the attendance sheet, and to all members of the work group, at the start of each shift, as well as anyone who needs to know where he or she and the work group can be located.
- When carrying out their duties on or about LU premises, the Site Persons-in-Charge must wear high visibility fluorescent garments approved by LU, and an armband identifying the SITE PERSON IN CHARGE.
- Make sure that persons undertaking Safety Critical Activities are properly authorised .
- Sign and date a declaration that staff under their control have been checked for obvious signs of alcohol or drug abuse, and that local emergency evacuation procedures have been adequately explained and understood.
- Produce for inspection on request the relevant Site Person-in-Charge Declaration Certificate.
- Be accountable to The Employer for the discipline of staff and work disciplines within the site.
- Either, set up a safe system of work, or ensure that a previously planned safe system of work is followed for the work to be done, including inspections.
- Ensure that the work is undertaken in compliance with the approved method statements.
- Ensure that all staff are, or have been, fully briefed as to the limits and scope of the work.
- Be satisfied that the First Aid arrangements for the site have been identified and established .
- Brief fully all staff under his or her responsibility as to the emergency, safety and first aid procedures.
- Remain at the work site whilst work is in progress.
- Check that all materials and equipment are available prior to the start of work and at the end of a shift, or completion of the work, that all materials are either stored in a designated area or removed from the site.

**Specific Contract QUENSH condition references to the duties of the SITE PERSON IN CHARGE**

SIS-621B, 5.10	Designation of SITE PERSON IN CHARGE
SIS-621B, 5.12.3	Access to the work location
SIS-621B, 5.20	English Language
SIS-621B, 5.25.1	Notification of Incidents, etc.
SIS-621B, 6.12	Environmental responsibilities
SIS-621B, 6.13	Training and credentials
SIS-622, 1.23	Contractor's designated SITE PERSON IN CHARGE
SIS-622, 1.24	Duties of the SITE PERSON IN CHARGE
SIS-622, 2.6	Training of the SITE PERSON IN CHARGE
SIS-622, 5.8	Work in engineering hours on the railway
SIS-622, 5.11	Work at unmanned stations
SIS-622, 6.0	Hazardous areas and activities

**Additional Information references from the Contract QUENSH conditions**

SIS-623, Attachment	SITE PERSON IN CHARGE Declaration
SIS-623, Attachment	SITE PERSON IN CHARGE (non track locations) certificate

**TSW035**