

TEMPORARY WORKS DESIGN BRIEF

INSTALLATION, INSPECTION & HANDOVER PLAN

Temporary Works Item	Compacted earth bund and interceptor swale for silt runoff control
Project / Client	M&J Evans Construction
Site	Trub Farm, Manchester Road, Rochdale, OL11 2XG
Source Document	RAMS - Earth Bund Construction for Silt Runoff Control
Source Doc. Ref.	150/26
Revision / Date	Rev 0 / 10.09.26
Document Status	FOR TWC / DESIGNER REVIEW - NOT YET AUTHORISED FOR USE

1. Document Control & Temporary Works Responsibilities

Role / Control	Name / Organisation	Signature	Date
Temporary Works Coordinator (TWC)	D Bibby		
Temporary Works Supervisor (TWS)	TBC		
Temporary Works Designer	L Hardy		
Design Checker	H Wood		
Site Supervisor	TBC		
Principal Contractor	MCI		
Client	M&J Evans Construction		

1.1 Revision Record

Revision	Date	Description	Prepared / Approved
0	10.09.26	Initial source RAMS issue - earth bund installation	Lee Hardy / source document
TW-0	10.09.26	Temporary works design brief / control format	For TWC review

1.2 Temporary Works Classification

TW Description	Earth bund with shallow interceptor swale located upslope of the watercourse to intercept and control silt-laden runoff.
Design Check Category	Category 0.
Design Life / Required Duration	Temporary installation for the construction period or until no longer required for runoff control.
Permit / Handover	Permit to Bring Into Use (or equivalent project temporary works handover) required before reliance on the bund.
Alterations	No change to alignment, height, width, side slopes, fill, drainage route or watercourse interface without TWC review and change control.

2. Purpose, Scope & Functional Requirement

The temporary works are intended to intercept silt-laden surface runoff generated during construction and prevent uncontrolled discharge toward the adjacent watercourse. The arrangement comprises a compacted earth bund, a shallow interceptor swale on the upslope side, turned-up bund ends to reduce bypass flow, and a maintained vegetated buffer between the bund and channel.

2.1 Required Functions

- Intercept construction runoff before it reaches the watercourse.
- Direct intercepted runoff away from the channel toward a controlled sump / settlement area.
- Remain stable and serviceable under expected site conditions for the duration of use.
- Keep the watercourse and culvert inlet / outlet unobstructed.
- Allow safe inspection, maintenance, repair and eventual removal / reinstatement.
- Limit disturbance, stockpiling, refuelling and washout within the protected watercourse margin.

3. Temporary Works Design Brief

Design Brief Item	Source / Required Basis	Status / Action
Location	Upslope of the watercourse; clear of culverts and access routes; retain vegetated buffer.	Exact set-out / setback to be confirmed on site and accepted by TWC.
Bund geometry	Approx. 0.5 m high; minimum 0.6 m crest width; side slopes approx. 1V:2H.	Designer to confirm adequacy for ground, fill and runoff conditions.
Foundation / key	Strip minimum vegetation required and form keyed base approx. 200 mm deep along bund line.	Foundation to be inspected for soft / unsuitable ground before fill placement.
Fill	Suitable fill placed in layers and compacted.	Material suitability, layer thickness and compaction acceptance criteria to be confirmed.
Interceptor swale	Shallow swale immediately uphill of bund.	Gradient, discharge route and erosion control to be confirmed.
Bund ends	Turn ends upslope to prevent bypass flow.	Set-out to reflect topography and controlled discharge route.
Discharge / settlement	Intercepted runoff directed to sump / settlement area.	Location and capacity to be verified before works begin.
Watercourse / culvert interface	Maintain channel-edge exclusion; culvert inlet and outlet clear at all times.	No excavation or fill to undermine channel bank or obstruct flow.
Weather / flooding	Stop and review during heavy rainfall, overtopping, unsafe ground or visible silt discharge.	Inspection / trigger criteria to be briefed before use.
Services	Confirm permits and underground service information before breaking ground.	Permit to dig / service controls to be applied where required.
Plant loading / access	360 excavator, 8-wheel tipper wagons and roller identified in source.	TWC / supervisor to confirm safe plant routes, stand-off from edges and ground suitability.
Removal / reinstatement	Remove accumulated silt safely and reinstate on completion.	Removal sequence and final reinstatement to be agreed before dismantling.

3.1 Design Information / Inputs to Confirm

- Topographical level information and final bund alignment.
- Ground condition at bund foundation and near the watercourse bank.
- Known underground / overhead services and permit requirements.
- Runoff catchment direction, controlled discharge point and settlement provision.
- Required duration of the temporary works and foreseeable weather exposure.

- Plant access, loading, gradients and stand-off from channel / excavation edges.
- Any ecological, environmental or permit constraints applying to the watercourse margin.

4. Constraints, Interfaces & Environmental Controls

Constraint / Interface	Control Requirement	Responsible Verification
Watercourse	Maintain vegetated buffer; no uncontrolled silt discharge; do not undermine bank.	TWC / Site Supervisor
Culvert	Keep inlet and outlet clear at all times.	TWS / Supervisor
Runoff	Install controls before disturbance and route to controlled settlement.	TWS / Environmental lead
Plant movements	Segregate pedestrians; competent operators; banksman for reversing / restricted visibility.	Site Supervisor
Fuel / oils	Refuel away from watercourse; spill kit available; inspect for leaks.	Site Supervisor
Weather	Suspend work if severe weather, unsafe ground, overtopping or visible silt discharge occurs.	TWS / Supervisor
Access / ground	Defined routes; check ground stability on wet or soft ground.	Supervisor / plant operator
Change control	No field alteration to TW arrangement without TWC review.	TWC

5. Installation Method / Construction Sequence

1. TWC confirms the Temporary Works Design Brief, required design / check status, permits, service information, access and exclusion zones before breaking ground.
2. Brief workforce on the approved temporary works arrangement, RAMS, emergency actions, environmental sensitivities, no-go zones and change-control requirements.
3. Set out the bund alignment, watercourse setback, swale and controlled discharge / settlement route. Confirm culvert inlet / outlet remain clear.
4. Install pollution-prevention and containment measures before ground disturbance, including spill response provision and runoff controls.
5. Strip only the minimum vegetation necessary. Excavate a keyed base approximately 200 mm deep along the approved bund line.
6. Inspect and accept the exposed foundation / key. Remove or treat unsuitable soft areas in accordance with design.
7. Place suitable fill in layers and compact. Form the bund to approximately 0.5 m high, minimum 0.6 m crest width and side slopes approximately 1V:2H unless the approved design states otherwise.
8. Form the shallow interceptor swale on the upslope side and turn bund ends upslope to reduce bypass flow. Connect runoff to the approved sump / settlement area.
9. Complete dimensional / condition inspection, record defects and rectify before handover.
10. TWC signs the Permit to Bring Into Use / handover only after the approved design and inspection requirements are satisfied.
11. Inspect during / after rainfall and after any event that could affect stability or function. Repair erosion / settlement and remove accumulated silt safely.
12. On completion, obtain approval for removal, dismantle / regrade in a controlled sequence and reinstate the area.

5.1 Hold Points / Witness Points

Ref	Hold / Witness Point	Acceptance Requirement	Accepted By	Date
HP01	Design brief / TW register	TW ref, roles, check category and design status confirmed.	TWC	
HP02	Setting out / services	Alignment, setback, culvert clearance, discharge route and services confirmed.	TWS	
HP03	Key / foundation	Key excavated and foundation condition acceptable before fill placement.	TWS / Designer as required	
HP04	Bund formation	Geometry, fill placement / compaction and swale arrangement match approved design.	TWS	
HP05	Pre-use handover	Inspection complete; defects closed; Permit to Bring Into Use signed.	TWC / authorised person	
WP01	Post-rainfall / event inspection	No overtopping, bypass, significant erosion, settlement or uncontrolled silt discharge.	Supervisor	

6. Inspection, Monitoring & Maintenance

The source RAMS requires inspection during / after rainfall, immediate repair of erosion or settlement, safe removal of accumulated silt, and suspension / review where overtopping or visible silt discharge occurs. The TWC is to define any additional routine inspection frequency and record requirements for the project.

Inspection Item	Acceptance / Defect Trigger	Action if Defective	Record
Bund crest / slopes	No significant erosion, cracking, rutting, slumping or loss of geometry.	Stop affected activity; protect area; repair to approved arrangement.	TW inspection sheet
Foundation / toe	No undermining, washout, excessive settlement or softening.	Escalate to TWC; designer review if stability affected.	TW inspection sheet
Swale / runoff route	Free draining; no uncontrolled bypass, scour or blockage.	Clear / repair; provide temporary containment as required.	Environmental / TW record
Watercourse / culvert	No silt discharge; inlet / outlet unobstructed.	Stop works immediately; notify supervisor / principal contractor; contain pollution.	Incident / inspection record
After rainfall	No overtopping, bypass, erosion or settlement affecting function.	Repair before continued reliance on bund.	Post-event inspection
After alteration / impact	No unauthorised change; geometry and function intact.	Do not use / rely on works until TWC review and re-handover.	Change record

7. Emergency, Environmental & Stop-Work Actions

STOP WORK: If silty water enters the channel, visible silt discharge occurs, the bund overtops / bypasses, ground becomes unsafe, or stability is in doubt, stop the affected works and notify the supervisor / TWC.

- Notify the Site Supervisor and Principal Contractor.
- Deploy temporary containment where required and safe to do so.
- Prevent further uncontrolled runoff entering the watercourse.
- Keep culvert inlet / outlet clear and do not create an obstruction in the channel.

- Record inspections, incidents, defects and corrective actions.
- Do not modify the temporary works arrangement as an improvised repair unless authorised through the project temporary works change process.

7.1 Accident / Incident Arrangements

Site instruction	Site emergency procedures to be instructed at site induction.
First aid	Vehicles hold First Aid kits.
Nearest A&E	Royal Oldham Hospital, OL1 2JH
Telephone	0161 778 5665
Reporting	Report accidents / near misses in accordance with the site reporting arrangements and QR reporting process in the source RAMS.

8. Plant, Equipment & PPE

8.1 Plant / Equipment

- 360 Excavators
- 8 Wheel Tipper Wagons
- Roller
- Spill kit / temporary containment equipment as required

8.2 PPE Identified as Applicable in Source RAMS

PPE	Standard in Source	Source Status
Mask / respiratory protection	BS EN 149	Marked applicable
Hi-visibility vest / jacket	BS EN 471	Marked applicable
Safety boots (not rigger boots)	BS EN 345	Marked applicable
Hard hat	BS EN 397	Marked applicable
Gloves	BS EN 420	Marked applicable
Ear defenders	BS EN 352	Not marked applicable on source front sheet
Safety glasses / goggles	BS EN 166	Not marked applicable on source front sheet

Task-specific PPE and current standards are to be confirmed against the approved RAMS / COSHH assessments and site rules before work.

9. Temporary Works Risk Summary

Hazard / Failure Mode	Key Controls from Source	Residual Risk in Source	TW Control / Escalation
Plant movement / reversing	Competent operators; banksman; segregation; inspections; no persons in working radius.	Medium	Maintain exclusion / segregation and approved access routes.

Hazard / Failure Mode	Key Controls from Source	Residual Risk in Source	TW Control / Escalation
Bund formation / slope stability	Minimum excavation; do not undermine bank; stable profile; compact in layers; supervisor inspection.	Medium	Foundation / geometry hold points; designer review if ground differs from assumptions.
Watercourse / culvert	Channel-edge exclusion; keep culvert clear; no lone working; rescue provision where task assessment requires.	Medium	Stop use if bank stability / access becomes unsafe.
Silt pollution	Runoff controls first; settlement area; vegetated buffer; inspect during rainfall; stop on visible discharge.	Low	Immediate stop-work and containment trigger.
Fuel / hydraulic spill	Refuel away from watercourse; spill kit; leak checks; contain / recover contaminated material.	Low	Pollution incident response and reporting.
Adverse weather / overtopping	Monitor forecast / conditions; suspend in severe weather; post-rainfall inspection; repair erosion.	Medium	Re-inspection / re-handover where performance is affected.
Service strike	Service plans; scanning / permit to dig where required; cautious excavation.	Source detailed RA	HP02 before breaking ground.
Plant overturning on poor ground	Assess terrain / ground; follow manufacturer limits; safe stand-off from edges.	Source detailed RA	TWC / supervisor to confirm routes and ground condition.
Unauthorised alteration / human error	Supervision, communication and reinforcement of controls.	Source detailed RA	Formal TW change control; no field modification without review.

10. Temporary Works Inspection Record

Use this record for pre-use, post-rainfall, post-impact / alteration and routine inspections as defined by the TWC. Attach photographs or sketches where useful.

Date / Time	Inspection Type	Condition / Defects	Action / Close-out	Inspector / Signature

Date / Time	Inspection Type	Condition / Defects	Action / Close-out	Inspector / Signature

10.1 Dimensional / Handover Check

Check	Required / Approved	As-Built / Observed	Accept / Comment
Bund height	Approx. 0.5 m unless approved design differs		
Crest width	Minimum 0.6 m unless approved design differs		
Side slopes	Approx. 1V:2H unless approved design differs		
Key / foundation	Approx. 200 mm keyed base; acceptable foundation		
Swale	Formed upslope and free draining		
Bund ends	Turned upslope to reduce bypass		
Discharge route	Connected to approved sump / settlement area		
Vegetated buffer	Retained between bund and channel		
Culvert	Inlet / outlet unobstructed		
Defects	No unresolved defects affecting function / stability		

11. Permit to Bring Into Use / Temporary Works Handover

This section must not be signed until the temporary works design / check requirements, hold points and inspection requirements have been completed.

Temporary Works Ref	
Approved Drawing / Design Ref	

Design Check Certificate Ref	
Installation Inspection Ref	
Outstanding Restrictions / Conditions	
Authorised for Use From	
Next Inspection / Review	TBC by TWC

Approval	Name	Signature	Date
TWS / Installation acceptance			
TWC / Permit to Bring Into Use			
Principal Contractor acknowledgement			

12. Change Control, Removal & Reinstatement

12.1 Change Control

- Any departure from the approved alignment, geometry, fill, compaction method, swale, discharge route, watercourse setback or plant access is to be treated as a temporary works change.
- Stop the affected work / use where the change could affect stability, runoff control or watercourse protection.
- Record the proposed change and obtain TWC / designer review. Complete any required re-check before implementation.
- Re-inspect and re-issue / confirm the Permit to Bring Into Use where the change affects the handed-over temporary works.

12.2 Removal / Reinstatement

- Confirm the bund is no longer required for runoff control before removal.
- Plan removal so that silt-laden runoff cannot bypass controls or enter the watercourse during dismantling.
- Remove accumulated silt safely to the approved location / waste route.
- Regrade and reinstate disturbed ground and vegetation as required.
- Close the temporary works register entry only after removal / reinstatement is confirmed.

12.3 Temporary Works Change Record

Date	Change / Deviation	Reason	Design / Check Action	TWC Approval

13. Supporting Risk Assessments / COSHH from Source RAMS

The supplied source document contains detailed supporting assessments. These should remain part of the work package and be checked for currency / applicability before work. The temporary works document does not replace them.

Reference / Item	Task / Product	Use in Work Package
General risk assessment	Slips/trips, work at height, falling objects, noise, hygiene, COSHH, dust, manual handling, vibration, plant, excavations, security	Supporting controls
P001	Operating 360 Excavator	Plant-specific risk assessment
T004	Driving Tipper Wagon (on site)	Vehicle-specific risk assessment
COSHH RA 2	TITAN SUPERGEAR MC 80W-140	Plant repair / maintenance substance assessment
COSHH RA 6	AUTO DIESEL (DERV)	Refuelling plant, cars, vans & HGVs

13.1 Workforce Briefing / Compliance Register

Name	Company / Role	Signature	Date