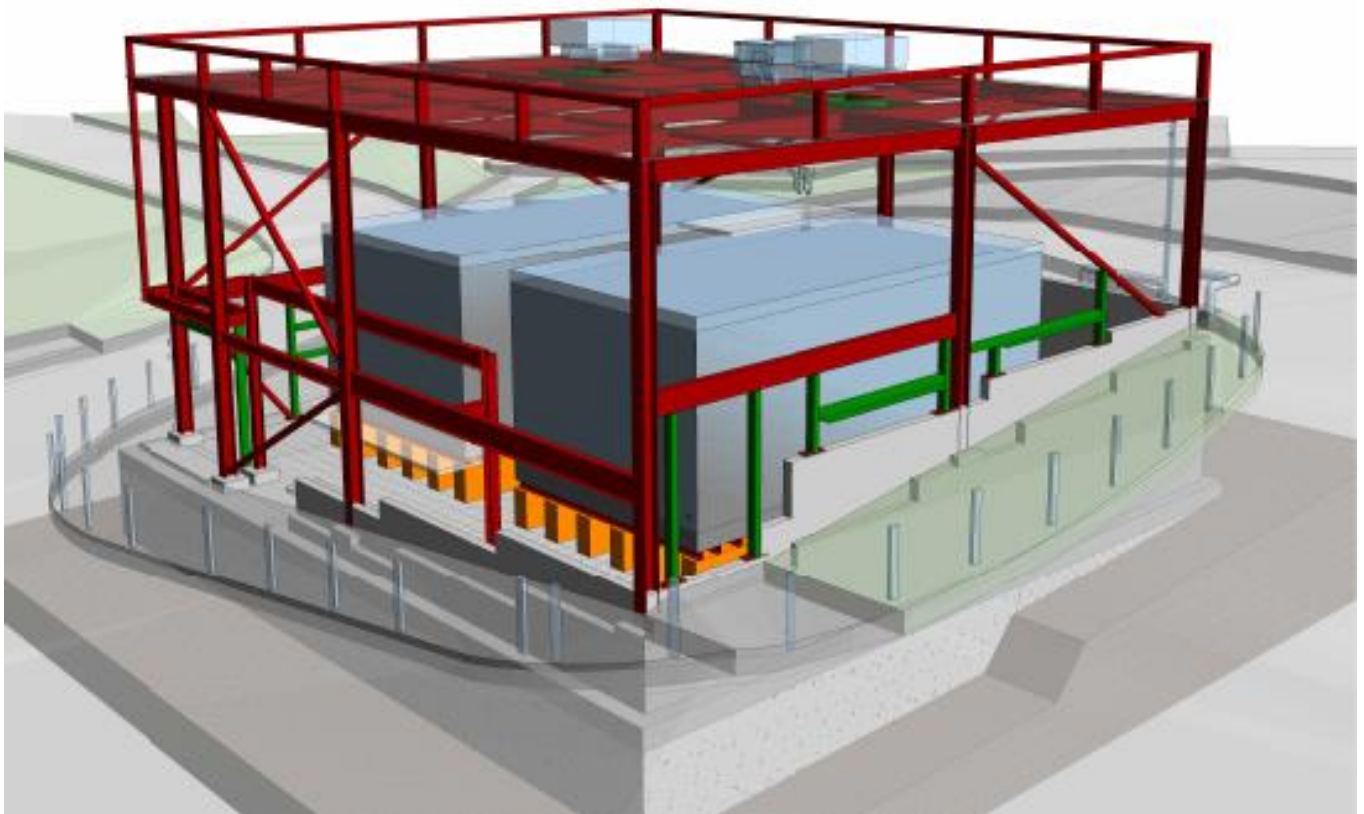


Construction Phase Health and Safety Plan for:

Fairfield General Hospital Booster Tank Project



REVISION HISTORY:



A.	First Issue Construction Phase H&S Plan	Prepared by Site Manager:	PRINT Glyn Hughes SIGNATURE	Date
		Reviewed by Contracts Manager:	PRINT SIGNATURE	Date
B		Prepared by Site Manager:	PRINT SIGNATURE	Date
		Reviewed by Contracts Manager:	PRINT SIGNATURE	Date
C		Prepared by Site Manager:	PRINT SIGNATURE	Date
		Reviewed by Contracts Manager:	PRINT SIGNATURE	Date
D		Prepared by Site Manager:	PRINT SIGNATURE	Date
		Reviewed by Contracts Manager:	PRINT SIGNATURE	Date

This Plan describes how we manage Health & Safety on this Project. I expect everyone working on the project to comply with its requirements and work to maintain the standards it has set.

Name: *(print)* _____ (Site Manager)

Signed: _____

Date: _____

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Northern Care Alliance

NHS Foundation Trust



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1. Introduction

The project involves:

The project comprises of the construction of a steel-framed, clad booster tank building to hold a new water tank system located on an existing soft landscaped roundabout.

Specific works include but are not limited to:

Enabling Works

- Installation of Heras Fencing to Facilitate the erection of solid hoarding

Main Works

- Sub-structure works inc but not limited to:
 - Groundworks Works inc:
 - Reduced level dig
 - Alterations to existing drainage
 - Concrete foundations
 - Concrete slab
 - Reinforced Concrete retaining wall
- Superstructure Works inc but not limited to:
 - Structural steel frame
 - SFS steel infill with cavity wall build-up
 - Brick-work to low level external façade
 - Steel roof deck system with cast in-situ concrete
 - Rainscreen cladding
 - Specialist waterproof roof system
- Associated construction elements inc but not limited to:
 - Mechanical installations inclusive of booster tanks
 - Alterations and connection to existing drainage systems with new services
 - Electrical installations inclusive of power distribution, containment, small power, lighting, data, fire, intruder, etc.

A more detailed analysis of the works is illustrated in our contract programme (Appendix A) and the contract drawings.

Project Health Safety Goals and Objectives:

There will be a significant focus on achieving high standards of health, safety, environmental, and welfare management through all stages of the project. The ultimate health and safety objectives are:

- To complete the project without injury or illness for any person involved in the execution of the project.
- To complete the project without injury or illness to any person affected by the works.
- To ensure that adequate consideration is given to the welfare of all those affected by the construction of the project such that their health and safety is not put at risk; and

- To ensure that the completed structure can be managed, cleaned, maintained and used in a manner that also does not put the health and safety of those involved at risk.
- All on-site management should have Site Manager Safety Training Scheme (SMSTS) certification or Site Supervisor Safety Training Scheme (SSSTS) certification.

In order to achieve these objectives, processes are to be implemented to:

- Establish and maintain health and safety management control;
- Promote adequate communication and cooperation across the project team;
- Ensure adequate resources, including time, are allowed for;
- Manage change safely; and ensure that health and safety is considered at every stage of the design and procurement process.

The arrangements above were put into place to promote communication, coordination and integration of health and safety information throughout the life of the project. This applies both to the communication and coordination of information within the project team and also in relation to any third parties involved or affected by the works.

2. Project Team

Client: NHS Property Services Ltd Group Capital Development Manager	Contact Name	Dominic Wright
	Address	Salford Royal Stott Lane, Salford, M6 8HD Northern Care Alliance NHS Group
	Email	dominic.wright@srft.nhs.uk
	Tel	TBC
	Mobile No.	07590804982
Project Manager Day Project Management	Contact Name	Richard Roberts
	Address	Studio 6, Second Floor, Lancaster Buildings 77 Deansgate, Manchester, M3 2BW
	Email	richard@day-pm.com
	Tel	0161 834 9703
	Mobile No.	07572 168031
Architect: Day Architecture	Contact Name	Jake Penrose
	Address	DAY Architectural Ltd. Studio 1, Lancaster Buildings 77 Deansgate, Manchester, M3 2BW
	Email	Jake@day-architectural.com
	Tel	0161 300 2049
Architect: Day Cost Management	Contact Name	Paul Adamson
	Address	1st Floor Lancaster Building 77 Deansgate Manchester M3 2BW
	Email	paul@day-cm.com
	Tel	0161 834 9703
Principal Designer Advisor:	Contact Name	Jon Deering
	Address	Suite 2 1st Floor

Nationwide CDM		Gateway House Styal Road Manchester M22 5WY
	Email	jon@nationwidecdm.co.uk
	Tel	0161 485 8386
	Mobile No.	07840 024051
Structural & Civil Engineer: AJP	Contact Name	Alan Swap
	Address	4th Floor 1 Dale Street Liverpool L2 2ET
	Email	alanswap@ajpstructeng.com
	Tel Mobile No.	0151 227 1462 07593393128
Building Services Engineer: SI Sealey	Contact Name	Adrian Bill (Mech) Daniel Percival (ELEC)
	Address	Inwood Court Stuart Road Bredbury Stockport SK6 2SR
	Email	a.bill@sisealy.co.uk d.percival@sisealy.co.uk
	Tel. Mobile No.	0161 430 2044 07811 273 092
Principal Contractor: City Build Ltd	Contact Name	Damian Woodman
	Address	Bowker St, Little Hulton, Manchester M28 0SG
	Email	damian.woodman@city-build.co.uk
	Tel.	07790 778 845

The management structure employed by the contractor during the course of the works is indicated in Appendix E. The roles and responsibilities of the individuals employed with respect to Health & Safety are detailed within our Health & Safety Policy.

The Site-based Site Manager is Mr. Glynn Hughes. The appointed Contracts Manager is Mr. Damian Woodman who will oversee the project and provide support to Glynn.

Emergency Site Contacts Numbers:

City Build Manchester Ltd

- Glynn Hughes - 07989 201847
- Damian Woodman - 07790 778845

Glynn Hughes's contact number will be displayed on the site signboard at the main site entrance to the site

3. Programme

- Site Commencement
Enabling works to commence on 12.02.2024.
Duration 1 weeks
Works inc;
 - Placement of site Heras Fencing
 - Placement of Solid Hoarding
- Main Project Works To follow-on from enabling works
- Duration Approximately 40 Weeks
- Project Completion Estimated January 2025
- The approximate number of contractors on site throughout the build process will be: 15nr
- The approximate number of personnel on-site at one time will likely exceed 20nr.

The works are in accordance with the attached Contract Programme (see appendix A).

4. Site Working Hours

Subject to any local planning restrictions, the site activities will be carried out during the hours of:

Monday to Friday	07:30a.m - 16:30p.m.
Saturday	Not currently planned. To be agreed in advance if required
Sunday	Not currently planned. To be agreed in advance if required
Bank Holidays	No working

5. Vehicle Routing Strategy

Movement of traffic to and from the site will be restricted and controlled at sensitive times and programmed so as not to conflict with peak periods of the day and be coordinated with the Local Fairfield Hospital site.

Vehicles specific to the project works will approach the site via Rochdale Old Road (B622), turning onto Rough Hill Lane and continuing toward the Site located close to the catering department at Fairfield Hospital where they will be parked and offloaded. Vehicles will not be parked in locations where they could cause obstruction to emergency vehicles. Vehicle movements onsite will adhere to the strict speed limit of 10 miles per hour as indicated by numerous signs around the site

We are also aware of the general restrictions on the hospital grounds which will be adhered to.

Upon leaving the site, vehicles will leave the site under the supervision of the nominated City Build operative to ensure they leave the site in a forward driving motion while not obstructing other vehicles or persons.

Appendix B

Egress and access routes to the site are detailed within Appendix B.

6. Visitor & Operative Parking

There will be no on-site parking available to site operatives adjacent to the Hospital departments.

All operatives are to ensure they park legally and not obstruct access, in line with the Trust's designated parking arrangement and City Build's environmental policy. The agreed contractor/maintenance parking area is located approximately 120m to the east of the site in an existing parking area. This is indicated on the accompanying document 'FGH Booster Tank SLP – Rev a'

7. Site Compound

7a. Hoarding

External Hoardings will be erected on the perimeter of the site compound as indicated in Appendix C.

Heras-type block 'n' mesh fencing will be erected to perimeter of the site accommodation, storage containers, and skips outside of the main works compound.

Ballast-weighted solid hoarding will be erected to the main extension works area as indicated below.



Walkways & general works areas will be cordoned off using Chapter 8 barriers.

7b. Access to Adjacent Premises

Clear access to be maintained around the site at all times for patients, visitors, emergency vehicles, deliveries and the adjacent Fairfield Hospital site.

7c. Site Accommodation / Storage / Unloading & Loading

Appendix C:

The site accommodation inclusive of the site office, canteen & toilets will be situated externally as detailed within our site layout plan. City-Build will ensure the area is set up and maintained in compliance with: **CDM Regulations 2015, SCHEDULE 2: Minimum Welfare Provision:**

Specific Welfare will include:

- 1nr 24ft X 9ft Office
 - 1nr 24ft X 9ft Canteen
 - 1nr 2+1 Toilet unit with effluent tank
 - Electrical power supply will be taken from the main building
 - Water supply will be from the main building
- } Stacked

Deliveries:

Delivery of materials is to be planned for 24hrs in advance with the City Build Site Manager.

All deliveries are to be off-loaded immediately upon arrival within the agreed drop-off zone as illustrated within our traffic plan.

The site has limited space for external storage; however, an area has been provisionally agreed local to the site. Once confirmed, this will be added to our site layout plan.

Any existing structures will be protected from damage by appropriate means. No flammable materials will be stored within 10m of the existing structures.

Due to the limited space; planned 'Just in time deliveries' will be implemented throughout the project.

During the initial excavations of the site there will be approximately 2nr 20 tonne wagons visiting 7 times a day each giving a total 14nr visits per day. After approximately 2 weeks of excavations this will be reduced to 2nr visits per day, total of 4 visits per day.

8. Waste Management

In general, City-Build shall look to reduce the need for waste disposal, minimise the generation and environmental impacts of wastes arising during the works, and maximise opportunities for the reuse and recovery of waste.

Measures of how we intend to reduce, re-use, recycle and manage waste include the following:

- Ensure that the site investigation report is reviewed and any contaminated/hazardous wastes are excavated, controlled, removed and disposed of safely and in-line with legal requirements.
- Ensure that all material removed from the site is taken to waste recycling stations and separated for recycling.
- Records of the waste recycling will be provided by the recycling stations.
- Enforcing good housekeeping measures e.g., proper storage of materials to minimise spillage
- Monitoring the generation of waste in order to identify trends and areas for further investigation.
- Identifying recyclable and salvageable materials and where feasible and find secondary and alternative uses.
- Segregate waste types to facilitate recycling activities.
- Working with suppliers/subcontractors to minimise surplus waste delivered to the site.
- Working with suppliers/subcontractors to ensure only the necessary minimum of packaging is used.
- Consideration of alternative materials with lower wastage levels.
- Ensuring that the duty of care and other legal requirements are complied with during the disposal of wastes.
- Consulting with suppliers to determine correct/appropriate disposal routes for waste products and containers.
- Setting waste reduction targets as well as educating and informing staff.

Specific means of disposal on this appropriately sized skips suitable for the materials being disposed of and which will be collected/exchanged by our licensed waste provider as required.

All muck off and vehicles delivery materials for groundworks will enter the site via access gate nr 1. A section of the existing tarmac hardstanding within the site will remain in-situ during the works programme. All wagons will park on the existing hardstanding, spoil materials will be loaded by excavator machine into the body of the wagon. Care will be taken not to contaminate the existing hardstanding with spoil so as to prevent the visiting vehicle wheels becoming muddy when leaving site. This practice will remain in place through the works programme with regular monitoring in place.

9. Noise Control

9a. Surrounding Areas

The construction phase demolition works are quite minimal, however noisy works will be coordinated with the Trust project manager in advance of their commencement.

Focus will be given to areas where patients are present with regular coordination with the estate's team.

In general City Build will ensure focus is given to the correct tool selection for the task at hand to minimise unnecessary noise levels.

The noise levels will be monitored throughout the construction phase and appropriate mitigation measures put in place.

9b. Mitigation Measures

Recommendations for the control of noise and vibration on construction sites are set out in BS 5228. All staff and site operatives will be briefed via the site induction and toolbox talks on the requirement to minimise nuisance from site activities. In all instances, the best practicable means will be employed to minimise noise levels during construction. The following methods will be used where appropriate:

- Plant and equipment will be maintained in good working order and fitted with silencers and acoustic baffles where appropriate.
- All plant will be shut down or throttled back between periods of use.
- Methods used for concrete breaking and demolition should be carefully considered, non-percussive means should be used where possible.
- Use of hydraulic or electric tools where possible.
- Strict adherence to the site working hours prescribed in section 4.
- Use of resilient materials to reduce noise impact where practicable.

10. Dust Control

All site works being undertaken adjacent to and within the existing building will have practicable measures in place to control dust at all times.

See attached Dust Control Measures Appendix P

We are aware that any works which involve new structural openings Inc; associated making good must be fully hoarded/sealed off to prevent the spread of dust.

The following measures to control dust emissions through good housekeeping and site operational practices shall be carried out. These include:

- **Sheeting of vehicles:** all HGVs carrying loose material capable of spillage, or which has the potential to give rise to dusty emissions from the vehicles during transit shall be sheeted.
- **Drop off point/waste area:** These areas are located on existing hard standings. Both the waste bins and drop-off zone will be kept clean so that dust will be kept to a minimum by appropriate control methods.
- **Wetting down methods/sprays:** Water sprays shall be applied to all demolition operations to minimise the spread of airborne dust.
- **Tool selection:** On tool, extraction to be fitted with appropriate filters to tools to stop the spread of dust at source
- **General dust control within the works area:** Use of air cube devices to be placed within the works area to extract airborne dust
- **Dust collection during cutting and grinding works:** if this is not carried out in an enclosure, tools shall be used that are fitted with dust collection devices (excluding small tools which require a continuously wet working surface).
- **Compliance by construction vehicles with emissions legislation, servicing, and MOT requirements:** all vehicles regularly used on-site shall comply with the relevant emissions standards and shall be serviced in accordance with the manufacturer's recommendations. The Contractor is encouraged to use vehicles and plant that meet the latest emissions regulations.
- **Engine idling time:** No construction plant or vehicle shall leave its engine running when not directly in use, except where the Site Manager considers that there are operational or other reasons to justify an exception.

The Contractor shall keep a log-book available for inspection by the local authorities, in order to record the following matters:

- Any complaint relating to emissions alleged to be due to construction activity received from a local resident or business, including the date and nature of the complaint and any measures taken as a result of that complaint.
- The date and location of cleaning off paved areas and off-site roads; and
- The date and vehicle registration number of any construction vehicle that is observed carrying material that has the potential to release dust during transit and is not covered. Details of measures taken to prevent further occurrence shall be included.

11. Communication Strategy

11a. Operatives in accordance with CDM Regulation 14

It will be mandatory, for all subcontractors and operatives working on the site to undergo a formal induction prior to entering the site. A record of the inductions will be subsequently kept on-site. In addition to the induction, regular toolbox talks will be delivered which will focus on particular site activities and the potential environmental risk arising from this task.

CDM Regulation 14 Confirms effective worker involvement is developed from effective consultation and cooperation between the principal contractor and other contractors on site. The following techniques help in achieving this

- (a) commitment by managers to lead by example, to provide the resources, and set the standards of health and safety expected.
- (b) implementation of a range of ways to communicate, ensure cooperation with and consult the workforce in managing health and safety.
- (c) collecting evidence that worker involvement is effective and that cooperation between contractors is effective.

11b. Community

All complaints will be logged including details of the locations affected, the time of disturbance, and the nature of the noise. Monitoring the complaints can assist with managing the work to reduce the likelihood of further complaints.

11c. Site Rules

Site Rules must be adhered to and will form part of the induction process - Appendix O.

Any specific hospital rules will be added to the City Build site induction.

12. Consideration of other Ongoing Construction Works

It is not envisaged that any other construction works will be ongoing within close proximity of our site, however, we will liaise with the estates team to coordinate with other contractors where a direct interface occurs.

13. Site Security

The site will be ring-fenced with the use of appropriate fencing with gated access at designated points. All gated access will be kept locked when not in use.

Upon commencement of each working day, all operatives must sign in with the Site Manager at the site office. All operatives will wear their company logo hi-vis vests or be given a hi-vis vest from City Build Ltd.'s Site Manager. The Site Manager will also control access and ingress to the site throughout the working shift.

During the course of each working shift, all operatives will be asked to be vigilant while on site to ensure any intruders are identified to the city build site manager, challenged, and asked to leave the site.

14. Emergency Procedures

14a. First Aid

The Site Manager (Glynn Hughes) is a trained First Aider (see Appendix F, first aid certificate).

An ACOP II First Aid Kit will be available on-site and located in the site office. The first aid box is to be stocked to a size appropriate for the numbers on site. In the event of a person requiring treatment, the Site Manager will nominate an operative to escort the casualty to the A&E department.

Appendix G identifies the location and route to the A& E at:

Fairfield General Hospital, Rochdale Old Rd, Bury BL9 7TD (On Site)

Appendix G

Map:



14b. Fire Procedures

A fire and emergency plan has been developed and is included in Appendix H. The fire plan includes:

- Muster point
- Exit routes
- Means of raising alarms
- Key personnel

14c. Environmental Spill Plan

The site will maintain an emergency spill kit suitable for organic material, which will be placed in the site compound and signed adequately to identify its location and its function. Any spill discovered must be reported to City Build site staff who will take the immediate and appropriate course of action.

Any absorbents used in cleaning up the spill must be bagged, secured separately, stored in a appropriate container and removed from site at the earliest possible time.

15. Accident Reporting

All accidents and incidents must be recorded in the Company's accident book (form B1 510), irrespective of whether the injured person is an employee, self-employed person, sub-contractor, or authorised visitor. This applies to all injuries no matter how slight, and to any near-miss incidents. The Company accident forms must be completed for any accidents that have involved lost time or damage to plant or equipment.

Guidance on the action to be taken, depending on both the nature of the incident and the person who has been injured, can be found in the Health & Safety Executive's leaflet, HSE information "Reporting an Injury or Dangerous Occurrence." Guidance is also contained in section 8 of the company Health & Safety Policy 'Reporting of Accidents and Dangerous Occurrences.

If a person is injured due to an act of violence sustained whilst at work, and as a result of the injuries the person is unable to work as normal, the incident is classed as a work accident. Appropriate action must be taken according to the extent of injuries and the length of absence from work.

If any member of the public or uninvited visitor is involved in an incident, and/or is injured, details must be entered in the accident book and the company notification form completed. The relevant manager must also notify the Company Safety Director as soon as possible and should discuss whether a full investigation is required by the Health and Safety Advisors. Appropriate action will then be instigated by the Health and Safety Director.

16. Methods of Safe Working / Safety Induction

Method Statements and Risk Assessments (RAMS) have been carried out and are included in a separate document headed "Method Statements and Risk Assessments". This document will contain the RAMS for all site activities with the master file kept on site. Additions and revisions to the RAMS and the Health & Safety Plan will be recorded on the Health & Safety Plan Revision Register (Appendix I)

With regard to the project, the following must always be adhered to:

- Safety of the public and occupants of the premises
- Adequate precautions must be taken to minimise dust and avoid any damage.
- No lone working on site.
- No Alcohol or drugs on site or any persons under the influence of the same.
- No smoking or radios within the site.
- A separate method statement is to be produced by all Contractors prior to works commencing, which must be approved and incorporated within the Health and Safety Plan. Contractors must work strictly in accordance with the method statement.
- PPE as identified in the method statements must be worn at all time
- All operatives are involved in an induction process on the first arrival on site prior to commencing their works

The Induction will be given by the Site Manager to the site operatives before the works commence, informing the operatives of the significant risks identified within the scope of the particular project, together with the site's emergency and first aid procedures. The site induction will be in accordance with the site induction form (Appendix J) and confirmation of the induction, and a register of the persons inducted must be recorded.

- Toolbox briefings will be carried out by our management (Site Manager – Glynn Hughes) when considered necessary and appropriate.

- See attached COVID Toolbox Talk Appendix O

- Arrangements for controlling significant site risks and safety risks, include:

- Delivery and removal of materials (including waste*) and work equipment taking account of any risks to the public, for example during access to or egress from the site.
- Dealing with live services, Inc.: - water, electricity, gas, overhead powerlines, and temporary electrical installations.
 - We acknowledge the risks identified by S.I Sealy and will put in place appropriate measures:
 - 01 work adjacent to existing live services
 - 02 working at height
 - 03 confined space/ceiling voids
 - 04 emergency department vehicular traffic
- Accommodating adjacent land use.

- **Excavations**

We acknowledge the risks identified by AJP and will implement appropriate measures to plan and manage the activities:

- *The contractor is to provide a below-ground services survey prior to the commencement of any foundation works on site.*
- *Deep excavations are to be guarded to prevent unauthorised access.*
- *The contractor is to verify the location of all existing drains/sewers within the site boundary to ascertain requirements for diversion or removal.*

- *Existing below-ground services may be present ground works contractor to develop a safe scheme of works before commencement on site.*

Prior to any excavation taking place, historic record drawing will be reviewed and measures put in place to avoid damage to existing live services, inclusive of gas, water, electric, surface water/ foul drainage systems.

No excavations will take place until a permit to works is issued by the city build site manager.

Excavations to be backfilled as soon as practically possible

Excavations to be segregated from the general public by site boundary hoarding

Additional barriers to be placed around excavations within the site demise to reduce the risk of falls to site visitors and site personnel.

- **Stability of structures**

Practical steps will be taken, where necessary to prevent danger to any person, to ensure that any new or existing structure does not collapse if, due to the carrying out of construction work, it—

(a) may become unstable; or

(b) is in a temporary state of weakness or instability.

(2) Any buttress, temporary support or temporary structure must—

(a) be of such Design and installed and maintained so as to withstand any foreseeable loads which may be imposed on it; and

(b) only be used for the purposes for which it was designed and installed and is maintained.

(3) A structure must not be so loaded as to render it unsafe to any person.

Additional special circumstances on this site:

- We are aware of the structural engineers' pad foundation requirements, care will be taken when excavating not to undermine the existing building foundations. Should any potential risk to existing foundations be deemed throughout the excavation process, then the works will stop and the S/E will be asked to visit site prior to works re-commencing.

- **Manual Handling**

A safe system of work will be adopted to alleviate a wider group of musculoskeletal disorders (MSDs). The term 'musculoskeletal disorders' includes injuries and conditions that can cause pain to the back, joints, and limbs.

Manual Handling constitutes:

1. Lifting
2. Holding
3. Putting down
4. Pulling
5. Pushing
6. Carrying

Manual Handling is assessed in the RAMs and Toolbox Talk will be carried out on a regular basis and will follow the HSE guidance:



- **Services, including temporary electrical installations**
- Temporary electrical power supplies to both the site accommodation and the site working area will be installed by City Build approved electrical contractor. Prior to installation of required power supplies a schedule of site requirements will be issued to our appointed electrical contractor which will be checked and agreed prior to installation. City build electrical contractor provide detailed site specific Risk / Method statements for review and approval prior to works commencing. All electrical installations will be installed in-line with current electrical regulations and be commissioned with certificates issued prior to use by the site team. Throughout the project lifetime the City Build site manager shall carry out a recorded weekly check of the RCD function to ensure the installation trips out when the RCD test button is pressed. In the event of damage or being found to be unsafe or tampered with, the electrical supply will be turned off at the main switch and the electrical contractor be asked to attend site rectify and test the installation prior to power being switched back on.
- **Working at Height / Preventing Falls**
- All works at height will be risk assessed prior to being undertaken with operative training checked where specialist access or working platforms are to be erected.
- No open edges will be permitted on site

- **Control of Lifting Operations**
- All lifting operations required on site will be fully risk assessed prior to commencing and be undertaken in-line with the LOLER Regulations. Where specialist equipment is required it shall be provided with relevant inspection certification which will be kept on site as a record. Weekly recorded inspection of the equipment will be carried with records kept on site.
- **Maintenance of plant & Equipment**
- All plant and equipment will be checked upon first arrival for accompanying inspection records and be maintained and inspected in compliance with the PUWER regulations.
- **Dealing with Services inc; Water, Electricity and Gas**
- Prior to commencement on site City Build will request copies of existing services to the building to enable safe isolation in the event of an emergency. Any services requiring isolation or alteration as part of the works will be first coordinated with the estates department and agreements in place prior to any works to these services being undertaken.
- Should damage or tampering of existing building services be identified during the course of the works then City Build will notify the estates team to coordinate an emergency action plan.
- **Managing exposure to UV Radiation.**
- Throughout the construction phase of the project, City Build Site Manager will carry regular tool box talks highlighting the risks posed by the sun when working outside, signage will also be displayed on site highlighting the dangers.

17. Permits to Work

Permits will be issued for the following when required:

- Electrical works Inc isolation of existing supplies and 'Power on' of any new supplies.
- Excavations
- Hot works
- Working at Height
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Working in Confined Spaces

General permit objectives:

1. Plan them properly
2. Use people who are sufficiently competent
3. Supervise them appropriately, we will always use a Contract Crane Lift as and when required
4. Ensure that they are carried out in a safe manner

The above proformas for the above permits are contained with City Build's Site Form Pack which is kept on-site at all times.

18. Hazardous Materials and COSHH Assessments

The buildings where electrical & mechanical services will be connected to were built before the year 2000 and therefore a refurbishment & demolition survey must be in place prior to any works taking place. We acknowledge the client's advice that R&D surveys will be completed by the Trust and issued to City Build as areas become available and to maintain programme.

Where necessary the relevant COSHH information sheets will be supplied by the contractors and all operatives will be fully informed. In identifying the hazard and undertaking the COSHH assessment the following factors are to be considered

- Which hazardous substances are being used?
- What quantities of the substances are involved?
- What form is the substance in? e.g., liquid, dust, solid, vapour
- How can the substance cause harm? e.g., by inhalation, by skin contact, by absorption through the skin, by ingestion.
- Who could be exposed to the substances and for how long?
- Can the substance be substituted by a non-hazardous or less hazardous substance?
- In gathering this information reference should be made to the manufacturer's product data sheet, but the data sheet is not a COSHH assessment, and the Company should use such data along with the above points of reference to determine the potential risk. It is the assessment of the specific application of each substance in the working environment, and any potential residual effects once applied, that determines the degree of risk from its use.

19. Subcontractors

All subcontractors to work on the contract are to be formally notified to the client. (Appendix K)

All contractors are to adhere, perform and comply with all provisions, duties, and responsibilities of current legislation with respect to Health and Safety, and will satisfactorily complete a Health & Safety Competence Questionnaire (Appendix L)

Each subcontractor will provide a Method Statement and Risk Assessment specific to their works for approval, prior to their commencement on site. This will be adhered to during the work

20. Health & Safety Policy

The contractor's Health & Safety Policy is available upon request and a copy will be displayed on site.

21. Design Changes

City Builds Management Team will liaise regularly with the designers regarding designs carried out during the construction phase, including any designs by a specialist contractor. A drawing register will be compiled to control the issue of design information to relevant contractors and members of the project team. This will be monitored by the Contracts Manager.

Design meetings will be held pre-construction and during construction on a regular basis normally fortnightly. These will be attended by the designers and as required by the Client and Contractors. Any

changes to the initial design or additional design works which may include temporary works will be reviewed in regard to the health and safety aspects of the construction.

The lead designer will be informed of any temporary works designs that may be required in order for the construction works to progress, so that this information can be communicated to other designers on the project.

All revised drawings/specifications and Instructions received are distributed from the Head Office to both site management and the relevant subcontractors.

The Site Manager & Contracts Manager will ensure the necessary Method Statements and Risk Assessments have been issued and approved prior to the revised works commencing on site.

22. Temporary Works

All temporary works on the project will be managed in accordance with BS5795:2008, which will help ensure the correct design and execution of the works.

- Ensuring a suitable Temporary Design brief is developed.
- Ensure a Temporary Works Design is prepared, based on the agreed brief and Designed by a competent person.
- Check approval and issue design.
- Ensure, together with the Contracts Manager, that the Temporary Works Design is implemented in accordance with the approved Design.
- City Builds Temporary Works Co-ordinator is Glynn Hughes

All Temporary Works Designs will be issued and recorded on the Temporary Works Register (Appendix M).

23. The Health & Safety File

Throughout the contract period, the collection of information for inclusion in the Health and Safety File is carried out by Head Office.

The information for inclusion in the H&S File is provided to the principal Designer prior to Practical Completion for initial comments. The completed information is provided at or prior to Practical Completion.

24. Review and Upgrade

Throughout the works period, the Construction Phase Health & Safety Plan will be regularly reviewed by both the Site Manager and Contracts Manager.

All updating of the Plan to reflect the project will be carried out with the use of the Construction Phase Health & Safety Plan Revision Register (Appendix I).

25. F10 – Notification of Construction Project

We confirm that the F10 will be posted prominently within the site office and will be discussed during the site induction (section 16)

26. COVID-19 Site-Specific Operating Procedures

The Site Specific COVID -19 Safe Operating Procedure (SOP) is an addendum to the Construction Phase Plan and has been produced to detail City Build's management arrangements to ensure the Health, Safety and Well-being of our workforce, minimise the risk of spreading COVID-19.

Our procedure is included in Appendix N.
A Site-Specific Assessment is also attached

Due to the nature of the ongoing risks caused by the pandemic, the SOP will be under current review. It is our intention to review this document in isolation rather than keep revising the Construction Phase Plan.

27. Mental Health

City Build advocate and promote an open door policy within our business and set out to raise awareness of stress and mental health throughout our business. We promote the HSE guidance 'Go Home Healthy' and HSE guidance 'Tackling work-related stress using the Management Standards approach'

28. Appendices

- A – Contract Programme
- B - Delivery Routes
- C – Site Plan: Site Compound / Accommodation
- D - Hoardings
- E – Management Structure
- F – First Aid
- G – Hospital Location & Route from Site
- H – Fire Plan
- I – Health & Safety Revision Register
- J – Site Induction Form
- K – List of Contractors
- L – Subcontractor Competence Questionnaire
- M – Temporary Works Register
- N – COVID-19 Operating Procedure



Northern Care Alliance
NHS Foundation Trust



O-Site Rules

P-Dust Control