

Project

HH0049

New Park House

Document

Project Execution Plan

(Incorporating the Construction Phase Plan)

NMGNPH-IHP-XX-XX-PL-W-0003

Rev 1

Document Control

Issue / Revision
Description:

For Implementation

Date: 19/05/21

Approval / Acceptance Status

	Title & Company	Name [Print]	Signature	Date
Author:	Contracts Manager IHP	John Offlands		19/05/21
Reviewed:	Pre Construction Manager IHP	Vincent Boodeea		20/05/21
Approved:	Pre Construction Manager IHP	Vincent Boodeea		20/05/21
3 rd Party Approved: (If Applicable)				

The master copy of this document is retained on the Document Management & Collaboration Database.
Copies produced from the master, by whatever means, are deemed uncontrolled.
You must confirm that you hold the latest version, before using this document for its intended purpose.



Revision History

This document, together with any associated documents, should be reviewed monthly during the project and whenever there is a significant change to the site conditions such as a change in scope, site area, construction methods being used.

Record the details of any changes made as a result of these reviews in the table below.

Rev:	Date:	Reason for Review:	Nature of Changes:	Prepared by:	Checked by:
1	12/5/21	Initial production of plan	1st Issue	John Offlands	VB



Contents

1. Introduction	5
2. Scope	5
3. Schedule of Controlled Copy holders.....	5
4. Project Overview	6
4.1 Description and Location of the Works.....	6
4.1.1 Description of the Project.....	6
4.1.2 Location of the Works	7
4.2 Parties directly involved in the Works.....	9
4.3 Project Organisation Chart.....	11
4.4 Form of Contract.....	11
4.5 Contract Documentation	11
4.6 Customer Requirements	11
4.6.1 H&S Requirements	11
4.6.2 Environmental Requirements.....	12
4.6.3 Quality Requirements	12
4.6.4 Commercial Requirements	12
4.6.5 Supply Chain Requirements	12
4.6.6 Programme Requirements.....	12
4.7 Key Performance Indicators.....	12
4.7.1 H&S Objectives.....	12
4.7.2 Environmental Objectives	12
4.7.3 Quality Objectives.....	12
4.7.4 Commercial Objectives	12
4.7.5 Supply Chain Objectives.....	12
4.7.6 Programme Objectives	12
5. Planning.....	13
5.1 Overall Programme and Key Milestones	13
5.2 Extent and Location of Existing Records and Plans	14
5.3 Restrictions That May Affect the Works	14
6. Resource Management	14
6.1 VCUK Staff	14
6.1.1 Roles & Responsibilities Matrix.....	14
6.1.2 Competence, Awareness and Training	15
6.2 Subcontract staff and operatives.....	15
7. Physical Arrangements and Communication.....	16
7.1 Induction Training and Information.....	16
7.2 Emergency Response Procedures and Site Fire Management	16
7.2.1 General Arrangements.....	16
7.2.2 Fire Management.....	17
7.3 Welfare, First Aid and Security.....	18
7.4 Traffic Management and Logistics	18
7.5 Liaison between works Parties and Members of the Public.....	19
7.6 Consultation with the Workforce	19
7.7 Communication of Safety Leadership	19
8. Risk and Opportunity Management	20

8.1	Project risk.....	20
8.2	Specific Health and Safety Risk	Error! Bookmark not defined.
9.	Selection and Control of Subcontractors	20
10.	Checking, Investigation and Corrective action	20
10.1	HSEQ Monitoring Arrangements.....	20
10.1.1	Site Inspection	20
10.1.2	Weekly Site Team Inspection.....	20
10.1.3	Safety Advisor Inspection.....	Error! Bookmark not defined.
10.1.4	Advisor inspection.....	20
10.1.5	Senior Managers Visual Leadership Tours.....	20
10.2	Investigation and Reporting of HS&E incidents.....	20
10.3	Audit	21
11.	Review and Improvement	21
11.1	Project Review.....	21
12.	Information and Document Management	22
13.	Design management	Error! Bookmark not defined.
14.	Quality management	22
14.1	Quality Plan	22
14.2	Management of Non Conformance	22
14.3	Subcontract quality submissions	22
15.	Handover / Soft Landings and Project Close out.....	22
15.1	Handover.....	22
15.2	Health and safety file	23
15.3	Aftercare	23
16.	Associated Documents.....	23

Appendix 1	Sample Roles and responsibilities appointment letters
Appendix 2	Typical site rules
Appendix 3	Traffic Management arrangement
Appendix 4	Temporary Electric arrangements
Appendix 5	MFT Service Disconnections
Appendix 6	MFT Invasive species removal
Appendix 6	Potential Hazardous material locations
Appendix 7	Ground water assessment

1. Introduction

This Plan describes the management arrangements for the execution of the New Park House project. The Plan is supported by a number of subsidiary Management Plans and Procedures which are referenced where relevant.

The Project Manager (SSR) is responsible for ensuring that this Plan and any supporting plans / procedures are prepared, communicated, implemented, and reviewed and updated every 4 weeks

This Plan covers the requirements of The Construction (Design and Management) Regulations 2015 (CDM). Those aspects that are relevant to the CDM regulations are based on the guidance in HSE document L153.

As such, this document also serves as the Construction Phase Plan for the project.

This plan and the referenced documents and procedures are implemented in accordance with the VINCI Construction UK Management system (The Way We Work) which is certified to the relevant Management Standards (ISO9001 / ISO14001 / OHSAS18001).

2. Scope

A Project Execution Plan is required for all Building Division projects.

This Plan is specifically applicable to the New Park House project. It shall be reviewed every 4 weeks as the project progresses

3. Schedule of Controlled Copy Holders

Copies of this Plan and all subsequent revisions, modifications and extensions, are issued to the following copyholders:

Copy no.	Name	Title	Transmittal Document No or signature in master copy
1	Paul Turner	Contracts Manager	
2	David Ward	Principal Designer	
3	Marc Reed	GMMH	
4			

4. Project Overview

4.1 Description and Location of the Works

4.1.1 Description of the Project

The New Park House development (150 bed) will create a world-leading mental health care facility on the former site of the North Manchester General Hospital Trust Headquarters buildings.

The project forms a key part of the Government's strategy to eradicate dormitories in mental health units and which will transform Mental Health provision in North Manchester. The proposed new building will provide vastly improved facilities that will remove present privacy and dignity issues and significantly improve the experience of service users, as well as directly supporting the Trust's objective to reduce Length of Stay and eliminate Out of Area Placements.

The design proposes a 2-story building to the east and a single storey building to west with a GIFA of 12324m². The split story height utilises the existing ground levels to the maximum ability reducing the amount of groundworks that otherwise would be required to form a single-story facility commonly found in Mental Health buildings and maximises the number of available beds within the buildings footprint. The project will provide 7 No. Adult Acute mental health wards, including Assessment provision, comprising 6 No. 17 bed wards and 1 No. 18 bed ward (120 No. beds in total) 1 No. Psychiatric Intensive Care Unit (PICU) with 10 beds (10 No. beds in total) 1 No. Older Adult 20 bed mental health ward (20 No. beds in total) 1No Treatment suite 1no Production kitchen and associated support and administration facilities.

The new building comprises of a steel frame with SFS external wall framing and traditional external brickwork to all elevations with some feature cladding to the front entrance. An enhanced feature to the project are the external courtyard areas specific designed to enhance patient care and recovery

The works are to be undertake for Greater Manchester Mental Health Trust (GMMH) on the site of Manchester Foundation Trust (MFT). Thereby providing the requirement to ensure that all work activities outside of the site boundary are coordinated with GMMH but also MFT.

The works will be undertaken in 2 phases

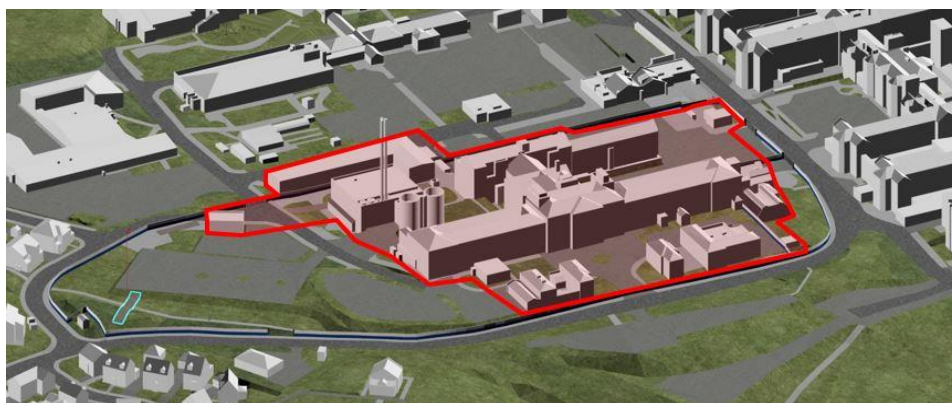
Phase 1 - Enabling works (Tree & vegetation removal for phase 2) 8wks

- Main Contract works (Construction of New Park House facilities) 96wks

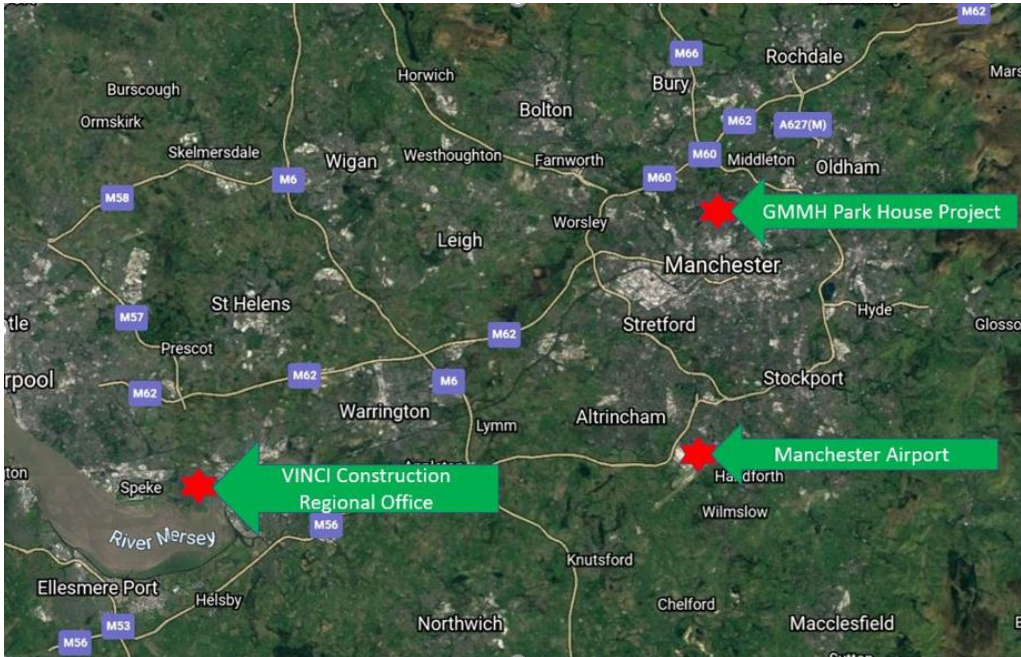
Phase 2 – Main Contract works (Asbestos removal & demolition of Existing park House facilities) 40wks.
(Trust to confirm if this works is to be included within main contract works package)

Existing Trust Headquarters

Works to prepare the site for construction of the Park house facility will be undertaken by MFT NHS trust and will include for the isolation and diversion of all services, demolition of the existing buildings, removal of Invasive vegetation and the retention of 1300m³ of certified 6F2 crushed material for the use of IHP.



4.1.2 Location of the Works



Location of New Park House within MFT North Manchester Hospital site



Site Construction boundary



Phase 2 Demolition of Existing Park House



Site Address - North Manchester General Hospital Delaunay's Road Crumpsall Manchester M8 5RB

4.2 Parties Directly Involved in the Works

Client (GMMH)/ Employer / Project Sponsor:

Marc Reed

marc.reed@gmmh.nhs.uk 0161 271 0903

Greater Manchester Mental Health NHS Foundation Trust
Bury New Road
Prestwich
Manchester
M25 3BL

Employers Project Manager / Agent: Ben Brookes (Rider Hunt)

Ben.brookes@riderhuntmanchester.co.uk 0161 834 8922

Rider Hunt Construction Consultants LLP
12 Tenterden Street
Bury
BL9 0EG

Employer's Financial Adviser / Quantity Surveyor: Abi Chicken (Rider Hunt)

abi.chicken@riderhuntmanchester.co.uk 0161 834 8922

Rider Hunt Construction Consultants LLP
12 Tenterden Street
Bury
BL9 0EG

MFT NHS Trust Project Manager: Liz Hartley (Hive)

Liz.hartley@hive-projects.com 07815 308355

The Principal Designer: David Ward (SKW Consulting)

david.ward@skeltonward.co.uk 07785352731

SKW Construction Consultants
Coppice Farm
Goosefoot Lane
Samlesbury
Preston
Lancashire
PR5 0RQ

The Principal Contractor: Paul Turner (Vinci Contracts Manager)

Paul.Turner@vinciconstruction.co.uk

IHP c/o Vinci Construction Ltd
Ditton Road
Widnes
WA8 0PG

The Architect is: Robin Graham (Gilling Dod)

Robin.graham@gillingdod.com 01257 260070

Gilling Dod
The Cruck Barn,
Duxbury Park,
Chorley,
Lancashire,
PR7 4AT

Structural Engineer: Victoria Checkley (Curtin's Eng)

victoria.checkley@curtins.com 0161 236 2394

Curtins
Merchant Exchange
17-19 Whitworth Street West
Manchester
M1 5WG

Mechanical/Electrical Consultant: Tony O'Connell (Ramboll)

tony.oconnell@ramboll.co.uk 07970688299

Office no 0161 827 1890
Ramboll
Arkwright House
Parsonage Gardens Manchester
M3 2LF

Sub-Contract Activities and Personnel:

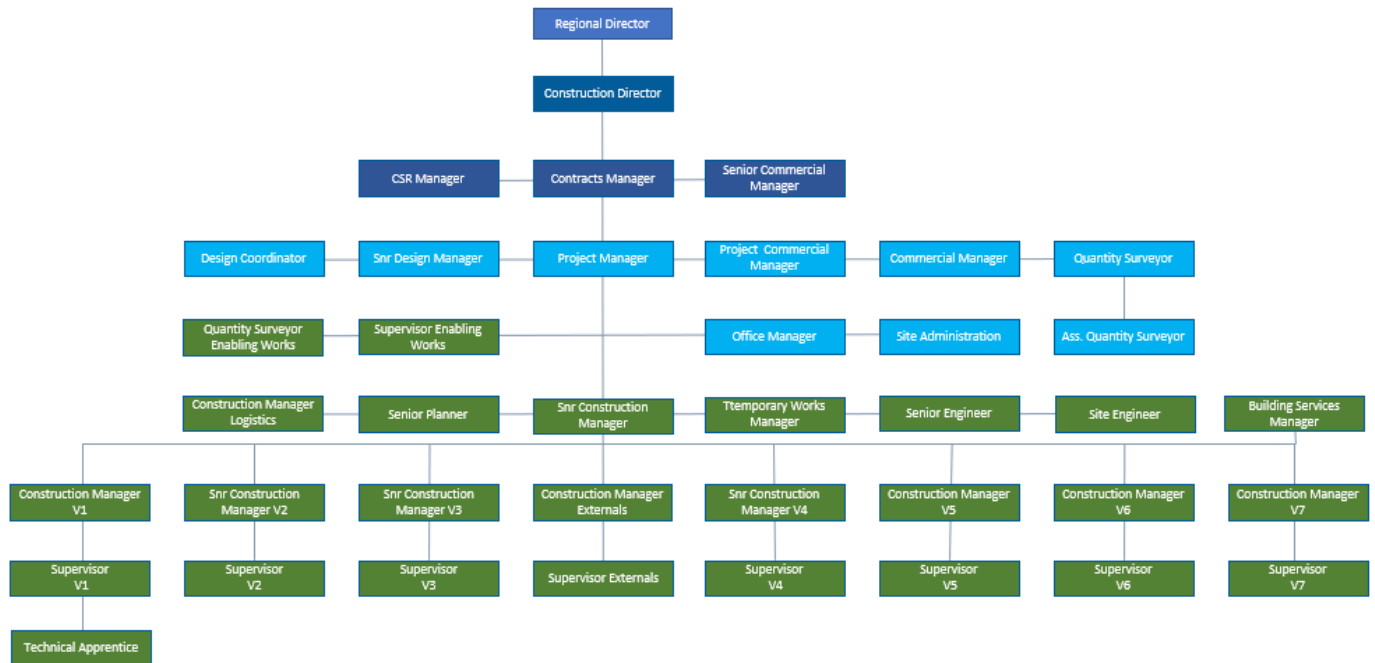
Mechanical/Electrical Installers: Stephen Elliott (Bowker's Ltd)

Stephen.Elliott@chrisbowker.co.uk 07793 874 541

Chris Bowker
Whitegate,
White Lund Ind Est,
Morecambe,
LA3 3BS

4.3 Project Organisation Chart

IHP Stage 4 Construction Team Role Structure
GMMH Park House Development



4.4 Form of Contract

PNEC 3 Option C

4.5 Contract Documentation

Contract documentation is stored in Viewpoint for Projects VCUK Building Division Projects > Building Division > HH0049 - New Park House Development > 05. Client > 5.05 - Stage 3 Contract

4.6 Customer Requirements

The above contract documents contain the following explicit management requirements:

4.6.1 H&S Requirements

Zero Clinical incidents

Site registered with Considerate Contractor scheme – Target score 40

4.6.2 Environmental Requirements

Zero Environmental incidents

Breeam Excellent rating

Target for Low / Zero Carbon design. Trust Design Brief dated 21/1/21

4.6.3 Quality Requirements

Zero Defect handover

Resolution of defects post-handover as per contract requirements

4.6.4 Commercial Requirements

Delivery of scheme within agreed GMP

Provision of cost saving alternative solutions as available for discussion/approval

4.6.5 Supply Chain Requirements

Local spend target 70% within 30miles

Employment of local labour greater than 50%

Employment opportunities during stage 4 construction period – 60 activities

4.6.6 Programme Requirements

Delivery on or before contract completion date.

4.6.7 Security Requirements

DBS checks required for all persons working within the live existing Park house facilities

4.7 Key Performance Indicators

4.7.1 H&S Objectives

- <0.11 Over 7 Day AFR
- <0.35 Lost Time AFR
- Minimum of 1 Visible Leadership Tour per quarter per project to be conducted with a subcontractor.

4.7.2 Environmental Objectives

- <29,000kWh energy per £1m turnover
- <22te waste per £1m turnover (excludes muck away)

4.7.3 Quality Objectives

- 70% of Fieldview tasks closed out within target time

4.7.4 Commercial Objectives

- 95% of supply chain paid < 60 days

4.7.5 Supply Chain Objectives

- Increase participation of the supply chain in VLTs and collaborative HSEQ Culture.

4.7.6 Programme Objectives

- Detailed monthly programme review on the project.

5. Planning

5.1 Overall Programme and Key Milestones

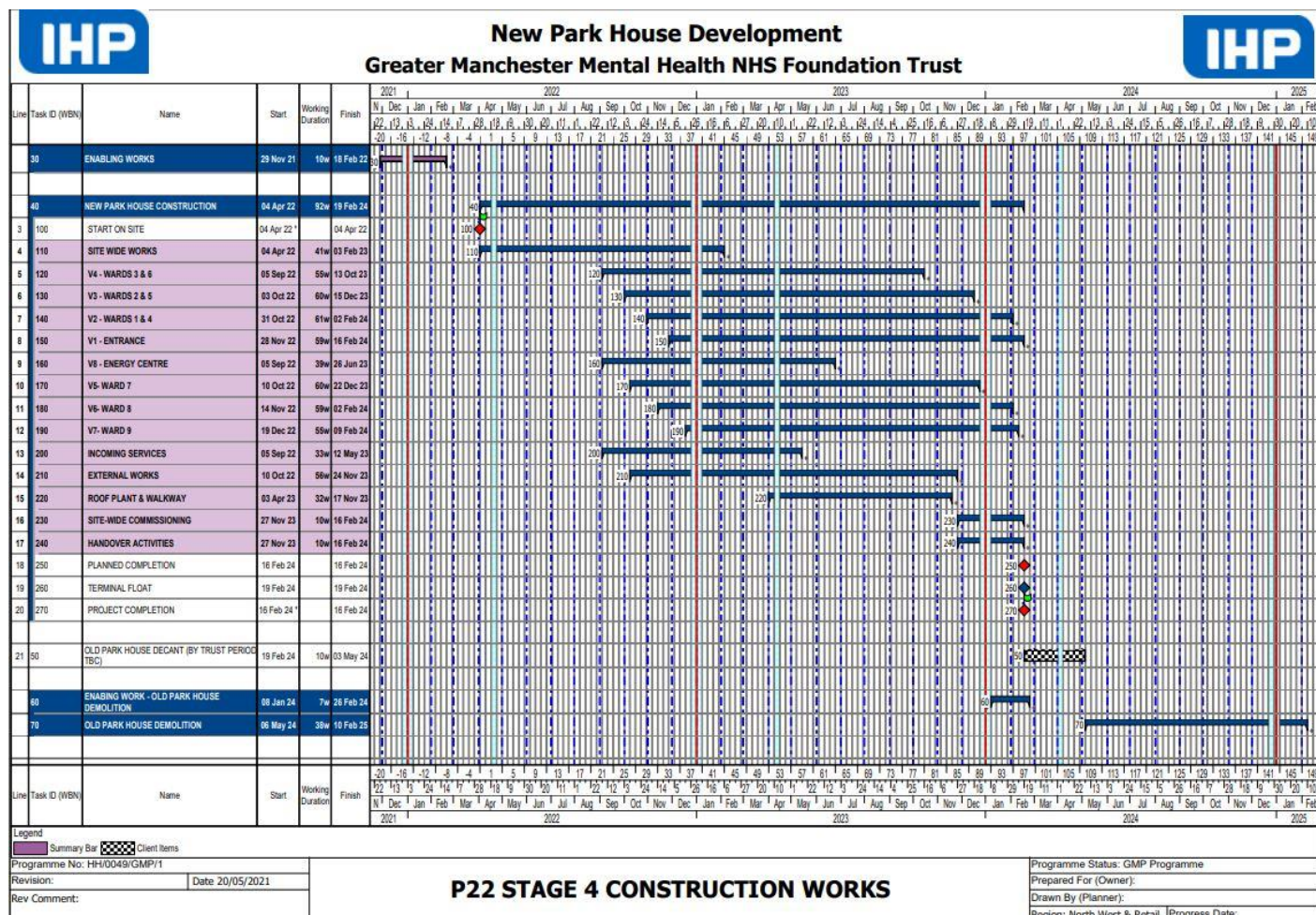
The contract programme for the project is version HH/0049/GMP/1

The current version of the contract programme is stored in Viewpoint for Projects.

Key Dates

Activity	Key Date/Start on site
Contract award	05 Nov 2021
Phase 1 Enabling works	10 th Jan 2022
Phase 1 Contract start	04 April 2022
Completion Phase 1	16 Feb 2024
Phase 2 Start	06 May 2024
Completion Phase 2	10 Feb 2025

High level summary programme



6.1.2 Competence, Awareness and Training

The SSR will ensure that personnel performing work are competent to conduct the tasks detailed in the Roles and Responsivities matrix. Any training requirements will be identified at development reviews and will be captured in a Training/ Competency Matrix, (Template number VB-IMS-FR-XXXX-0008).

Sample matrix

[illegible]

6.2 Subcontract Staff and Operatives

Where specific competencies are required by operatives in order to safely conduct work, or to ensure the correct quality outcome, personnel will not be permitted to commence work on the project until competency has been demonstrated through provision of the relevant competency card.

Individual competency records will be taken as part of the induction process and stored in Msite.

7. Physical Arrangements and Communication

7.1 Induction Training and Information

All persons accessing the works areas will need to attend an online company induction via MSite (VCUKs access control platform), followed by a site-specific induction on the day they start work on the project. The introduction to the project will be undertaken by the SSR or delegated authorised person.

A register of inductions and inducted individuals' details and competency records are stored within MSite and can only be accessed by nominated, approved persons.

Certain individuals may be classed as Visitors, if the time they spend on site is limited, they are not conducting any works and they are accompanied by a member of VCUK always.

Relevant statutory notices such as "Health and Safety Law" poster, a current version of the Employers Liability Insurance Certificate, Form 10 for the contract etc. will be displayed on the notice board. Other communication media can be found on specific notice boards:

- Health, safety and Environmental Notice Board
- Hazard board
- 'what you said...what we did' board
- Environmental Board

Site rules will be developed which are specific to this project. A copy of the site rules will also be posted on the site Notice Board. They will also be included in the site-specific induction. See appendix 2 for typical agenda

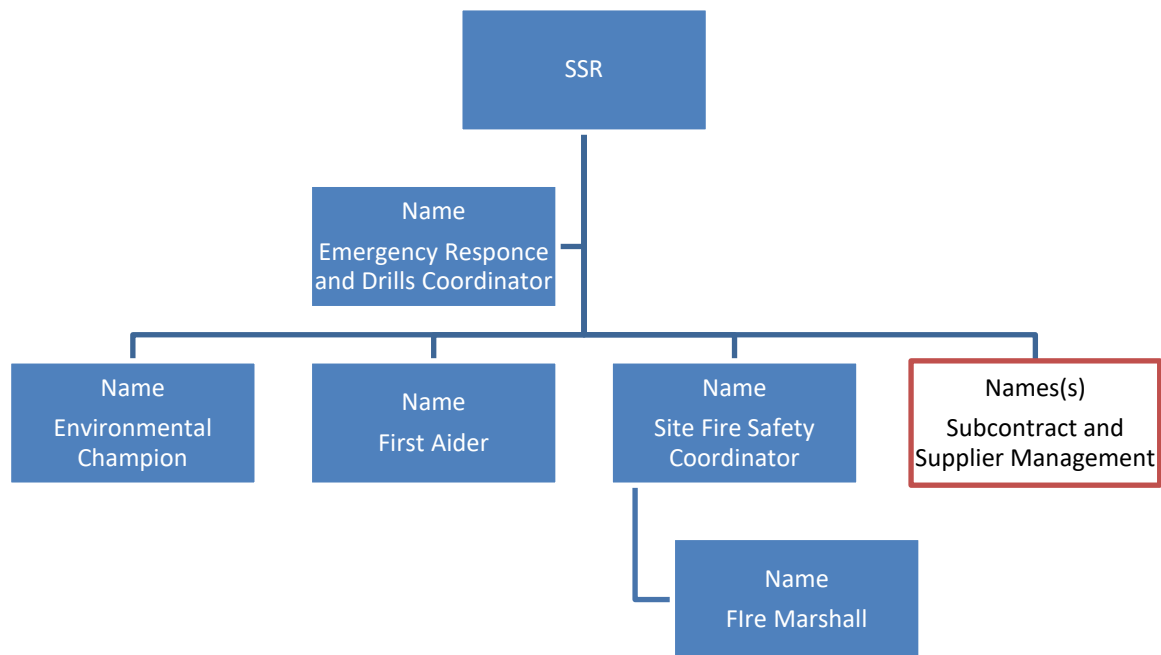
7.2 Emergency Response Procedures and Site Fire Management

7.2.1 General Arrangements

VCUK will ensure that all projects have effective measures to respond to emergency situations and to minimise consequential injuries or material losses. The SSR will ensure emergency procedures are developed to address fire, project evacuation, incidents, confined space rescue, rescue from height, spillage, and any other possible health, safety or environmental emergencies identified by the risk process.

The SSR will ensure that sufficient resources are provided and appointed to the appropriate responsible positions, according to the project Roles and Responsibilities matrix (VB-IMS-FR-XXXX-0007)

These roles are shown below according to the structure to be used on this project:



A completed copy of the VB - Emergency Response Plan (VB-IMS-PL-0004-0001) showing the contact details of the above as well as other relevant contact information will be displayed at prominent positions.

The details of this plan will be included in the VB - Site Induction

A record of any evacuations or drills conducted should be included in the Daily Site Diary

Copies of all emergency documentation - including for fire will be able to be found in View Point

Further guidance relating to incidents can be found in the Building Division Incident Response and Reporting Standard (IMS4)

7.2.2 Fire Management

A Fire risk assessment will be conducted on the project in accordance with the Building Division (Health and Safety) Standard (DSS7). The project will be given a High / Medium / Low rating. With the specific detail from the Fire risk Assessment, the SSR will develop a site Fire Plan (VB-HAS-PL-0007-0001), which will be briefed to all management on site. Details of the fire plan will also be displayed at prominent locations on the site notice boards and included in the VB - Site Induction - On site (VB-HAS-FR-0008-0014)

7.3 Welfare, First Aid and Security

VCUK aim to provide and maintain the highest standards of welfare for the workforce. The welfare provision for this Contract are as follows:

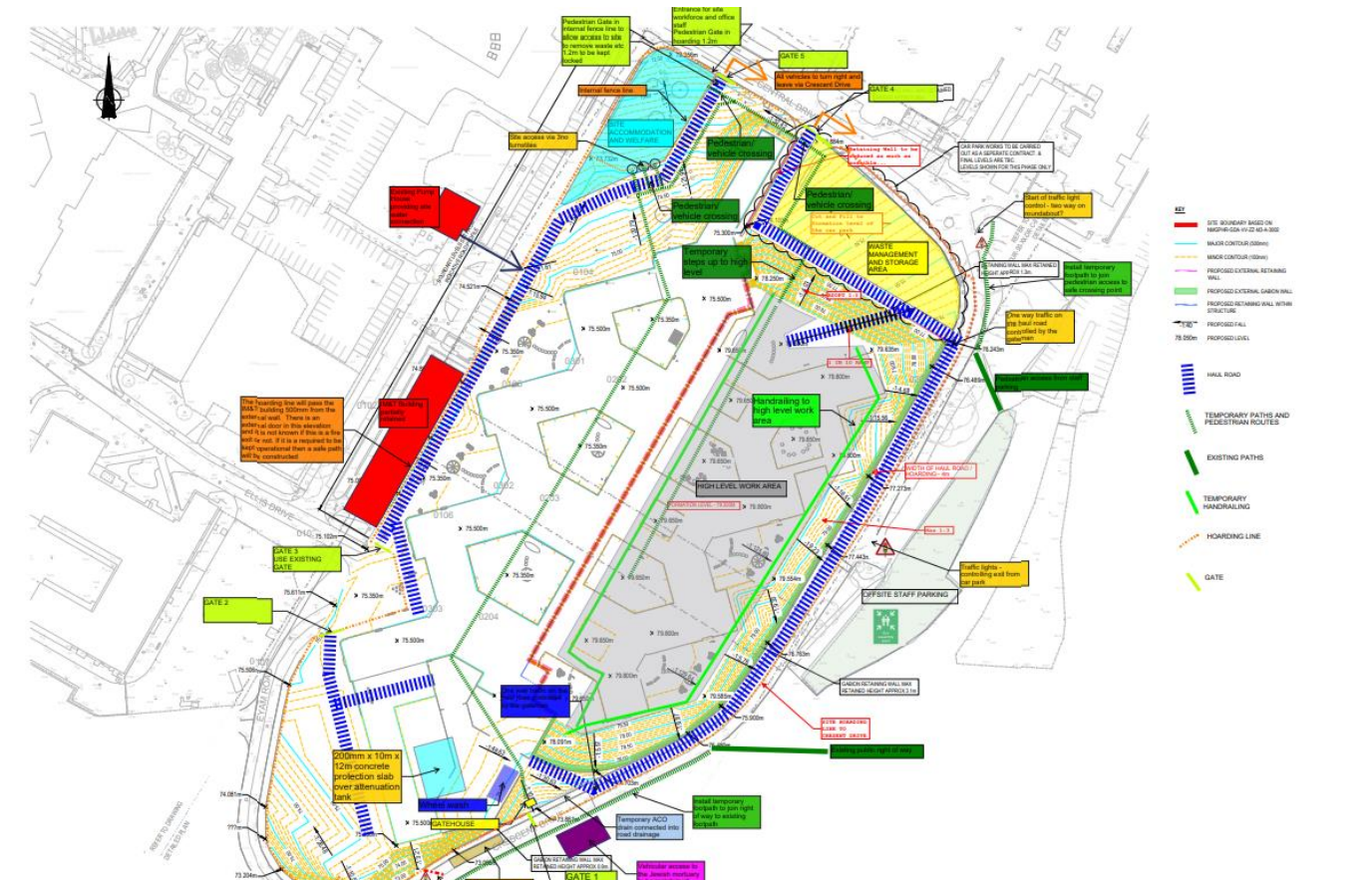
- Toilets
- Washing facilities, including showers, where appropriate
- Drying room, including accommodation for clothing
- Mess room
- Drinking water
- Facilities for heating food and boiling water
- First Aid Arrangements (Appointed person and first aid box or First aiders)

The security arrangements specific to the project include:

- Secure hoarding
- CCTV
- Security guard

The layout and arrangement of these items can be found in the logistics plan (see section 7.4)

7.4 Traffic Management and Logistics



7.5 Liaison Between Works Parties and Members of the Public

CDM 2015 places a duty on the Principal Contractor to ensure co-operation between contractors and all other parties involved in the project. This will be achieved through programme assessment, discussions at the weekly Project meetings, verbal and written communications and the giving of directions, where appropriate. The meetings will also provide a forum for the reviewing of risks, objectives and strategy, along with discussion of initiatives to be implemented on the project.

7.6 Consultation with the Workforce

The Build UK Group Strategy requires that the communication routes for the site are published in a formal notice. These relate to "Project, Site team and Individual levels". These will be displayed on the site notice board

The routes on this site are as follows:

Project – Health and Safety Committee meetings, weekly co-ordination/progress meetings

Workgang – Task briefing, morning briefing

Individual – Site induction, open door policy to discuss H&S raising CC/PI, site rules & RAMS

Any person wishing to discuss health, safety and environmental issues may at any time approach a member of the Management team. Alternatively, representations can be made at Project meetings. This is communicated in the induction training and site rules.

7.7 Communication of Safety Leadership

The process for safety leadership and communication is outlined in Building Division (Health and) Safety Standard 9 (DSS9). The complete list of communication methods used on this project is:

- Induction
- Health and Safety Briefing
- Risk Control Schedule
- Task Briefings
- Tool box talks
- Close Calls / Positive interventions
- Regular progress meetings
- General communications to Supervisors
- Open door policy

Those with responsibility for undertaking specific communication are identified on the project Roles and Responsibilities Matrix (see section 6.1).

8. Risk and Opportunity Management

8.1 Project Risk

A Risk and Opportunities Register, which was developed during Tender has been reviewed and updated following contract award. It will continue to be updated on a regular basis

A Risk Control Schedule (RCS) will be prepared by the SSR to identify the controls for the significant risks related to the current activities being carried out on the project. (Use template VB-HAS-FR-0008-0003). The RCS will be reviewed as a minimum on a monthly basis or in line with the Construction Programme, and incorporate risks identified by Subcontractors.

Task Briefing Sheets will be prepared by the Subcontractor and will describe and contain the expected behaviours relating to the work task. These will be briefed to the workforce by their supervisor prior to the task taking place, and will address the main risks relating to the task Selection and Control of Subcontractors

The approval process for the selection of subcontractors is managed by the VCUK central supply team. The approval process can be found in VCUK document VC-SCM-GN-XXXX-0001 on the VCUK business management system, The Way We Work.

Site specific matters will be captured through a Sub-Contractor pre- start meeting prior to beginning works on site which will include a Risk Review section. Works on site will then be continually monitored by the Project team and the VCUK Safety department to ensure compliance (see section 10).

9. Checking, Investigation and Corrective Action

9.1 HSEQ Monitoring Arrangements

9.1.1 Site Inspection

All members of the Project Management team have health and safety responsibilities and will accordingly monitor health and safety performance on a daily basis. They will also monitor quality in a collaborative manner with subcontractors.

9.1.2 Weekly Site Team Inspection

A formal Weekly Site Team Inspection will be completed and recorded on a standard form. This process will be scheduled by the SSR who will monitor the closing out of matters raised. The completed forms remain on site where they are available for inspection by interested parties.

9.1.3 HSEQ Advisor Inspection

A programme of inspection by the business unit Health and Safety, Environmental and Quality (HSEQ) advisors will be undertaken. The visits will be programmed to include visits during operations of significant risk. Records of these inspections will be stored in Field View (VCUKs E-form platform).

9.1.4 Senior Managers Visual Leadership Tours

Senior Management will complete engagement visits on the project in accordance with a programme prepared by the Regional Director. "Closing out" of any issues raised, either to the Manager by the project team, or from the Manager to the team, is owned by the Manager completing the tour. Leadership tour actions and close outs are reviewed at the regular regional management meetings.

9.2 Investigation and Reporting of HS&E Incidents.

All Contractors will be requested at the induction to advise VCUK of any accidents, diseases, ill health or dangerous occurrences, in addition to significant environmental incidents.

Accidents of any nature will be entered onto Footprint. All Level 1&2 incidents as classified in Building Division Integrated Management Standard 4 (IMS4) will require an immediate phone call to the Health & Safety department to advise of the situation. A phone call is not necessary for minor accidents, but a call should be made if the accident becomes a Lost Time event.

Accidents, diseases, ill health or dangerous occurrences and near misses will be investigated by the Site Management team.

“RIDDOR” and other high-risk incidents will be investigated by the Company’s HSEQ Advisors who will prepare an interim report. This will be followed by a final report which will be tracked by the Regional Director to ensure that corrective and preventative actions recommended in the report are completed.

In addition, the Group’s Occupational Health provider carries out screening and monitors occupational and ill health associated with work with the aim of determining prevention strategies, supporting the individuals concerned and encouraging a speedy return to work.

9.3 Audit

All VCUK sites are subject to auditing. Through the project duration it is likely the project will be audited as a minimum on:

- Health and safety procedure compliance
- Environmental Management procedure compliance
- Quality procedure compliance
- Commercial procedure compliance
- Finance Procedure compliance

Audits are managed by the appropriate central VCUK teams. Details of the audit schedule for this project are available on the VCUK audit scheduling system, called ‘Q-Pulse’

10. Review and Improvement

10.1 Project Review

This Plan will be reviewed throughout the duration of the project by the Management team. These reviews shall be carried out monthly.

The review will consider:

- Risk, including the names of the persons exercising control.
- An assessment of the degree of compliance with standards, including corrective action taken to address failings
- The impact on accident data.
- Feedback following a HS&E advisor visit
- Subcontractor and Supplier Performance

11. Information and Document Management

VCUK use a Common Data Environment to store, share and communicate all project information. All parties to the contract are required to use Viewpoint for Projects to collaborate.

Design management will be undertaken in accordance with the dedicated Design Management Plan / BIM Execution Plan.

These plans include information on the change control process.

The DMP can be found VCUK Building Division Projects > Building Division > HH0049 - New Park House Development > 04. Design Management > 4.01 - Design Management Plan & Forms

The BIM EP can be found VCUK Building Division Projects > Building Division > HH0049 - New Park House Development > 04. Design Management > 4.10 - BIM Management > 4.10.1 - BIM documents

12. Quality Management

12.1 Quality Plan

VCUK manages Quality in accordance with the requirements of the company business management system 'The Way We Work'. This system *is* the companies Quality Plan – it details what activities are to be undertaken, by whom, when and by what method/what documentation. It includes the activities that contribute to the required product delivery both in terms of operational (Project site) and organisational (ISO9001) quality management.

12.2 Management of Non Conformance

A Non-Conformance is defective work that cannot be rectified during the same shift it was discovered, or a procedural non-compliance observed on site. A Non-Conformance can be related to any part of VCUK's management system or those of its subcontractors or suppliers. This can also include Health & Safety or Environmental Non-Conformances.

Non-conformances are recorded, managed and closed out using a Non-Conformance Report (NCR) on Field View

Significant NCRs shall be discussed at the weekly IHP internal staff meeting and the relevant meetings with the supply chain.

12.3 Subcontract Quality Submissions

Prior to the start of works, appropriate subcontractors and suppliers will provide adequate quality management documentation. Such documentation is to ensure the required product delivery is achieved and will typically be formed of:

- A quality management plan (or equivalent system)
- An inspection and test plan (ITP)
- Relevant check sheets and record documentation in accordance with the ITP.

13. Handover / Soft Landings and Project Close out

13.1 Handover

Handover of the project will be managed in accordance with a dedicated Handover Plan. (VB-QUA-PL-XXXX-0004)

VCUK use the BSRIA Soft Landings Framework to guide Handover protocol, to ensure that all users and staff feel completely comfortable with the facilities from day one and so that they can use their new facilities efficiently.

The Handover plan will be able to be found on View Point

13.2 Health and Safety File

As part of the Handover process a Health and Safety File and an Operation and Maintenance Manual will be issued to the Client at Practical Completion.

A template Health and Safety File and associated guidance note are available in The Way We Work (VB-HAS-PL-XXXX-0001 and VB-HAS-GN-XXXX-0002)

A template Operation and Maintenance manual is also available (VB-QUA-PL-XXXX-0007)

13.3 Aftercare

Arrangements for aftercare are captured in a dedicated aftercare plan, produced at the time of Practical Completion, which will be issued to the client. (use template VB-QUA-PL-XXXX-0006)

14. Associated Documents

Project Organisation Chart	NMGH Staff chart rev 01
Environmental Management Plan	NMGNPH-IHP-XX-XX-PL-W-0005
Design Management Plan	NMGNPH-IHP-XX-XX-PL-W-0002
Naming Convention	NMGNPH-IHP-XX-XX-PL-W-0001
Schedule of Design Responsibilities	To be completed prior to start on site
Design Deliverables – information trackers	To be completed prior to start on site
BIM Execution Plan	NMGNPH-IHP-XX-XX-XX-PL-W-0010
Resource Efficiency Management Plan	To be completed prior to start on site
Site Waste Management Plan	NMGNPH-IHP-XX-XX-PL-W-0004
Surface Water Management Plan	To be completed prior to start on site
Emergency Env. Incident Response Plan	To be completed prior to start on site
Green Travel Plan	To be completed prior to start on site
Logistics Plan	To be completed prior to start on site
Roles and Responsibilities Matrix	To be completed prior to start on site
Information Management Plan	To be completed prior to start on site
Risk and Opportunities Register	To be completed prior to start on site
Stakeholder / Community Management Plan	To be completed prior to start on site
Handover Plan	To be completed prior to start on site
Aftercare Plan	To be completed prior to start on site
Competency Matrix	To be completed prior to start on site
Project Risk Control Schedule	To be completed prior to start on site
Divisional Safety Standards	Refer to “The Way We Work”
Divisional Environmental Standards	Refer to “The Way We Work”
Divisional Quality Standards	Refer to “The Way We Work”
Fire Plan	To be completed prior to start on site
Lift Plan	To be completed prior to start on site
Fire Control Schedule	To be completed prior to start on site
Health and Safety File	To be completed prior to start on site

Appendix 1 Roles and Responsibilities Appointment Letters

Insert signed appointment letters, or signed roles and responsibilities forms as and when they are completed.

Sample form

THE WAY WE WORK	ROLES AND RESPONSIBILITIES	VINCI CONSTRUCTION UK
-----------------	----------------------------	-----------------------

This form is to be appended to the Individuals Role Description and be reassessed on change of role or contract.

Position:		Assessment Date:	
Position Holder:		Review Date:	

Minimum Qualifications & Experience for rail specific roles and responsibilities

Qualification	Essential	Desirable
Experience	Essential	Desirable

KEY ROLE HOLDER

I acknowledge receipt of a copy of the attached role description. I confirm that I understand and will comply with them.		
Signed:	Name (Print):	Date:

KEY ROLE HOLDERS LINE MANGER

The nominated person for this role has been assessed as competent to carry out this role		
Signed:	Name (Print):	Date:

KEY ROLE HOLDERS NOMINEE

The nominated person for this role in case of <u>long term</u> absence is:		
I hereby confirm my acceptance of the nomination as the deputy for this Key Role		
Signed:	Name (Print):	Date:

VC-RAI-FR-0015-0001	Roles And Responsibilities	Rev 4	Date of <u>rev</u> December 2020	Page 1 of 1
---------------------	----------------------------	-------	-------------------------------------	-------------

*** Documents on the Intranet are "controlled" version. Uncontrolled when printed. ***

Appendix 2 Site Specific Site Rules

TBC completed prior to start on site

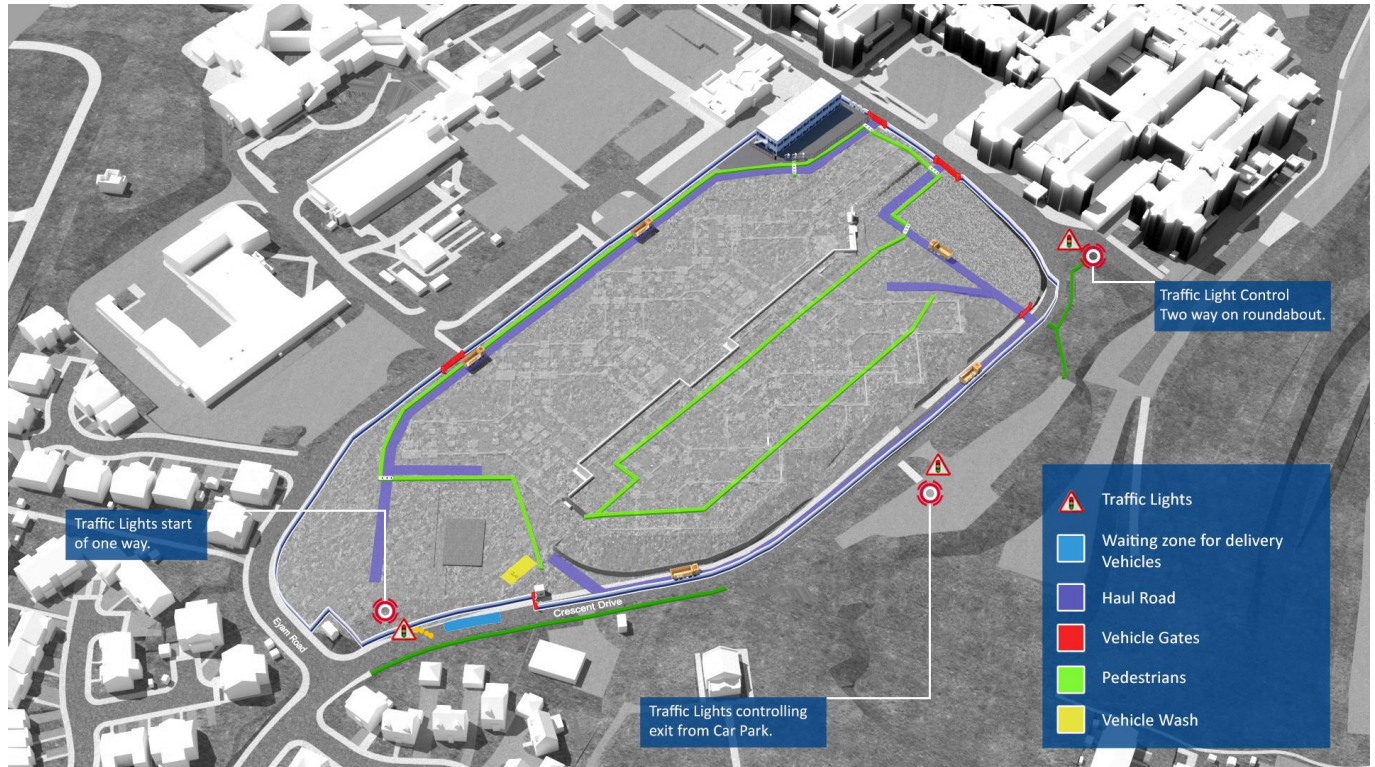
Typical agenda

Typical induction will consist of

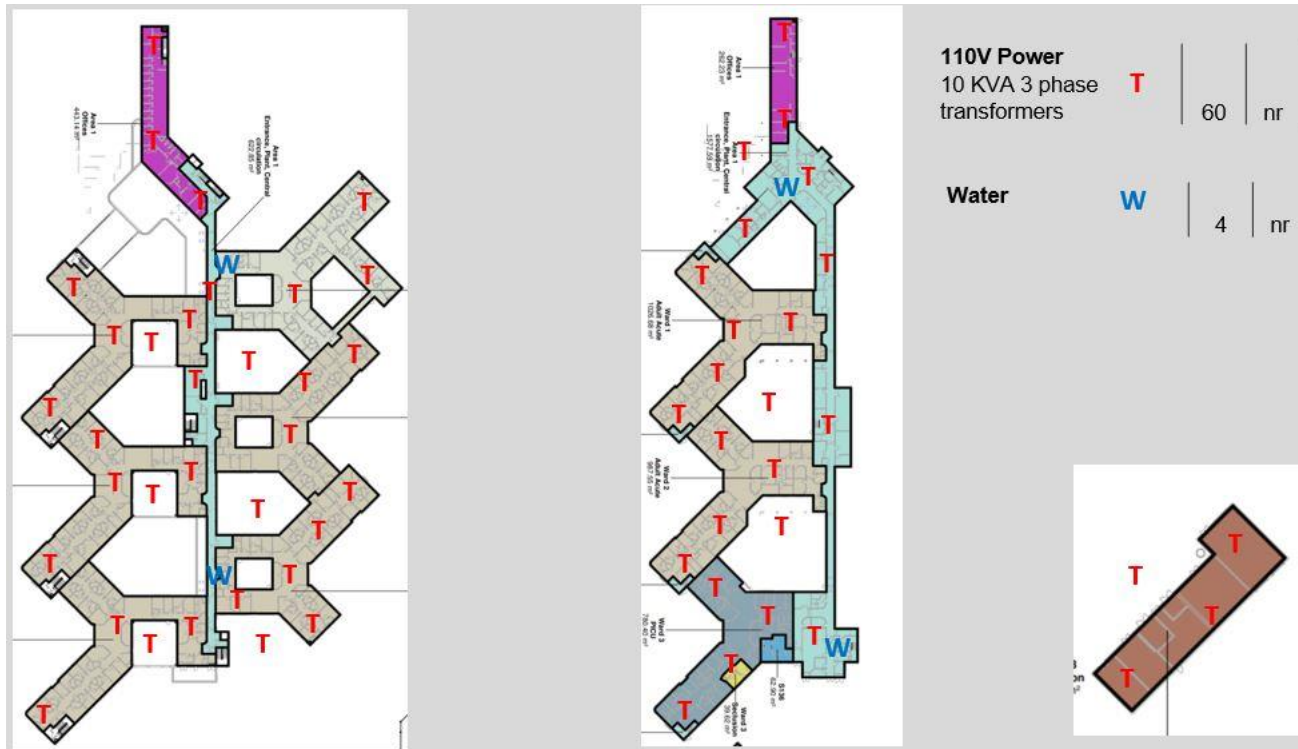
1. Welcome statement
2. Domestic arrangements
3. The project team
4. Our site layout and facilities
5. Around our site – Hours of work, neighbours, parking and noise/dust arrangements
6. Key project risks
7. Specific site rules
8. PPE requirements
9. Accident and incident arrangements/procedures/First Aiders
10. Fire procedures
11. Permits to work requirements
12. Cossh and environmental incidents
13. Asbestos arrangements
14. Site specific ecology requirements
15. Health and well being
16. Expected behaviours
17. Questions and feedback

Client to advise any specific requirements

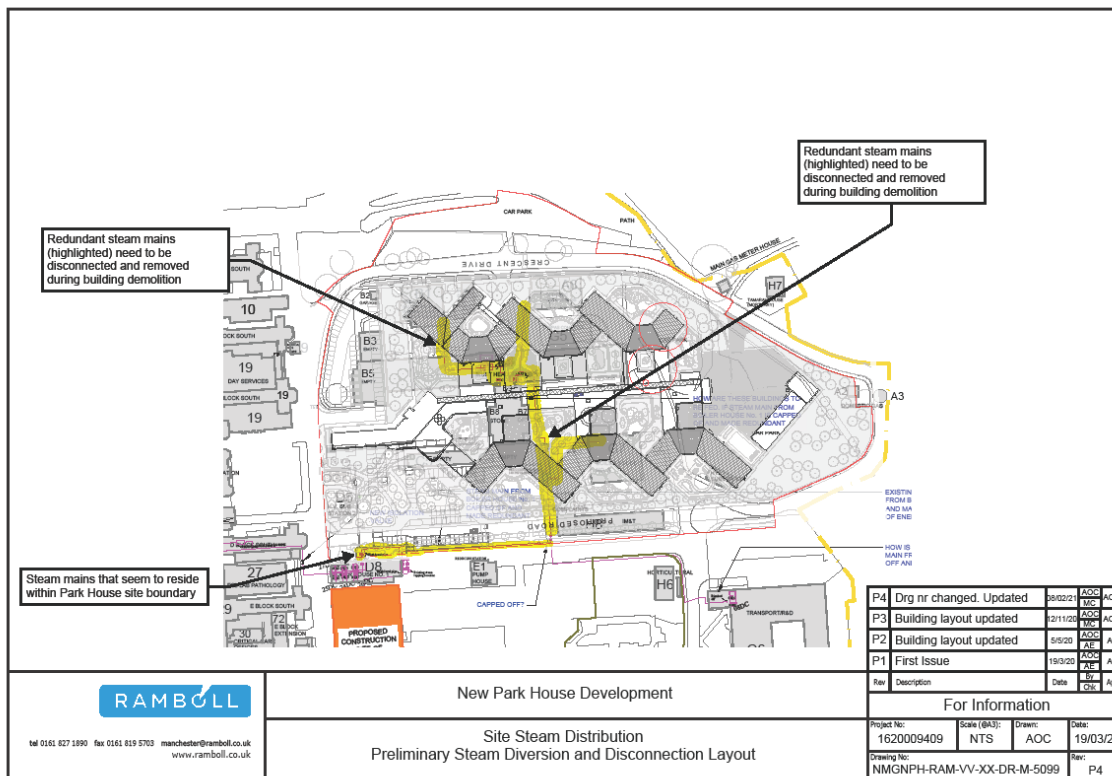
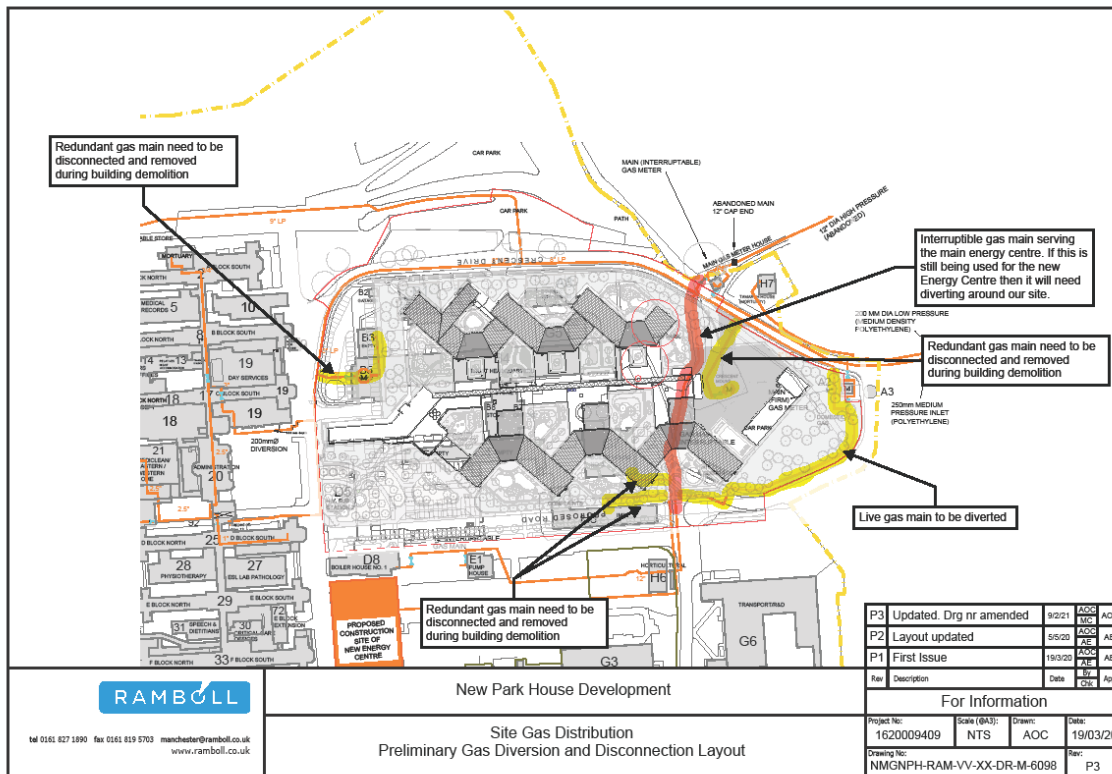
Appendix 3 Traffic Management Plan

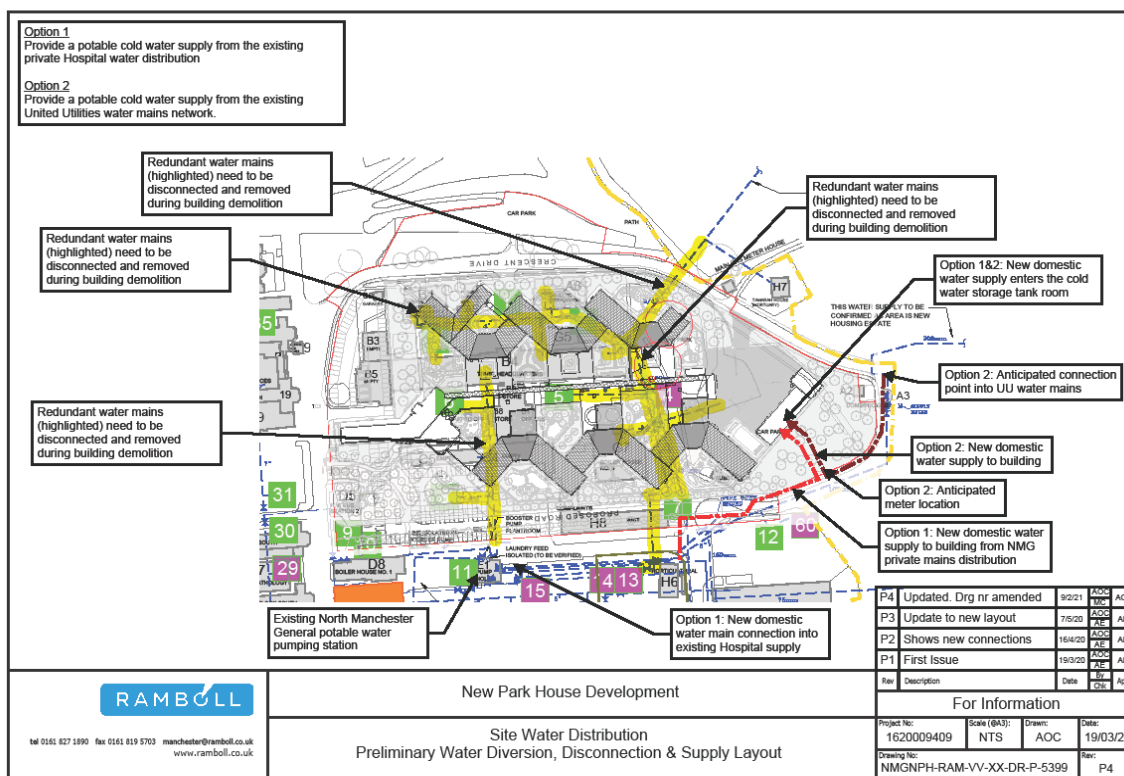
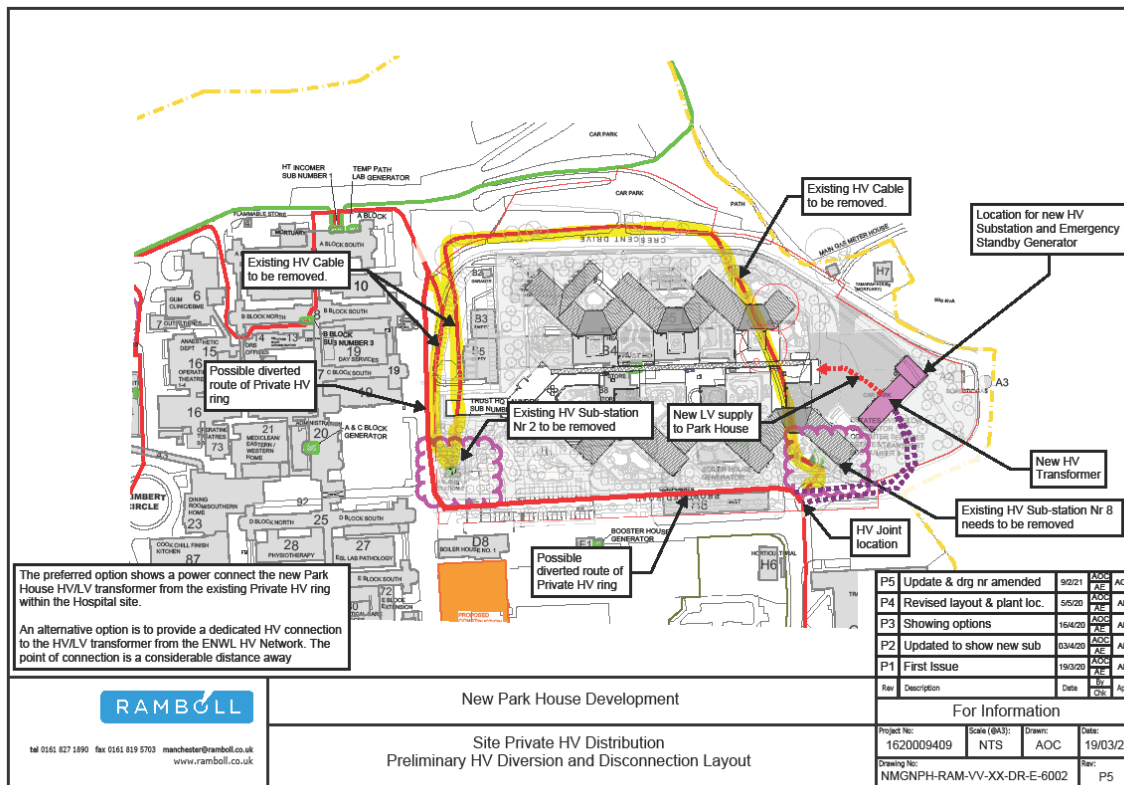


Appendix 4 Temporary Electric arrangements

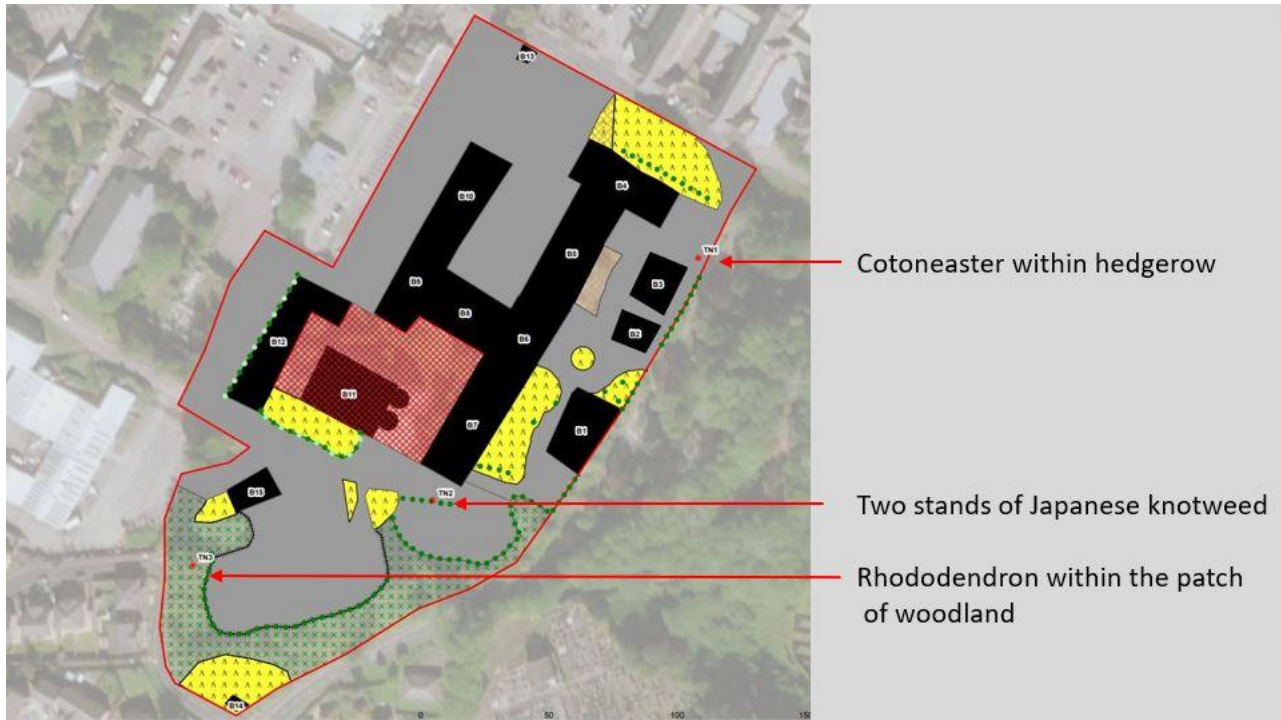


Appendix 5 MFT service Disconnections





Appendix 5 MFT invasive species removal

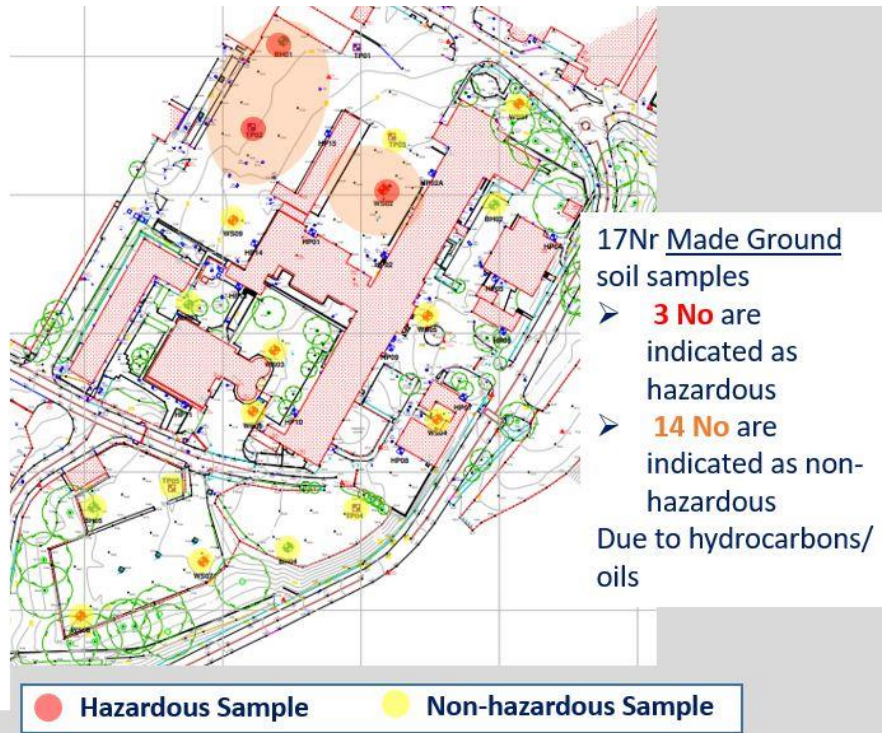


Appendix 7 Potential Hazardous material locations

The eastern area of hazardous made ground is currently in an area of fill so can be left in situ and covered in a Materials Management Plan (MMP) to be approved by the EA.

The plan will include a procedure for dealing with arisings for any service trenches or foundations that are excavated in the delineated zone. The material will have to be removed from site as hazardous waste.

At WS01 the made ground will be removed from site as part of the excavation for the lower ground floor slab. The plan extent of the made ground to be removed as hazardous will be outlined in the MMP.



Appendix 6 Groundwater assessment

Discrepancy between borehole and window sampling water strike levels suggests perched water encountered in WS01 & WS02

WS01 is in the car park to the north of site with FRL at 74m any drainage excavations here will strike water.

WS02 is on the line of the internal retaining wall. Water here at 72.7m may be an issue when excavating foundations at 73.0m.

A monitoring well was installed in WS07 which showed water levels around 74.4. This is in the service yard area and might be encountered during drainage/service trench excavation.

