

NOVUS CONSTRUCTION PHASE PLAN

North Manchester General Hospital.

D8 Boiler Room & Basement Asbestos Removal (Phase 2) /
D8 Boiler Room Demolition



Ref:	HSE-CDM-01
Rev:	1.0.0
Issue:	May 2022

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Health, Safety and Wellbeing Policy /

Policy Scope: This policy sets out how Novus Property Solutions manages health and safety within our organisation. The policy outlines our commitment and responsibility to our employees.

Our commitment to ensuring the health, safety and wellbeing of all our employees and anyone affected by our activities is our highest priority and a specific cornerstone of our values for responsible business. We will develop strategies and management processes that will promote a culture whereby all employees, including subcontractors and all stakeholders, are empowered to contribute to our achievement of this commitment.

Responsibilities

The Directors / Senior Leadership Team of the Company accept their role, collectively and individually, in providing Health and Safety leadership to ensure their decisions reflect the Company Health, Safety and Wellbeing Policy and to engage the active participation of workers in improving 'Health, Safety and Wellbeing'.

It is the Company's policy to take all reasonable measures, in fulfilment of its moral, legal and economic responsibilities to ensure the safety, health and welfare of its employees and those persons directly or indirectly involved with Company business in the prevention of ill health or injury.

The Company will provide the necessary resources to manage and continuously improve the health, safety and well being of all parties effectively.

The Company will set key objective and targets which will form part of the strategy for the business. The objectives and targets will be monitored through the Senior Leadership Team meeting and the Health and Safety Committee.

All risks will be assessed in accordance with current statutes and codes of practice to ensure that all necessary steps are taken to minimise or eliminate identified risks.

Projects will be managed in such a manner that identifies the risk inherent in the work undertaken and sets out clear procedures for the safe management of the project including supervision.

The Company will ensure that our arrangements are monitored through inspections and audits to ensure that they meet our moral and legal obligations and provide opportunities for continuous improvement.

The Company will engage and consult with our employees to ensure that everyone is involved in our health and safety arrangements.

All employees will be provided with the relevant information, instruction and training in order to complete their roles and responsibilities.

Every individual is required, by law, to take reasonable care for health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

The same responsibilities and duties apply to all of our self-employed operatives and contractors working on behalf of Novus.

The Novus Way of Working and Novus Values in which safety is recognised as a key element by 'being responsible – protecting the health, safety and wellbeing of everyone' we come into contact with will be embedded throughout the health, safety and wellbeing management arrangements.

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Do Business Responsibly /



Review and Endorsement

This policy will be reviewed regularly and the Director responsible for Health and Safety will ensure it is updated as required.

The Company Health and Safety Policy as set out in this document and accompanying procedures is endorsed by the Senior Leadership Team, Board of Directors and the CEO, who is ultimately responsible for its implementation.

Authorised by

Chief Executive
Director Responsible for Safety

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Aon UK Limited
40 Spring Gardens
Manchester
M2 1EN
t: 0161 687 2104
f: 0161 839 7273

9th July, 2021

JSSH Ltd
(Including Novus Property Solutions Ltd)
Manor House
Manor Lane
Holmes Chapel
CW4 8AF

Dear Helen

Client Information Letter

We, Aon UK Limited, are insurance brokers acting on your behalf only in accordance with our terms of business agreement. We have agreed to provide this letter to confirm that the contract(s) of insurance described on the attached pages (the 'Insurances') are in force at the date of this letter.

All of the Insurances are subject to their specific policy terms, conditions and exceptions, not all of which may be summarised on the attachment. Please refer to the actual policies if full terms and conditions are required.

We accept no obligation to inform any other person or entity should any of the Insurances be cancelled, assigned or changed in such manner as to affect the accuracy of this document. Unless we specifically agree otherwise in writing, and to the fullest extent permitted by law, we do not accept any liability to anyone other than you, our client (and any such liability to you will be subject to the limitations contained in our terms of business agreement, and/or any other agreement, with you) for the content of this letter and its attachments.

Yours sincerely,

Helen Rigby ACII
Client Service Manager
For and on behalf of Aon UK Limited

The Insurances

Details	Policy Type : Public / Products Liability
Insurer	Axa
Policy Number	MR CMC 7068383
Policy Period	1 st July, 2021 – 30 th June, 2022
Limit of Indemnity	£30,000,000 any one occurrence, but in the aggregate in respect of Products (£5,000,000 limit under the above Axa policy supplemented via an additional excess layer policy with AIG and QBE). Cover includes contractual liability and indemnity to principals
Deductible	A third party property damage excess of £1,500 applies.

Details	Policy Type : Employers' Liability
Insurer	Axa
Policy Number	MR CMC 7068383
Policy Period	1 st July, 2021 – 30 th June, 2022
Limit of Indemnity	£20,000,000 any one occurrence and cover includes indemnity to principals. (£10,000,000 limit under the above Axa policy supplemented via an additional excess layer policy with QBE).
Deductible	Nil

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CONSTRUCTION PHASE HEALTH & SAFETY PLAN

PROJECT DETAILS: North Manchester General Hospital –

Asbestos Removal Works and Demolition Boiler House D8 (Phase 2)

Site address:	North Manchester General Hospital, Delaunays Rd, Crumpsall Manchester M8 5RB		
Contract No.:	P10114WM – 062/075		
Start Date: (Phase 2 Asbestos Removal)	30/05/2022	Duration:	12 weeks
Plan prepared by:	Mike McIntyre	Role:	Contracts Manager
Checked by:	Chris Murphy	Role:	Head of Operations
Contracts Manager:	Mike McIntyre		
Project Manager:	Tony Sharkey		
Site Manager	Tony Mort		
Site Supervisor	Graham Sargent		

CONSTRUCTION PHASE PLAN [CPP] HAND OVER

All Site Management staff shall confirm that they are aware of the content and purpose of the CPP by signing below.

NAME	SIGNATURE	TITLE	DATE
Chris Murphy	<i>Chris Murphy</i>	Head of Operations	18.05.22
Mike McIntyre	<i>Mike McIntyre</i>	Contracts Manager	18.05.22
Tony Sharkey	<i>Tony Sharkey</i>	Project Manager	18.05.22
Tony Mort	<i>Tony Mort</i>	Site Manager	18.05.22
Graham Sargent	<i>Graham Sargent</i>	Site Supervisor	18.05.22

SUMMARY OF AMENDMENTS MADE / EVIDENCE OF REVIEW

DATE	ACTION TAKEN
18/05/22	First issue.

Part 1 - Site Specific Information

The plan is intended to be read in conjunction with the health and safety management and record information as contained in the associated appendices. During implementation of the works, the Construction Phase Plan and Appendices will be maintained, reviewed, and updated by Novus Property Solutions Ltd, as a health & safety management tool for the project.

1	DESCRIPTION OF THE PROJECT: The project comprises of the demolition and clearance of existing D8 Boiler House and basement at the North Manchester General Hospital site off central drive as part of enabling works for the sites larger redevelopment works. There are existing mechanical services which will remain live during and after the demolition of the structure. Demolition in proximity to live services will be undertaken with extreme care and appropriate protection measure put in place. The live services will be protected during the works by a temporary robust birdcage scaffold system. To carry out the works it will require 14no car parking spaces to be taken out of action. The existing bus stop outside the D8 Boiler House will be closed by Transport for Greater Manchester, with a temporary stop further down Central Drive sign posted accordingly. There will also continue to be a working bus stop further down Central Drive outside the VIE Plant compound. Summary Sequence of Works - Demolition works D8 & D8b • Contractor site mobilisation (site boundary setup) (3d) • Soft strip (4d) • Protection of steam main services serving A-G (5d) • Demolition works to D8 Boiler House (17d) • Demolition works to D8b Basement (8d) • Contractor demobilisation / off site (3d)
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2	MAIN DUTY HOLDERS:	
	Client	Manchester University NHS Foundation Trust
	Contact Name	Edward Fitzpatrick
		0161 2764997 Property & Estates Trust Headquarters Cobbett House, Oxford Road Manchester M13 9WL
	Clients Agent	Mace Group
	Contact Name	Sharaz Hussain
		0161 835 3565 sharaz.hussain@macegroup.com Mace Group, Manchester Office, 3rd Floor East, Eastgate, 2 Castle St, Castlefield, Manchester, M3 4LZ
	Principal Designer	Warburton Associates
	Contact Name	Chris Groom
		0161 833 9345 Chris@warburtonassociates.com mail@warburtonassociates.com The Old Police Station, 62 Chapel Street, Salford, Manchester, M3 7AA
	Demolition Contractor	J. Freeley Ltd.
	Contact Name	Michael Freeley
		T: 0161 273 4189 E: Michael.freeley@jfreeley.co.uk Southern Street, Worsley, Greater Manchester, M28 3QN
	Asbestos Removal Contractor	OPS
	Contact Name	Owen Finn
		T: 01706 452522 E: owen@opsenviromental.co.uk 151 Green Lane Heywood OL10 2EW
	Principal Contractor	Novus Property Solutions Ltd
	Contact Name	Mike McIntyre – Contracts Manager
		07918 696493 mike.mcintyre@novussolutions.co.uk Novus Property Solutions 3 Cinnamon Park, Crab Lane, Fearnhead Warrington WA2 0XP
	Site Contacts	Tony Sharkey - Project Manager
		07581 500058 - anthony.sharkey@novussolutions.co.uk Novus Property Solutions. 3 Cinnamon Park, Crab Lane, Fearnhead Warrington WA2 0XP
	Site Contacts	Graham Sargent – Site Supervisor
		07809 757257 Novus Property Solutions 3 Cinnamon Park, Crab Lane, Fearnhead Warrington WA2 0XP

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	Site Contacts	Tony Mort – Site Manager
		07540122680 - anthony.mort@novussolutions.co.uk Novus Property Solutions 3 Cinnamon Park, Crab Lane, Fearnhead Warrington WA2 0XP
	Asbestos Analytical Services	Acorn
	Contact Name	Steve McGlone
		07811 381512 – steve.mcglone@acorn-as.com The Old Print Works, Carr Street, Cleckheaton, BD19 5HG
	Structural Engineer	CCS Consulting Limited
	Site Contacts	William Fraine B.Eng. (Hons), M.Sc. Senior Engineer CCS Consulting Limited Suite 2 1st Floor, XYZ Building 2 Hardman Boulevard, Spinningfields, Manchester, M3 3AQ

3 INFORMATION REGARD EXISTING RECORDS:

No existing records or existing H&S file other than those listed below have been provided at the time of writing this document. If any documents are issued by the client, they will be noted within this section.

- **Warburton Associates** Pre-Construction Information Pack for
Project: NMGH – Asbestos Removal Works & Demolition to D8 Boiler House
(WA Project Ref 5779)
- **Asbestos Information - Acorn Analytical Services:**

21 May 2021	Demolition Survey	B-31460
26 May 2021	Demolition Survey	B-31336

- **CCS Consulting (Structural Engineers) – D8 / D8b Boiler House Structural Engineering Report.**
- **Covid 19 Guidance** – Refer to section 7 B (vii) Guidance for working on Novus construction sites during the Covid-19 Pandemic.
 - 1). Briefing - COVID-19 Maintaining HS on Sites
 - 2). Briefing - COVID-19 Site Manager Briefing
 - 3). Briefing - COVID19 TBT Rev2
 - 4). Briefing – COVID 19 TBT Site Operating Safety Video
 - 5). Induction – / Sign-in COVID19
 - 6). Version 7 – 19th July 2021 Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus (Covid-19)
 - 7). Novus Property Solutions Coronavirus (Covid-19) Site Operating Procedures Checklist
 - 8). Working-safely-during-covid-19-construction-outdoors-110520
 - 9). Public Health England - Cleaning and disinfection guidance
 - 10). Public Health England - COVID-19 early outbreak management for Construction and other outdoor work
 - 11). Covid-19 Secure Poster

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(a) SITE PLAN:



4 MANAGEMENT OF THE WORK

The works will be managed by Novus Property Solutions Ltd in accordance with the company Health & Safety Policy. On site management and day to day running of the contract will be by the project/site managers listed above. All information relevant to the works will be passed onto the workforce and supply chain.

The responsibility for implementing the procedures contained within this Construction Phase Plan lies directly and personally with line management from the Director through to every individual employee.

Management Team:

Operations Manager	Chris Murphy
Contracts Manager	Mike McIntyre
Project Manager	Tony Sharkey
Site Supervisor	Graham Sargent
Site Supervisor	Anthony Mort

Monitoring and reviewing safety standards on site:

This construction phase health & safety plan is to be reviewed periodically & revised if necessary, in the event of any significant changes inclusive of additional works.

The company carries out health & safety management monitoring of all sites through several levels of inspections, weekly site inspections, health & safety department inspections, senior management inspections and directors of our parent company inspections.

It is imperative for the completeness of these audits that the auditors have access to any documents or company owned equipment deemed as being relevant to and governed by the laid down company procedures. The right of access is mandatory.

The Client has commissioned the services of Warburton Associates to monitor compliance of the Principal Designer and Principal Contractor delivery. Novus Property Solutions will cooperate and communicate with Warburton Associates to allow them to undertake these services on behalf of the client in accordance with Regulation 4(6) of CDM 2015.

This will involve meetings, document reviews and physical audits as necessary through the design and construction programme to enable their reporting to the Client.

5 HEALTH & SAFETY GOALS FOR THE PROJECT

The safety goals for this project are to protect the health, safety and welfare of all people working on the project and all others who may be affected by their activities in order to ensure the health and safety of all client employees, contractor employees and the public by means of implementing preventative and protective measures.

This Construction Phase Plan in conjunction with the Pre-Construction Information confirms how Novus Property Solutions Ltd will manage the works to achieve these goals and is intended to be read in conjunction with the appended project H&S Management document.

Health and Safety Goals

- No prosecutions or enforcement notices for health & safety issues.
- No reportable injuries, diseases, or dangerous occurrences.
- No falls from height of personnel, materials, plant, or equipment.
- No personnel injured by the movement of plant or vehicles especially during reversing operations. Safe work access and egress from places of work
- No slips, trips & falls
- No fires, environmental incidents, or cases of public nuisance.
- No cases of occupational dermatitis, 'Hand Arm Vibration Syndrome' (HAVS) or occupational 'Noise Induce Hearing Loss'
- No cases of occupational injury from manual handling.
- Establish a site set up that excludes unauthorised persons especially children from the construction site
- Provide workplaces that are free from risks to the health and safety of persons at work, so far as is reasonably practicable

In addition to these safety goals, the following targets have been set for achievement by all contractors & sub-contractors:

- Safe working will be a condition of employment in all contractors' organisations
- They will ensure that no additional fire risk is provided to the property as a consequence of the planned works
- They will maintain site security throughout the duration of the construction works.

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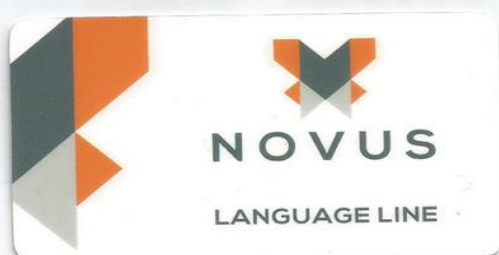
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6	ARRANGEMENTS FOR:
(a)	Regular liaison between parties on site: The Management and Supervisory team will meet regularly to discuss any Health & Safety problems or issues encountered. Control measures will be continually monitored and updated. A daily site briefing will take place between the site management & operatives to discuss the planned/predicted works to take place that day and how if at all these will affect any site operations and how these can be reduced or eliminated. Regular meetings will take place alongside regular site inspections from the Novus health & safety department and Warburton Associates. The client and principle designer must be communicated to in regard to any health & safety issues on this project.
(b)	Consultation with the workforce: All site staff, operatives and sub-contractors will require an induction prior to starting on site. A comprehensive induction will be given by the Novus management team before operatives can commence on site. This will incorporate the Trust site induction. Regular toolbox talks will be delivered to the workforce to provide updates on safety issues and new legislation. Novus Property Solutions have a monthly toolbox talk programme which will be adhered to as well as TBT's addressing specific onsite issues. A proactive culture will be encouraged to allow open communication regarding health and safety with all those involved from client to operatives so that the programme is delivered at the highest level of safety standards within the construction industry. All site personnel are encouraged to give comments regarding safety issues to the site management team construction industry. Novus Property Solutions Ltd use the services of a language line/translator if required to communicate with people whose first language is not English.

Use the services of Language Line if a translator is required:
 Telephone number: ☎ 0845 310 9900
 Reference no: C 9425
 ID Code: L 47213

Summary

1. Dial the telephone number and quote our reference number;
2. Explain the situation to the language line operative i.e. you have a non-English speaking tenant and you need to gain access;
3. Hand the phone to the customer;
4. Allow the customer to speak to the Language Line operative;
5. The customer should then hand the phone back to you and the Language Line operative will explain the conversation.



(c) The exchange of design information:

Any design information is to be issued electronically via email and will be kept in the project file and will be issued & made available to all parties associated with the works.

(d) Handling design changes during the project:

Any changes during the project will either come from or be approved by the client's representative/Project Manager and be discussed at progress or management team meetings & recorded. All relevant duty holders will be notified of any design changes. Regular design team meetings have been proposed by the client. A request for information register will be implemented for the duration of the scheme.

(e) The selection and management of contractors:

All used on the contract are directly employed or engaged by Novus Property Solutions Ltd. All new contractors are required to complete Novus "Contractors Questionnaire" in order to be appointed onto our approved contractors list.

All contractors engaged by Novus go through a rigorous selection process where all accreditations and health and safety documents checked and appraised to ensure their compliance to health & safety as per company/project requirements. This is constantly monitored by the Novus Property Solutions quality department to ensure all documentation is current & valid.

Novus will ensure that contractors provide their own site supervision for their works. Contractor's performance is regularly monitored however, poor performance is dealt with onsite by the Site Manager. Repeated poor performance or a single act of unacceptable

	behaviour is reported to head office where further action is considered. Action may result in immediate discontinuation of the contractor's services.
(f)	The exchange of health & safety information between contractors: All contractors associated with the scheme will be provided with all the health & safety information contained with this document. Any further health & safety information inclusive of pre-construction information, asbestos surveys and permits to work will be issued to all parties via either the project manager or site manager.
(g)	Site Security arrangements are: All Novus operatives inclusive of sub-contractors will wear company endorsed clothing and will have identification badges/swipe cards issued by the trust. Novus sub-contractors will also have trust issued identification badges/swipe cards and will wear a Novus branded high visibility vest or their own company uniform for identification purposes. Anyone not wearing identification badges will be challenged. The Client has no extraordinary security requirements particular to the contract other than the normal requirements of the trust. Therefore adherence to the Construction (Design and Management) Regulations, 2015 (CDM2015) Regulation 18 will be demonstrated at all times with reference to site security; <i>'The site shall be clearly defined, and appropriate mandatory signs shall be presented pursuant to the Principal Contractors duty of care reference the Health and Safety at Work Act and to those persons who are not his employees.</i> <i>The working area should be sufficient to prevent any staff, patients, visitors or members of the public from coming into contact with construction activities. High levels of supervision are required at all times.</i> <i>Where the Principal Contractor has sole possession of parts of the buildings, they must ensure that no unauthorised persons can enter the working areas.'</i> Novus staff shall ensure that the work & compound areas etc are kept safe and secure at all times to ensure non-authorised access. Counter Terrorism The threat we face from terrorism is significant. As we have seen in the UK and across Europe attacks can happen at any time and any place without warning. Understanding the threats we all face and the ways we can mitigate it can help keep us safer. Everyone can play a role in this effort by taking steps to help boost their protective security whether that is at work, at home or when travelling, when out and about or just simply when online. Having better security for all these areas makes it harder for terrorists to plan and carry out attacks. It also helps reduce the risk of other threats such as organised crime. Novus Property Solutions will adhere to, adopt, and co-operate with Manchester University NHS Foundation Trust existing security procedures. A strong security culture will be nurtured and developed onsite.

Understanding the threat facing us is key to ensuring protective security measures and mitigations are proportionate, effective and responsive.

Contact 999 to report an imminent threat

Contact the Anti-Terrorist Hotline on 0800 789 321, or your local police on 101 to report suspicious activity.

You can also report in confidence online via the Action Counters Terrorism website.

(h) Site induction:

The Company has a responsibility to communicate all working on site information relevant to their Health, Safety and Welfare. All site staff & operatives and sub-contractors will require an induction prior to starting on site. A comprehensive induction will be given by the Novus management team before operatives can commence on site. This will incorporate the Trust site induction. The site induction will include:

- Management structure/reporting lines
- Hazards and risks associated with the work and relevant risk assessment controls i.e. methodology
- Health related questions
- Accident/Incident reporting procedures
- Security arrangements
- Emergency arrangements/First aid arrangements
- Welfare facilities
- Environmental & waste management procedures
- COVID-19 procedure checklists and guidance for working on site.

All personnel will sign the induction forms to confirm that they have understood the requirements and expectations that they have been briefed on. The temperature of each operative will be taken daily prior to starting each shift and recorded on the signing in sheet.

All visitors will receive a Visitors site induction on arrival.

(i) Training:

All staff training has been identified through our company training matrix which is based on each employees' roles and responsibilities.

Supervisory staff are also provided with the following training as part of our Certificate to Manage process: -

- CITB SMSTS Certificate
- First Aid certificate
- Asbestos Awareness training.

All Novus employees and sub- contractors shall be fully competent and trained with the relevant certs to use plant, scaffolds etc.

Contractors training records will be requested prior to commencement on site. These will be kept within the subcontractor RA/MS or induction records. Asbestos Awareness Training:

All Novus operatives receive asbestos awareness training which is updated every 12 months. Asbestos removal sub-contractors must have relevant asbestos training as required by CAR 2012.

NO WORKS MUST COMMENCE TO ANY AREA WHICH HAS NOT RECEIVED AN ASBESTOS REFURBISHMENT SURVEY AND ANY ASBESTOS IDENTIFIED REMOVED OR MANAGED AS APPROPRIATE.

(j) Welfare facilities:

Welfare arrangements will be provided in compliance with Regulation 13 of the CDM Regulations and in accordance with Warburton Associates' pre-construction information pack.

An area of hard standing has been identified for a site office, welfare unit and store cabin between Boiler house no 1 and the pump house adjacent to E Block South. This location will not require thoroughfare through any hospital/clinical areas.



Welfare facilities continued:

The site establishment will comprise of:

- Site Office inclusive of First aid facilities
- Site Canteen inclusive of drinking water
- Storage Area
- Toilet Block/sanitary conveniences.

It is essential that all site personnel follow the guidance issued by the hospital regarding Covid-19 and the requirements to wear face coverings, sanitizing of hands etc to mitigate risk of spreading the infection whilst using these facilities.

There are various vending machine within the Hospital area, which serves snacks and beverages, which can be used but which must always be respected.

There are also several food outlets and convenience shops adjacent to the front entrance and a short walk from hospital

(k) First aid arrangements:

Contact Name	Contact No.	Organisation
Tony Sharkey (PM)	07581 500058	Novus
Anthony Mort (SS)	07540122680	Novus

First Aid Kit Location: **Novus Site Office.**

The nearest A&E/Minor Injuries Unit to the site is:

Minor injuries - North Manchester General Hospital, Delaunays Rd, Crumpsall, Manchester, M8 5RB

TEL: 999

Accident & Emergency - North Manchester General Hospital, Delaunays Rd, Crumpsall, Manchester, M8 5RB

TEL: 999

The Site Manager must take necessary steps to conform to RIDDOR:

1. If the accident falls within the below categories, then it is IMPERATIVE the Health & Safety Department is informed as soon as is reasonably practicable.
2. If in doubt, contact the H&S Department.

RIDDOR Categories:

- Deaths, Specified Injuries
- Dangerous Occurrences
- Over 7 Day Injuries
- Diseases

CALL EMERGENCY SERVICES IN THE USUAL WAY.....999

(I) Reporting and investigating Accidents:

All accidents will be recorded on an accident form (HSE-S-006) which will be sent to the SHEQ Department once completed.

For RIDDOR reportable and High Potential Near Miss incidents, the investigations will be led by a member of the SHEQ department following the initial information being gather by the site team. For minor incidents, the operational team will complete the investigation report.

When relevant the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations will be completed by the SHEQ Department who will also liaise with the Client. The SHEQ department will produce the investigation report.

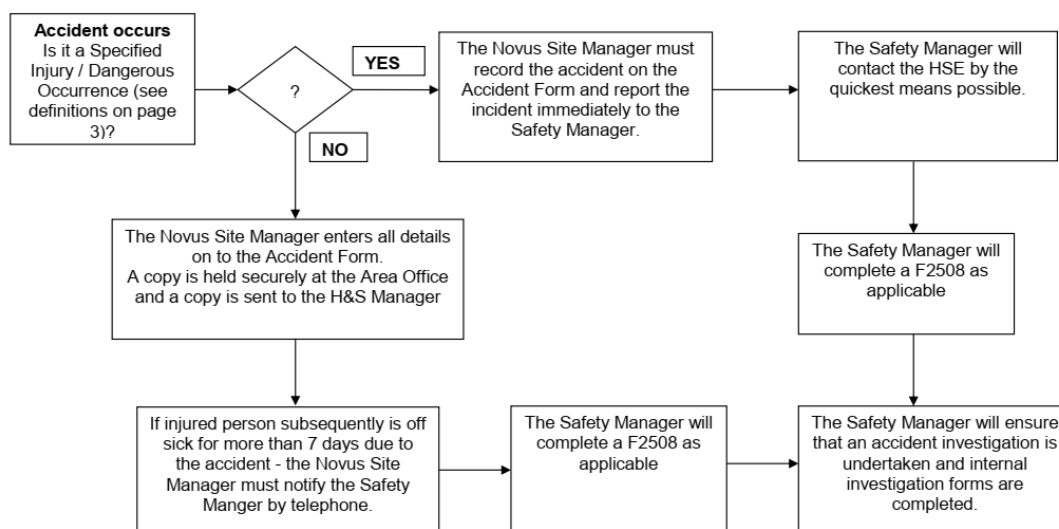
Site managers & Site Supervisors will follow the procedures as set out below in the Novus Management information reference sheets.

HSE-R-001

Management Information Reference Sheet



ACCIDENT REPORTING FLOWCHART



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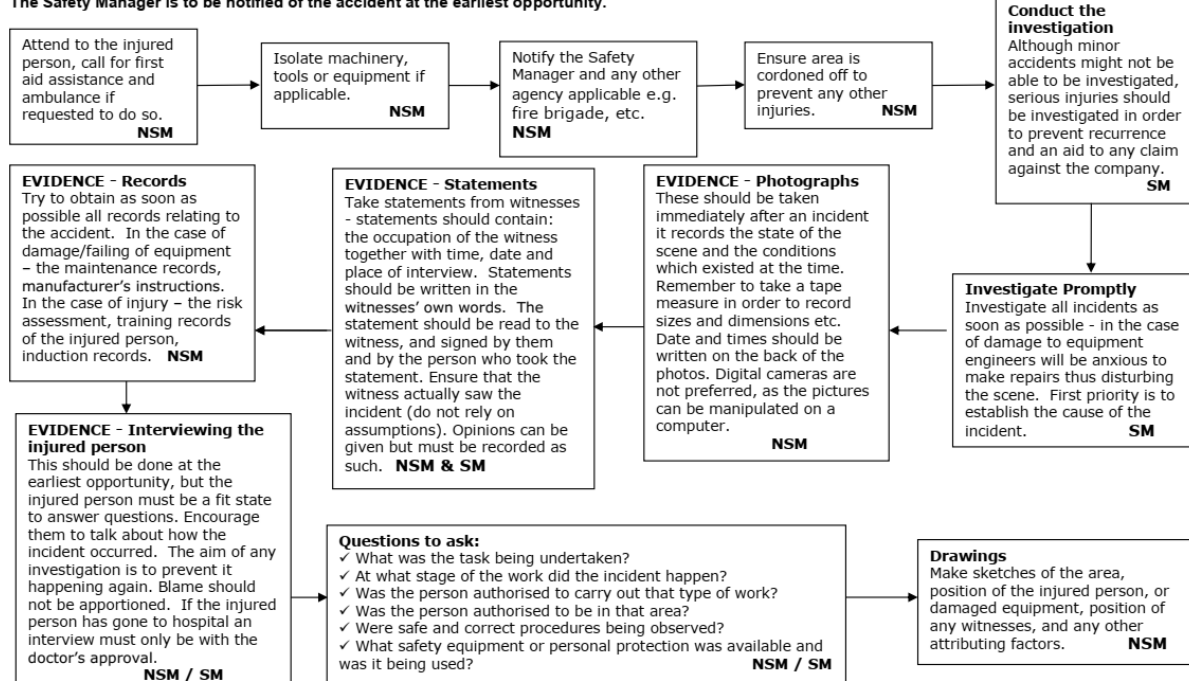
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Accident Investigation Procedure (For all accidents including those involving Members of the Public)

It is the responsibility of the Novus Site Manager (NSM) and the Safety Manager (SM) to manage and organise the controls outlined below. The Safety Manager is to be notified of the accident at the earliest opportunity.



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Accident Reporting

What is a Reportable Accident?

SPECIFIED INJURIES TO WORKERS	DANGEROUS OCCURRENCE
A FRACTURE, OTHER THAN FINGERS, THUMBS AND TOES	THE COLLAPSE, OVERTURNING OR FAILURE OF ANY LOAD-BEARING PART OF ANY LIFTING EQUIPMENT (OTHER THAN AN ACCESSORY FOR LIFTING).
AMPUTATION OF AN ARM, HAND, FINGER, THUMB, LEG, FOOT OR TOE	THE FAILURE OF ANY CLOSED VESSEL, ITS PROTECTIVE DEVICES OR OF ANY ASSOCIATED PIPEWORK
PERMANENT LOSS OF SIGHT OR REDUCTION OF SITE	ANY PLANT OR EQUIPMENT UNINTENTIONALLY COMING INTO: - CONTACT WITH AN UN-INSULATED OVERHEAD ELECTRIC LINE IN WHICH THE VOLTAGE EXCEEDS 200 VOLTS or - CLOSE PROXIMITY WITH SUCH AN ELECTRIC LINE, SUCH THAT IT CAUSES A DISCHARGE
CRUSH INJURIES LEADING TO INTERNAL ORGAN DAMAGE	ANY EXPLOSION OR FIRE CAUSED BY AN ELECTRICAL SHORT CIRCUIT OR OVERLOAD (INCLUDING THOSE RESULTING FROM ACCIDENTAL DAMAGE) WHICH EITHER: - RESULTS IN THE STOPPAGE OF THE PLANT INVOLVED FOR MORE THAN 24 HOURS or - CAUSES A SIGNIFICANT RISK OF DEATH
SERIOUS BURNS (COVERING 10% OF THE BODY, OR DAMAGING THE EYES, RESPIRATORY SYSTEM OR OTHER VITAL ORGANS)	ANY INCIDENT WHICH RESULTS OR COULD HAVE RESULTED IN THE RELEASE OR ESCAPE OF A BIOLOGICAL AGENT LIKELY TO CAUSE SEVERE HUMAN INFECTION OR ILLNESS
SCALPINGS (SEPARATION OF SKIN FROM THE HEAD) WHICH REQUIRE HOSPITAL TREATMENT	THE COMPLETE OR PARTIAL COLLAPSE (INCLUDING FALLING, BUCKLING OR OVERTURNING) OF: - A SUBSTANTIAL PART OF A SCAFFOLD MORE THAN 5 METRES IN HEIGHT; - ANY SUPPORTING PART OF A SLUNG OR SUSPENDED SCAFFOLD WHICH CAUSES A WORKING PLATFORM TO FALL (WHETHER OR NOT IN USE) or - ANY PART OF ANY SCAFFOLD IN CIRCUMSTANCES SUCH THAT THERE WOULD BE A SIGNIFICANT RISK OF DROWNING TO A PERSON FALLING FROM THE SCAFFOLD.
UNCONSCIOUSNESS CAUSED BY HEAD INJURY OR ASPHYXIA	THE UNINTENTIONAL COLLAPSE OR PARTIAL COLLAPSE OF: - ANY STRUCTURE WHICH INVOLVES A FALL OF MORE THAN FIVE (5) TONNES OF MATERIAL or - ANY FLOOR OR WALL OF ANY PLACE OF WORK ARISING FROM OR IN CONNECTION WITH ON-GOING CONSTRUCTION WORK (INCLUDING DEMOLITION, REFURBISHMENT AND MAINTENANCE), WHETHER ABOVE OR BELOW GROUND
ANY OTHER INJURY ARISING FROM WORKING IN AN ENCLOSED SPACE, WHICH LEADS TO HYPOTHERMIA, HEAT-INDUCED ILLNESS OR REQUIRES RESUSCITATION OR ADMITTANCE TO HOSPITAL FOR MORE THAN 24 HOURS	THE UNINTENDED COLLAPSE OR PARTIAL COLLAPSE OF ANY FALSE WORK
	ANY UNINTENTIONAL EXPLOSION OR FIRE IN ANY PLANT OR PREMISES WHICH RESULTS IN THE STOPPAGE OF THAT PLANT, OR THE SUSPENSION OF NORMAL WORK IN THOSE PREMISES FOR MORE THAN 24 HOURS
INJURIES TO NON-WORKERS	
WORK-RELATED ACCIDENTS INVOLVING MEMBERS OF THE PUBLIC OR PEOPLE WHO ARE NOT AT WORK MUST BE REPORTED IF A PERSON IS INJURED AND IS TAKEN FROM THE SCENE OF THE ACCIDENT TO HOSPITAL FOR TREATMENT TO THAT INJURY. THERE IS NO REQUIREMENT TO ESTABLISH WHAT HOSPITAL TREATMENT WAS ACTUALLY PROVIDED AND NO NEED TO REPORT ANY ACCIDENTS WHERE PEOPLE ARE TAKEN TO HOSPITAL PURELY AS A PRECAUTION WHEN NO INJURY IS PRESENT.	

What should you do now?

IN ALL CASES TELEPHONE THE SAFETY MANAGER IMMEDIATELY AT OLDFIELDS HOUSE, STOKE ON TRENT 01782 237214/237719 OR 07581 500039/07890 548004 AND FOLLOW UP BY COMPLETING AN ACCIDENT FORM

(m) The production and approval of Risk Assessments:

All work carried out will comply with the Management of Safety at Work Regulations and risk assessments will be undertaken for each task / work activity. From the risk assessments, task specific Method Statements are to be prepared which detail the methodology of the works and risk control measures to be implemented

The safe systems of work will be evaluated and reviewed within the CPP and RA/MS. Operatives must be completely satisfied of the work type and methodology of delivering the works before commencement.

All subcontractor risk assessments and method statements will be thoroughly reviewed by Novus site management to ensure they are site specific and address all risks relevant to the works. Sub-contractors will be challenged if the RA/MS are deemed not to be site/task specific. Copies of the sub-contractor RA/MS must be available on site for the activities which they are carrying out.

If any operative is found not to be working in accordance with the RA/MS, then works will be suspended while the situation is remedied with works being able to progress in a safe and correct way. The RA/MS will be reviewed at a two monthly frequency and updated where required prior to any task not risk assessed.

Asbestos removal works on this project are being undertaken by specialist asbestos contractor OPS Environmental – please refer to the attached document (OPS002268_NMGH_Block D8 Plant Rooms Phase 2 – PoW) which is the Site Specific Plan for Asbestos Abatement Works for this scheme and incorporates full Site Details, Methodologies, Risk Assessments, Photos and Plans.

(n) Fire & Emergency policy:

Novus Property Solutions Ltd shall take all reasonable precautions to avoid the outbreak of fire. This includes adopting the fire safety provisions during construction activities set out in *HSG 168 Fire safety In Construction* and the *Joint Code of Practise (JCoP) Fire Prevention in Construction*.

The hospitals existing firefighting equipment and fire alarm shall be utilised if required to raise the alarm thus warning all adjacent departments. The alarm shall also be raised by phoning the central switchboard off an internal phone. **Access to fire-fighting equipment must be kept clear at all times.**

Hot works will be required on this project & hot works permits will be issued by MFT NHS Foundation Trust & Novus Management to cover the hot work activities with a 1hr fire watch as standard after completion of the hot works. Operational Estates require 2 week notice for all permit to work requests at North Manchester General Hospital.

Fire escapes from the surrounding buildings are to be kept clear at all times and any flammable /hazardous materials to be stored securely as per the COSHH risk assessments. A site-specific fire risk assessment for the site activities will be in place.

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Fire escape routes and exits must be kept clear at all times and not be obstructed by construction materials, waste, or work equipment. Areas of work are to be kept tidy at all times, there will be no build-up of rubbish and all waste will be removed from site & put in the skips provided. A no smoking policy is adopted on site and smoking in vehicles is prohibited. The hospital's fire alarms are tested on Wednesday mornings at 9am.

No Acetylene cylinders are to be brought onto the site by any contractors

7 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT RISKS:

(a) Safety Risks Including.

(i) Working at height:

Significant work at height operations will be carried out from scaffolds, MEWPs, mobile towers or other acceptable access systems, with the principle provision of preventing personal injury from all work at height. The principles of the hierarchy of control stipulated within the Work at Height regulations will be incorporated into the decision-making process of any requirement to work above ground level.

MEWPs will be supplied by competent plant companies. Operators will be deemed competent through appropriate [IPAF] training.

Mobile Towers will be supplied by reputable hire companies and erected/dismantled by a trained [PASMA] operative(s).

Step ladders and leaning ladders will only be used as working platforms where there is no other reasonably practicable option and then only in accordance with the relevant Safe Working Procedure.

Where different means of access are required to undertake the task(s) detail below these arrangements, e.g. Gable ends to be accessed via MEWP, front elevation via mobile tower and rear elevation via ladders:

This plan will be amended throughout the Project regarding working at height with risk and method statements, checked, appraised and implemented as required. An external scaffold already erected by a specialist contractor with an internal stair tower to be used for access.

(ii) Working within a live hospital:

The activities of the hospital will be ongoing in close proximity to work areas. Exclusion zones will be established around any work areas with appropriate hoardings & barriers utilised to prevent unauthorised or accidental access by patients, staff, or visitors.

At times when no operatives are on site, any tools & equipment are to be removed or secured to prevent unauthorised use / access.

Regular & detailed communication with the Client is of the upmost importance especially prior to any particularly disruptive or noisy works.

The management of waste disposal and deliveries to the site will be planned, authorised, and carried out in a safe manner.

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(iii) Removal of materials (including waste) and work equipment considering any risks to the public (e.g., during access/egress to working areas):

The management of waste disposal and deliveries to the site areas of equipment and materials will be planned, authorised, and carried out in accordance with the infection control requirements. The removal of waste materials will be undertaken in accordance with the site-specific RA/MS and infection control requirements. Removal of asbestos waste will be in accordance with the procedures in [the OPS Environmental attached document \(OPS002268_NMGH_Block D8 Plant Rooms Phase 2 – PoW\)](#) which is the Site Specific Plan for Asbestos Abatement Works for this scheme and incorporates full Site Details, Methodologies, Risk Assessments, Photos and Plans.

Certificate of Registration under the Waste (England and Wales) Regulations 2011

Regulation authority
Name:  Environment Agency
Address: National Customer Service Centre
99 Parkway Avenue
Stafford
ST16 4EF
Telephone number: 03708 506506

The Environment Agency certifies that the following information is entered in the register which they maintain under regulation 28 of the Waste (England and Wales) Regulations 2011.

Carriers details
Name of registered carrier: Novus Property Solutions Ltd.
Registered as: an authorised waste carrier, broker and dealer
Registration number: CB0146059
Address of place of business: 5 Sevens House
FESTIVAL WAY
STYVE-CHAMPEST
ST1 5SH
Telephone number: 01702580000
Date of registration: Wednesday 6th November 2019
Expiry date of registration (unless renewed): Wednesday 30th November 2022

Making changes to your registration
Your registration will last 3 years and will need to be renewed after this period. If any of your details change, you must notify us within 10 days of the change.
You can do this by calling the Environment Agency.

(iv) Dealing with services - water, electricity, gas, overhead cables, and temporary electrical installations:

Any electrical isolations or connections will be carried out by the Trust's competent persons or approved contractors adhering to isolation, identification, and protection procedures. with the correct permits in place prior to work commencing however these are not envisaged to be required.

Operational Estates require 2 week notice for all permit to work requests at North Manchester General Hospital

Any isolation certificates will be kept in the site files. An isolation schedule is in operation for mechanical (NRC) and electrical (AC Electrical) works and is updated as works progress.

(v) Adjacent land/building use:

The site is based within the live and operational North Manchester General Hospital complex and different parts of the adjacent buildings are used for various functions, including medical and administrative and support. The complex comprises numerous structures, typically of brick construction with pitched slate roofs, with some dating back to the 19th century. These buildings are interlinked with various footpaths, access roads, car parks and small park areas.

There is a regular flow of staff, patients & visitors along the hospital roads, footpaths & corridors.

Novus Property Solutions Ltd will ensure dignity and compassion is demonstrated as much as possible to consider & reduce the impact of the construction works on the primary function of the hospital and various departments.

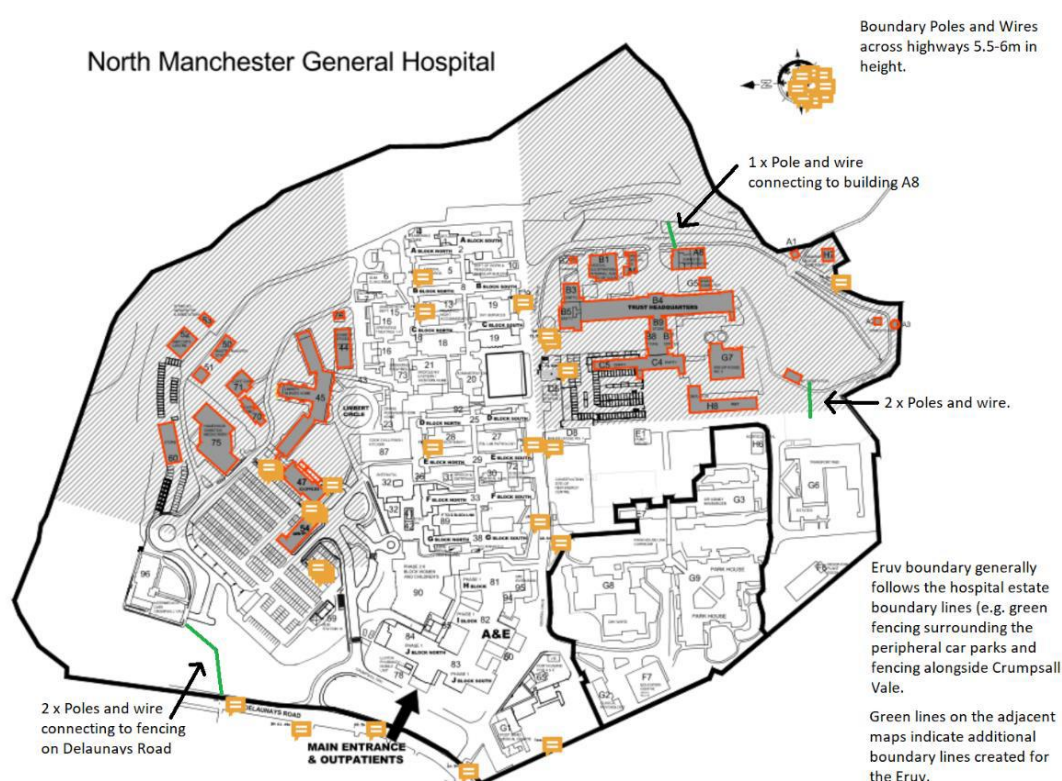
All contractors will be briefed to be extra vigilant and ensure that, tools are secure always. Full site plans, specification and drawings can be found in the appendices of the pre-construction information pack.

It has been noted in the PCI that areas of the hospital grounds fall within an area of religious significance for the local Jewish community called an Eruv area. This is a space which allows Jewish people to carry books and push prams on their Sabbath without violating their beliefs. The area is demarcated by Ley Lines which comprise lengths of fishing line at high level.

Novus Property Solutions Ltd will ensure these lines are preserved to ensure the local communities' religious practices and traditions are not disrupted.

A sketch of the position of these Ley Lines is below

The hospital complex is bordered by residential areas, park land, a Jewish cemetery and industrial areas.



(vi) Stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures:

Specialist Structural Engineer's design and calculations to be supplied for scaffolding.

(vii) Control of lifting operations:

Any Lifting operations inclusive of deliveries will be carried out in accordance with the Lifting Operations and lifting Equipment Regulations 1998 (LOLER).

The main requirements of LOLER are:

1. Identify by assessment the choice of correct lifting equipment for the task.
2. Plan the work to consider site conditions, access, weather conditions etc.
3. Use only trained and competent operators properly supervised and certificated.

4. All items of lifting equipment / accessories must be marked with a safe working load on each item.
5. Where equipment is for lifting persons, safe working load must be marked / stencilled / imprinted on each item of equipment.
6. To follow the hierarchy of inspection and examination.

Security and the trust /adjacent building users shall be informed if any road closures and access routes need to be closed off.

Operators and users of plant and equipment must be able to demonstrate that they are competent to operate or use specified plant and equipment by virtue of recognised training and instruction which has been successfully undertaken. Requisite certification must be shown on site.

(viii) The maintenance of plant & equipment:

Work equipment is covered by the Provision and Use of Work Equipment Regulations (PUWER) All plant and equipment will be tested, inspected and recorded as required and results recorded on the Novus PUWER register All portable electrical equipment will have individual identification and be subject to planned maintenance. Equipment must not be used when the service/inspection date has expired. Equipment supplied to site will be fit for its purpose with regard to voltage, power, and environmental conditions.

PAT testing is carried out on all tools & plant every three months.

(ix) Work on excavations and work where there are poor ground conditions:

Not anticipated to be applicable on this project.

(x) Work on or near water where there is a risk of drowning:

Not anticipated to be applicable on this project.

(xi) Traffic routes segregation of vehicles and pedestrians:

Construction related vehicle movement represents a significant hazard.

All construction traffic will be planned and managed in line with all current legislation and guidance including HSE guidance: 'HSG 144 The safe use of vehicles on construction sites' and 'HSG 151 protecting the public: your next move'.

The roads around the hospital are constantly busy with private, commercial & public transport and deliveries and waste management shall be managed so as not to impact upon the operational requirements of the hospital.

Deliveries will be planned to avoid the peak times when staff and operational movements are at their highest. Deliveries will be unloaded in a designated area.

A banksman will be provided for all contractor vehicle movements on site premises with particular regards to reversing.

Traffic routes are always to be kept clear. No vehicles will enter a no entry area. Vehicular access for construction traffic will be via Crescent Drive as shown in the appendices, Client Site Requirements including Logistics Plan are also available.

The Principal Contractor must plan deliveries and other site traffic carefully to avoid congestion or obstruction of hospital access roads.
 Parking for contractors will be limited given that parking is already in short supply around the hospital complex. Limited parking may be available in site compound areas however Novus Property Solutions will endeavour to keep the amount of vehicles on site to a minimum and also explore other parking options for workers in the local area.
 Vehicular access for construction traffic will be off Delaunays Road via Central Drive. to a minimum and other parking options for workers in the local area will be explored.

(xii) Storage of materials (particularly hazardous materials) and work equipment:

Secure storage areas will be used for plant, materials, flammable substances (for example, foam plastics, flammable liquids etc.) and hazardous substances.

Flammable materials will be stored away from other materials and protected from accidental ignition.

Materials WILL NOT be stored where they obstruct access routes or where they could interfere with emergency escape. Flammable materials are not to be stored next to any exits.

The principles of the Control of Substances Hazardous to Health Regulations 2002 will be implemented & adhered to for storing hazardous substances.

(xiii) Any other significant risks:

(iii) Slips, trips, and falls, all areas of work to be always kept clean to avoid trips. Materials to be stored in the designated areas and brought out on a need to use basis where possible to avoid any items left around which could cause a tripping hazard

(iv) Monitoring Health and safety We carry out a weekly Health and safety audit (included in this plan) and receive random checks by our own health and safety team to ensure we are working safely, and all information is recorded, and an audit score is then

(v) established to see if anything on site needs attention or could be carried out differently to further enhance safety

(vi) Communication with persons on site where English is not a person's first language. All supervisors carry a Language Line card where a translator can be contacted for the persons to talk to who in turn can then forward that information back to the supervisor to help with any conversations. (included in this plan)

(b) Health Risks Including:

(i) Asbestos:

An Asbestos Refurbishment Surveys and Asbestos Specification Reports have been carried out by Acorn Analytical Services:

21 May 2021	Demolition Survey	B-31460
26 May 2021	Demolition Survey	B-31336

Asbestos continued:

Novus Property Solutions contracts manager or project manager will review all available Asbestos Survey information and raise it directly with the Trusts Project Management team if there are any gaps or problems and identify if any further survey work is required. All unknown materials should be presumed to be asbestos until verified by survey.

If during any of the works we discover further materials which we believe to be asbestos, we will stop work immediately and follow the procedures within the HSE EM1 asbestos essential guidance sheet 'What to do if you discover or accidentally disturb asbestos during your work' equipment and method sheet (attached to this plan).

All operatives receive asbestos awareness training which is updated every 12 months
NO WORKS MUST COMMENCE TO ANY AREA WHICH HAS NOT RECEIVED AN ASBESTOS REFURBISHMENT SURVEY AND ANY ASBESTOS IDENTIFIED REMOVED OR MANAGED AS APPROPRIATE

Asbestos removal works on this project are being undertaken by specialist asbestos contractor OPS Environmental – please refer to the attached document (OPS002268_NMGH_Block D8 Plant Rooms Phase 2 – PoW) which is the Site Specific Plan for Asbestos Abatement Works for this scheme and incorporates full Site Details, Methodologies, Risk Assessments, Photos and Plans.

(ii) Dealing with contaminated land:

Refer to the above section (asbestos).

(iii) Use of hazardous substance particularly where there is need for health monitoring:

The principles of the Control of Substances Hazardous to Health Regulations 2002 will be implemented & adhered to.

CoSHH assessments will be added to this plan as and when required. Substances hazardous to health fall broadly into three categories:

- Those manufactured - adhesives, paints, oils etc.
- Those created from the work activity - wood and brick dust, welding fumes etc.
- Those naturally occurring substances - Radioactive gases, Radon, etc. □ Organic substances (not defined in official CoSHH regulations) - i.e., Leptospirosis

A CoSHH assessment must be completed for each substance used or created in the workplace. This assessment is primarily concerned with how and where the substance is used or created, a Material Safety Data Sheet is NOT an assessment; it will assist in completing an assessment.

Novus have the facility to produce CoSHH assessments from the Alcumus Sypol database. All assessments will be kept in this plan.

Any substances not listed will require the Health & Safety Manager to be contacted to provide an assessment.

Certain hazardous substances are not covered by the CoSHH Regulations, these include asbestos and lead.

Novus operatives currently do not use/encounter any substances that requires health surveillance, however if circumstances change Acorn Occupational Services will be appointed to conduct the relevant surveillance.

(iv) Reducing dust, noise, and vibrations:

DUST - The hospital has many vulnerable patient groups. There are specific restrictions in working methods etc which are governed by Infection Prevention. Works will be organised to ensure compliance in these areas and to ensure adherence to Workplace Exposure Limits for individual operatives.

Novus Property Solutions will aim to minimise the dust generated during construction activity and second, to prevent dust infiltration into adjacent patient care areas.

Control measures will include:

- Non-essential persons will be excluded from area where works are being undertaken creating dusts, noise, or vibration.
- Suppression of dusts with water
- H class/ M class extraction to tools appropriate to the risk if required
- Regular removal of the construction debris from the site in sealed containers or at least covered by a damp cloth
- The use of damp cleaning.

NOISE – Manchester City Council, as the local authority, impose restrictions on noisy work audible at the site boundary which can only be undertaken between 8.00 a.m. to 6.00 p.m. Monday to Friday and 8.00 a.m. to 1.00 p.m. on Saturdays with no such work at any other time.

There is a legal requirement for employees to control noise at work. The main hazard associated with noise is hearing loss or impairment. This may occur over a long term due to prolonged exposure, or in a short time as a result of excessive levels.

The Site Manager will ensure that the following practical solutions will be implemented.

1. Information on the noise and frequency levels of any plant should be obtained before hire or purchase.
2. The noise levels of plant & equipment located in the intended work area are taken into consideration before work starts.
3. When personnel will be required to work in situations where potentially harmful levels of noise are likely to be encountered, a simple assessment (see chart below) should be undertaken, and appropriate protective measure taken.

This guidance chart can be used as a rough estimate of whether a risk assessment is required.

Test	Probable noise level	A Noise assessment will be needed if the noise is like this for more than:
The noise is intrusive but normal conversation is possible	80 dB	6 hours
You have to shout to talk to someone 2 m away	85 dB	2 hours
You have to shout to talk to someone 1m away	90 dB	45 minutes

4. Adequate means of communication need to be maintained in noisy environments, especially if there are relevant alarm sounds, which may need to be heard, alternative signals may need to be provided.
5. Alternative methods of work should be considered to eliminate or reduce possible noise levels.
6. Ensure all personnel required to use hearing protection have been instructed in the use of any equipment provided for their protection.
7. Where prolonged exposure is unavoidable, work should be planned to give operatives adequate rest breaks away from the noisy environment.
8. The Safety Department will arrange on request a noise survey, noise assessment.
9. Any person or persons whose health is believed to be affected by the effects of noise should be notified to the HR or Safety Department so that checks can be made to whether health surveillance is required.

HAND ARM VIBRATION

It is the responsibility of the Contracts/Site Manager and Site Manager/Supervisor to plan works and select plant and tools that will create the least amount of vibration possible. Risk assessments for the tasks to be undertaken will consider the hazards involved in the task including the use of equipment that may cause vibration.

The control measures within the Risk assessment will include the specific equipment/ tools to be used and any other relevant controls required.

Regular checks are to be made by the Site Manager/Supervisor that the workers are aware of the control measures detailed in Risk Assessments and are following them. Information on the health effects of using vibration causing tools and equipment should be passed on to workers via Toolbox Talks and Risk Assessment briefings.

If any workers report any ill health effects caused by using vibration creating tools and equipment, then the Site Manager should record the details on an accident form and report it immediately to the Safety Department.

(v) Exposure to UV radiation (from the sun):

Operatives will be required to wear suitable clothing that provides adequate protection from UV rays inclusive of a hat with a peak & a brim or flap to cover the neck & ears.

We will advocate the use of a high factor sun cream and this will be provided by the employer as a PPE requirement.

Operatives will be advised to take their breaks in the shade and work will be programmed to minimize exposure.

(vi) Aspergillus.

Novus will put in place systems to manage and control the risks associated with invasive aspergillosis that may occur whilst undertaking demolition/ construction or renovation activities on MFT premises.

All Novus operatives and subcontractors will follow and implement the control measures set out in the Manchester University Hospital Group Aspergillus Policy (Technical Edition) Version: 1.0 Reference Number: EF-GP-17-08-18. Appendix A offers detailed guidance on preventive measures.

All contractors will comply with the Trust safety procedures. These procedures will be clearly stated in RA/MS referenced in Permit to work.

The key to eliminating Aspergillus infection is first to minimise the dust generated during construction activity and second, to prevent dust infiltration into adjacent patient care areas. These principles will be adhered to by all engaged on the scheme and incorporated into each set of RA/MS.

(vii) Guidance for working on Novus construction sites during the Covid-19 Pandemic.

The Coronavirus is an ever-changing pandemic and Novus Property Solutions has put in place systems to operate and comply with the government and construction industry guidance on managing the risk of COVID-19.

We have adopted the current recommendations from the Health and Safety Executive, Construction Leadership Council, Public Health England, and the UK Government.

With regard to the current coronavirus pandemic, we have issued information to all of our colleagues covering the following:

- Basic information of coronavirus.
- Key health care instructions to colleagues.
- A briefing note for all colleagues has been provided that covers some of their frequently asked questions and basic healthcare precautions.
- NHS information posters have been displayed in all company toilets.
- Anti-bacterial hand gel has been bought and distributed to premises.

In addition to this each site must:

- Adopt the revised NPS-SFD 085 - Daily Sign in Sheet Site COVID 19 sheet with temperature log
- Utilise the Induction briefing - COVID-19 Maintaining HS on Sites
- Carry out the site operating procedures checklist in conjunction with the latest revision of the Construction Sector - Site Operating Procedures Protecting Your Workforce During Coronavirus (Covid-19)
- Ensure that the briefing - COVID19 TBT Rev2 is carried out with all Novus employees, subcontractors, and visitors to site

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Further information will be provided to our colleagues as the situation evolves to support this process.

All suspected and confirmed cases of coronavirus will be recorded and monitored.

Further information is available from:

Novus H&S Team

Coronavirus Advice Line Freephone: 0800 1 513 513

Health Protection Agency: www.healthprotectionagency.co.uk

National Health Service www.nhsdirect.nhs.uk

8	THE HEALTH & SAFETY FILE: Novus Property Solutions will provide the Principal Designer with the following information for inclusion in the Health and Safety File: • Details of demolition/ construction methods, materials and substances used in the project. • Details of maintenance procedures and requirements for installed equipment and materials used (if any). • Details of any significant health and safety hazards in carrying out future maintenance on the site. The following information will be provided to the Principal Designer to ensure that the Health and Safety File is complete for formal handover by the Principal Designer to the Client. • The Project Works • The address of the premises • Location plans • The parties • Nominated sub-contractors (if applicable) • Residual hazards remaining • Product Information • Maintenance procedures • Service removal • Asbestos removal All the information provided will be provided in hard and electronic copies. Hard copies will be A4, loose leaf, indexed and divided appropriately Electronic version will be on the EnDocs computer platform.
(a)	Arrangements for the Collection of Information: Novus Property Solutions Ltd will collate & provide information for the inclusion in the Health & Safety File to the Principal Designer. See above.

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Part 2 - Site Contact Numbers

A copy will be displayed within the site office and welfare provisions.

Role	Contact Name	Telephone Number
Principal Designer	Warburton Associates	0161 833 9345
Contracts Manager	Mike McIntyre	07918 696493
Project Manager	Tony Sharkey	07581 500058
Site Manager	Tony Mort	07540 122680
Site Supervisor	Graham Sargent	07540 122680
Health & Safety Manager (Novus Property Solutions)	Edward Hawksey	07890 548 004
Health & Safety Coach - North (Novus Property Solutions)	Ashlea Paterson	07967 598 377
Health & Safety Coach - South (Novus Property Solutions)	Aaron Constable	07918 724 253

Part 3 - Site Consultation

Novus Property Solutions Limited is committed to carry out effective consultation with everyone on this project.

The site has selected the methods of consultation indicated below as appropriate for this project:

PROJECT LEVEL 1	
Methods of Consultation: 1. Safety Committee 2. Appointed Safety Representatives 3. Site / Project Meetings 4. Induction	Methods Selected: ☒ ☐ ☒ ☒
WORKGANG LEVEL 2	
Methods of Consultation 1. Toolbox Talks 2. Through one or more representatives 3. Risk Assessment / Method Statements Briefings	Methods Selected: ☒ ☐ ☒
INDIVIDUAL LEVEL 3	
Methods of Consultation 1. Feedback / Suggestion Boxes 2. Directly with employees 3. Whistle Blowing Procedures 4. Open Door Policy	Methods Selected: ☐ ☒ ☒ ☒

Part 4 – Emergency Procedures: In the event of discovery of a fire

Raise the alarm.

The alarm system for this site will be:

The existing hospital mains wired fire alarm will be adopted for this scheme.

Contact the Emergency Services.... 999.

Vacate the building and the surrounding area(s), leaving behind any tools or other equipment.

Assemble at the designated “Fire Assembly Point” as per the department evacuation plan

The assembly point for this site is:

Fire assembly point is located outside of the site welfare unit

Stay within this area until the site management team has undertaken a “roll call”.

DO NOT RE-ENTER THE AREA UNLESS YOU ARE TOLD IT IS SAFE BY THE SITE MANAGEMENT TEAM

Where a site is **totally** under Novus control and we provide and maintain escape arrangements, means of raising alarm and associated signage then these arrangements **MUST** be checked weekly and the results recorded on the “Site Weekly Fire Inspection Log” - HSE-S-019.



What to do if you discover or accidentally disturb asbestos during your work

Equipment and method sheet

Non-licensed tasks

This information will help employers and the self-employed to comply with the Control of Asbestos Regulations 2012.

It is also useful for trade union and employee safety representatives.

Only carry out work if you are properly trained and have the right equipment.

Remember:

- Asbestos fibres can cause fatal lung disease and lung cancer.
- Read the safety checklist and sheet a0.
- You must be trained to work safely with asbestos materials.
- Asbestos isn't always obvious. Would you spot an asbestos gasket on an old engine, asbestos cement pipes or an asbestos-containing fuse board? If you're not sure, the premises owner needs to get it checked out!
- There are three 'colours' of asbestos, but you can't tell just by the colour what you have found; it could be mixed with other materials which change its appearance.

What this sheet covers

This sheet tells you what you need to do if you discover or accidentally disturb and release asbestos during your work.

Unexpected discovery of asbestos

If during your work you discover materials which you believe to be asbestos stop work immediately. Put up a warning sign and ensure nobody enters the area. Report the problem to whoever is in charge and arrange to have a sample of the material analysed. If it does not contain asbestos then work can continue. If the material does contain asbestos then follow the flow chart to decide if the work needs a licensed contractor.

Alternatively, you could presume that the material contains the worst type of asbestos and apply the appropriate controls, using a licensed contractor if required.

If you are employed in-house, remember to tell your manager to update the asbestos management plan; otherwise report it to the customer.

Accidental release of asbestos

If you accidentally disturb and release asbestos during your work, it must be dealt with quickly and appropriately.

The clean-up of lower risk asbestos materials where the fibres are firmly bound in a matrix but are essentially in good condition (ie mostly intact), such as asbestos cement (AC), bitumen products, papers, textiles, small-scale release of asbestos insulating board (AIB) etc will generally not require a licensed contractor.

em1 – What to do if you discover or accidentally disturb asbestos during your work

Health and Safety
Executive

Caution

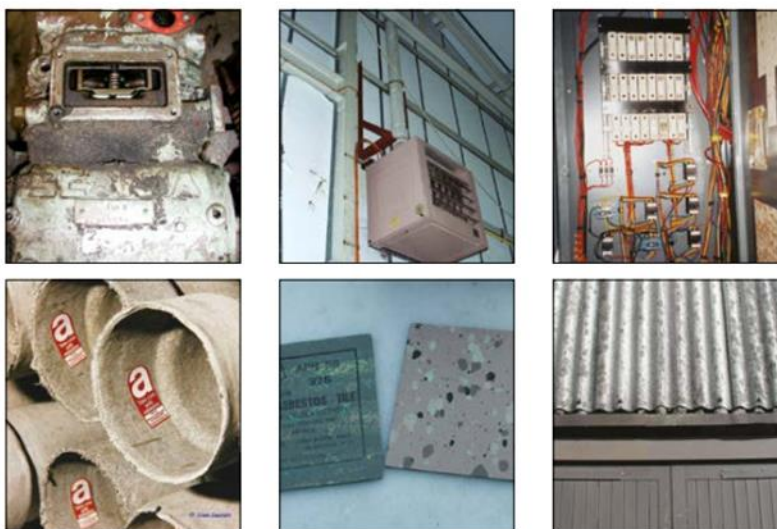
Check what you're working on before you start:

- Avoid using a sweeping brush as this can spread asbestos.
- Make sure no unauthorised personnel enter the area.
- The clean-up of any accidental release of higher risk materials, eg asbestos lagging, loose fill, asbestos coatings (not textured coatings) or large-scale releases of AIB, must be done by a licensed contractor.

Emergency procedures

Your emergency procedures should include managing an uncontrolled release of asbestos materials into the workplace. Steps should be taken to:

- warn anybody who may be affected;
- exclude from the area anyone not needed to deal with the release;
- identify the cause of the uncontrolled release;
- regain adequate control as soon as possible;
- make sure anyone in the work area affected who is not wearing personal protective equipment (PPE), including respiratory protective equipment (RPE), leaves the affected area immediately. Minimise the spread of asbestos by ensuring they are suitably decontaminated;
- clean up dust and debris (see em7);
- decontaminate anyone who is contaminated with dust and debris;
- ensure rags, clothing or PPE is decontaminated or disposed of as contaminated waste;
- consider lone and/or remote workers to ensure they can alert someone if necessary.

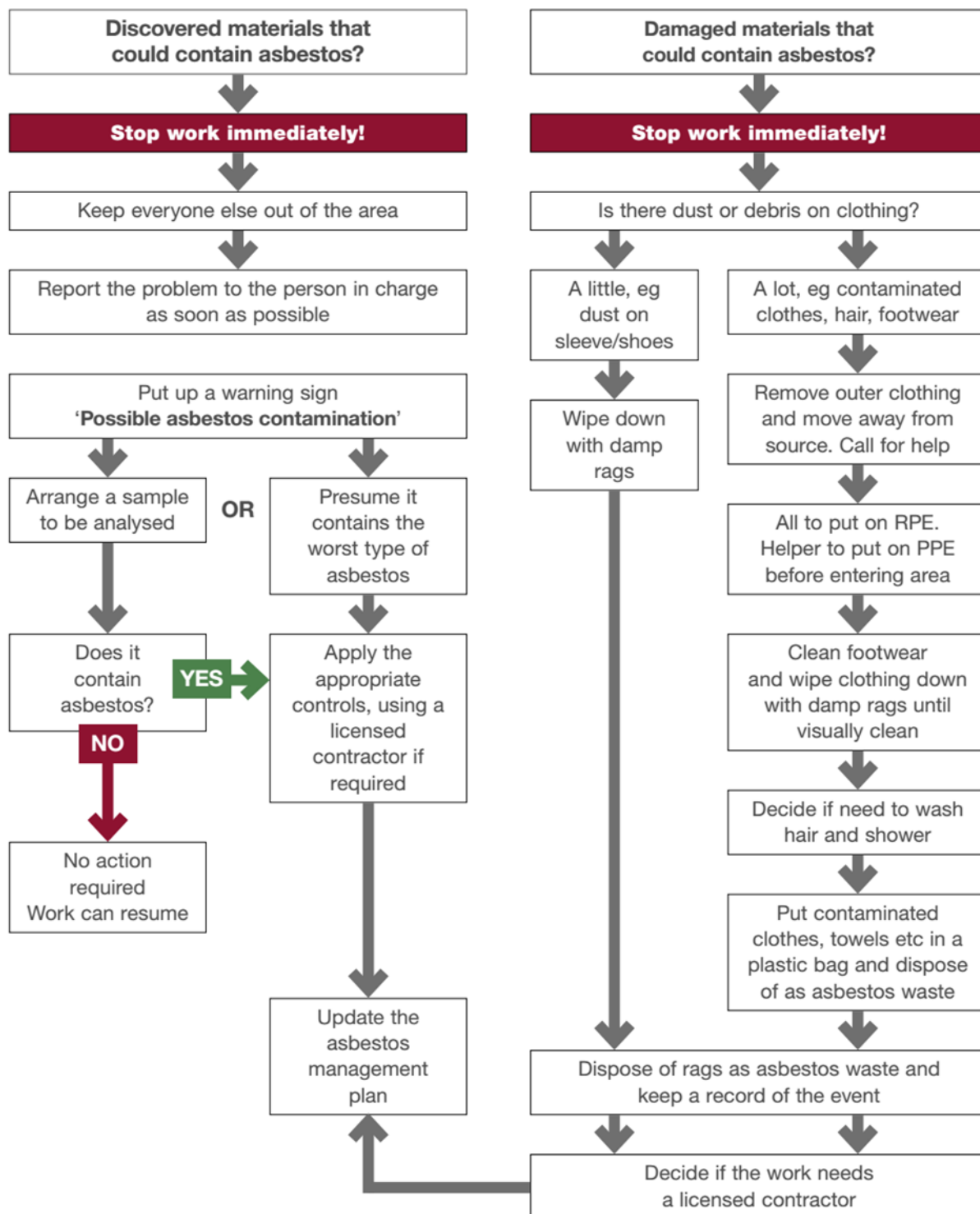


Top row: An asbestos gasket, asbestos cement pipes and an asbestos-containing fuse board
Bottom row: The asbestos cement pipes are labelled, so are the tiles, but you might not know until you start to lift them. There could be sprayed limpet under the AC sheeting

em1 – What to do if you discover or accidentally disturb asbestos during your work

Health and Safety
Executive

Flow chart



3 of 4 pages

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em1 – What to do if you discover or accidentally disturb asbestos during your work

Health and Safety
Executive



AIB fire surround



Don't assume there will always be warning signs. There could be undiscovered asbestos in buildings you work on

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk/. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This document is available at: www.hse.gov.uk/asbestos/essentials/

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Published by the Health and Safety Executive 09/17

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Part 5 - Site Rules

The below site rules will be fully explained during the site induction

The Site Manager/Site Supervisor in charge of day-to-day site matters is:

Tony Sharkey / Tony Mort / Graham Sargent

- **All operatives must receive a site induction prior to commencing work.**
- Hours of work will be: 7 am to 5 pm and out of hours working will be required as part of this project
- It is your duty to take care of your own health and safety, and for the health and safety of all other person who may be affected by your acts or omissions.
- The site will run a “zero tolerance” policy towards breaches of Health, Safety & Environmental issues.
- No activity will commence on site without a relevant Risk Assessments, CoSHH Assessments and where applicable Safety Method Statements being in place, read and understood by all the relevant site personnel undertaking the works.
- All site personnel must report to the Site Manager daily, for security and H&S reasons.
- All site personnel must comply with Health, Safety & Environmental legislation.
- If you discover any unusual materials, i.e. Asbestos, etc. STOP WORK and report it to your Site Manager.
- Only trained and competent personnel may operate plant or machinery and in the manner of which it is designed.
- Mobile towers will be erected, altered, and dismantled by a trained and competent person only.
- All plant and machinery must comply with LOLER and PUWER.
- Portable Appliances must be tested every 3 months for construction sites.
- Only trained and competent personnel must operate electrical tools.
- All communication including residents and public visitors will be dealt with by the Site Manager.
- **ALL** accidents regardless of the result **MUST** be reported to the Site Manager immediately after the event.

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- All relevant precautions are to be taken to minimise the risk of an environmental hazard (i.e. noise, dust etc.).
- PPE must be worn as detailed in the relevant Risk Assessments for the tasks being undertaken.
- Access equipment and hazardous materials are not to be left unattended at any time, unless they are made safe (i.e. plant immobilized / locked away etc.).
- Operatives are to keep all work areas clean and tidy at all times, to ensure good housekeeping and to minimise the risk to others.
- No horseplay, no foul or abusive language.
- Scaffolding will only be erected, altered, and dismantled by trained and competent personnel. Anyone found tampering with any scaffolding will be removed off site and the necessary disciplinary procedures will be followed.
- All portable access equipment to be locked up with lock and chain in a safe place at the end of each day or removed from site.
- Materials storage area to be kept locked at all times when unattended.
- All site personnel are expected to follow the fire and emergency procedures.
- No drugs or alcohol to be consumed on site. Anyone found to be under the influence shall be removed with immediate effect and disciplinary procedures will follow.
- The smoking policy on this site is: No smoking within the Hospital boundaries
- Routes for emergency vehicles are to be kept clear at all times.
- Operatives are to utilise site welfare arrangements listed in this plan only.
- You will attend relevant site toolbox talks/training session as may be required from time to time by the site team.
- The site will operate a permit system for hot works, Electrical Systems, Excavations, Confined Spaces, and any specific requirement from the Client.

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Part 6 - Site Inductions

Insert all Induction forms [HSE-S-028] here

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HSE-S-028



Site Induction

Site Induction No.

Contract No.		Title:	
---------------------	--	---------------	--

Full Name: _____

Occupation: _____

Direct Company Name: _____

Under who's instruction: _____ ?
(i.e. are they self-employed working under another organisation procedures)

Time served within the construction industry: _____
(This will identify if the inductee is new to the construction industry and further supervisor/guidance will be required)

CPCS / CISRS / NRSWA (circle relevant card type or state below if other)

Card No.: _____

Expiry Date: ____ / ____ / ____

Are you are first aider or emergency first aider? (Delete as necessary) Yes / No
If yes, please provide evidence

Emergency Contact Name: _____

Relationship: _____

Contact Number: _____

Do you have any medical condition that our First Aider or Site Supervisors should be made aware of? Asthma ☐ Heart Condition ☐ Diabetic ☐ Epilepsy ☐ Hearing Loss ☐

Other please state: _____

Are you on medication? _____
This information is not mandatory, however, providing it will ensure you receive prompt and appropriate treatment whilst working on our site

Specialist Contractors - Evidence MUST be provided which clearly states their own documentation relevant to the project has been read and understood.

Signature (Inductee): _____

Print & Signature (Inductor): _____

Date: ____ / ____ / ____

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Tick the relevant subjects discussed that are applicable during the induction.

All sufficient changes or updates along with continuous control will be managed in the form of "tool-box talks" and "meetings".

	Yes	N/A
Detail the scope of the contract		
Key members of the Management Team		
Emergency telephone facilities and numbers		
Arrangements for welfare facilities		
Methods of consultation (toolbox talks etc.)		
Actions to be taken in the event of accident		
Arrangements for first aid provision		
Requirement to familiarise yourself with site Fire & Emergency procedures (escape routes, assembly points etc.)		
Smoking restrictions and if relevant the designated area		
Risk and CoSHH Assessments applicable to the tasks being undertaken		
Minimum PPE requirements (state that individual RAs should be adopted)		
Personal responsibilities and conduct along with disciplinary procedures		
Permit to Work requirements		
Housekeeping		
Compliance with company HSE procedures where appropriate		
Safe use of plant		
Site specific information that may be encountered:		
• Asbestos		
• Occupied properties		
• Local schools		
• Sharps (needles)		
• Contaminated land		
• HV electricity		
• Known utility services		
• Confined spaces		
• Electric supply		
• CoSHH		
• Known health hazards		
Environmental information		
• Noise		
• Dust		
• Water course		
• Re-fuelling		
• Drainage		
Working at heights		
Safe use of scaffolding (inspections - daily visual, statutory weekly)		
Safe erection / use of mobile towers		
Safe use of leaning ladders & steps		
Open discussion - highlight other areas raised by the inductee:		

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Visitor Induction

Induction No.	
---------------	--

Location	
----------	--

Full Name: _____

Occupation: _____

Employer: _____

Emergency Contact Name: _____

Relationship: _____

Contact Number: _____

Do you have any medical condition that our First Aider or Site Supervisors should be made aware of? Asthma ☐ Heart Condition ☐ Diabetic ☐ Epilepsy ☐ Hearing Loss ☐

Other please state: _____

Signature (Inductee): _____

By signing this form you confirm that you will not proceed onto site unless accompanied by your host.

Print & Signature (Inductor): _____

Date: ____ / ____ / ____

Tick the relevant subjects discussed that are applicable during the induction.

	Yes
Location of the welfare facilities	
Actions to be taken in the event of accident	
Name(s) of the site first aider(s) and facilities available, along with location	
Fire & Emergency procedures (escape routes, assembly points etc.)	
Smoking restrictions and if relevant the designated area	



DAILY SIGNING IN REGISTER

Contract Number: M96270RS

Site Name: North Manchester General Hospital

[illegible]

Part 7 - Toolbox Talk Register



SHEQ Toolbox Talk Programme 2022



JANUARY HSE-TBT-006 Fire Prevention & Control	FEBRUARY HSE-TBT-04 Accident Reporting & Investigation	MARCH HSE-TBT-008 Asbestos	APRIL HSE-TBT-028 Dust & Fumes HSE-TBT-034 RPE
	EN-02 - Be A Good Neighbour	EN-02 – Dust & Air Quality	EN-05 The Environmental Policy
MAY HSE-TBT-018 Manual Handling	JUNE HSE-TBT-038 Staying Safe in Hot Weather	JULY HSE-TBT-24 Electricity on site	AUGUST HSE-TBT-31 Site Security
EN-06 Bird Nesting Season	EN-08 - Fuel and Oil	EN-01 - Spill Control	EN-09 - Working around trees and hedgerows
SEPTEMBER HSE-TBT-013 Housekeeping HSE-TBT-005 Slips, Trips and Falls	OCTOBER HSE-TBT Portable Handheld Electrical Tool	NOVEMBER HSE-TBT-007 Leaning Ladders and Stepladder Safety	DECEMBER HSE-TBT-021 – Protection to Members of the Public
EN10 - Storage of Waste	EN 11 - Segregation	EN 07 - Bats	EN-03 Waste Management

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TOOL BOX TALK INDEX

Tool Box Talk No.	Title
HSE-TBT-001	General Site Health and Safety
HSE-TBT-002	Legal Duties of Employees
HSE-TBT-003	The Health and Safety at Work Act 1974
HSE-TBT-004	Accident Reporting and Investigation
HSE-TBT-005	Slips, Trips and Falls
HSE-TBT-006	Fire Prevention and Control
HSE-TBT-007	Leaning Ladders and Stepladders safety
HSE-TBT-008	Asbestos
HSE-TBT-009	Hand Arm Vibration
HSE-TBT-010	Portable Hand-held Electrical Tools
HSE-TBT-011	Prevention of Animal Bites
HSE-TBT-012	General Health & Safety refresher
HSE-TBT-013	Housekeeping
HSE-TBT-014	CoSHH
HSE-TBT-015	Sharps
HSE-TBT-016	First Aid
HSE-TBT-017	Eye Protection
HSE-TBT-018	Manual Handling
HSE-TBT-019	PPE
HSE-TBT-020	Accident Prevention
HSE-TBT-021	Protection of the Public
HSE-TBT-022	Scaffolding
HSE-TBT-023	Mobile Towers
HSE-TBT-024	Electricity on Site
HSE-TBT-025	Plant & Equipment
HSE-TBT-026	Abrasive Wheels
HSE-TBT-027	Cement
HSE-TBT-028	Dust & Fumes
HSE-TBT-029	MEWPs
HSE-TBT-030	Excavations
HSE-TBT-031	Site Security
HSE-TBT-032	Hand Tools
HSE-TBT-033	Hot Works
HSE-TBT-034	Respiratory Protective Equipment

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HSE-TBT-001

Tool Box Talks

NOVUS

GENERAL SITE HEALTH AND SAFETY

Reason for talk All persons on site have a legal responsibility to conduct their activities in a safe manner.

Talk is required because It is against the law for you to endanger yourself or others by your actions or omissions.

Outline of talk This talk will cover: responsibilities under health and safety legislation and on-site safety.

Your Health and Safety Responsibilities

1. Comply with the Health and Safety at Work Act 1974 or you could be liable for the same penalties as your employer.
2. You have a duty to look after yourself and others affected by what you do and don't do.
3. Always report any fault or defect which could endanger your health and safety.

Q: What duty do you have to yourself and others?

4. You must comply with all safety requirements laid down by your employer.
5. Don't abuse or damage any PPE supplied for your safety.
6. Never carry out work of a dangerous nature or operate machines unless you're trained to do so.

Q: What should you not do regarding the use of PPE?

On-Site Safety

1. Don't drink and drive – it could cost you your job.
2. Don't use drugs, even outside of work time, you could be putting yourself and your work mates at risk.
3. Don't leave rubbish lying about, clean up as you go.
4. Don't obstruct gang ways or stairs with tools or materials.

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HSE-TBT-001

Tool Box Talks

NOVUS

Q: What must you remember with stairs and gangways?

5. Gather up all off-cuts of brick, plasterboard, timber, reinforcing bars, and any other material.
6. Route all cables and hoses out of the way. Where possible, suspend them above head height.
7. An accumulation of waste material provides a good starting point for fire. Don't let it happen.

Q: What should you remember about trailing cables?

8. If tools get damaged, get them repaired or replaced.
9. When working at height, secure loose objects so they can't fall and injure someone.
10. Remove nails from timber to prevent foot injuries.
11. Store flammable substances, fuel, propane, foam and plastics in a safe place, not next to a fire exit.

Q: What should you consider when working at height?

- **Note to supervisor:** Now inform your workforce of the company policy regarding site rules: wearing PPE, site transport, fire prevention and Permit to Work systems.

Do you have any questions for me?

Questions for you

Q: What would you do with faulty safety equipment?

Q: What do the site rules cover?

REMEMBER - ON SITE HEALTH AND SAFETY IS YOUR RESPONSIBILITY

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HSE-TBT-013

Tool Box Talks



HOUSEKEEPING

Reason for talk	The Construction Design and Management [CDM] Regulations require that sites be maintained in good order. Poor housekeeping is a common, but easily preventable, cause of accidents.
Talk is required because	Novus experiences a large number of accidents each year as a result of poor housekeeping.
Outline of talk	This talk will cover what you can do to ensure that colleagues and others do not injure themselves as a result of a something, which could easily have been prevented.

Reasons for keeping your work are clean:

- You reduce trip and fall hazards.
- Increased production. You won't have to waste time looking for a misplaced tool.
- If someone falls because of materials / equipment left on the floor you will feel guilty because you were the key factor in the accident.

Main points:

- There should be a place for everything, and everything should be in its place.
- Everyone should regard good housekeeping at work with the same importance as they do at home.
- Do not rely on others to clean up - they won't.
- Put tools away when not in use, as well as reducing a trip hazard it will keep them safe.
- If working with oils/lubricants then have some means of cleaning up any spillages at hand.
- Suspend power/light cables where practicable. Where not practicable avoid trailing them across walkways if possible. If there is no alternative display signs warning of the danger.
- Housekeeping is a very important part of your job.

DO:

- Remove all nails from dismantled/unused timber - where not possible then hammer flat.
- Stack both stores and waste neatly - ensure that walkways/escape routes are not obstructed.
- Clean up waste as it is created; small waste can be bagged, larger waste stacked and then skipped as soon as is practicable.
- Ensure that members of the public are taken into consideration.
- Never store or leave materials / plant, cables on footpaths or access ways unless barriers are erected around them.
- Use racks when storing lengths of pipe or timber. Where pallets are used then do not stack too high.

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HSE-TBT-013

Tool Box Talks



- Beware of muddy sites - these will greatly increase risk of slips. Keep footwear as clean as is reasonably practicable; ensure loose mud is removed prior to climbing ladders, etc.
- Try and allocate a set period each day to do general housekeeping in your work area the end of each day will ensure that waste is cleared away preventing the risk of members of the public claiming for personal injury accidents out of hours and levels of materials building up to dangerous levels.
- Report to your Site Manager if you notice waste debris is building up in areas not under your control they will make arrangements to have it removed. Leaving debris / materials in dangerous locations is a disciplinary matter and will be dealt with in accordance with Novus's disciplinary procedures.

DO NOT:

- Do not leave materials / equipment on footpaths, gangways, as they could cut off someone's escape route or cause a tripping hazard.
- Leave loose objects on walkways, platforms, etc. if working at height where they could be kicked off injuring people below.

REMEMBER: IF YOU THINK AND ACT SAFELY, THE NEXT LIFE YOU SAVE COULD BE YOURS!

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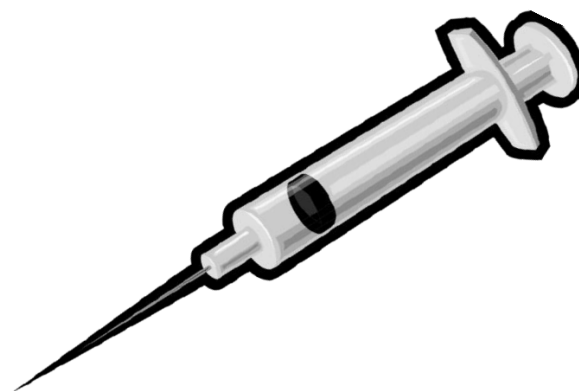
HYPODERMIC NEEDLES

It is the responsibility of the Site Manager to manage the controls outlined below.

The irresponsible discarding of hypodermic needles is on the increase and may be found in places unimaginable. If you suspect that the area in which work is to be undertaken is frequented by drug users, there may be a high risk of such implements lying around.

If a needle is found, it may have been used by a drug user and as such may be contaminated by infected blood. You should **NOT** remove or touch the needle and Report the find to the Site Manager immediately.

If you accidentally prick your skin with a needle, **DON'T PANIC**. Gently squeeze the area around the wound to encourage bleeding, but on **NO ACCOUNT** suck the wound. Wash the affected injury with soap and water and seek medical assistance as soon as possible. If it is safe to do so, take the needle with you. If dealt with properly and promptly, the risks of a resulting health problem are small. If not, you could be exposed to the biological agents such as, Hepatitis B or Hepatitis C. Any incident needs to be reported using the Accident Form [HSE-S-006].



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HSE-TBT-015

Tool Box Talks



SHARPS (Including Hypodermic Needles)

Reason for talk	To provide site personnel with knowledge of the procedures to take to avoid contact with needles and the action to take if the situation arises where contact with a needle occurs.
Talk is required because	There is a potential risk of contracting diseases from cuts from broken glass, etc. and needle stick injuries during work activities. All operatives are at risk from Hepatitis A, B, & C as well as Tetanus from sharps injuries.
Outline of talk	This talk will cover: the need to check workplaces for sharps before commencing work, how to dispose of them safely if you do discover them and minimise the risk of contracting a disease if you sustain an injury from one.

Where are sharps found?

Broken glass can be found in most areas particularly in void properties, be particularly mindful of bags of rubbish. Needles are found in a multitude of locations including parks, playing fields and disused areas of ground. Other problem locations include toilets, litter bins, communal stairways, alleyways, abandoned and void properties.

Inside properties may be left in loft space insulation, sinks, toilet cisterns, behind bath panels, under floorboards, airing cupboards/tank jackets, behind kitchen appliances, in soft furnishings, top of architraves, under floor coverings, vents and within discarded bin liners and carrier bags.

Unfortunately there are occasions where people maliciously use needles to set booby traps by concealing them in inconspicuous places such as under toilet seats, in toilet roll holders, taped to the underside of banister's or scaffold tubes, on top of curtain rails and in similar locations, all with the sole intention of causing harm.

REMEMBER: NEVER PUT YOUR HANDS INTO BLIND HOLES OR ALONG LEDGES WHERE YOU CANNOT SEE WHAT IS CONCEALED.

Specific activities:

Under no circumstances should you clear out guttering or drainage gullies with your hands. Tools such as spades / trowels etc. must always be used for this task as needles can easily be hidden from view. On rare occasions where circumstances dictate that this method is the only possible way to carry out the work, special needle proof gloves MUST be worn.

Personnel involved in clearing waste MUST wear a sturdy pair of gloves (preferably "Sharp" proof). When carrying bags they should be held at the top and away from the body, NEVER from underneath or by clasping arms around them as needles within could easily penetrate the bag and make contact with the body.



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HSE-TBT-015

Tool Box Talks



What do I do if I find a needle?

1. Do NOT attempt to handle it directly even if gloves are worn.
2. Advise colleagues and others within the vicinity of its presence, and inform them not to touch it.
3. Report it to your Site Foreman/Supervisor/Manager IMMEDIATELY.
4. Only operatives who have received specific training in handling sharps are authorised to remove needles.
5. If a large number of needles are found, or if it is suspected that needles may be hidden in the property, a specialist contractor should be called in to clear the property.

What do I do if I sustain an injury from a discarded needle?

- Encourage bleeding of the infected area by squeezing for at least 2 minutes (DO NOT suck the wound);
- Wash the site of the injury thoroughly under running water;
- Attend the nearest Accident & Emergency / Minor Injuries Unit where the staff will assess the potential risk and provide the appropriate treatment.
- Take the needle with you if possible but only if it is in the "Sharp" box as the hospital staff may use it to carry out tests on.

Q: If you don't follow the correct procedures when dealing with Sharps what is likely to happen?

Q: What action should you take if you sustain an injury from discarded needle?

REMEMBER: A FEW MINUTES CHECKING COULD SAVE YOU A LIFETIME OF ILLNESS.



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Appendix 1 - Risk Assessments & CoSHH Assessments

Insert all Risk Assessments & CoSHH Assessments (including those of Contractors) applicable to works being carried out here.

Where necessary Safety Method statements should also be filed here.

Novus CoSHH Assessments can be found on the The Novus Forum.

However, if further assessments are required or the site specifics change then please contact

Edward Hawksey

Mobile: 07890 548 004

Email: edward.hawksey@novussolutions.co.uk

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HSE-S-012

RISK ASSESSMENT / METHOD STATEMENT APPRAISAL



Contract:		Contractor:	
Task:		Date received:	

The purpose of this procedure is to ensure that all site activities are carried out in a manner, which reflects the position of Novus Property Solutions Ltd. as a Safety driven organisation, **all contractor Risk Assessments must have received an A or B rating prior to any work relating to the Risk Assessment commencing.**

The first requirement is to consider whether the contractor has detailed what site and job specific hazards exist and any risks from them. The second requirement is whether the Risk Assessment adequately controls those risks. Generic Risk assessments are unacceptable.

Risk Assessments must be specific to a particular site and task. Once a Risk Assessment has been accepted it is important that Site Management monitors the contractor's operations to ensure compliance. The Supervisor responsible for monitoring the task should be identified as the Site Monitor (box). Where this person differs from the person reviewing the Risk Assessment the site Monitor must be familiar with, and fully understand the Risk Assessment.

A - Required to Achieve Acceptance

1	Activity / Task to be carried out detailed.	
2	Site / Contract identified.	
3	Scope of Work	
4	Persons exposed to risks (harm) identified.	
5	Hazards identified.	
6	Risks from hazards evaluated.	
7	COVID19 identified and control measures detailed.	
8	Workplace precautions / Control measures to be applied detailed.	
	• Reference to specific assessments, e.g. CoSHH, Manual Handling, HAVS.	
	• Measures to protect members of the public and other persons who may be affected.	
	• Protective clothing and protective equipment to be used.	
	• Use of Permit to Work (PTW).	
	• Details of competency required for use of plant and equipment.	
9	Dated and signed by a competent person.	

B - Result of Appraisal

A	Accepted (Work authorised to proceed)
B	Accepted with following conditions
C	Rejected - See below for actions/contents required

If the attached Risk Assessment has been rejected the assessor is to complete the following table to identify those aspects which have been omitted.

C - Comments of assessor (add conditions of acceptance)

Signed:	Date:
Print Name:	Name of Site Monitor:
Position:	

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HSE-S-012

RISK ASSESSMENT / METHOD STATEMENT APPRAISAL



Attach a copy of this form to EVERY Risk Assessment.

Content Review Guidance Checklist

1	Activity / Task to be carried out detailed.	Is the activity being undertaken by the contractor identified and the specific tasks considered?
2	Site / Contract identified.	Project name and address, contractor's / author's details, date that the risk assessment and method statement was produced?
3	Scope of Work	Is there an adequate description of the work that the contractor is required to undertake and is the scope well defined by area, type, structure and location? Anticipated times and durations of works?
4	Persons exposed to risks (harm) identified.	Identify and adequately describe persons who may be harmed and how? Those who may be affected by the works may include, interaction with other contractors, visitors, members of the public, employees or other persons who may be affected because of the works undertaken.
5	Hazards identified.	Are the significant hazards relevant to the works detailed? These should be site and task specific hazards and not a generic approach. What is it about the activities, processes or substances used that could injure employees or harm their health?
6	Risks from hazards evaluated.	Assess and evaluate the risks e.g. risk ratings? How likely it is that harm will occur; i.e. the level of risk and what to do about it. Has the contractor identified the main risks and the things they need to do to manage them responsibly?
7	COVID 19	Assess and evaluate the risks of COVID19, identify the control measures which will be implemented e.g. social distancing
8	Workplace precautions / Control measures to be applied detailed.	Supervision Are the key people involved in managing and supervising the work identified with names and responsibilities? Who is accountable on site and what is their role? Skill, Knowledge, Attitude, Training & Experience (SKATE) Have suitable resources required to complete the activities been identified? Scaffolders (CISRS), Plant Operators (CPCS), Gas Safe, IPAF, PASMA. Preparation Details of permits, approvals, notice or completion of other work needed prior to starting work, e.g. hot works, ground penetration, demolition, electrical isolations, confined spaces. Method & Sequence Has the contractor identified a logical sequence to carry out the task that are relevant to the works being undertaken? How will the work be carried out including the proposed sequence, positioning of plant and equipment? Does this identify any specific requirements, e.g. temporary works in accordance with approved Construction issue drawings? Plant & Equipment Is the plant and equipment required for the works identified and any significant materials (including hazardous substances) required? Has any lifting equipment been evaluated for the task and lift plan produced? Is the monitoring regime detailed? Emergency Procedures Identify any emergency procedures that may be relevant to the task? Procedures for SHE incidents and accidents detailed? Work at height / confined space rescue procedures detailed? First aid and fire prevention provision planned? Task Protection Are any requirements for segregation or work protection including barrier types, signage identified specific to the activity or task? Occupational Health / COSHH Have health hazards and the appropriate occupational limits been identified and assessed? E.g. respiratory illness, vibration, manual handling, noise, skin irritant etc. Where these are identified have specific risk assessment been completed, e.g. COSHH assessments, Vibration assessments, manual handling assessments? Personal Protective Equipment Has the mandatory PPE/RPE been identified (specific to the task and include BS EN numbers)? What is the requirement for additional or specialist PPE? Ensure respiratory protective equipment (RPE) is face fit tested.
9	Dated and signed by a competent person.	Is the document signed and dated by a competent person and/or author?

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HSE-S-012

RISK ASSESSMENT / METHOD STATEMENT APPRAISAL



Content Review Guidance Checklist

1	Activity / Task to be carried out detailed.	Is the activity being undertaken by the contractor identified and the specific tasks considered?
2	Site / Contract identified.	Project name and address, contractor's / author's details, date that the risk assessment and method statement was produced?
3	Scope of Work	Is there an adequate description of the work that the contractor is required to undertake and is the scope well defined by area, type, structure and location? Anticipated times and durations of works?
4	Persons exposed to risks (harm) identified.	Identify and adequately describe persons who may be harmed and how? Those who may be affected by the works may include, interaction with other contractors, visitors, members of the public, employees or other persons who may be affected because of the works undertaken.
5	Hazards identified.	Are the significant hazards relevant to the works detailed? These should be site and task specific hazards and not a generic approach. What is it about the activities, processes or substances used that could injure employees or harm their health?
6	Risks from hazards evaluated.	Assess and evaluate the risks e.g. risk ratings? How likely it is that harm will occur; i.e. the level of risk and what to do about it. Has the contractor identified the main risks and the things they need to do to manage them responsibly?
7	Workplace precautions / Control measures to be applied detailed.	Supervision Are the key people involved in managing and supervising the work identified with names and responsibilities? Who is accountable on site and what is their role? Skill, Knowledge, Attitude, Training & Experience (SKATE) Have suitable resources required to complete the activities been identified? Scaffolders (CISRS), Plant Operators (CPCS), Gas Safe, IPAF, PASMA. Preparation Details of permits, approvals, notice or completion of other work needed prior to starting work, e.g. hot works, ground penetration, demolition, electrical isolations, confined spaces. Method & Sequence Has the contractor identified a logical sequence to carry out the task that are relevant to the works being undertaken? How will the work be carried out including the proposed sequence, positioning of plant and equipment? Does this identify any specific requirements, e.g. temporary works in accordance with approved Construction issue drawings? Plant & Equipment Is the plant and equipment required for the works identified and any significant materials (including hazardous substances) required? Has any lifting equipment been evaluated for the task and lift plan produced? Is the monitoring regime detailed? Emergency Procedures Identify any emergency procedures that may be relevant to the task? Procedures for SHE incidents and accidents detailed? Work at height / confined space rescue procedures detailed? First aid and fire prevention provision planned? Task Protection Are any requirements for segregation or work protection including barrier types, signage identified specific to the activity or task? Occupational Health / COSHH Have health hazards and the appropriate occupational limits been identified and assessed? E.g. respiratory illness, vibration, manual handling, noise, skin irritant etc. Where these are identified have specific risk assessment been completed, e.g. COSHH assessments, Vibration assessments, manual handling assessments? Personal Protective Equipment Has the mandatory PPE/RPE been identified (specific to the task and include BS EN numbers)? What is the requirement for additional or specialist PPE? Ensure respiratory protective equipment (RPE) is face fit tested.
8	Dated and signed by a competent person.	Is the document signed and dated by a competent person and/or author?

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I HAVE READ UNDERSTOOD AND AGREED TO THE ATTACHED

- **RISK ASSESSMENT**
- **METHOD STATEMENT**
- **SAFE WORKING PROCEDURE**

SIGN AND PRINT

NAME

NAME

NAME

NAME

NAME

NAME

NAME

NAME

NAME

NAME

NAME

NAME

NAME



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HSE-S-018



Manual handling assessment form - simple

Site / Contract:

Contract No:	Assessment No:	Assessment date:
Copy to:		

Description of the job	Personnel involved
	No of persons affected:

Details of load		Weight		Unstable contents		Hot / Cold		Bulky
		⇒		Difficult to hold		Sharp		Unwieldy

Forces to be applied	Height
Lifting	Above shoulder
Sliding	Trunk
Pushing	Ground
Lowering	Chest
Supporting	Knee
Pulling	Variable

Body movements	Tasks
Stationary	Strenuous
Turning	Repetitive
Twisting	Long carrying distance
Bending	High work rate
	Requires unusual capabilities
	Requires special training

Past injury record	Environment
With this activity & employees	Poor Floors
	Poor Floors
	Restricted space
	Variation in levels
	Steps
	Hot / Cold / Humid
	Other considerations

Assessment	
Significant risk of injury?	(if No - assessment is complete)
Can risk be avoided?	(if Yes - detail control measures below)
Can risk be reduced?	(if Yes - detail control measures below)
Do staff / operatives require training?	(if Yes - detail control measures below)

Control measures to be applied

Signature of person drawing up this assessment	Signature:	Date:
	Position:	

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Appendix 2 - Inspection Registers / Checklists

Insert all forms here relevant to the project

Below is a list of forms available via the Novus Forum, however if any further forms are required then contact Edward Hawksey on 07890 548 004

Form No.	Task / activity	Relevant (tick)
HSE-S-011	Weekly Site Safety Inspection	☒
HSE-S-041	COVID19 Weekly Site Operating Checklist	☒
HSE-S-022	Scaffold Inspection Register	☒
HSE-S-023	Excavation Inspection Register	☐
HSE-S-024	Plant & Equipment Register	☒
HSE-S-025	MEWP Checklist	☐
HSE-S-026	Cradle Checklist	☐
HSE-S-033	Site Hoarding Inspection	☒

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WEEKLY SITE SAFETY INSPECTION

Week Commencing:

Contract Name:

Contract No:

OK		State Attention Required		OK		State Attention Required	
MANAGEMENT				OCCUPIER SAFETY			
Site Presentation:				Access/egress			
General Housekeeping				Clear of hazards, i.e. safe route in/out of property. No waste left on ground.			
External signage adequate				Rubbish removed			
Public Safety around site OK				Carpet protection in good condition			
Health & Safety policy available				Occupier health risks addressed, dust, vapours, etc.			
F10 in date				PPE (worn)			
Construction Phase Health & Safety plan up to date				Safety Helmets			
HSE poster displayed				Ear protection			
All on site Inducted				Respirator (dust mask)			
Risk Assessments relevant				Eye protection			
COSHH Assessments				Gloves			
Young Workers RA completed				High-viz vest			
Statutory records up to date				Safety footwear			
First aid kits OK on site				GAS (including LPG) + HOT WORK			
Suitable First Aiders on site				Permit to Work issued			
All Accidents reported to H&S Department				Hot Works Signs on doors			
Insurances in order NPSL and Contractors				Fire Extinguishers in date and fully charged			
				Fitters Gas Safe registered			
SCAFFOLD				LPG stored in locked cage on site			
Inspected weekly / HO certs				Welding/cutting - flash back arrestor fitted			
Ledgers/ transoms/ couplers				FIRE			
Guardrails in place (950mm/470mm)				Site Fire Plan up to date			
Properly boarded / toe boards				Emergency procedures displayed			
Brick guards/netted satisfactory				Fire alarm system available/air horn			
Bracing/ Rakers tied back				Fire Muster point determined			
Standards plumb, sole plates/base plates, free of damage				Extinguishers in inspection date			
Access removed at end of shift				POWER TOOLS/ELECTRICITY			
Tower scaffolders correctly used				Power tools general condition / hoses / connections / gauges			
Ladders tied off at the top on both stiles				Battery or 110V no 230v			
				Leads and extension cables			
LADDERS				Power tools guards / dead man's switch in good order			
Condition / length / angle 4:1				Distribution boards protected			
Stand offs/ Stability devices				Isolation signs on consumer units			
Correct use				3 month PAT test			
WORK AT HEIGHT				HEALTH HAZARDS			
Proper access / egress				Dust			
Barriers adequate				Vapours			
MEWP's - trained personnel				Fumes			
SIGNAGE				Noise			
All signage in place				Vibration			
External site safety signage				Manual Handling			
Road signs suitable for operations				Sharps risk identified			
SKIPS				ASBESTOS			
Duty of Care Notes retained				Surveys on site			
Skips not overloaded				Site staff informed			
Removed/emptied for weekend.				Asbestos Permit in operation			
Fenced if left unattended				Disposal arrangements checked			
No hazardous materials in General Waste skips				Licensed contractors insurance checked			
Hazardous Waste skip locked				CONTRACTOR COMPETENCY			
TRAFFIC				Accredited			
Pedestrian routes provided and signed				Competence Certificates in order			
Controlled access onto site				WORKING AREAS			
Traffic management plan				Site work area / access safe			
WELFARE				Adequate task lighting			
Canteens clean				Materials and equipment safely stored and tidy appearance			
Drying room clean and clear				Barriers erected to protect work area where necessary-excavations			
Hot water Washing / toilet facilities				Safety signage relevant to work			
Microwave / heating meals up							
Smoking arrangements							
Enter ✓ or X as applicable - If not applicable enter N/A							

Signature of Inspector: Print Name:

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HSE-S-041



COVID-19 – Weekly site operating procedures checklist

Site location / address	Operations Manager	
	Contracts Manager	
	Supervisor/Site Manager	
	Date	NC Number

During the Coronavirus (COVID-19) pandemic it is essential to protect the workforce on construction sites to minimise the risk of infection spreading. The questions below identify the significant areas that should be regularly monitored.

Ref	Item	Yes	No	N/A
	When travelling to work			
1	Are all workers being regularly briefed on the criteria for deciding whether to travel to work or not (for example, if someone falls ill, social distancing or self-isolation)?			
2	Are records being kept up-to-date, where individual workers have fallen ill or are in self-isolation?			
	Travel to Work			
3	Are workers being informed of the recommended ways of travelling to and from site on an ongoing basis			
4	Are the additional arrangements for vehicle and bicycle parking adequate?			
	Site access and egress			
5	Are all non-essential visitors being stopped?			
6	Are the staggered start and finish times reducing congestion at access and egress points to acceptable levels?			
7	Are the additional site access and egress points reducing congestion to acceptable levels?			
8	Is the one-way system reducing congestion to acceptable levels?			
9	Are workers being briefed regularly on the importance of social distancing when entering and leaving the site?			
10	Are the facilities for hand washing when entering and leaving the site being used?			
11	Is enhanced cleaning at touch points in access and egress areas being completed?			
12	Are site deliveries being managed properly in order to ensure social distancing measures are being complied with?			
	General site measures			
13	Has COVID 19 signage been displayed on site?			
14	Are there now restricted numbers of workers attending site inductions and do site inductions comply with social distancing measures?			
15	Is the site induction being updated on a regular basis to ensure it meets current site operating procedures?			
16	Are the enhanced, site-wide cleaning procedures being completed as planned?			
17	Are the enhanced cleaning procedures for tools and equipment being used by more than one person being completed as planned?			
18	In order to comply with social distancing measures, are areas with marked flooring still in place and legible?			
19	Are all personnel being briefed on site-specific social distancing measures on a regular basis?			
20	Have all applicable tasks been rearranged to enable them to be completed by one person, or by maintaining social distancing measures of two metres?			
21	Are all tasks where work within two metres cannot be avoided being risk assessed?			
	Hand washing			
22	Are workers taking additional breaks to facilitate hand washing?			
23	Are the additional hand washing facilities (for example, pop-ups) being used?			
24	Are hand washing facilities being checked, cleaned and topped up on a regular basis?			
25	Are all personnel following hand washing procedures (for example a minimum 20 second duration)?			
26	Toilet facilities			
27	Are the restrictions on the number of personnel using the toilet facilities at any one time working?			
28	In order to comply with social distancing measures, are areas with marked flooring still in place and legible?			
29	Are the enhanced toilet cleaning measures being completed as planned?			
30	Are personnel washing or sanitising their hands both before and after using the facilities?			

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COVID-19 – Weekly site operating procedures checklist

	Canteen and rest areas			
31	Are their restrictions on the number of personnel using the canteen and rest areas at any one time working?			
32	Are the staggered break times reducing congestion in the canteen and the rest areas to acceptable levels?			
33	Are personnel bringing in their own food to reduce the number of times which they leave site?			
34	Are the enhanced cleaning measures being completed as planned (with particular attention on touch points, tables, kettles, refrigerators and microwave ovens)?			
35	Are the facilities for the disposal of rubbish being emptied on a regular basis?			
36	Are personnel washing or sanitising their hands when entering and leaving these areas?			
	Changing facilities, showers and drying rooms			
37	Are the restrictions on numbers of personnel using the facilities at any one time working?			
38	Are the staggering start and finish reducing congestion at access and egress points to acceptable levels?			
39	Are the enhanced cleaning measures being completed as planned?			
	First aid and emergency response			
40	Are the first aiders on site aware of the first aid arrangements in place to cover the potential breach of social distancing guidelines?			
41	Do the muster (assembly) areas comply with social distancing guidelines?			
	Communication, documentation and monitoring			
42	Are all relevant system and procedures, such as risk assessments and method statements, being reviewed and updated on a regular basis?			
43	Are all relevant contractor systems and procedures, such as risk assessments and method statements, being reviewed and updated on a regular basis?			
44	Are all relevant personnel, affected by changes to specific activity risk assessment and method statements, being briefed?			
45	Has the COVID19 TBT been delivered to all personnel on site			
46	Are all new workplace procedures being followed			

Comments	
-----------------	--

Assessment completed by Name: Signature:

Plant & Equipment Site Register

What equipment is covered? Generally, any equipment which is used by an employee at work is covered, e.g. ladders, steps, portable electric tools, etc. **Lifting equipment** should also be listed on this register. Lifting equipment includes any equipment used at work for lifting or lowering loads e.g. cranes, hoists, gin wheels, etc., including attachments used for anchoring, fixing or supporting it.

Contract Number:

Title:

Description of Equipment	Means of Identification	Date of Inspection	Next Inspection due

NOTE: If an item of equipment has not been inspected within the appropriate time period it must not be allowed to be brought onto site. Where an item of equipment has no visible identification of inspection attached, other means of proof such as copies of test certificates (that match the equipment's unique identification number) are acceptable (attach copy to this register).



Date:		Daily Site Diary. North Manchester General Hospital				Contract No: P10114WM			
Monday		Tuesday		Wednesday		Thursday		Friday	
Work in Progress:									
Verbal Instructions, Day work & variations to Confirm:									
Labour:(Performance)					Labour Resource				
					Trade		Direct	Sub	Req'd
Contra-charges to Subcontractors:									
Material Deliveries:									
Accidents:					Plant Issues:				
					On hire / Off hire:				
Site Security Checked (Y/N):									
Visitors to Site:					Breakdowns:				
					Punctures:				
Weather		Cloud	Fine	Rain	Snow	Temperature		Total hours lost	
						am:	pm:		
Signature:					Print Name:				

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Appendix 3 - Site Reports / Other Documentation

Insert all site reports undertaken for the project, along with other relevant documentation

Below is a list of forms available via the Novus forum, however if any further forms are required then contact Edward Hawksey on 07890 548 004

Operation	Relevant (tick)
Asbestos Survey Results (from client)	✓
Accident Form [HSE-S-006]	✓
Notification of HSE Visit	✓
PPE Register (site specific)	✓
Permits: Hot Works	✓
Electrical	✓
Excavation	☐
Confined Space entry	☐
Manual Handling Assessment	✓
Noise	✓
Control of Lead at Work	☐
Lead Test Record	☐
Contractors Selection Form (Site)	☐
NPS-SFD 089 - Site Daily Diary Rev 0 01.08.16	✓
HSE-S-040 Hand Arm Vibration Syndrome Operative Record Sheet	✓

HSE-S-032

PPE Register

Date	PPE Issued	Issued To (print)	Signature	Employee or Contractor

HSE-S-006

ACCIDENT REPORT FORM

To be completed by the person in control of the Site

All sections of this report MUST be completed.

Return this form to your office within 24 hours of the incident occurring.

Details of the Accident

Site details (Location at which the incident occurred)	Client:	Contract No.:
	Site address:	Person in control of the Site Mobile No:
	Where on site? (Sub location):	Post Code:

Accident date:

Accident time:

Persons involved - all details must be completed: If any other person was injured attach their details on a separate sheet.

Employee No: (if known)		Name of person involved:					
Nationality:		Occupation:					
Date of birth:	Address:	Post Code:	☐	Direct Employee	☐	Client's employee	
			☐	Contractor	☐	Member of public	
			☐	Labour only Contractor	☐	Agency	
			☐	Other	☐	Visitor	
If a Contractor or a client's employee - give the name of their employer							
If a Contractor, have they been approved?			☐	Yes	☐	No	
Is the Contractor working for another Contractor? If yes, please detail:		☐	Yes	Detail Here		☐	No

Description of incident:

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HSE-S-006

ACCIDENT REPORT FORM



Accident result										
Minor injury	☐	Exposure to harmful substance	☐	Dangerous Occurrence (Office Use Only)	☐					
Specified Injury	☐	Fatality	☐	Medical treatment required	☐					
Environmental Incident	☐	Fire	☐	Near miss	☐					
Over 7 Day Absence (Office Use Only)	☐	Non-work related health problem	☐	Property Damage	☐					
RIDDOR report date: (Office Use Only)										
Accident details - tick one box only										
Slipped, tripped or fell on same level	☐	Hit something fixed or stationary	☐	Exposed to an explosion.	☐	Injured by an animal.	☐			
Contact with moving machinery.	☐	Hit by moving, flying or falling object.	☐	Drowned or asphyxiated.	☐	Physical assault.	☐			
Injured while handling, lifting or carrying	☐	Trapped by something collapsing.	☐	Pricked by a hypodermic needle.	☐	Contact with electricity	☐			
Another Kind of accident	☐	Hit by moving vehicle	☐	Exposed to fire	☐	Near miss	☐			
Fell from height	☐	Distance fell (metres)	☐	Gas Escape / Pipework Damage	☐	Flue Damaged	☐			
Exposed to or in contact with harmful substance	☐	What was the substance?								
Asbestos Incident	☐	Please give details								
Other	☐	Please give details								
Injury outcome										
No lost time	☐	Employee prevented from work for 1 day	☐	Employee prevented from work for 7 days	☐					
Employee prevented from work for ½ a day	☐	How many days was the employee prevented from work?		Employee prevented from work for MORE THAN 7 days (RIDDOR Reportable)	☐					
Details of injury or damage This section MUST be completed ☐ If no injury or damage occurred, tick this box. Where there is more than one injury, place a number in the part of the body affected and put the same number in the type of injury, continue until all of the injuries are entered.	Body part affected (where possible, photograph injury and attach to this report)									
					L	R				
	Head	☐	Cheeks	☐	☐	Thumb	☐	☐		
	Skull	☐	Eye	☐	☐	Buttocks	☐	☐		
	Chin	☐	Ear	☐	☐	Calf	☐	☐		
	Chest	☐	Shoulder	☐	☐	Hip	☐	☐		
	Gut	☐	Ribs	☐	☐	Knee	☐	☐		
	Liver	☐	Upper Arm	☐	☐	Thigh	☐	☐		
	Nose	☐	Kidney	☐	☐	Ankle	☐	☐		
	Neck	☐	Elbow	☐	☐	Heel	☐	☐		
	Lungs	☐	Lower Arm	☐	☐	Toes	☐	☐		
	Mouth	☐	Forearm	☐	☐	Under Foot	☐	☐		
	Whole Body	☐	Wrist	☐	☐	Upper Foot	☐	☐		
	Back	☐	Hand	☐	☐		☐	☐		
	Lower Spine	☐	Fingers - Index	☐	☐		☐	☐		
	Upper Spine	☐	Fingers - Little	☐	☐		☐	☐		
	Pelvis	☐	Fingers - Middle	☐	☐		☐	☐		
	Groin	☐	Fingers - Ring	☐	☐		☐	☐		

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ACCIDENT REPORT FORM



Type of injury					
Abrasion	☐	Electrocution	☐	Rash	☐
Amputation	☐	Fits	☐	Respiratory	☐
Bite	☐	Fracture	☐	Splinter	☐
Bruising	☐	Fracture (open bone exposed)	☐	Sprain	☐
Burn/Scald	☐	Infection	☐	Sensitisation / irritation	☐
Concussion	☐	Musculoskeletal	☐	Torn Ligament	☐
Crush	☐	No Injury	☐	Unconscious	☐
Cut/Laceration	☐	Occupational Disease	☐	Unknown	☐
Dermatitis	☐	Open Wound	☐	Whiplash	☐
Dislocation	☐	Pain	☐		☐
General sickness	☐	Puncture	☐		☐

Damage

☐ Property and / or equipment damage. ☐ Environmental damage.

Describe how the incident occurred. Provide detail of damage: Property Damage, Plant or Faulty Equipment Failure Details - use a separate sheet of paper if necessary.

If this is a report of an Occupational Disease, provide details of the disease:

Treatment given:

None	☐	Sent or taken to a doctor.	☐	Sent or taken to a nurse.	☐
Sent or taken to hospital (A&E) (If so, which one?)	☐	Sent or taken home	☐		☐
Given first aid treatment (if so identify by whom)	☐	Hospitalised for more than 24hrs	☐		☐

Details of person completing the form

Name: Print	Home Address:	Tel No:
	Post Code:	Mobile:
Occupation:	Signature:	Date:

Date reported to Health and Safety Department:

Injured party / Witness Declaration - Please sign below the declaration to show your agreement.

This form will be held by the company for the purpose of complying with the company's statutory health and safety obligations and for employee management purposes. Some of the information may be extracted from this form to assist the company with investigating the incident and to help prevent a recurrence. The form may be disclosed to legal or other professional advisers should the need arise.

I/we consent to the information contained in this form being used for the above purposes.

Name: Print	Sign:	Date:
-----------------------	--------------	--------------

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HSE-S-040 Hand Arm Vibration Syndrome Operative Record Sheet



Site Location		Week Commencing:	
Operative's Name:			

Tool Used:				Vibration Rating:			
				Maximum Daily Usage:			
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
08:00 - 11:00							
11:00 - 14:00							
14:00 - 17:00							
Daily Exposure Total							
Operative's Daily Initials							

Tool Used:				Vibration Rating:			
				Maximum Daily Usage:			
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
08:00 - 11:00							
11:00 - 14:00							
14:00 - 17:00							
Daily Exposure Total							
Operative's Daily Initials							

Tool Used:				Vibration Rating:			
				Maximum Daily Usage:			
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
08:00 - 11:00							
11:00 - 14:00							
14:00 - 17:00							
Daily Exposure Total							
Operative's Daily Initials							

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HSE-S-031



NOTIFICATION OF HSE VISIT

Site	
Date	
Time	
Name of Inspector	
Details of visit	
Actions	
Pending from HSE	

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Appendix 4 - F10 Notification (If applicable)

Ensure the F10 is also displayed within the Site Office.

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Appendix 5 Site Management Plan.

(Insert Site Management Plan relevant to the project here if applicable.)