

Submitted at: Sep 15, 2025, 1:08:55 PM



HSE-CDM-01 Construction Phase Plan

CONSTRUCTION PHASE PLAN

Project Details

Plan Prepared By:

Phill Dunning

Role

PM

Signature

[Redacted Signature]

Sign above

Site Address

THLC
Wythenshawe Hospital,
Southmoor Rd,
Wythenshawe,
M23 9LT

Region: *

Public Services & Commercial

Location - Public Services & Commercial *

Checked by operations manager?

No

Operations Managers Email

[Redacted Email]

Signature

Sign above

Contract Manager Email

[Redacted Email]

Contracts Manager:

Darren Hussey

Project Manager:

Phill Dunning

Project Manager Email:

[Redacted Email]

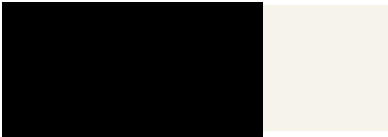
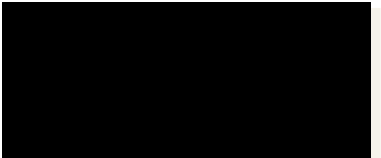
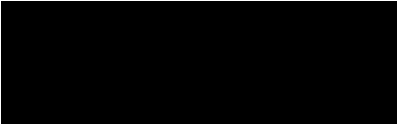
Site Manager:

Partnerships		Phill Dunning
Contract No.		Site Manger's Email *
D11167/PA		
Start Date		Site Managers Email (3)
01-03-2025 12:00 PM		
End Date		Site Managers Email (2)
30-06-2025		
Duration		
17.2		Weeks
Does the project include any gas works? *		
No		
Does the project include any electrical works? *		
Yes		
Does the project include any passive fire protection works? *		
Yes		
Use of Contracted services.		
Throughout the duration of work/contract this section will be required to be monitored and maintained to reflect contracted services present on operational site(s)		
All contractors including third party companies engaged in works must be pre approved by Quality@Novussolutions.co.uk prior to allocation/commencement of work(s).No works will be permitted to commence for Contracted services that have not been onboarded as per Novus onboarding processes and procedures.		
In the event you require confirmation of contractor onboarding status or if a contracted service is third party approved, please contact Quality@Novussolutions.co.uk .		
All contracted services utilised to undertake works on behalf of Novus Property Solutions Ltd, inclusive of specialist advisory services such as structural engineers must be submitted. Declaration and confirmation of trade that corresponds with supplier must be also stipulated that clearly identifies the nature of works interacted with. If Supplier is identified as multi trade, insert multiple entries to communicate elements of works undertaken.		
Are works directly delivered by Novus Property Solutions?		
NO		
Company/Contractor name *	Subcontractor or Third Party of contracted service? *	Trade *
C&H Electrics	Approved Subcontractor	Electrical Approved Contractors
Company/Contractor name	Subcontractor or Third Party of contracted service?	Trade
Saunders & Taylor	Approved Subcontractor	Plumbing & Heating
Company/Contractor name	Subcontractor or Third Party of contracted service?	Trade
Medical Pipeline	Approved Subcontractor	Specialist Requirements
Company/Contractor name	Subcontractor or Third Party of contracted service?	Trade

New Dawn	Approved Subcontractor	Groundworks / Foundations / Drainage
Company/Contractor name	Subcontractor or Third Party of contracted service?	Trade
Armstrongs	Approved Subcontractor	Carpentry & Joinery
Company/Contractor name	Subcontractor or Third Party of contracted service?	Trade
I Plant	Third Party	Groundworks / Foundations / Drainage
	Main Subcontractor Name *	
	New Dawn	
Company/Contractor name	Subcontractor or Third Party of contracted service?	Trade
Company/Contractor name	Subcontractor or Third Party of contracted service?	Trade
Company/Contractor name	Subcontractor or Third Party of contracted service?	Trade
Company/Contractor name	Subcontractor or Third Party of contracted service?	Trade

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.

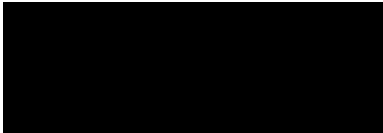
1. Name	1. Signature	1. Title	1. Date
Phillip Dunning		Project Manager	2025-01-22 06:00 PM 
	Sign above		
2. Name	2. Signature	2. Title	2. Date
Phil Juckes		Site Manager	2025-02-04 12:00 PM 
	Sign above		
3. Name	3. Signature	3. Title	3. Date
Wojeich Cembik		Supervisor	2025-01-27 12:00 PM 

Sign above

5. Name

Darren Hussey

5. Signature



5. Title

Contracts Manager

5. Date

2025-02-19 11:00 AM

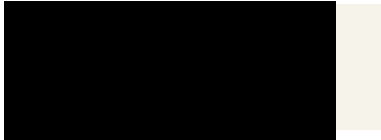


Sign above

6. Name

ken Turner

6. Signature



6. Title

Site Manager

6. Date

2025-09-15 12:00 PM



Sign above

7. Name

7. Signature

7. Title

7. Date



Sign above

8. Name

8. Signature

8. Title

8. Date



Sign above

9. Name

9. Signature

9. Title

9. Date



Sign above

10. Name

10. Signature

10. Title

10. Date



Sign above

Summary of Amendments Made/Evidence of Review

Date	Action Taken
Add another?	
Yes	
Add another?	
Yes	
Add another?	
Yes	
Add another?	
Yes	
Add another?	
Yes	
Add another?	
Yes	
Add another?	
Yes	
Add another?	
Yes	
Part 1 - Site Specific Information	
Is there an Asbestos survey in place? *	
Yes	
Have you completed the Asbestos Review Form on E20? *	
Yes	
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. Scope of Works	
Description of Works	
The extension of the existing hospital building to create a new Targeted Lung Health Department. The scheme has 3 phases as follows 1. Internal alterations to create a new fire escape 2. Creation of a new car park opposite the unit with the provision for mobile scanner 3. Extension comprising link corridor and modular treatment centre, CT Scanner and associated ancillary service building	

2. Main Duty Holders

Client

Manchester University NHS Foundation Trust

Principal Designer

Day Architectural

Designer

Day Architectural

Principal Contractor

Novus Solutions

Contact Name

William Svarfvar

Contact Name

Angel Muzas

Contact Name

Angel Muzas

Contact Name

Contact Number:

Contact Number:

Address:

Address:

Address:

Address:

3. INFORMATION REGARDNG EXISTING RECORDS:

(i.e. health and safety file, service drawings, as built, asbestos survey etc)

Site Specific Information

Asbestos Survey been recieved
Drainage & service Drawing has been supplied by the Trust

4. MANAGEMENT OF THE WORK

The works will be managed by Novus Property Solutions Ltd in accordance with the company Health & Safety Policy.

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 engaged within activities on behalf of Novus Property Solutions.

Site Specific Management of Work

An existing Health & Safety file is not available.
The existing drawings have been reviewed by the Design Team and pertinent information has been included within the specification for these works.
All contract drawings are contained within the tender package.
Information contained within the pre-construction information document is:
A Asbestos Management Information
• Asbestos Abatement Scope of Works, produced by Paul Lyons (Group Asbestos Manager), issued November 2023
• Contractors Asbestos Handbook, produced by Manchester University NHS Foundation Trust version 1
B Site Location Plan
C Manchester University NHS Foundation Trust Health and Safety Guidance for Contractors
• WTWA EF Standard Procedures for Contractors V1 Contractors Handbook
• Group Aspergillus Policy
D Manchester University NHS Foundation Trust Fire Safety Guidance

- Fire Safety Guidance for Contractors
 - Fire Stopping Guidance
- E Sodexo
- Permits to Work and CDM Regulations, produced by Sodexo, issued December 2021, reference LOP 006
 - Technical Services Induction V7, produced by Sodexo, issued May 2023
- F Emergency Escalation Procedure
- G Design Risk Registers
- H Schedule 2 of the Construction (Design and Management) Regulations 2015

4.1 Lone Working

All Operatives engaged in activities that require Lone working must be identified and appropriate control measures implemented to safely manage task(s).

Delegating management will ensure Lone Workers are in possession of; Fire extinguisher applicable to risks posed from task(s) undertaken, First Aid provisions, Eye wash station and form of communication to line management in the event of an emergency occurring.

First Aid - Upon giving self help or issuing first aid within the workplace, Operative must log and communicate as soon as reasonably practicable to Line Management. E20 Reporting Platform should be utilised to record incident/Accident. Works should cease until replacement provisions are received.

Fire Fighting Provisions - All extinguishers discharged must be reported as soon as reasonably practicable to Line Management. Works should cease until replacement provisions are received.

Communications - Phone numbers, email and Site personalities should be established prior to delegating works to Operative(s). Phone coverage should be assessed and tested to ensure communication lines are operational effective.

Risks posed by others - Tenants identified as a risk by Client on red lists should be communicated prior to engaging in task(s). Communication and transfer of sensitive information should be recorded by means of toolbox talks. Red list addresses shall not be visited by lone working Operatives.

Lone working Risk Assessment will be utilised, modified and implemented by Contracts and Site management team.

Are Lone workers engaged in tasks?

No

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 to ensure the health and safety of all client employees, contractor employees, tenants, and the general public.

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.

Site, contractual or Client specified goals will be included below:

Site Specific H&S management

The safety goals of this Project are to protect the health & Safety and welfare of all the Project and all others who may be affected by their activities to ensure the H&S of all client, Employees, Contractor and the general public. The construction phase plan in conjunction with the PCI confirms how Novus Property Services will manage the works to achieve the goals

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 issued encountered. Control measures will be continually monitored and updated. Arrangements and frequency of discussions on site will be specified below:

Meeting will be held on a weekly basis and daily Communication

b) Consultation with the workforce: All employees, contracted services and visitors shall be inducted prior to commencing any activities on Site(s). All inductees will be required to sign an induction form to confirm that they have understood site specific arrangements, emergency procedures and Site Rules. Regular toolbox talks will be delivered to the workforce to provide updates on issues such as safety issues, changes or new legislation, innovations and industry best practice and safety related alerts. All site personnel will be encouraged to cooperate and contribute to all issues relating to Site safety issues. All communications shall be directed to the site management team. Specific arrangements and bespoke methods of communications shall be included below:

Management structure/reporting lines
Hazards and risks associated with the work and relevant risk assessments controls i.e methodology
Health Related questions
Accident/incident reporting procedures
security arrangements
Emergency arrangements/ First Aid arrangements
Welfare facilities
Environmental & Waste management procedures

c) The exchange of design information:

The information will be shown in the project file. Also included will be risk assessments/ method statements, the contents of the file will be communicated at site induction and will be available to anyone connected with the works.

d) Handling design changes during the project:

Prior to any changes to specified designs Site Management Team will communicate with Principal Designer/Client to obtain authorisation of deviation from agreed designs issued.

Any communications in relation to changes in designs during the project will be discussed at the Management and Supervisory team meetings & recorded.

e) The selection and management of contractors:

All those engaged in activities on behalf of Novus Property Solutions will be directly employed or an approved contracted service.

All new contractors are required to complete Novus "Contractors Questionnaire" in order to be appointed onto our approved contractors list. No approval or authorisation to commence works will occur until questionnaire has been submitted and approved by Novus SHEA Team.

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 to our contractors:

All contractors associated with the scheme will be provided with all the health & safety information contained with this document.

g) Site Security arrangements are: It will be the responsibility of Novus Property Solutions, contracted services and all those under the instruction of Novus Property Solutions to maintain high levels of security throughout works. All access or egress points will remain closed when not in use therefore limiting unauthorised access into building(s), sites and associated premises Unauthorised personnel when within proximity to works will be challenged when required to determine the purpose of presence. All suspicious or unauthorised access will be reported to Client as soon as reasonably practicable. Additionally, Site compound areas will remain locked when not in use and barriered by utilising Heras panels as per manufacturers specifications. All materials that are required for tasks/installations will be stored securely when not in use. All tools, machinery or associated plant if required inclusive of access equipment will be collapsed when not in use as to minimise unauthorised access and trespass

Comments:

The Client has no extraordinary security requirements particular to the contract. Therefore, the Principal Contractor shall adhere to Construction (Design and Management) Regulations, 2015 (CDM2015) Regulation 18 at all times with reference to site security; 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.

The security of the working area shall be sufficient to prevent any Trust staff, patients, visitors or members of the public from coming into contact with construction activities. A high level of supervision and management of the security provision is required at all times.

Close liaison with the MFT Site Management will be required. Any internal working area is to be sufficiently segregated from the hospitals normal activities by a Solid Hoarding, with measures to prevent any migration of all dust/debris from site onto patient areas, clinics wards and treatment areas, pedestrian routes, general circulation space, maintaining compliance with HSG 151 Guidance at all time

h) All Operatives attending Site will undertake a site-specific induction that will include:

- On site Management structure/reporting lines
- Hazards and risks associated with the work undertaken
- Relevant risk assessment controls in place
- Health related questions
- Accident/Incident reporting procedures
- Near Miss reporting procedures
- Emergency arrangements
- First aid arrangements
- Welfare facilities
- Environmental & waste management procedure
- Traffic Management Plans

Novus Property Solutions Ltd recognise that not one operational site is the same. On site information bespoke to location or site arrangements will be communicated upon attending site.

All personnel inducted will be required to complete an induction data capture form of which enables acknowledgement to be demonstrated acceptance to be obtained.

All visitors will receive a Visitors site induction on arrival. This will be a mandatory requirement on all operational sites and workstreams.

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.

Contractor's training records will be requested prior to commencement on site.

Certification will be obtained photographically and archived to formulate a contractor competency record. This will be crossed referenced against contract or task engaged.

Mandatory training of Novus Property Solutions Ltd employees will be required at all times throughout employment. These will include:

- iHasco manual Handling – Annual refresher requirement prompted from People HR
- iHasco Working at height – Annual refresher requirement prompted from People HR
- iHasco Drugs and Alcohol training – Annual refresher training prompted from People HR
- Asbestos awareness – UKATA CAT A eLearning

j) Welfare facilities:

Where Welfare is utilised Novus Property Solutions Ltd will adhere to both Construction Design Management Regulations 2015 and Welfare Regulations.

Welfare arrangements are provided in compliance with HSE Guidance and Information Sheets.

Where Welfare is provided Novus Property Solutions will ensure:

1. Source of hot and cold running water is available
2. Sitting and resting facility
3. Ability to heat food
4. Dry room facilities
5. First Aid provisions
6. Potable water
7. Toilet and sanitary conveniences

The site-specific information such as asbestos, lead etc. should be considered when completing this section.

Upon induction all transient operatives will be informed of local offices, amenities and facilities within area worked within.

Transient workers

Those identified as Transient workers will be communicated with prior to undertaking task(s) on available amenities and facilities to meet HASWA 1974, CDM 2015 and Workplace Regulations 1992.

All facilities must have potable water, running hot/cold water, seating area, facility to heat food, sufficient lighting/heating and toilet facilities.

Amenities and facilities will be stated in Welfare section. This section will be periodically reviewed to reflect availability of such facilities.

k) First aid arrangements

All incidents/accidents that require first-aid to be given or the injured person to travel to hospital from site MUST be reported to the H&S team as soon as possible.

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 SHEA Department.

When a RIDDOR occurs within the workplace it is imperative that communications are immediately made to Site Management and SHEA Team.

Upon notification, SHEA Team will, coordinate teams to specific tasks.

Categories specified for classification of RIDDOR are:

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

Upon an incident occurring all site operatives will be encouraged to CALL EMERGENCY SERVICES IN THE USUAL WAY.....999

l) Reporting and investigating Accidents:

All accidents and incidents (Health, Safety and Environmental) will be recorded on an accident form on the E20 Platform which will be sent to the SHEA Department once completed.

For RIDDOR reportable and High Potential Near Miss incidents, the investigations will be led by a member of the SHEA department following the initial information being gathered by the site team.

For minor incidents the operational team will complete the investigation report via the E20 Application.

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

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. Receipt of such acknowledgement will occur within RA/MS register to communicate which RA/MS are worked

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.

Novus RA/MS appraisal document will be utilised to scrutinise and to perform gap analysis on such documentation per task engaged.

n) Fire & Emergency policy:

A no smoking policy is adopted on all Operational sites.

No smoking will be authorised or permitted in company vehicles.

Hot works permits shall be issued where applicable. Permits will be classed as a mandatory requirement which shall be issued, controlled, and closed by Site Management team. Permits shall clearly state roles and designated permit holders where applicable.

Those not abiding by mandatory permits shall be removed from site activities.

Accumulation of wastes shall be avoided, and flammable wastes streams will be segregated and stored as to prevent fires, acts of arson and theft.

Nominated First Aider

Fixed Welfare Location

Phill Dunning/ Wocieh Cembik	Novus Site Office
Contact Number	Fixed Welfare Postcode M23 9LT
First Aid and Eye wash location On Site & Novus Site Office	1. Transient Welfare Facility Address Car park through Entrance 6
Nearest A&E/Minor Injuries Unit Wythenshawe Hospital, Southmoor Rd, Wythenshawe	1.Transient Welfare Facility Postcode M23 9LT
Nominated Fire Marshal: Phil Juckes	2.Transient Welfare Facility Address
Temporary Works Co-Ordinator if relevant: TBC	2.Transient Welfare Facility Postcode
	3.Transient Welfare Facility Address
	3.Transient Welfare Facility Postcode
	4.Transient Welfare Facility Address
	4.Transient Welfare Facility Postcode

7)ARRANGEMENTS FOR CONTROLLING SIGNIFICANT RISKS:

Safety Risks Including:

a) (i) Significant work at height operations will be carried out from scaffolds, MEWPs, mobile towers or other acceptable access systems, with the principal provision of preventing personal injury from all work at height.

a) (ii) The principles of the hierarchy of control stipulated within the Work at Height Regulations 2005 will be incorporated into the decision-making process of any requirement to work above ground level. MEWPs will be supplied b competent plant companies. Operators will be deemed competent through appropriate [IPAF] training.

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.

Novus property solutions will aim to utilise ladders as a form of last resort. Where ladders are elected, a maximum working duration of 15 minutes will occur. Site management will be encouraged to rotate operatives utilising said equipment to reduce likelihood of fatigue.

All Operatives working at height must ensure work is done so in accordance with risk assessment assigned.

Equipment and manual handling must be assessed to consider weight being placed upon WAH equipment to ensure ergonomics are true and comparable to task.

Ground, location, and positioning must be considered to ensure no overreaching is present therefore minimising additional movements from the temporary platform/ladder. Additional, movements from a poorly positioned ladder may result in poor balance and fall. No erection of ladders must occur on moveable or unstable objects. Ladder mats must be utilised to promote a steady working platform.

Sufficient light and adverse weather conditions will be assessed prior to undertaking tasks both internally (Light) and externally (Weather and light)

Ladder when in use must be applicable to task; Height of ladder and specification comparable to task (Use of fibreglass ladders for electrical installations) must be considered. Task(s) delegated will have considered compatibility of ladder i.e use of nonconductive equipment when interacting with electrical items

A minimum of 3 points of contact must be made throughout works. If this cannot be achieved alternative WAH access equipment may be sought to alleviate any modifications of work practices. If in doubt stop!

Ascending and descending will be done so as per internal WAH training which stipulates rungs only. Sliding or jumping will be discouraged and disciplined if seen to be in play.

If applicable, lanyards may be used to reduce light duty equipment falling from height.

Where ladders are not elected due to incompatibility, Novus solutions will deploy PASMA towers. These will:

1. Be erected as per manufacturers guidelines
2. Erected by competent, certified Operatives
3. Have instruction and inspection manuals present
4. Tagged to demonstrate periodic inspections
5. Collapsed by competent, trained Operatives

Works within areas that are restrictive by distance or height will be assessed and applicable, compatible access equipment will be utilised. All MEWPS will be used, controlled and maintained by IPAF competent Operatives. Inspections in the form of thorough inspections and daily, weekly records will be kept on site to demonstrate safe use and control.

Areas likely to be used will include: Carports, flat rooves, vented louvre on the front of properties. These works will be permissible and controlled by Site Management.

a) (iii) Delivery and removal of materials (including waste) and work equipment taking into account any risks to the public (e.g. during access/egress to working areas): Where appropriate the writer must include a traffic management plan for deliveries, pick-ups, on/off loading, and material laydown areas. All small materials will be brought to site in the company vehicle. The delivery of the major materials will be arranged at the least busy time and will be supervised by a Novus operative

The boundary line of the Client's demise is shown in the site plan contained within Novus's Site Plan
A. Access is from Southmoor Road and through the traffic barriers. at Entrance 6
The parking and traffic circulation area to the hospital is very busy and in constant use throughout each weekday. It is available for use outside normal working hours for Material deliveries and laydown for materials etc. Where works and deliveries are undertaken during evenings and weekends all materials and vehicles must be removed from this area before 8.00am each weekday morning

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

All Electrical Isolation's will be through Trust Permit System

a) (v) Adjacent land/building use: Buildings around the works site will be considered to be an additional risk within the workplace. Buildings such as: Buildings of religious importance, educational facilities, healthcare facilities or emergency service locations shall be taken into consideration when planning and executing works within a fixed setting. Locations of such facilities will be communicated upon induction and bespoke requirements made below:

All communication will be held with the Novus Site Team & The Trust

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

All Woks will be under the Guidance of CCS Consulting Services

a) (vii) Control of lifting operations:

N/A

a) (viii) The maintenance of plant & equipment: All plant and equipment will be tested, inspected, and recorded as required. PAT test stickers/records will be available for site management at all times.

Records of all Plant will be given from the Contractor to Novus

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

Refer to Groundwork Contractor Rams, Barriers to be put in Place

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

N/A

a) (xi) Traffic routes segregation of vehicles and pedestrians: Traffic management plan will be of a bespoke nature and will include mandatory items which will be incorporated within Site Induction. Mandatory items will include: Drop off points Vehicle turning points one-way systems emergency lay down areas Pedestrian access routes Places of exclusion Parking and disabled parking arrangements Associated hazards identified upon attending such as frequency of use

The Traffic Route will be via the Entrance 6 Barriers on Hospital Rd as agreed with Day Architect

a) (xii) Storage of materials (particularly hazardous materials) and work equipment: Where possible all hazardous materials must be kept secure upon Company Vehicles Where materials cannot be stored upon vehicles, site management will located and delegate a specific area as a laydown, stores point on site. This will be secure and segregated from unauthorised access at all times.

All Materials to be stored in Novus Designated storage area with no Hazardous material to be stored on site,

a) (xiii) Any other significant risks:

N/A

b) Health Risks Including:

b) (i) Asbestos: All works engaged will be in line with Control of Asbestos regulations 2012. All operational staff will have undertaken UKATA approved Asbestos Awareness certification and be able to demonstrate a level of competency if required. No property, site or facility will be interacted if no Asbestos survey is present. Refurbishment and Demolition survey (R&D) will be minimum requirement to undertake any works. No survey No work.

Asbestos Survey isnt applicable as the building is post 2000

b) (ii) Dealing with contaminated land:

N/A

b) (iii) Use of hazardous substance particularly where there is need for health monitoring: Material data sheets and COSHH assessments will be reviewed and considered prior to use on site. Those procured will be assessed and permitted if sufficient control and PPE requirement/ measures are met.

All operatives will produce the training certs which informs us they are competent to carry out the task

b) (iv) Reducing dust, noise and vibrations: All works will be undertaken to keep noise and dust to a minimum and all necessary precautions will be taken to reduce the risks and provide protection to the individual operatives. Non-essential persons will be excluded from area where works are being undertaken creating dusts, noise, or vibration. Works will be organised to ensure compliance in these areas to Workplace Exposure Limits. For works which create dust, a dust extraction system will be used. Operatives will be required to wear respiratory protective equipment (either a tight fitting FFP3 tight fitting mask with a face fit certificate in place or a Powered Hood). Face fit certification will be available for review at all times and also facilities to retest if required on site via the SHEA facility.

Correct PPE To be worn at all time for the tasks being carried out.

Dust Suppression Via Materials, when able will be cut outside and with use of Hepi filter hoover and dampening down where required.

Noise will be monitored and controlled as per RAMS/MS

b) (v) Exposure to UV radiation (from the sun): Operatives will be required to wear suitable clothing that provides adequate protection from UV rays. Operatives will also be encouraged to wear 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 minimise exposure.

Sun cream to be worn on warm days and Operatives to be encouraged to take regular breaks and consume water at regular Intervals

b) vi) Any other significant risks: Additional chemical, biological and radiological considerations to be included and communicated prior to tasks being undertaken

N/A

c) Environmental Risks Including:

c) (i) Waste Management and Minimisation: Novus are committed to reducing the waste generated by their projects in line with the waste hierarchy to maximise the opportunities for using materials with high recycled content and promoting the circular economy. In order to do this, we require the support of our supply chain. Our supply chain has a role to play at all stages of the project – preconstruction / planning, construction and post construction. All waste is managed in line with current environmental legislation. All waste produced by Novus as part of the contract is removed by a licensed waste carrier under a waste transfer note and disposed of at a licensed facility, as a minimum to a waste transfer station to maximise recycling opportunities. Suitable storage facilities are provided for all waste, including hazardous waste streams. Novus use Reconomy and AWS as our main waste brokers who provide assurances and complete additional checks on waste records and licences.

Waste services undertaken on this contract will be completed by:

Other (Specify)

Please specify

North West Waste for Building/ Groundworks TBC

c) (ii) Removing waste from Work Areas: Site Management will communicate waste arrangements upon induction and will brief operatives to regularly clear their work areas and surrounding areas to remove trip/slip hazards ensuring customers and members of the public are also protected.

Daily clean up of site will be enforced along with daily communication about good housekeeping

c) (iii) Pollution Prevention: If the site requires the storage of fuel for example for plant, the following measures will be taken to prevent pollution:

- A refuelling area will be setup and kept secure ensuring it is sited away from any sensitive receptors such as watercourses, drains or protected flora/trees.
- A suitably sized spill kit will be located at any refuelling area or fuel/chemical storage area to ensure it is accessible in the event of an emergency or to soak up minor spills.
- Drip trays or other secondary containment will be used for potable equipment such as small generators etc.
- Tool box talks on pollution prevention are carried out on a regular basis including spill response.
- Paint brushes are either bagged or fume boxes are used. Use of water based products are preferred.
- All potentially polluting products are stored securely, upright and in appropriate containers at all times in accordance with the CoSHH assessment and Safety Data Sheet.
- Consents are obtained from sewage providers where trade effluents need to be removed from site.

8. THE HEALTH & SAFETY FILE:

Arrangements for the Collection of Information:

Novus Property Solutions Ltd will provide information for inclusion in the Health & Safety File to the Principal Designer. The Site Manager and Management Team of Novus will update the Health and Safety File as and when required. All information will be visible for all to see and inspect

All changes to the Health and Safety File will be distributed to the relevant persons

Part 2 - Site Contact Numbers

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

Role	Contact Name	Telephone Number
Client	NameWilliam Svarfvar	Number
Contract Administrator	Name	Number
Principle Designer	NameAngel Muzas	Number

Operations Manager	Name	Adrian Heaton	Number
Project Manager	Name	Phill Dunning	Number
Contracts Manger	Name	Darren Hussey	Number
Site Manager	Name	Phil Jukes	Number
SHEA Advisor - Midlands & South East	Name	David Taylor	Number
SHE Business Partner - Interiors (Novus Property Solutions)	Name	Ashlea Paterson	Number



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 & Methods Selected

☐ Safety Committee

☐ Appointed Safety Representatives

☒ Site / Project Meetings

☒ Induction

Workgang Level 2 - methods of Consultation & Methods Selected

☒ Toolbox Talks

☐ Through one or more representatives

☒ Risk Assessment / Method Statements Briefings

Individual Level 3 - Methods of Consultation & Methods Selected

☐ Feedback / Suggestion Boxes

☒ Directly with employees

☐ Whistle Blowing Procedures

☒ Open Door Policy

Part 4 - Emergency Procedures

In the event of discovery of a fire

Raise the alarm.

The alarm system for this site is:

The works to the Internal of the building will use the existing fire alarm system that is installed for the building as for external shouting Fire , Fire , Fire will be used to notify the Site Manager

Operatives should be watchful of any signs of fire on the works they are doing
If fire is discovered then the Site manager should be informed as soon as possible

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".

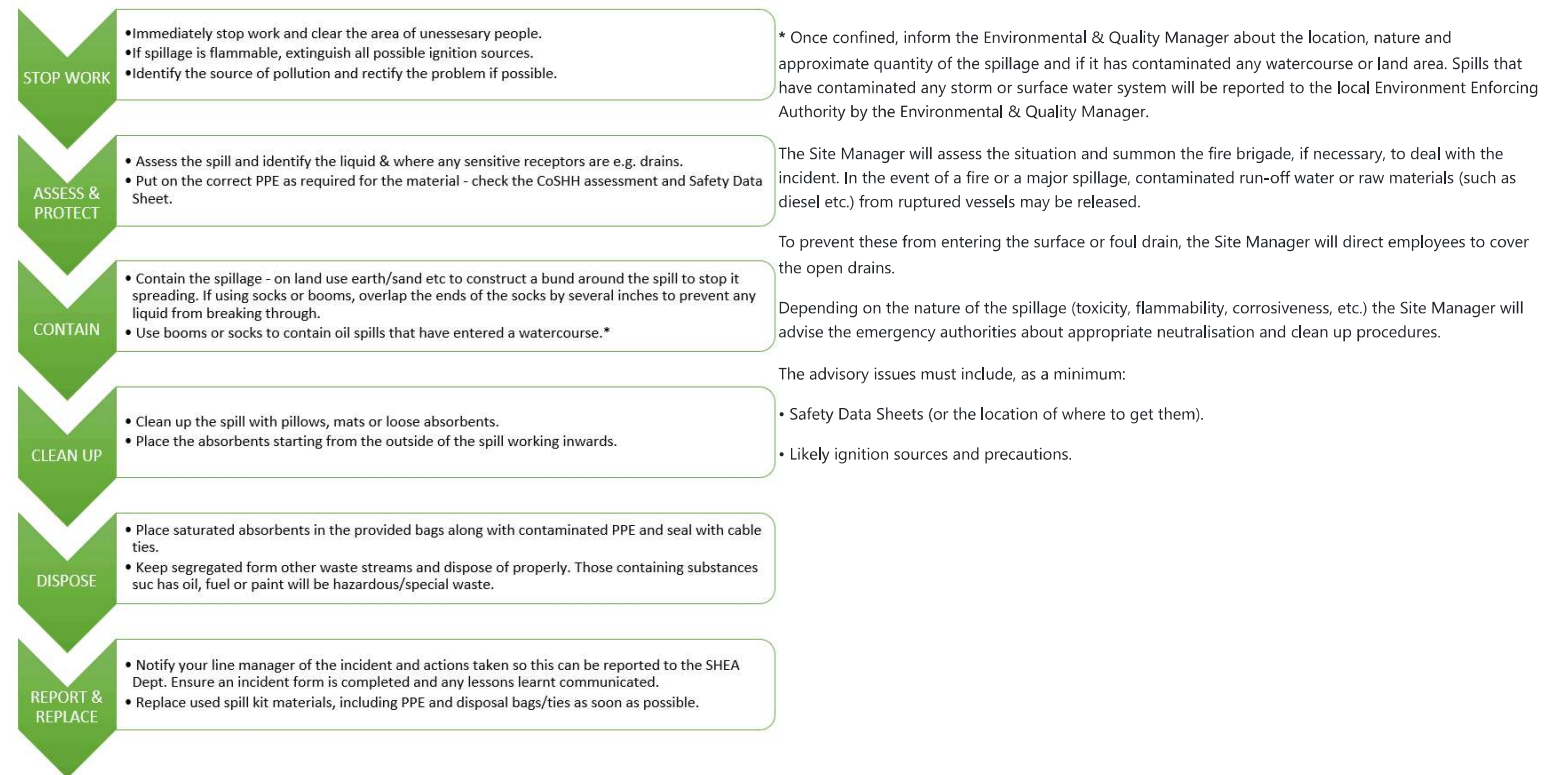
The assembly point for this site is:

Outside Entrance 8

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

In the event of an accidental spill:



Part 5 - Site Rules

All operatives must receive a site induction prior to commencing work.

Hours of work will be:

7.30am - 4pm Mon/Thu & 7.30am - 4pm sat & sun

- 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 on a daily basis, 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.
- 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 immobilised / 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 on site at all
- Routes for emergency vehicles are to be kept clear at all times.
- Operatives are to utilise site welfare arrangements 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.

Confirmation that the job has been completed:

☐ Yes

Documents

File	Uploaded
 fire Marshall.pdf	19/02/2025, 11:08 AM
 THLC site layout plan.PDF	19/02/2025, 11:08 AM