NOVUS

NHS
Manchester University
NHS Foundation Trust

NOVUS CONSTRUCTION PHASE PLAN
North Manchester General Hospital.
Crumpsall Vale Car Park

Ref:	**HSE-CDM-01**
Rev:	**1.0.0**
Issue:	**November 2022**

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CONSTRUCTION PHASE HEALTH & SAFETY PLAN

PROJECT DETAILS:			
Site address:	Crumpsall Vale Car Park North Manchester General Hospital, Delaunays Rd, Crumpsall Manchester M8 5RB		
Contract No.:	D10814HE		
Start Date:	TBC	Duration:	8 weeks
Plan prepared by:	Anthony Sharkey	Role:	Contracts Manager
Checked by:	Eugene O'callaghan	Role:	Operations Manager
Contracts Manager:	Anthony Sharkey		
Project Manager:	Phillip Dunning		
Site Manager:	Steve Halstead		
Site Supervisor:	Paul Crimes		

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
Eugene O'Callaghan	E O'Callaghan	Operations Manager	
Anthony Sharkey	ASharkey	Contracts Manager	
Phillip Dunning	P Dunning	Project Manager	
Steve Halstead	Steve Halstead	Site Manager	
Paul Crimes	Paul Crimes	Site Supervisor	

SUMMARY OF AMENDMENTS MADE / EVIDENCE OF REVIEW

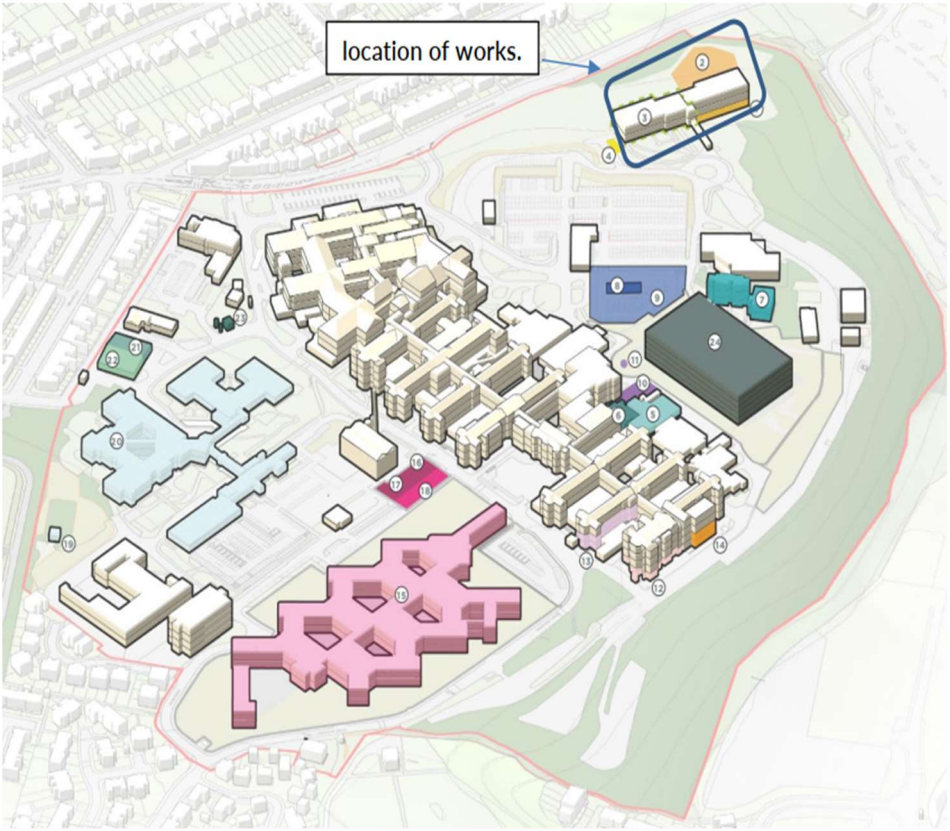
DATE	ACTION TAKEN
21/05/2023	Revision 0

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.

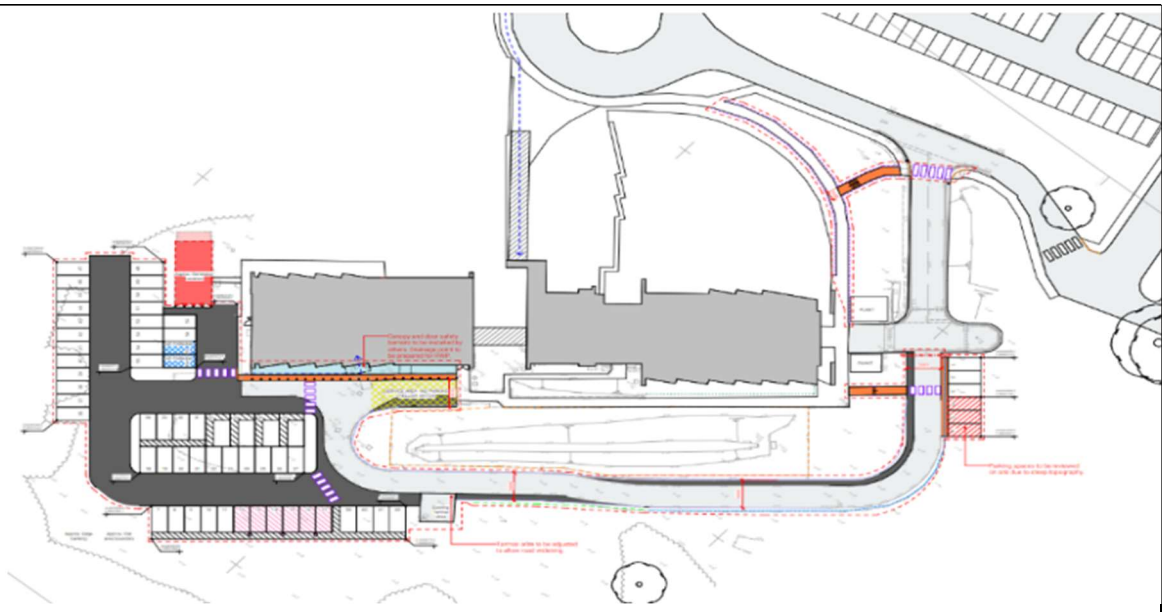
1 DESCRIPTION OF THE PROJECT:

North Manchester General Hospital – Crumpsall Vale GP Practice



Manchester General Hospital – Crumpsall Vale GP Practice

As part of Manchester University NHS Foundation Trust's ongoing estate management, they are funding capital development works of new car park at the rear of Crumpsall Vale, including external lighting, CCTV, ANPR and footpaths.



2	**MAIN DUTY HOLDERS:**	
	Client	Manchester University NHS Foundation Trust
	Contact Name	Edward Fitzpatrick
		0161 2764997 - edward.fitzpatrick@cmft.nhs.uk Property & Estates Trust Headquarters Cobbett House, Oxford Road Manchester M13 9WL
	Principal Designer	AA Projects
	Contact Name	Marc Warner
		07973871124 marcwarner@aaprojects.co.uk
	Client's Agent	AA Projects Ltd.
	Contact Name	Nigel Woods
		07938 929655 - nigelwoods@aaprojects.co.uk Jackson House Sibson Road Sale Manchester M33 7RR
	Principal Contractor	Novus Property Solutions Ltd
	Contact Name	Anthony Sharkey – Contracts Manager
		07581 500058 – anthony.sharkey@novussolutions.co.uk Novus Property Solutions 3 Cinnamon Park, Crab Lane, Fearnhead Warrington WA2 0XP
	Site Contacts	Phillip Dunning– Project Manager
		07384515149- phillip.dunning@novussolutions.co.uk Novus Property Solutions 3 Cinnamon Park, Crab Lane,

		Fearnhead, Warrington WA2 0XP
	Site Contacts	Steve Halstead – Site Manager
		07754 560364 - steve.halstead@novussolutions.co.uk Novus Property Solutions 3 Cinnamon Park, Crab Lane, Fearnhead, Warrington WA2 0XP

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.

- **AA Projects:**
  Nigel Woods CSL Number: 035

- **Acorn Analytical Services**:
  Asbestos Soil Sampling B-42402

- **Survey Operations**:
  22H135, NMGH- Crumpsall Vale - Utilities Search 23E237/2E237

- **Day' architecture**
  Crumpsall Vale Design Drawings

- **Marston & Grundy**
  Structural / Civil Engineering Drawings

- **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

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	Eugene O'Callaghan
Contracts Manager	Anthony Sharkey
Project Manager	Phillip Dunning
Site Manager	Steve Halstead
Site Supervisor	Paul Crimes

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 Kenmac to monitor compliance of the Principal Designer and Principal Contractor delivery. Novus Property Solutions will cooperate and communicate with Kenmac 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.

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 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 AA Projects. The client and principal 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 who first language is not English.

(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 communicated at Site Induction and 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.

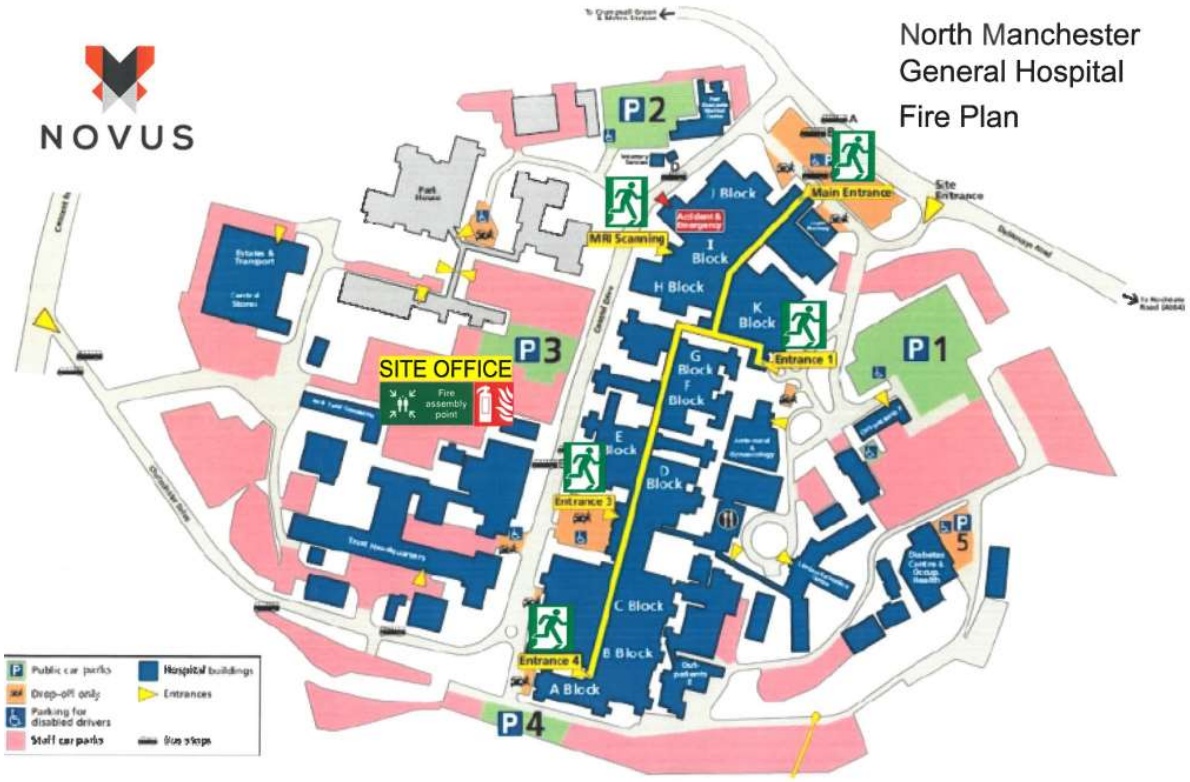
(f)	**The exchange of health & safety information between contractors:** All contractors associated with the scheme will be provided with all the health & safety information contained with this document. Any further health & safety information inclusive of pre-construction information, asbestos surveys 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; '*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 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.* *Where the Principal Contractor has sole possession of parts of the buildings, they must ensure that no unauthorised persons can enter the working areas.*' Novus staff shall ensure that the work & compound areas etc are kept safe and secure at all times to ensure non-authorised access. Note: Scaffold anti-climb strategy to be utilized to prevent unauthorized access - Heras fencing (installed on end) and wrapped to prevent access onto scaffolds. All access ladders to be removed at the end of each day. **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.
Contractor's training records will be requested prior to commencement on site. These will be kept within the subcontractor RA/MS or induction records.

(j) **Welfare facilities:**
Welfare arrangements will be provided in compliance with Regulation 13 of the CDM Regulations and in accordance with AA Projects' pre-construction information pack.



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.

Note: Additional self-contained welfare unit by Contractors to be located adjacent to the works area at Crumpsall Vale.

(k) **First aid arrangements:**

Contact Name	Contact No.	Organisation
Phillip Dunning	07384515149	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

(l) **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

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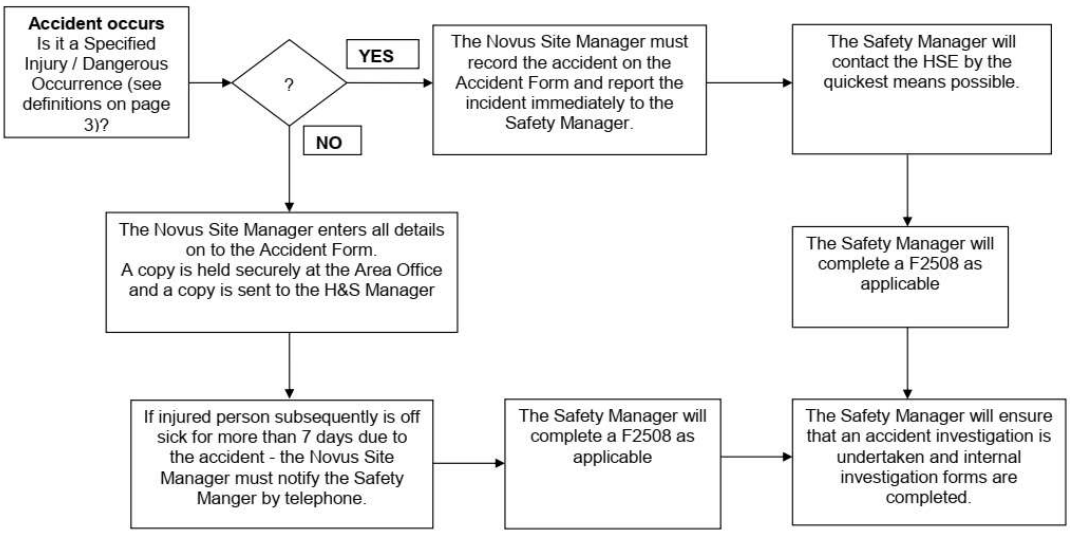
ACCIDENT REPORTING FLOWCHART



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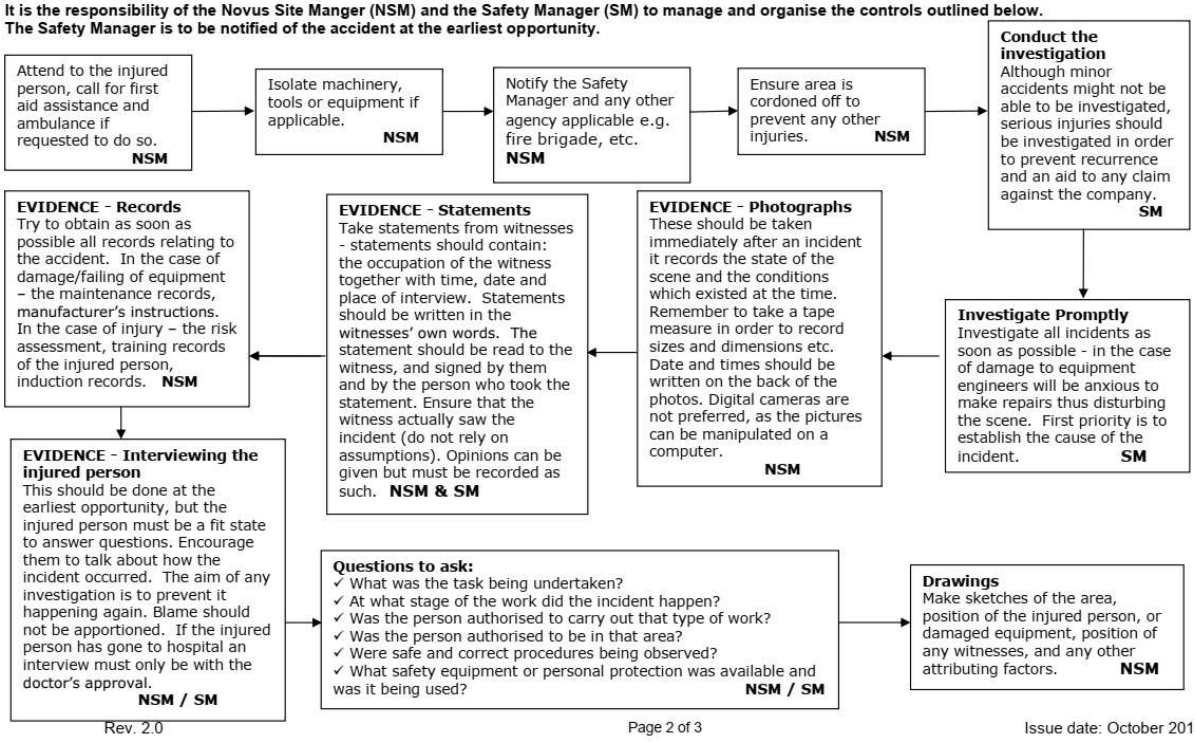
Accident Investigation Procedure (For all accidents including those involving Members of the Public

It is the responsibility of the Novus Site Manger (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.
(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 hospital fire detection system will be in use during construction phase out of hours, during the works the system will be isolated through estates using an isolation permit system. Novus supplied Fire fighting equipment will be placed on fire points next to exits. 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. 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. Fire Warden checks and safe routes inspection will be Carried out Daily, MFT staff will conduct these daily and safe access will be given to do so. **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 principal 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.

All scaffolding to be installed by suitably trained and competed operators and signed off / checked according to relevant requirements. Anti-climb strategy to be utilized to prevent unauthorized access - Heras fencing (installed on end) and wrapped to prevent access. All access ladders to be removed at the end of each day.

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.

(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 manually via rubble trucks to Secure skip on former block 46 area in accordance with the site-specific RA/MS and infection control requirements.

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

Regulation authority

Name	Environment Agency
Address	National Customer Service Centre 99 Parkway Avenue Sheffield S9 4WF
Telephone number	03708 506506

The Environment Agency certify 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 upper tier waste carrier, broker and dealer
Registration number	CBDU146959
Address of place of business	5 Towns House FESTIVAL WAY STOKE-ON-TRENT ST1 5SH
Telephone number	01782598000
Date of registration	Wednesday 6th November 2019
Expiry date of registration (unless revoked)	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 28 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.

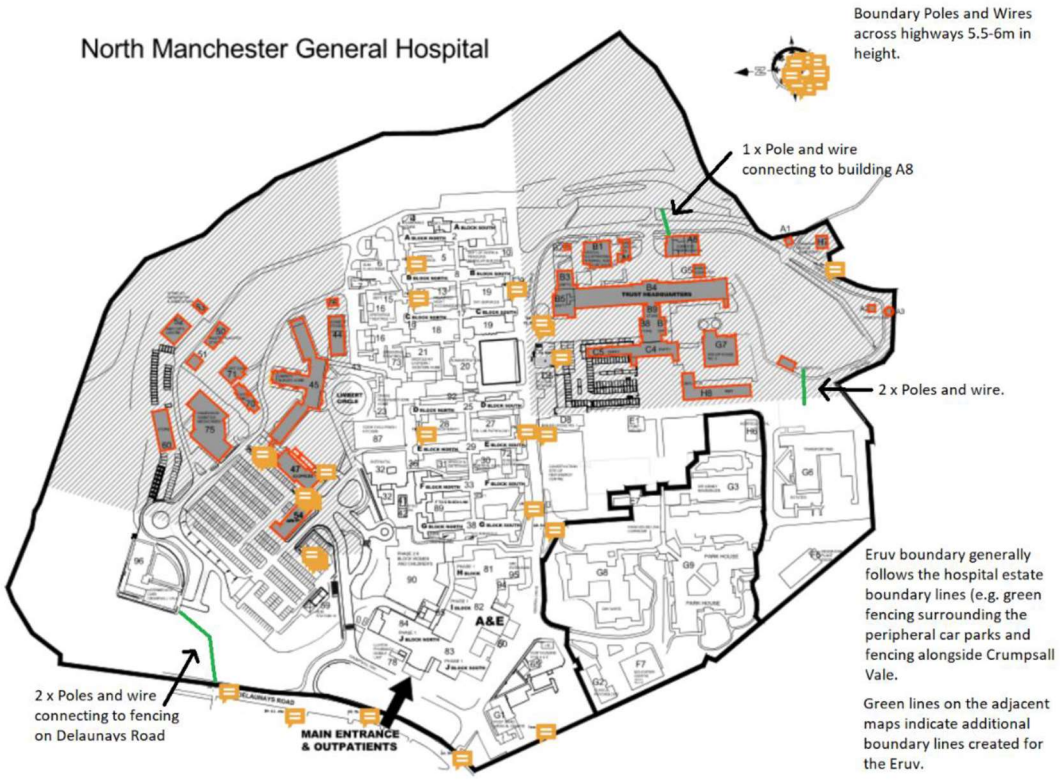
Operational Estates require 2 week notice for all permit to work requests at North Manchester General Hospital

Any isolation certificates will be kept in the site file.

(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. Deliveries to rear delivery area must not block this area / Alleyway to maintain emergency fire route.
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:** **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
	(ii) Dealing with contaminated land: Not applicable on this scheme. See Soil Sampling Results
	(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. All works will be undertaken in normal working hours only.

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

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 an electronic format issued by WL Systems on behalf of Novus.
(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.

Part 2 - Site Contact Numbers

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

Role	Contact Name	Telephone Number
Principal Designer	Marc Warner	
Contracts Manager	Anthony Sharkey	07581 500058
Project Manager	Phillip Dunning	07384515149
Site Manager	Steve Halstead	07595677161
Site Supervisor	Paul Crimes	07742 063609
Health & Safety Manager (Novus Property Solutions)	Edward Hawksey	07890 548 004
Health & Safety Coach - North (Novus Property Solutions)	Ashlea Paterson	07967 598 377

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

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 the car park to the front of Crumpsall Vale

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.

HSE

Health and Safety Executive

em1 asbestos essentials

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.

Caution

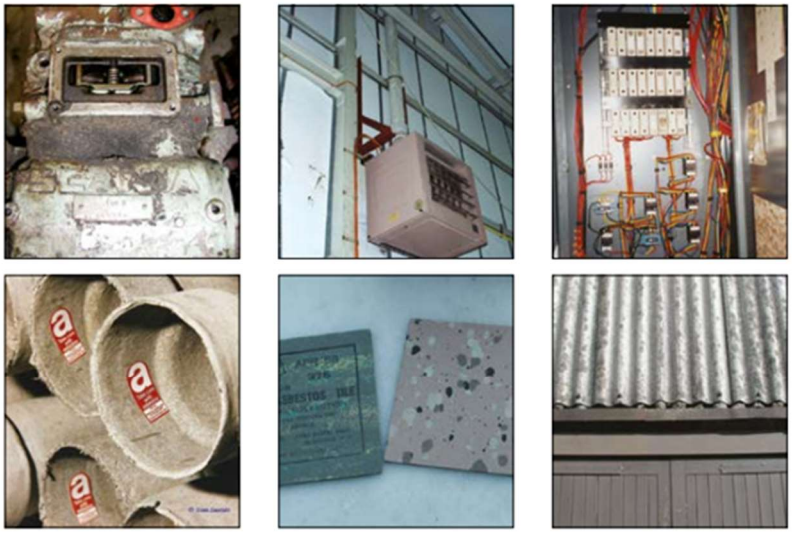
Check what you're working on before you start:

- 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.

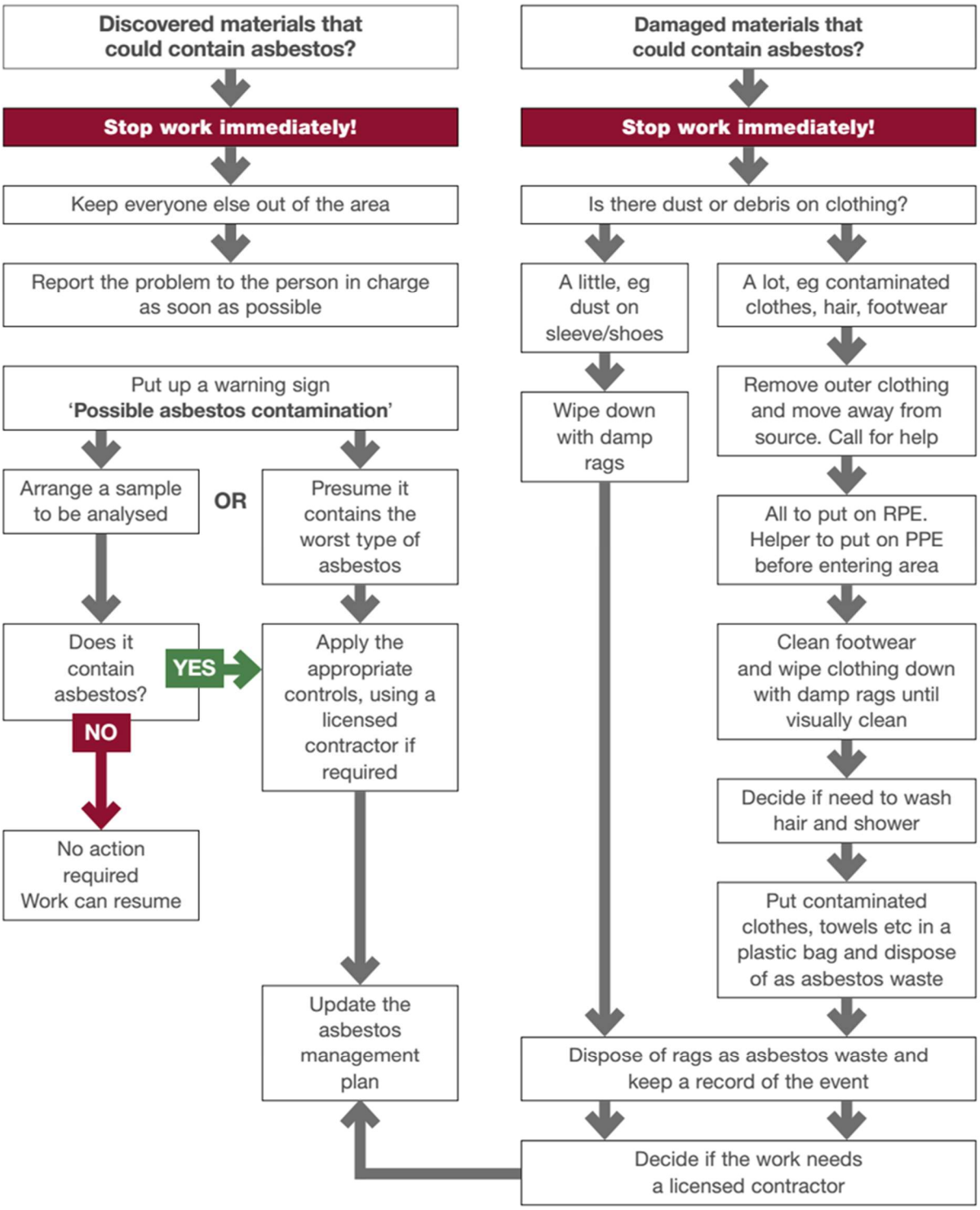


Top row: An asbestos gasket, asbestos cement pipes and an asbestos-containing fuse board
Bottom row: The asbestos cement pipes are labelled, so are the tiles, but you might not know until you start to lift them. There could be sprayed limpet under the AC sheeting

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

Health and Safety Executive

Flow chart



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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First published as part of *Asbestos essentials task manual* 2001.

Published by the Health and Safety Executive 09/17

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:
Phillip Dunning /Steve Halstead

- **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.
- 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.

Part 6 - Site Inductions

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

Site Induction Register - North Manchester General Hospital			*Job No: D10114WM*
Number	**Name**	**Date**	**Employers Name**

HSE-S-028

NOVUS

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 O Heart Condition O Diabetic O Epilepsy O Hearing Loss O

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: _____ / _____ / _____

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:		

Part 7 - Toolbox Talk Register

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

Ashlea Paterson

Mobile: 07967 598377

Email: ashlea.paterson@novussolutions.co.uk

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	☑

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		✓

NOVUS

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Appendix 4 - F10 Notification

Ensure the F10 is also displayed within the Site Office.