



HSE-CDM-01 Construction Phase Plan

CONSTRUCTION PHASE PLAN

Project Details

Plan Prepared By:

Mike McIntyre

Role

Contracts Manager

Signature

A handwritten signature in black ink on a light yellow background. The signature is stylized and appears to read 'Mike McIntyre'.

Sign above

Site Address

North Manchester General Hospital
Delaunays Rd,
Crumpsall Manchester M8 5RB

Contract No.

D10699HE: 3-002 / 3-022 / 3-024 Southern Ca

Start Date

2023-03-06 12:00 PM



Duration

Checked by operations manager?

No

Operations Managers Email

Adrian.Heaton@novussolutions.co.uk

Signature



Sign above

Contract Manager Email

mike.mcintyre@novussolutions.co.uk

Contracts Manager:

Mike McIntyre

Site Manager:

Tony Mort

Site Manger's Email *

anthony.mort@novussolutions.co.uk

Site Managers Email (3)

27 weeks

Site Managers Email (2)

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

Adrian Heaton

2. Name

Mike McIntyre

3. Name

Matt Flinn

4. Name

Tony Mort

1. Signature



Sign above

2. Signature

Sign above

3. Signature



Sign above

4. Signature

Sign above

1. Title

Operations Manager

2. Title

Contracts Manager

3. Title

Project Manager

4. Title

Site Manager

1. Date

2023-02-23 12:00



2. Date

2023-02-23 12:00



3. Date

2023-02-23 12:00



4. Date

2023-02-23 12:00



Summary of Amendments Made/Evidence of Review

Date



Action Taken

Date



Action Taken

Date



Action Taken

Date



Action Taken

Date



Action Taken

Date



Action Taken

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. Scope of Works

Description of Works

- Retaining walls either side of the Bellmouth junction.
- D8 capping slab housing the D8 steam ducts
- Ground bearing slab to support Sub stations 8a and 8b
- Formation of Bell mouth junction off Central drive
- Construction of Ducts for Sub 8a/8b and A-G infrastructure

2. Main Duty Holders

Client

Principal Designer

Designer

Principal Contractor

Contact Name

Contact Name

Contact Name

Contact Name

Contact Number:

Contact Number:

Address:

Address:

07814 714248

0161 833 9345

6th Floor 42 Fountai

3 Cinnamon Park, C

Address:

Address:

Property & Estates

The Old Police Stati

3. INFORMATION REGARDING EXISTING RECORDS:

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

Site Specific Information

Warburton Associates Pre-Construction Information Pack (WA Project Ref: 6231)
CCS Consulting Structural Engineers Drawings Pack

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

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 Adrian Heaton

Contracts Manager Mike McIntyre

Project Manager Matt Flinn

Site Manager Tony Mort

Monitoring and reviewing safety standards on site:

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

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

It is imperative for the completeness of these audits that the auditors have access to any

documents or company owned equipment deemed as being relevant to and governed by the laid down company procedures. The right of access is mandatory.

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

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

5. HEALTH & SAFETY GOALS FOR THE PROJECT

The safety goals for this project are to protect the health, safety and welfare of all people working on the project and all others who may be affected by their activities 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 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 issues encountered. Control measures will be continually monitored and updated. Arrangements and frequency of discussions on site will be specified below:

Weekly meetings

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.

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

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:

Weekly meetings

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.

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 within this document.

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.

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

Void Property

i) Training:

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.

j) Welfare facilities:

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

At all times access and egress points will be free of debris, materials and redundant waste. Waste generated will be stored within a segregated space as to prevent slips, trips and falls and possible arson. No waste will be left post completion or post daily activities. All doors and windows shall remain closed to prevent unauthorised access into property. All those entering the Property will be challenged verbally to confirm reason for entry and also to confirm they have been communicated the risks and hazards present. All equipment and tools will be stored within a centralised working area. A recommendation will be to store behind doors to prevent slip, trip and falls and also to maximise workspace. Site signage warning of potential hazards will

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.

be upon property boundary in the form of A Frame signage and also within externally facing windows of any access or egress location(s)

All contracted and direct labour involved will be accompanied with Identification cards to communicate identity of operative.

Key fobs and key stores will be utilised upon client request. Transferring of access codes will not at any time be written down. Pre-authorisation of access codes will be permitted by Site Management Team only Lone working within Void properties must remain a bespoke planned task. Authorisation from Line Manager must be obtained prior to commencing works of any nature alone.

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

m) The production and approval of Risk Assessments:

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.

n) Fire & Emergency policy:

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.

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

Tony Mort

Contact Number

07540 122680

First Aid and Eye wash location

Site cabins

Welfare Location

Site Cabins

Welfare Postcode

M8 5RB

Nearest A&E/Minor Injuries Unit

North Manchester General Hospital M8 5RB

Nominated Fire Marshal:

Temporary Works Co-Ordinator if relevant:

Kevin Flynn

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) (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

Refer to Traffic Management Plan
(Coordination is required with ongoing redevelopment work particularly across Central Drive. Mitigation is ongoing coordination with IHP)

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

Mitigation - surveys have been carried out as part of this scheme and previous D8 demolition scheme.

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 by 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) (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:

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

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

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.

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 roofs, vented louvre on the front of properties. These works will be permissible and controlled by Site Management.

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

Specialist Structural Engineer's design and calculations

a) (vii) Control of lifting operations:

Any Lifting operations inclusive of deliveries. will be controlled by competent personnel.

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.

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.

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 locate and designate a specific area as a laydown, stores point on site. This will be secure and segregated from unauthorised access at all times.

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.

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

Refer to site specific RAMS from J. Freeley

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

Not applicable on this project.

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

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 must not block the emergency fire route.

A banksman will be provided for all contractor vehicle movements on site premises with particular regards to reversing, with segregation from all pedestrian traffic.

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 from the south access road 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 via Central Drive (south access only) to a minimum and other parking options for workers in the local area will be explored.

a) (xiii) Any other significant risks:

(iii) Slips, trips, and falls, all areas of work to be

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.

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

b) (ii) Dealing with contaminated land:

Not applicable on this scheme.

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.

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.

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

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 and will be required to be face fit tested. Face fit certification will be available for review at all times and also facilities to retest if required on site via the SHEA facility.

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:

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.

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.

Operatives will be required to wear suitable clo

Non-essential persons will be excluded from area where works are being undertaken creating dusts, noise, or vibration.

Suppression of dusts with water

H class/ M class extraction to tools appropriate to the risk if required

Regular removal of the construction debris from the site in sealed containers or at least covered by a damp cloth

The use of damp cleaning.

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

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

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

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

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

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.

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

Not applicable

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

c) (iv) 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 portable equipment such as small generators etc.

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

To be confirmed

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.

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 skips in accordance with the site-specific RA/MS and infection control requirements.

- 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	Name	Number
Contract Administrator	MFT	0161 2764997
Principle Designer	Name	Number
Operations Manager	Mace Group	07825 759347
Contracts Manger	Name	Number
Site Manager	Warburton Associates	0161 833 9345
Health & Safety Coach - North (Novus Property Solutions)	Name	Number
	Adrian Heaton	07757 681391
Health & Safety Coach - Midlands (Novus Property Solutions)	Name	Number
	Mike McIntyre	07918 696493
Health & Safety Coach - South (Novus Property Solutions)	Name	Number
	Tony Mort	07918 696493
	Name	Number
	Sam Sharp	07971 973 256
	Name	Number
	Ashlea Paterson	07967 598 377
	Name	Number
	Naomi Field	07717 320 305

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:

Bus Stop on Central Drive (opposite site entrance)

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:

* Once confined, inform the Environmental & Quality Manager about the location, nature and approximate quantity of the spillage and if it has contaminated any watercourse or land area. Spills that have contaminated any storm or surface water system will be reported to the local Environment Enforcing Authority by the Environmental & Quality Manager.



The Site Manager will assess the situation and summon the fire brigade, if necessary, to deal with the incident. In the event of a fire or a major spillage, contaminated run-off water or raw materials (such as diesel etc.) from ruptured vessels may be released.

To prevent these from entering the surface or foul drain, the Site Manager will direct employees to cover the open drains.

Depending on the nature of the spillage (toxicity, flammability, corrosiveness, etc.) the Site Manager will advise the emergency authorities about appropriate neutralisation and clean up procedures.

The advisory issues must include, as a minimum:

- Safety Data Sheets (or the location of where to get them).
- Likely ignition sources and precautions.

Part 5 - Site Rules

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

Hours of work will be:

07.30 to 16.30

- 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.

Uploads: