

Project

FUN 309
Whiston Hospital Disabled car park Slip Road

Document

Construction Phase Plan
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Rev 001

Document Control

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Approval / Acceptance Status

	Title & Company	Name [Print]	Signature	Date
Author:	Capital Works Manager Vinci FM	David Mitchell		07/11/22
Reviewed:	Nominated Vinci Representative Vinci FM	Tim Atkinson		
Approved:	Project Director Vinci FM	Cliff Morgan		

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Revision History

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

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

Rev:	Date:	Reason for Review:	Nature of Changes:	Prepared by:	Checked by:
001	07/11/22	First Issue	For Implementation	DM	-

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1. Introduction

This document is the Construction Phase Plan for the **Whiston Hospital Disabled Slip Road Scheme** and describes the implementation and management of systems by VINCI Facilities for the execution of the works.

The plan details the principles of the management of Health and Safety for the project in accordance with The Construction (Design and Management) Regulations 2015.

The document is based on the guidance in the HSE document L153.

2. General

2.1 Schedule of Controlled Copy holders

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

Copy no.	Name	Title	Transmittal Document No or signature in master copy
1	Tim Atkinson	Nominated VINCI Representative	
2	Cliff Morgan	Project Director	
3	IBI Group	Principal Designer	
4	Andrew Saunders	Client	
5	Dyan Clegg	Customer	
6	Steve Morton	Vinci Health & Safety Adviser	

2.2 Description and Location of the Works

2.2.1 Description of the Project

Design and construction of a new slip road onto the existing Disabled Carpark to the front of Whiston Hospital main entrance. This will involve Landscape works, M&E and structural works to external area to create new slip road to the Disabled carpark as per IBI Group detailed design.

The scope of works includes: -

- Site Set Up: Installation of site fencing/hoarding etc.
- Review and implementation of required temporary works elements.
- Strip out of existing planted areas.
- Strip out of existing lighting column.
- Relocation of existing carpark entrance barrier and associated works.
- Civil works to create new slip road.
- Groundworks for amended drainage.
- Relocation of lighting column.
- Road line markings to suit new layout
- Replacement of trees as per Tree replacement strategy
- General landscaping works to make good areas affected.

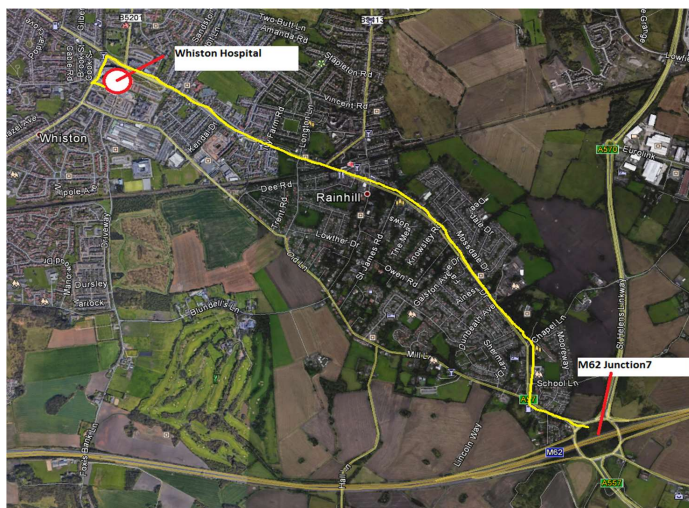
Commented [AT1]: Add Site set up

Add:
Steelwork
Crane lifts
Piling works
Temporary works

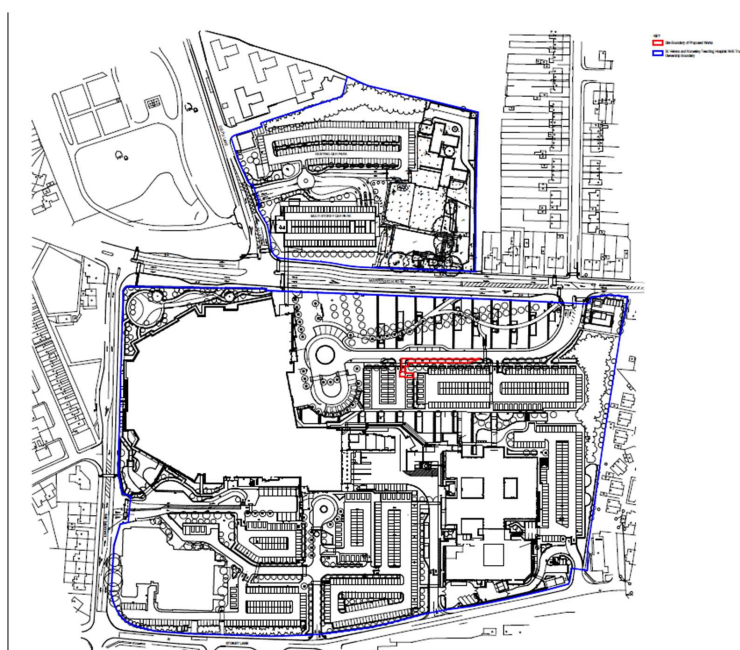
2.2.2 Location of the Works

The Works are located Whiston Hospital, Warrington Road, Prescott, Merseyside L355DR

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



Map Showing General Location of Whiston Hospital



Overall Site Plan Showing Location of Slip Road

2.3 List of parties directly involved in the Works

Client:

New Hospitals (St Helens & Knowsley) Limited

Nightingale House Level 1
Whiston Hospital
Warrington Road, Prescot, L35 5DR

Contact:

Andrew Saunders

General Manager & Project Co Representative
Telephone: 07917 839296
Email: andrew.saunders@vercitygroup.com

The Principal Designer / Architect for the Project:

IBI Group
One Didsbury Point
2 The Avenue
Didsbury Manchester
M20 2EY

Contact:

Neil Donelon

Telephone: 01706 647765
Email: neil.donelon@ibigroup.com

The Principal Contractor:

Ingham & Garner
Unit 8 Sinclair Way
Prescot Business Park
Merseyside
L34 1QL

Contact:

David Garner

Tel.01514309554
e-mail info@inghamgarner.co.uk

Structural Engineers:

MDA Wirral Limited
Egerton House
2 Tower Road
Birkenhead
CH41 1FN

Contact:

Stephen Morley

Telephone: 0151 650 6905

Email: steve.morley@mda-structeng.co.uk

Client CDM Advisor:

Lucion Consulting
5 Abbots Park
Preston Brook
Runcorn
WA7 3GH

Contact:

Christian McCale

Telephone: 07780 505 757

Email: christian.mccale@lucionservices.com

Building Services Engineers for the project:

Progressive Services Design
21 Argyle Street
Birkenhead
CH41 1AD

Contact:

Steve Oliver

Telephone: 0151 647 0857

Email: steve@psdltd.co.uk

Client Technical Adviser for the Project is:

Kier group.

Contact:

Jonathan Topping

Email: Jonathan.Topping@kier.co.uk

Client Project Manager is:

TRACK Consulting Limited
Columbus House
Greenmeadow Springs
Tongwynlais
Cardiff
CF15 7NE

Contact:

Ella Wellington

Telephone: 02922 672627
07708 932243

Email: ella.wellington@trackconsulting.com

Client Financial Adviser / Quantity Surveyor for the Project is:

Kier Group – rep TBC

3. Project Staff Responsibilities & Organisation

3.1 Project Organogram



Slip Road - Project
Organisation Chart.

3.2 Safety Roles & Responsibilities Matrix

At the start of the project, the NVR must ensure that a roles and responsibilities matrix is completed, identifying all of the key project staff and their responsibilities/duties as designated as part of the plan. The matrix will identify specific health & safety duties which need to be completed onsite.

This will not remove the requirement to brief individual roles and responsibilities in conjunction with the person's job and this must be able to be evidenced by the NVR.

3.3 Key Project Team and Health & Safety Responsibilities

The Key Project Team member's health and safety responsibilities are listed below; these are not intended to be an exhaustive list.

3.3.1 Project Director/Contract Manager

Project Director – **Cliff Morgan**

The Ops Director/Contract Manager is accountable to the Board for ensuring the implementation of the Construction Phase Plan.

In particular, they will:

- Ensure compliance with the health and safety policy in all activities.
- Confirm that a Construction Phase Plan is prepared and reviewed at periods of no longer than 1 month.
- Allocate responsibilities and provide support to Site/Project Management.
- Ensure that a prestart meeting is held with each supplier to discuss foreseeable hazards and the precautions to be taken.
- Ensure that only designers and suppliers of proven competence are appointed.
- Identify and ensure that all personnel attend training courses appropriate to their and the project's needs.
- Monitor the content of safety inspection reports and confirm remedial actions taken.
- Arrange for adequate management and, where relevant, design review at site level.
- Ensure actions arising from accident investigation are implemented and that lessons learnt are briefed appropriately to the workplace.
- Ensure that health and safety manuals, guidance and procedures are kept up to date and made available for reference to all managers and supervisors on site.
- Ensure that all operations that have the potential to impinge on the clients assets are adequately planned and all relevant approvals have been gained.
- Undertake Senior Managers Audits (SMA's) to a published programme.
- Embrace the concepts of THINK AGAIN and set a personal example of safe behaviour.

3.3.2 Nominated VINCI Representative (NVR)

Vinci NVR - **Tim Atkinson**

The NVR is accountable to the Ops Director/Contract Manager for implementing the policy and relevant health and safety legislation on contracts allocated to him.

In particular, they will:

- Establish and maintain procedures such that the site, plant, equipment and systems of work are safe and without risk to the health of employees or others who may be affected by employing an Eliminate, Reduce, Isolate and Control (ERIC) philosophy to control measures.

- Allocate responsibilities and provide support to Site Management.
- Ensure that a prestart meeting is held with each supplier to discuss foreseeable hazards and the precautions to be taken.
- Ensure that only designers and suppliers of proven competence are appointed.
- Identify and ensure that all personnel attend training course appropriate to their and the project's needs.
- Monitor the content of safety inspection reports and confirm remedial actions taken.
- Arrange for adequate management and, where relevant, design review at site level.
- Conduct regular safety tours and record findings.
- Ensure actions arising from accident investigation are implemented and that lessons learnt are briefed appropriately to the workplace.
- Ensure that health and safety manuals, guidance and procedures are kept up to date and made available for reference to all managers and supervisors on site.
- Ensure that all operations that have the potential to impinge on the client's assets are adequately planned and all relevant approvals have been gained.
- Ensure compliance with Group and Divisional Mandatory Standards requirements.
- Embrace the concepts of THINK AGAIN and set a personal example of safe behaviour.

3.3.3 Senior Construction Manager, Construction Managers and Supervisors

Project Manager (Ingham & Garner Building LTD.) – tbc

Senior Construction Manager, Construction Managers and Supervisors are accountable to the NVR for the implementation of the policy.

In particular, they will:

- Ensure the site is established to present a safe and professional image.
- Ensure the security of the works to prevent unauthorised access.
- Supervise the works and ensure all works are carried out by trained and competent persons.
- Ensure that all operatives under their control attend health and safety induction, including suppliers.
- Ensure that all operatives conduct their activities in a safe manner and comply with safety rules and procedures this includes suppliers and the self-employed.
- Verify that persons who operate plant, machinery and equipment are competent and adequately trained.
- Conduct a programme of toolbox talks and RAMS briefings for all operatives under their control.
- Establish and maintain places of work, access and egress that are safe and without risk to health.
- Maintain welfare facilities to the highest standard.
- Encourage operatives to report any positive interventions or near hits and any defects in plant or equipment, leading by example.
- Address any hazards reported or observed and take out of service any defective plant or equipment.
- Ensure that all plant and equipment used on site is safe, free from defect and has the required statutory certification.
- Confirm that all plant operators possess a valid certificate of training for the class of plant to be operated.

- Ensure that an adequate supply of PPE is available, issued and properly used and that the issue is recorded.
- Use disciplinary procedures when appropriate to ensure compliance with health and safety law.
- Ensure that those with health restrictions are allocated appropriate tasks.
- Ensure compliance with Group and Divisional Mandatory Standards requirements.
- Embrace the concepts of THINK AGAIN and set a personal example of safe behaviour.

3.3.4 Subcontract Supervisors - TBC

Subcontract Supervisors are accountable to their respective VCUK Managers for ensuring that all personnel under their control comply with the site safety rules and procedures.

In particular, they will:

- Act as the Person in Charge of the work gang for individual work groups under their control.
- Work in accordance with the safe systems of work and avoid improvisation which involves unnecessary risk.
- Ensure that the daily work activities are adequately briefed to Operatives and issues are recorded.
- Ensure that operatives under their control use the correct tools, equipment and PPE for the work being done.
- Report to their immediate supervisor any positive interventions, near misses, unsafe conditions and any defects observed in plant or equipment.
- Pay particular attention to the health and safety of new starters or young person's by providing close supervision and advice.
- Prevent horseplay and abuse of plant and equipment.
- Embrace the concepts of THINK AGAIN and set a personal example of safe behaviour.

3.3.5 Commercial Team

(Snr Commercial Managers, Commercial Managers, Snr Quantity Surveyors, Quantity Surveyors, Asst Quantity Surveyors)

The commercial team will accept their individual role to support other members of the site team as they strive to provide strong, visible, pro-active leadership in connection with health, safety and environmental protection. This includes ensuring that their work is carried out in a thoroughly professional manner and are engaged and encouraged through a systematic approach and the setting of high standards to ensure that the senior management team's objectives are met.

In particular, they will:

- Assist the production teams to ensure that Subcontractors are selected in accordance with VCUK procedures and are competent in respect of health, safety and environmental protection matters associated with the work that he is being engaged with.
- During discussions regarding the point above, use 'Guide for Subcontractors Working with VINCI Construction UK Limited'.
- Supply Subcontractors with the 'Guide for Subcontractors' and make sure it is used in the correct manner.
- Ensure Subcontractors are made aware of the minimum time allowed for planning and preparation.
- Assist with discussions with Subcontractors to ensure they have allocated sufficient resources for health and safety.
- Embrace the concepts of THINK AGAIN and set a personal example of safe behaviour.

3.3.6 All Employees

It is the statutory duty of all employees to comply with sections 7 and 8 of the Health and Safety at Work Act 1974; it shall be the duty of every employee while at work:

- To take reasonable care for the safety of themselves and of other persons who may be affected by his acts or omissions at work.
- To co-operate with their employers or any other person to enable them to perform their statutory duties.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

All employees must comply with the requirements of the relevant MSS(F)'s, this policy and co-operate in efforts to prevent accidents, damage to property, ill health and damage to company reputation.

In particular, they will:

- Read and comply with the Project/Site Rules, Policies and Procedures.
- Follow any information, training and instruction provided.
- Always work in accordance with the risk assessment.
- Behave in a responsible and professional manner at all times.
- Report all Accidents, Incidents, Near Misses and any unsafe conditions to their line manager or Project Health & Safety Manager as appropriate.
- Ensure that any personal injuries are recorded in the project accident book.
- Only use plant and equipment which you are authorised and competent to use and report any defective plant or equipment immediately.
- Use and maintain any personal protective equipment (PPE) you are provided with; any defective PPE must be replaced.
- Use and respect the welfare facilities provided, report any faults immediately.
- Embrace the concepts of THINK AGAIN and set a personal example of safe behaviour.

4. Planning

4.1 Customer Requirements

Employer's Health and Safety Requirements

Does the Contract contain any specific Management requirements? NO.

4.2 Project HS&E Objectives

- Achieving zero work related injuries and ill health
- Zero Reportable Environmental Incidents
- Staff to have an awareness of key carbon and energy management issues
- Achieve an 85% diversion of waste from landfill
- Construction waste generation of 9m3 per £100,000 turnover
- All timber to be legally and sustainably sourced - FSC or PEFC with full Chain of Custody (CoC) information

- Annual Company HSE Targets

4.3 Extent and Location of Existing Records and Plans

The following existing Records and Plans are available via the Capital Works Manager David Mitchell. David.mitchell4@vincifacilities.com

As built drawings, O&M Manuals, Health & Safety Plan

4.4 Restrictions That May Affect the Works

Typical restrictions may include:

- Out of hours working
- Deliveries to site will not be permitted between the hours of 8.00am and 10.00am or 4.00pm and 5.30pm Monday to Friday.
- Proposed hours of construction: 0800 to 1700 Monday to Friday, 0800 to 1700 Saturday and Sundays if required by special arrangement. No working on Public Holidays.
- An Environmental Impact Assessment which will contain conditions that must be complied with as part of the Contract conditions.
- Control of Pollution Act 1974, Section 61 Consents. These are served by the Local Authority in whose area the work is taking place and will contain noise restrictions, including hours of work.
- The Local Authorities planning conditions may require the following restrictions / control measure are put in place:
 1. Ensure that plant is operated so as to minimise noise, including shutting off plant when not in use, keeping covers in place, etc. All vehicles, plant and machinery used shall be properly silenced and maintained in efficient working order in accordance with the manufacturer's instructions. All acoustic engine covers are to remain securely closed during operation. Machines in intermittent use shall be shut down or throttled down to a minimum between periods of works.
 2. Noise assessments, where considered necessary, will be carried out by the Project/Site Manager and appropriate measures taken to protect site operatives, local occupants, and the public from the effects of excessive noise.
 3. Site noisy plant away from noise sensitive buildings or make use of barriers to shield such buildings. Care shall be taken in siting noisy machinery and the positioning of vehicular access points to cause the least noise disturbance.
 4. No temporary power generation or pumping units are to be operated overnight.
 5. All stockpiles of potentially dusty material shall be stored away from the boundary with existing dwellings / businesses, within enclosures and damped down using suitable water sprays during dry weather. All work operations that create dust shall employ some type of dust suppression technique, where practicable, such as damping down or mechanical dust extraction. Although limited activities that generate dust such demolition of brickwork will be done by damping down the area before works commence and then continuing to dampen the area until the works are

completed. We will ensure that operatives are fully aware of dust control measures and supervisors are to check that measure are being implemented.

6. Cutting or grinding of materials on site shall be done whilst using an effective water suppression system.

7. Dust control measures:

- o On tool vacuum extraction utilising M grade vacuum equipment.
- o Vacuum suction equipment to be used for removal of dust (M Class).
- o Airborne dust may be minimised by implementation of correct damping down with water at source.
- o Ensure that correct selection and use of RPE is in place.
- o Portable mechanical ventilation systems (Dust Cube) to remove dusty air from works areas to be utilised where appropriate.
- o Select work clothes that do not hold dust (disposable overalls).
- o Ensure that operatives are fully aware of dust control measures and supervisors are to check that measure are being implemented.
- o Waste to be removed using covered bins / vehicles.

8. Road cleanliness control:

- o Ground works arisings are to be contained within the site hoarding zone and disposed of via covered skips. Skip collection zone to be via hard standing, any debris migrating beyond the hoarding line it will be cleaned using appropriate electric driven pavement sweeper equipment.
- o A road sweeper will be available on a call out basis in case of accidental mud release on hospital / local roads.

9. Storage of materials:

- o All site materials are to be stored in designated storage areas as details on the relevant logistics plans. Material deliveries are to be planned and made on a 'just in time' basis. Materials to be stored in accordance with the manufacture's recommendations.

10. The waste management strategy will employ the accepted waste hierarchy of:

- o Prevent → Minimise → Reuse → Recycle → Recover → Landfill
- o Waste disposal facilities will provide monthly reports of volumes and types of waste materials received from site, including records of the individual loads received and how they were disposed, e.g. recycled, recovered, reused or sent to landfill.
- o No burning of materials or rubbish shall take place on site.

11. Static plant powered by internal combustion engines shall be sited away from dwellings, offices, etc.

12. All wagon loads entering and leaving site will be covered.

13. Pest control is currently implemented by Vinci Facilities Management, this will be ongoing throughout the project

Commented [AT2]: Add use of tools with vac bags M Grade as primary control of dust.
Use vacuum cleaners for collection of dust

5. Implementation and Operation

5.1 Communication

Liaison between the Parties Associated with the Works, Including Members of the Public

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

User group to be set up to include, but not restricted to, Customer, Client, Principal contractor, operational staff.

Fortnightly project meetings to be set up with relevant parties.

5.2 Consultation with the Workforce

If 25 or more Operatives on Site - Safety meetings will be conducted involving each employer of the workforce on no less than a monthly basis. This exercise will be used as an opportunity to discuss HSE & Q performance and events in addition to the progress of the project and any key milestones.

Daily site briefings to be conducted and weekly progress reports from sub-contractor.

The Build UK Group Strategy requires that the communication routes for the site are published in a formal notice. These relate to "Project, Site team and Individual levels. The routes on this site are as follows:

Project – Induction and Health and Safety Consultation

Subcontractors – task control sheet briefings

Individual – open door policy.

See the standard Build UK Group form displayed on the site Notice Board.

Any person wishing to discuss health, safety and environmental issues may at any time approach a member of the Management team. Alternatively, representations can be made at Project meetings. This is spelt out in the induction training and site rules. A poster which describes Build UK Group Strategy and its impact on the workforce is displayed on the site. It includes a right to stop work.

Further environmental guidance will be issued in the form of Environmental Guidance notes. These will include information on relevant environmental legislation and will be published on the company Intranet and disseminated to site via Senior Management

The site team is required to set up a **Health, Safety and Environment Notice Board**. Legal information, MSS's and any other relevant information such as the main risks present on the site at a particular time, which must be of current issue will be displayed at this facility.

The requirement to instigate and manage the Health and Safety Committee is part of the Build UK Group Strategy which applies where the VCUK is the Principal Contractor and there are more than 25 persons employed on the site.

5.3 Communication of Safety Leadership

The process for safety leadership and communication is outlined in MSS(F) 010. This details the arrangements for this project to meet the requirements of the MSS (F)'s and EMS (F)'s and the

general communication of HSE issues to Site Supervisors and the workforce including using the following.

- Induction
- Health and Safety Briefing
- Risk Control Schedule
- Task Briefings
- Close Calls / Positive interventions
- General communications to Supervisors.

Those with responsibility for undertaking specific communication are identified on the project Roles and Responsibilities Matrix.

5.4 Welfare, First Aid and Security

It is fundamental that we provide the highest standards of welfare to ensure the VINCI Construction UK requirements that a high standard of welfare facility is provided and maintained for the workforce. The welfare provision for this Contract is as follows:

All welfare facilities are to be provided by Vinci FM.

The area of work is self-contained and secure.

Hospital Security and CCTV is in place throughout the Hospital and covers the work area.

Security Manager (MEDIREST) Andrew Robertson 01514301648

5.5 Risk Control Schedule / Task Control Sheets.

The Risk Control Schedule (RCS) is prepared by the NVR to identify the controls for the significant risks related to the current activities being carried out on the project. The RCS will be reviewed as a minimum on a monthly basis or in line with the Construction Programme and incorporate risks identified by Subcontractors.

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

5.6 Competence, Induction Training and Other Training

Everyone engaged on the project will receive induction training which will be undertaken prior to commencement of work on site. Introduction to the project will be undertaken by the NVR. The full site Induction will be undertaken by a nominated member of the Management team and recorded in the site records. The workforce's "competence" cards will be checked at this time and copies retained.

Relevant statutory notices such as "Health and Safety Law" poster, a current version of the Employers Liability Insurance Certificate, Form 10 for the contract etc. will be displayed on the notice board. Other communication media like the hazard board and the 'what you said...what we did' board is displayed at a prominent position on the site.

5.7 Site Rules

Site rules will be developed and be specific to the project, a copy of the site rules will be posted on the site Notice Board.

Operational Requirements

- Prior to commencing any work, all directly employed staff and contractors must report to VINCI Facilities office at Whiston Hospital.
- Any Contractor attending site should have a Risk Assessment/Method Statement, Maximo Work Order number and named point of contact.
- A full description of the works must be provided.
- Except in emergencies, a minimum of 48 hours' notice should be given for the organisation of general service isolations, 7 days is required for Medical Gas and Low & High Voltage permits.
- Only on satisfactory completion of the VINCI "Contractors Authorisation to Work, ID and Fire Register" sheet, will a Contractor's Pass be issued. This pass, which will be valid for the duration of the works, must be worn at all times and returned on completion along with any other permits. All contractors must sign in and out daily at the VINCI FM office
- VINCI Facilities' normal office hours are 08.00 to 17.00 Mon to Fri, access, AP attendance and permits for outside of these hours must be pre-arranged.
- In emergencies, attendance and departures must be reported to the security/reception at the main entrance to the hospital.

Construction Site Rules

- **Live Hospital** – This is a live hospital environment with acute care patients, you must respect all members of staff and the public.
- **Pedestrian Access** – Please use the dedicated pedestrian routes as detailed on the appropriate logistic plan.
- **Personal Health & Safety** – Your actions must consider both your own Health & Safety and other people who may be affected by it.
- **Method Statement & Risk Assessment** – You must agree to abide by your specific document and ensure that all your work is covered by its content.
- **Emergency Procedures** – You must abide by the procedures described in the Induction Document.
- **Working Area & Restrictions** – Work shall be restricted to within the hoarding site boundary unless otherwise detailed in the Method Statement. Do not disturb or tamper with any perimeter fencing.
- **Personal Protective Equipment** – The wearing of hard hats, safety boots, eye protection and high visibility garments is mandatory.
- **Mandatory Gloves Policy** – Cut level 3 gloves must be worn with the aim of reducing the instances of hand injuries.
- **Avoidance of Slips, Trips & Falls** - Access/egress routes are to be kept clear at all times. Working areas and storage of materials is to be kept tidy. Waste materials are to be regularly cleared to the disposal area. Site skips to be covered and locked closed at end of shifts.

- **Access & Egress to Site Compound** – Will be strictly through the site access in accordance with the applicable site logistic plan.
- **Car Parking and Offloading Materials** – There is no parking permitted within the hospital site. Parking will be made available in the hospital car park on Delph Lane.
- **Plant Operation** - Only appropriately licensed and trained operators are to carry out this function. Failure to comply will result in disciplinary procedures. Plant must be appropriately maintained and not used if found defective.
- **Scaffolding** – This must only be erected, altered or dismantled by the suitably qualified scaffolders from the appointed contractor. Failure to comply will result in disciplinary procedures. Damaged ladders or any obvious unauthorised alterations or defects must be reported to Site Management.
- **Excavations** - Do not carry out excavations in the ground unless you have a permit to do so. Excavations are to be fenced off where there is a risk of falling. Persons responsible for carrying out the excavations must be aware of the site temporary works procedures. All areas must be checked for services prior to excavations.
- **Lifting Operations** – Must be carried out in accordance with the details of an agreed specific Method Statement and Risk Assessment.
- **Manual Handling** - must be carried out in accordance with the details of an agreed specific Method Statement and Risk Assessment.
- **Use of Substances** - If you are using a substance as part of your work make sure that you have seen the 'COSHH' assessment and take the appropriate precautions. You should retain a copy of the details on your person in case of emergency.
- **Accidents, Incidences or Near Misses** – any of these must be reported to the Site Management immediately.

Site Conduct –

- Any operative suspected of being under the influence of drugs or alcohol will not be allowed to work on site. **Violent behaviour will not be tolerated.**
- Eat food in the canteen and place any waste in the bins provided.
- Smoking is not permitted within the site offices / welfare facilities or within the hospital buildings or grounds.
- Radios or other audio equipment must not be used on site.
- Respect should be shown to all site facilities. Misuse will result in disciplinary procedures.
- Live areas – You will be working adjacent to an existing live hospital. Due consideration should always be given to avoid unnecessary noise levels and use of inappropriate language. Noise levels must be kept to a minimum.
- The use of mobile phones is not permitted whilst carrying out work activities. They are a distraction and can lead to accidents. If calls are to be made or received, then work activities should cease with plant and tools disabled.
- All waste to be removed from site as soon as practicable, no waste to be left within the building overnight.
- No horseplay or unruly behaviour of any kind will be allowed on the site.
- Misuse of equipment is not allowed
- Any interference with any safety equipment is not allowed.
- PPE to be worn as required.

- All incidents, accidents, dangerous occurrences, and damage must be reported to VINCI FM as soon as practicable without unnecessary delay; this is in addition to any other reporting e.g. internal or to your Employing Manager.
- Any close calls or positive interventions should be reported to the VINCI FM management team. (If you are not sure what these are, please ask!)

None of the below shall be undertaken without prior approval from VINCI Facilities and permits will be required for certain works:

- Breaking in or connection to any mechanical, electrical or ventilation systems.
- Drilling and fixing to any surface.
- Any ground works.
- Any hot works

5.8 Emergency Procedures and Site Fire Management

Emergency procedures are developed to address fire, evacuation, accident, confined space rescue and any other possible emergencies identified by the risk process including environmental emergencies such as water pollution. These procedures are displayed on the Site Notice Boards and will contain information regarding the reporting of emergencies and incidents.

A fire strategy has been developed as per the requirements of MSS(F) 008, this includes the Fire Plan, Fire Risk Control Schedule and in the case of a high-risk project a Fire Engineers Risk Assessment.

All persons employed on the Project will be informed of the emergency procedures through the Induction process.

The list of liaison and emergency names and contact numbers, which will be posted on the Site Notice Board.

5.9 Traffic Management

Traffic management arrangements for the site compounds are documented as an Appendix to this Plan

The NVR will ensure that all site personnel are notified of the relevant changes to the plan and effective date via Induction and regular updates.

The Disabled Slip Road Scheme is located next to the Hospital main entrance road and the nature of the works it is possible that mud or debris could be tracked onto the highway. If debris does accidentally migrate to the highway, we have the use of a commercial road sweeper vehicle on standby.

Vehicles access will be restricted to small manoeuvrable vehicles or ridged heavy goods vehicles; no articulated vehicles will be allowed on site. All vehicles will drop off in the dedicated drop of area adjacent to the site, a banksman will be in control of vehicle movements at all times.

All vehicle access will be planned. A trained banksman will be on duty local to the access road at all times, the banksman will meet all vehicles entering site and co-ordinate their movement and turning manoeuvres.

5.10 Selection and Control of Subcontractors

Initially to ensure that Subcontractors working for VCUK have the necessary competency and expertise they must have an SSIP accreditation confirmed through registration with Construction line.

Site specific matters will be captured through a Subcontractor pre-start meeting prior to beginning works on site and through continual monitoring by the Project team and the VINCI Facilities HSEQ Team.

All Subcontract staff MUST have a valid CSCS Card for the task they are undertaking, these will be recorded, and copies taken as part of the Induction process.

5.11 The Health & Safety File

A template Health and Safety File and associated guidance note are available on TWWW.

5.12 Quality Objectives

The Quality Management System requires that Company Procedures, Processes and the relevant Process Maps available on the company Intranet are applicable at this Project. All relevant Quality Management Procedures, Processes and Process Maps are implemented at this Project, unless stated otherwise.

Whenever a Procedure or Process is not appropriate the Project Manager will ensure that a relevant Project Specific Procedure is produced and is approved prior to implementation.

6. Controlling Significant Site Risks

6.1 Mandatory Safety Standards

VINCI Facilities work to Mandatory Safety Standards (MSS) that form part of the Safety Management System and detail the required controls for specific hazards arising from our undertakings.

At Project level, a RCS (Risk Control Schedule) is produced and appears in the Appendices to this Plan, which identifies specific hazards and risks relevant to this Project and details the relevant control measures to ensure that the risk is kept as low as reasonably practicable. The RCS is reviewed at least monthly by the NVR.

6.2 Plant and Equipment

The contractor will implement procedures to ensure plant and equipment is free from defect, has the necessary guards in place, that, where appropriate, all statutory tests, examinations and inspections have been carried out and that it is safe for its intended use.

Each item of plant and equipment will be subject to a recorded routine Preventative Maintenance Programme to ensure that it remains safe for use. All Subcontractors will be required to carry out similar checks and documentation of the plant for which they are responsible.

Mobile plant and equipment will be operated only by trained and competent personnel and, where relevant, hold a certificate of training achievement (CPCS only for all mobile plant).

Any portable electrical equipment will be 110 volts or lower. Higher voltage equipment may be permitted as authorised by the NVR, but only with specific written notification from the contractor

prior to intended use. Items of portable electrical equipment will be subject to Portable Appliance Testing (PAT) and labelled with the last test date.

6.3 Other significant risk

- Working outside a live Hospital
- Movement of materials through Hospital routes
- Connections to existing services
- Noise
- Environment

7. Checking, Investigation and Corrective action

7.1 HS&E Monitoring Arrangements

7.1.1 Site Inspection

All members of the Project Management team have health and safety responsibilities and will accordingly monitor health and safety performance on a daily basis.

7.1.2 Weekly Site Team Inspection

A formal Weekly Site Team Inspection will be completed and recorded. This process will be orchestrated by the Nominated VINCI Representative who will monitor the closing out of matters raised. The completed forms remain on site where they are open to inspection by interested parties. This is partially an education process and the obligation to complete this inspection will be rotated around members of the management team.

7.1.3 HSEQ Advisor Inspection

A programme of inspection by the Divisional HSEQ Advisor will be undertaken to a programme developed with the NVR, the visits should be programmed to include visits during operations of significant risk.

7.1.4 Senior Managers Audit

This audit will be completed in accordance with a programme prepared by the Directors. "Closing out" of issues raised is monitored by the person completing the audit. Audits are reviewed at the regular Management meetings and are approved by the HSEQ Administration Team via Footprint.

7.2 Investigation and Reporting of HS&E incidents.

All Contractors will advise the Principal Contractor of any accidents, diseases, ill health or dangerous occurrences, in addition to significant environmental incidents.

Accidents of any nature will be entered onto Footprint. All Level 1&2 incidents as classified in MSS(F) 016 will require an immediate phone call to the Health & Safety department to advise of the situation. A phone call is not necessary for minor accidents but a call should be made if the accident becomes a Lost Time event.

Accidents, diseases, ill health or dangerous occurrences and near misses will be investigated by the Site Management team if required and are to be included on the Progress, Co-ordination and Health & Safety Committee Meeting Agenda.

"RIDDOR" and other high-risk incidents will be investigated by the Divisional HSEQ Advisors who will complete the final report which will be followed up to ensure that corrective and preventative actions recommended in the report are completed.

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

8. Review and Improvement

8.1 Project Review

This Plan will be reviewed throughout the duration of the Contract by the Management team. These reviews shall be carried out at no less than **one month** after the commencement of the Project and then at **monthly intervals** until completion.

The review will also consider:

- Changing and emerging risks and hazards.
- An assessment of the degree of compliance with standards, including corrective action taken to address failings
- Feedback following a HSEQ Advisor visit
- Subcontractor and Supplier Performance
- Planning conditions

9. Associated Documents

The following documents are available on the Vinci Intranet or the CHOBS Server:

Project Execution Plan	Facilities Management Plan Rev 1
Roles and Responsibilities Matrix	Facilities Management Plan Rev 1
Competency Matrix	Facilities Management Plan Rev 1
Project Risk Control Schedule	STKH-10A-V3-01-DR-A-0900-Risk Assessment_T2
Mandatory Safety Standards	Refer to "The Way We Work"
Logistics Plan	TBC

Appendix 1 Risk Control Schedule

The VCUK Risk Control Schedule (RCS) captures individually the significant Safety, Health and Environmental risks within one document. The document should be developed by the NVR and be linked to the construction programmes significant risks relating to each of the sections. Following initial development, a review meeting led by the NVR and with the HSEQ Advisor in attendance should be conducted to confirm the adequacy of the information.

The Schedule should then be reviewed in line with the construction programme or when a significant element of risk is introduced to the project.

The Risk Control Schedule is maintained separately, and a copy can be found in the site file or on the Disabled Slip Road server.

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

Appendix 2 Slip Road Site Logistic Plans