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Working at Heights	TBC	Slips, Trips and Falls	Only Competent, trained people permitted	Tim Atkinson, D.Downs	Y
			Toolbox Talk on Trips, Slips and Falls		
			Appropriate footwear provided with sufficient grip		
			Work areas to be kept clear of tools, trailing leads and debris		
			Managed in accordance with HSE INDG225 and FUN309 MS38		
			Outside areas to be cleared of ice and snow		
			PPE		
		Getting stuck at height	Only competent, trained people permitted		Y
			Toolbox talk on Working at height		
			Working at height rescue plan in place where applicable		
			Permit to work where applicable		
		Equipment failure	All Working at height equipment to be tagged and recorded every 7 days by a competent person		
			User manuals to be referenced for the safe use of equipment		
Working on or in close proximity to Live electrical Services	TBC	Electrocution	Only competent, trained people permitted	Tim Atkinson	Y
			Toolbox talk on Working on or in close proximity to live services		
			Permits issued where applicable		
			Method statement in place for identifying, isolating, proving, re-testing and commissioning		
			Fix signs after isolation		
			Managed in accordance with HSE HSG85		
			PPE		
Working in occupied Premises	TBC	Harm to self and/or building users	Only Competent, trained people permitted	Tim Atkinson	Y
			Toolbox talk on working in occupied premises		
			Access/Egress from ward/department can be agreed		
			Work areas must have sufficient signage and barriers in place around the work area.		
			All tool and debris to be removed from the work area		
			PPE		
			No tools are to be left unattended at any time and always kept in the designated work area.		
			Managed in accordance with Protecting public HSG 151 and FUN 309 RA 08		
			Only competent, trained people permitted		
			Toolbox talk on Lifting and Handling		

Lifting and Handling	TBC	Personal Injury	Manual handling assessments to be undertaken for loads likely to be encountered PPE If weight of loads are unknown then lifting should not take place until assessment is undertaken Managed in accordance with Protecting public INDG143 (rev3) and INDG383	Tim Atkinson	Y
Working Alone	TBC	Exacerbation by a delay in attendance	Only competent, trained people permitted Toolbox talk on working alone PDA and communications Working Alone is not permitted for, HV electrical work, or any work procedure requiring the use of fall arrest equipment, breathing apparatus, escape equipment or rescue apparatus (e.g. high risk confined space work) Working alone is not permitted for any person suffering a medical condition that causes seizures, fits or unconsciousness PPE Occupational health check Check in and check out procedures Routine inspection of the worker, regular and routine call-in by operative and /or supervisor Managed in accordance with MSS 12	Tim Atkinson	Y
Working in Confined Space	TBC	Poisoning or suffocation resulting from reduced ventilation	Only competent, trained people permitted Toolbox talk on working in confined spaces PPE All known confined spaces kept on a site register All entry into confined spaces must be controlled by a PTW system Occupational health check of operatives Regular communication via phones, radios Check in and check out procedures Training of confined spaces AP's Routine inspection of the worker, regular and routine call-in by operative and /or supervisor Gas detection Auto Warning devices and Alarm system Managed in accordance with MSS 12	Tim Atkinson	Y
Use of tools	TBC	Undesirable event caused by misuse of tools or condition of tools	Only competent, trained people permitted Toolbox talk on the use of tools All operatives to be familiarised on all tools used All tools to have 12 monthly PAT test All tools are to undergo a user check prior to each use	Tim Atkinson	Y

			Training given on the safe use of abrasive wheels		
Penetrating the ground	TBC	Striking an underground service (electrical, gas, water etc)	Only competent, trained people permitted	Tim Atkinson	Y
			Toolbox talk on Penetraing the ground		
			All ground penetrating activity must be controlled by a permit to penetrate system		
			Any hand tool used for excavation must be electrically insulated		
			Managed in accordance with MSS6		
Hot Works	TBC	risk of fire	Only competent, trained people permitted	Tim Atkinson	Y
			Hot Works permit System in place		
			PPE to be worn in accordance with RAMS		
			Any hand tool used for excavation must be electrically insulated		
			Managed in Accordance with MSS34 - Fire Saftey		
Traffic movement	TBC	Traffic movement & pedestrian interface including protection of public, patients and staff.	· Delivery procedures strictly adhered to and forms part of contract documents in sub-contractor order · Logistics plan implemented & communicated as part of the tender docs, form Y and Pre-start Health and Safety Plan and included in the site induction. Reviewed when necessary. · Clear defined walkways, physical barriers, clear and pertinent signage, banks man for moving plant. Storage segregation. · Delivery procedures communicated at Form Y and pre-start H&S meetings. Just in time planner controlled by VCUK logistics manager to ensure the service yard is not restricted by our deliveries. · Mobile phones only permitted in safe zones. · Working in a live hospital environment' covered in induction and refresher briefings.	Tim Atkinson, sub-contractor supervisor tbc	
COSHH	TBC	Materials used in the process & contact with oils & fuels.	COSHH & Training, PPE and on site register.	Tim Atkinson, David Downs	
Security	TBC	Access to work areas/materials	Lock up procedure to be implemented by VF site team including the checking of any fire compart mentation.· Hospital security to be informed of any out of hours working· Access to working areas is to be restricted to construction personnel only. Existing doors leading into rooms under construction are to be fitted with key pad digi-locks and must be securely closed when works are being carried out.	Tim Atkinson, sub-contractor supervisor tbc	

Dust	TBC	Silicosis	Hierarchy of control of dust to be applied · Dust monitoring systems to be applied · Internal dust suppression system to be utilised · Clear point of contact and action plan in the event of complaint	Tim Atkinson, sub-contractor supervisor tbc	
Plant	TBC	Movement of plant and materials	All plant to be fully certified and operated by relevant CPCS driver. TMP and logistics plan to be included in relevant RAMS. · Distribution of materials to be covered by site logistics plan and RAMS/TCS · All site operatives to be Manual Handling trained · Storage of materials to be used in line with manufacturers recommendations · Agreed storage areas to be used and reflected in the RAMS	Tim Atkinson, sub-contractor supervisor tbc	
Waste	TBC	Management of waste	All waste to be disposed of to current legislation and all data to be uploaded onto REMP	Tim Atkinson, David Downs sub-contractor supervisor tbc	
Vibration	TBC	HAVS	All operations to be recorded in HAVS register.	Tim Atkinson, sub-contractor supervisor tbc	
Access/ Egress	TBC	Pedestrians, unauthorised access	Signage to be in place warning pedestrians of construction activity. · Any works carried out within the existing areas are to have suitable barriers installed to provide pedestrian segregation. · Barriers are to be checked once erected for any trip hazards and checked on a weekly basis or if moved and recorded. · If Herras fencing is used all feet are to be positioned so they do not cause trip hazards in public areas and double clipped & adopt the block and brace method Access to working areas is to be restricted to construction personnel only. Existing doors leading into rooms under construction are to be fitted with key locks and must be securely closed when works are being carried out. · Doors to construction areas are to be fully locked down out of hours. · Hospital security is to be informed in advance of any out of hours working activity or material deliveries.	Tim Atkinson, sub-contractor supervisor tbc	

Health					
Activity	Start Date	Risk Identified	Control	Owner	Control Actioned Y/N
Use, Storage and disposal of hazardous substances	tbc	Damage to Human Health	Only competent people permitted to use hazardous substances	D. Downs	Y
		Contamination of soil/water/air	Toolbox talk on the use, storage and disposal of hazardous substances		
		Cost of Clean up	All Hazardous substances are registered		
		Bad publicity as a result of an incident	All hazardous substances to have assessments on file		
		Prosecutions as a result of an incident	Purchase control through, chemical request procedure.		
		Dangerous leaking and mixing of chemicals	PPE		
			Managed in accordance with MSS03		
			Spill kits available		
			Bungs in place to collect any drip if leaks occur		
			signed and designated storage cages for substances for disposal		
			Waste collection organisations registered with environmental agency as hazardous waste carrier		
			Hazardous Waste Transfer Notes		
			Duty of Care waste organisation audit		
			Managed in accordance with MSS03		
Workplace Dust	tbc	Damage to Human Health	Only competent people permitted	D. Downs	Y
			Toolbox Talk on Workplace dust		
			Issued with a Force 10 3M Press to check RPE face fit mask		
			All dust to be controlled at source when possible using extraction		
			Wood cutting bench in stress to have extraction fitted an 14 month LEV test		
			Dust to be hoovered where possible and any sweeping to be done after damping down.		

Legionella Control	tbc	Damage to Human Health	Only competent people permitted	Tim Atkinson	Y
			Training session by Alchem on Legionella		
			Legionella Risk Assessment undertaken and reviewed		
			Competent contractor support		
			roles and responsibilities identified and agreed in writing		
			weekly inspection carried out on little used outlets		
			monthly samples taken and tested on incoming main		
			monthly test on sentinel taps		
			3 monthly samples taken and tested at key locations		
			3 monthly chlorination and shower head cleaning		
			6 monthly check on the temperature and cleanliness of the water tanks		
			6 monthly check on the temperature and cleanliness of the water tanks		
			Annual external audit		
PPE	tbc	Damage to Human Health through ineffective PPE	Only competent people permitted to carry out work requiring the use of PPE	Tim Atkinson/D.Downs	Y
			Managed in accordance with MSS 1		
			A mandatory and general PPE must be purchased from Vinci's approved catalogue		
			The VCUK 4 point PPE standard must be maintained at all times		
			All PPE/RPE must be stored as per manufactures instructions		

Asbestos	tbc	Damage to Human Health	Only competent people permitted to carry out work requiring the use of PPE	Tim Atkinson/D.Downs	Y
			Managed in accordance with MSS 07		
			Asbestos Awareness E-learning		
			Asbestos Management Plan		
			Asbestos Register		
			Asbestos inspection		
			A mandatory and general PPE must be purchased from Vinci's approved catalogue		
			The VCUK 4 point PPE standard must be maintained at all times		
			All PPE/RPE must be stored as per manufactures instructions		
Covid-19	tbc	Harm to Human Health	Operate in accordance with HM Government Guidance	Tim Atkinson/D.Downs	Y
			Managed in accordance with MSS50 Covid 19 Controls		
			Wear face coverings and appropriate PPE		
			Toolbox talks and Regular updates given to staff		
			Offices arranged to support social distancing		
			Individual Risk Assessments given		
			Vaccinations provided		
			All PPE/RPE must be stored as per manufactures instructions		

Environment					
For Aspects & Impacts Tool click here					
Aspect	Project Phase / Activity	Impact	Control	Owner	Control Actioned Y/N
Use, Storage and disposal of hazardous substances	Use	Damage to Human Health	Only competent people permitted to use hazardous substances	D. Downs	Y
		Contamination of soil/water/air	Toolbox talk on the use, storage and disposal of hazardous substances		
		Cost of Clean up	All Hazardous substances are registered		
		Bad publicity as a result of an incident	All hazardous substances to have assessments on file		
		Prosecutions as a result of an incident	Purchase control through, chemical request procedure.		
			PPE		
			Managed in accordance with MSS03		
			Spill kits available		
	Storage	Damage to Human health	Only competent people permitted to store hazardous substances		
		contamination of soil/water/air	Toolbox talk on the use, storage and disposal of hazardous substances		
		Cost of clean up	All hazardous substances registered		
		Bad publicity as a result of an incident	Signs near storage cabinets showing which substances can and can not be stored together.		
		Prosecutions as a result of an incident	Bungs in place to collect any drip if leaks occur		
		Dangerous leaking and mixing of chemicals	Managed in accordance with MSS03		
			Spill kits available		
	Disposal	Damage to Human health	Only competent people permitted to dispose of hazardous substances		
		Contamination of soil/water/air	Toolbox talk on the use, storage and disposal of hazardous substances		
		Cost of Clean up	all hazardous substances registered		
		Bad publicity as a result of an incident	signed and designated storage cages for substances for disposal		
		Prosecutions as a result of an incident	Waste collection organisations registered with environmental agency as hazardous waste carrier		
		Dangerous leaking and mixing of chemicals	Hazardous Waste Transfer Notes		
			Duty of Care waste organisation audit		
			Managed in accordance with MSS03		
Biodiversity	Grounds and Gardens Maintenance	Biodiveristy loss and ecosystem degradation	competent grounds contractor with technical expertise of biodiversity risk	D.Downs	Y
			communicate and promote the importance of biodiversity in the community through targeted events		
			Involve grounds and gardens subcontractors in the promotion of biodiversity		
			Annual independent review of site biodiversity through the Northwest in Bloom competition		
Operation and Maintenance of			Only competent people permitted to use, store and dispose of fluorescent tubes		
			Toolbox talk on the use, storage and disposal of fluorescent tubes		

refrigeration and air conditioning systems	Equipment containing refrigerants	Emittance of harmful gases into the atmosphere	Fluorescent tube/ refrigerant collection company registered with the environmental as a hazardous waste carrier	D.Downs	Y
			Hazardous waste transfer notes		
			Managed in accordance with MSS03		
Waste	Manageing Waste	Potential for beach of Environmental Legislation	Waste Transfer Notes non Hazardous Waste	D. Downs	Y
			Waste Consignment Notes - Hazardous Waste		
			EPI Waste Reporting		
			Established Waset complience folder		
			Nominated waste champion		
			only use approved waste contractor		
			Waste carriers licences kept in waste folder		
			minimise amount of waste		
			Ensure waste is correctly characterised		
			segregate waste for recycling		
			Use local firms where available		

Insert Document Number

This Sheet should be used to record appointments required by the MSS/MES or MCS that are relevant to the Project/Contract/Site to which this RCS applies

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General**General**

The purpose of this document is to ensure that the NVR allow to successfully deliver the project to personnel who are con expected to do

This document should be completed in conjunction with the

This document allows the NVR to ensure that project specif named individuals and also to allow for deputies to be appo supporting role (e.g. those who provide data for specific rep

Roles and Responsibilities Tab

This Tab has been pre-populated with a number of roles / re on a project. Some of them may not be relevant to the Proje This list should be reviewed, any roles not required on the p roles or responsibilities identified for the project added to List out the staff for your project. Include any subcontractor (e.g. First Aiders)

Identify which responsibilities they have. There are 3 levels Primary Role Holders - These are the individuals who have r Deputy Role Holders - These will usually be those who stan unavailable (e.g. holidays or illness)

Support role - These will usually be people who provide inf undertake their role

Organise any training identified or required and ensure tho undertake the role, this should be a combination of Skills, K Experience.

Communicate to the individuals what their roles and respor them.

Update the matrix regularly, particularly when people leave

on Completing the Roles & Responsibilities Matrix



locates the roles and responsibilities required
competent and understand what they are

e suite of MSS/MES & MCS.

ic roles and responsibilities are allocated to
ointed. It also allows for those who have a
ports) to be identified

responsibilities which are typically required
ect.

project should be deleted and any additional
the right hand columns
personnel who will have responsibilities

s:

responsibility for the role
d in when the primary role holder is

formation to allow the primary role holder to

se people detailed are competent to
(Knowledge, Attitude, Training and

nsibilities are and obtain acceptance from

e or join the project.

THE WAY WE WORK

For each individual on the project who holds one of the roles or

Name	Organisation
Cliff Morgan	Vinci Facilities
David Downs	Vinci Facilities
Edward Powner	Vinci Facilities
Michael Fallon	Vinci Facilities
David Mitchell	Vinci Facilities
Anne Potts	Vinci Facilities
Lea Smith	Vinci Facilities
Patrick Reid	Vinci Facilities
Marvin Walmsley	Vinci Facilities
Paul Williams	Vinci Facilities
Kevin Range	Vinci Facilities
Thomas Edwards	Vinci Facilities
Robin bolton	Vinci Facilities
Stephen Byrne	STHK
Paul Harris	Vinci Facilities
Paul Garrard	Vinci Facilities
Danny Smith	Vinci Facilities
Peter Rigby	Vinci Facilities
Paula Fowler	Vinci Facilities
Julie Tabron	Vinci Facilities
TBC	Turner Construction
Barry McLaughlin	Vinci Facilities
Tim Atkinson	Vinci Facilities

FUN309/ St Helens and Knowsley Hos

Roles and Responsibilities

Insert Document Number

Primary Role Holder	P
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Deputy Role Holder D

Support Role	S
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responsibilities identified, enter their name, organisation and job title and identify which roles and /

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