

Hillingdon Hospital A&E Expansion Phase 3 & 4

The Hillingdon Hospitals 
NHS Foundation Trust

Construction Method Statement

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Approved by John Marsh

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Revision 2.0



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Introduction

This Construction Method Statement has been prepared to comply with the requirements of conditions 4 of planning permission Ref: 4058A/APP/2018/1055, and the subsequent S73 application.

The information included in or referenced by this document should be reviewed by the Principal Contractor, where information is not complete or if there is conflict between details contained in this document and any other documents this should be brought to the attention of the Principal Designer for resolution.

This document should be read in conjunction with the term and conditions specified in the contract with the employer, and with any Project Execution Plan issued by the project manager.

1.0 Pre-Construction Information Summary

Pre-Construction Information Required	Details of information presented/reference
1. Description of Project	
a. Project Description	See Section 2.0
b. Start of construction phase	17 December 2018
c. End of construction phase	24 June 2019
d. Mobilisation period	3 – 14 December 2018
e. Will structure be use as a work place?	The structure will be used as a workplace and the Designers will take into account the impact of the workplace (health, safety & welfare) regulation on the designs
f. Is there an existing H&S file	Yes. The existing Health and Safety File is available for access by contacting the Trust
g. Are there any existing drawings, calculations, design philosophies or building report?	Yes. All Included in Tender Pack
h. Have Statutory Services drawings been requested	All drawings and supporting documentation will be made available from the Trust upon request
i. Have any of the following surveys been undertaken?	
▪ Asbestos Refurbishment/Demolition Survey	Yes
▪ Timber	Not applicable
▪ Structural	Not applicable
▪ Ground	Yes. Included in Tender Pack
▪ Topographical	No
▪ Arboricultural	Not applicable
▪ Other Surveys e.g. Flood Risk Assessment, archaeology, ecology.	No
▪ Hazardous substances survey	Not applicable
▪ GPR services survey	Not applicable
2. Client's Considerations	
a. Arrangements for:	
▪ Planning for and managing the construction work	The Construction Phase Plan will provide details of the arrangements for communication, coordination and the dissemination of health and safety information within the construction site; these arrangements will include appropriate site inductions for new personnel on site and visitors to site. For details of the contents of Construction Phase Plan please refer to section 5.0 of this document.

Pre-Construction Information Required	Details of information presented/reference
Any health and safety goals for the project	Health, Safety and Environmental matters are core values. There will be zero tolerance to acts and omissions that result or could result in death, injury, environment damage, or loss of property both on site and to others affected by the construction activities. A high standard of housekeeping is required at all times. The Principal Contractor must follow rules set out by the Trust as dictated under CP40 Contractor Health and Safety Compliance document (attached in Appendix) The Principal Contractor will identify and communicate their own specific goals and objectives to ensure this is so.
Communication and liaison from Clients to others	Communication throughout the project team are to be direct. The project manager is to be kept advised of all communications exchanged and information needed by the project team and is to be copied in all correspondence. Design meeting minutes to be circulated to all relevant parties. Details of communication procedures for the entirety of the project to be specified in the Construction Phase Plan.
Security of the site	The Principal Contractor is responsible for controlling ingress and egress of the work area. As the Principal Contractor, must give clear instructions to contractors and visitors on what to do when visiting the site, and maintain a record of personnel on site at all times. Details of these arrangements must be included in the Construction Phase Plan as well as be available for review by the Project Manager on request. For the purpose of on-site security, health and safety and fire safety management, Contractors are to ensure that: - All operatives and visitors are correctly inducted on attendance on site - Induction records must be maintained and available to the project manager by request - All operatives have the correct personal and corporate identification available for review - All operatives and visitors are correctly registered in and off site in accordance with best practice and a full and formal

Pre-Construction Information Required	Details of information presented/reference
	record maintained. These records should include their: ○ Name ○ Company ○ Contact details ○ Purpose of visit ○ Date of visit ○ Time of visit (both attending and leaving the site) ○ Emergency contact information (contractors only) ○ Signature
▪ Provision of welfare	Principal Contractor to ensure that welfare facilities provided comply with the requirements of schedule 2 of the Construction Design and Management Regulations 2015 and to any additional relevant construction industry guidelines for the works taking place. The location of the temporary accommodation to take into account the recommendations of (Fire Prevention on Construction Sites seventh edition dated May 2009 issued by Construction Confederation & Fire Protection Association. With particular reference to section 3.
b. Requirements relating to the health and safety of the Client's employees or customers or those involved in the project such as:	
▪ Site hoarding requirements	The CDM Areas will need to be secured to prevent unauthorised access. These arrangements are to be detailed within the Construction Phase Plan. Consideration should be given to protecting current building occupiers where there is an interface and also visitors. Where works need to be undertaken either adjacent to or within common areas then matters are to be coordinated accordingly and well in advance of commencement. When undertaking high risk operations on-site, the Principal Contractor is responsible for ensuring that these areas remain separate from other activities in close proximity.
▪ Site transport arrangements or vehicle movement restriction	Contractor to develop Construction Phase Plan to include designation work space, managed activities, monitoring and protection.
▪ Client permit-to-work systems	'Permit to Work' systems must be incorporated and implemented by the Principal Contractor where work involves hazardous or potentially

Pre-Construction Information Required	Details of information presented/reference
	hazardous procedures e.g. any work that may involve. Hot works, shutdowns, interruption to services, works affecting areas outside contractor's boundary, machinery works where dangerous parts of plant or machinery could reasonably be foreseen as a hazard, removal of asbestos Details of the system intended to be used must be included in the Construction Phase Plan. No Construction shall take place without an issue of the Landlord's permit to work. A separate permit might also be required for any works which are scheduled to take place at weekends or out of hours (TBC).
Existing fire precautions	The Principal Contractor will comply with the requirements of Regulation 41 (Fire detection and fire-fighting) of The Construction (Design and Management) Regulations 2015.
Existing emergency procedures	The Principal Contractor will comply with the requirements of Regulation 39(Emergency Procedures) and Regulation 40 (Emergency routes and exits) of The Construction (Design and Management) Regulations 2015. The Principal Contractor is to plan and maintain fire access routes at all times for emergency vehicles.
"no-go" areas or other authorised requirements	Contractors are expected to remain within the areas and bounds of access & egress routes required for them to carry out the proposed works.
Any areas the Client has designated as confined space	Not applicable
Existing smoking restriction	In compliance with The Smoke-free (Premises and Enforcement) Regulations 2006, the building operates under a strict No Smoking Policy.
Existing parking restrictions	There will be parking spaces on-site available for contractors.
c. Format of Health and Safety File and any conditions relating to its contents	Please refer to section 4 of this document for details of the Health and Safety file requirements.
3. Existing on-site risks and environmental restrictions	
a. Safety hazards, including:	
Boundaries and means of access	Refer to Tender Pack drawings
Any restrictions on deliveries or waste collection or storage	Refer to Tender Information
Current use of the site	Hospital
Previous use of site	Hospital

Pre-Construction Information Required	Details of information presented/reference
▪ Adjacent land uses	The site is situated within existing Hospital Compound.
▪ Existing storage of hazardous materials	None identified
▪ Location of existing services (particularly those concealed)	Refer to O & M Files.
▪ Ground conditions, underground structures or water courses	Refer to O & M Files.
▪ Information about existing structure (stability, structural form, fragile or hazardous materials, anchorage points for fall arrest systems)	Not available
▪ Previous structural modifications (weakening or strengthening)	None identified
▪ Fire damage, ground shrinkage, movement or poor maintenance which may adversely affect structure	None identified
▪ Any difficulties relating to paint and equipment in the premises	None identified
▪ Any pre-stressed or post tensioned structures	None identified
▪ Other health and safety information from earlier design	Refer to O & M Files.
b. Health hazards including:	
▪ Asbestos (see section 1 (i))	An R&D survey was carried out which highlighted ACMs in the building. Contractors are still expected to include their procedures for encountering and dealing with asbestos in their Construction Phase Plan
▪ Contaminated land, including results of survey	None identified
▪ Existing structures containing hazardous materials	None identified
▪ Health risks from Client's activities	None identified
▪ Working near water (leptospirosis, drowning)	None identified
▪ Other known hazards	Refer to Designer's Risk Assessment
4. Significant design and construction hazards	
a. Significant design assumptions	All design specifications and drawings have been included as a part of the tender package along with information on risks, suggested
b. Suggested work methods/ sequences	
c. Other control measures	

Pre-Construction Information Required	Details of information presented/reference
d. Arrangements for co-ordination of on-going design work and handling design changes	works methods & sequences and control measures.
e. Information on significant risks identified during design & CDM Consultant	

2.0 Project Details & Description

2.1 Site Address

Hillingdon Hospital
Pield Heath Road
Uxbridge UB8 3NN

2.2 Project Description

The aim of the project is to relocate and expand existing Fracture Clinic and Urgent Care Centre to meet increasing demand in the Borough as part of the A & E Department Expansion Program.

2.3 F10 Notification Details

Version	Date of Issue	Reason for Issue	HSE Reference Number

2.4 Project Organisation Details

Company	Address	Contact
Client		
The Hillingdon Hospital Foundation Trust	Hillingdon Hospital Pield Heath Road Uxbridge UB8 3NN	Christopher Knight Capital Projects Manager Estates Department T: 01895 279573 E: chris.knight1@nhs.net
Principal Designer		
DESM Limited	Studio 106 31 Clerkenwell Close London EC1R 0AT	Yuen Chong T: 01438 717 656 E: yuen.chong@desm.co.uk M: 07455 923643
Architect/Lead Consultant		
DESM Limited	Studio 106 31 Clerkenwell Close London EC1R 0AT	John Marsh T: 01438 717656 E: john.marsh@desm.co.uk M: 07976244142
		Shami Mendis T: 01438 717 656 E: shami.mendic@desm.co.uk
Services Engineer		
Wooster Jeffs Associates	Unit 7 Ronsons Way Sandridge, Herts AL4 9QT	Malcolm Wooster T: 01727 858483 E: post@woosterjeffs.co.uk
Structural Engineer		
Ramtech	16 Hillcroft Crescent, Watford, WD19 4NY	Rakesh Parikh T: 020 84323 241 E: rakesh.parikh@ramtechgroup.co.uk M: 07538 179291
Quantity Surveyor		
Currie & Brown	Anglo City House 2-6 Shirley Road Southampton SO15 3EU	Daniel O'Rourke T: 023 8235 8890 M: 0772 088 3767 E: daniel.O'Rourke@curriebrown.com

3.0 Summary of Existing Information

Document Description	Location
Health & Safety File	Any existing H&S information and O&M manuals are available from the Trust upon request
F10	Principal Designer
CP40 Contractor Health and Safety Compliance	Health and Safety Rules set out by the Trust as dictated under CP40 Contractor Health and Safety Compliance document (attached in Appendix)

4.0 Health & Safety File Requirements

4.1 Format & Content

The Health and Safety File will provide information needed during future construction work which includes cleaning, maintenance, alteration, refurbishment and demolition. The information in the file is essential to those doing the work. It alerts them to the risks and helps them to decide how to work safely.

The Principal Contractor will be responsible for ensuring that relevant Health and Safety File is produced including the following information is provided and collated from appointed sub-contractors in accordance with the CDM Regulations.

Please find below the recommended contents of the Health and Safety File:

Section	Contents
1.0	The Project
1.1	Introduction
1.2	Project Description
1.3	Construction Statement
1.4	Project Directories
2.0	Residual Hazards
2.1	Demolition Statement
3.0	Plant and Equipment
3.1	Principles of Services Design
3.2	Plant Replacement/Removal Strategy
4.0	Building Fabric
4.1	Cleaning & Maintenance Access Strategy
4.2	Schedule of access equipment required
5.0	Significant Services
5.1	Known underground Services
5.2	Description of Emergency and Fire Fighting Systems
6.0	As-Built information
6.1	As-Built Drawing Register
6.2	Schedule of Operation and Maintenance
7.0	Surveys and Reports
7.1	Relevant Surveys and Reports
8.0	Appendices
	As-Built Drawings Register

5.0 Contents of the Construction Phase Plan

5.1 Construction Phase Plan Guidelines

To assist the Principal Contractor with the compilation of an adequate Construction Phase Health & Safety Plan, please use the following checklist. This is in accordance with the approved Code of Practice for the CDM regulations 2015.

Section	Contents
1.0	Description of the Project
	Project Description and programme details including any key dates
	Project Directory
	Existing Records
2.0	Communication and Management of the Work
	Management structure and responsibilities
	Health & Safety goals for the project and arrangements for monitoring and review of health and safety performance
	Arrangements for:
	Regular Liaison between parties on site
	Consultation with the workforce
	The exchange of design information between the client, designers, Principal Designers and contractors on site
	Handling design changes on site
	The selection and control of sub-contractors
	The exchange of Health and Safety information between Contractors
	Security arrangements
	Site induction and on-site training
	Welfare facilities
	First aid
	The reporting and investigation of accidents and incidents including near misses
	The production and approval of risk assessments and method statements
	Site rules
	Fire and emergency procedures
3.0	Arrangements for controlling significant site risks
	Safety risk
	Delivery and removal of materials (including waste) and work equipment taking into account any risk to the public e.g. during access and egress from the site
	Services including temporary electrical installations
	Preventing falls
	Work with or near fragile materials
	Control of lifting operations
	Dealing with services – water, gas, and electricity
	Maintenance of plant and equipment
	Poor ground condition
	Traffic routes and segregation of vehicles and pedestrians

	Storage of materials (particularly) hazardous materials) and work equipment
	Dealing with unstable structures
	Accommodating adjacent land use
	Other significant safety risks
	Health risks
	Procedure for the discovery of asbestos
	The removal of asbestos
	Dealing with contaminated land
	Manual handling
	Use of hazardous substances
	Reducing noise and vibration
	Other significant health risks
4.0	The Health and Safety File
	Layout and Format
	Arrangements for collection of information
	Storage of information

6.0 Protective fencing around tree and hedges

Drawing 1252 C 411 and 412 has been prepared to indicate the location of protective fencing to erect around the existing tree and shrubs on site for the duration of the works.

Hoarding erected for phase 2 works site compound will be retained, please see below for photos.

The area within the protective fences shall be retained in position until development is completed.

The area within the approved protective fencing shall remain undisturbed during the course of the works and in particular in these areas:

There shall be no changes in ground levels;

No materials or plant shall be stored;

No building or temporary building shall be erected or stationed;

No materials or waste shall be burnt;

No drains runs or other trenches shall be dug or otherwise created, without the prior written consent of the Local Planning Authority.



Appendix A

CP40 Contractor Health and Safety Compliance

CONTRACTOR HEALTH AND SAFETY COMPLIANCE

If you think compliance is expensive...try non-compliance!

Appendix 1 – Contractors on site – Environmental
Appendix 2 – Contractors on site – Fire Safety Rules

1. Introduction

- 1.1 This document has been prepared for contractors who are instructed to undertake work on behalf of The Hillingdon Hospitals Foundation Trust at both Hillingdon and Mount Vernon. This document also covers work carried out by companies renting space and who attend site regularly to install, service, and maintain their equipment.
- 1.2 This document covers all works undertaken by contractors. The types of contracts covered by this document will include:
- Short term – one off task
 - Short term – recurring task carried out as part of planned maintenance programme
 - Medium term – general maintenance tasks and small refurbishment works and repairs
 - Long term – Capital works and all work under the CDM 2015
 - Long term – Annual service contracts
- 1.3 The health and safety requirements set out in this document are the minimum acceptable standards expected of Contractors when working for the Trust. Consequently, it will be essential for most projects to have additional specific health and safety arrangements and procedures to effectively manage risks.
- 1.4 Failure to comply with the requirements set out in this document may result in the dismissal of operatives from site and may hinder any future involvement on projects at the Trust. This may also have a negative impact on the contractor's future involvement at the Trust.

2. Health and Safety Management

- 2.1 The contractor shall be responsible for ensuring that all work is undertaken in a safe manner without risk to health and safety, complying fully with the Health and Safety at Work Act 1974 and all relevant health and safety legislation, approved codes of practice and guidance. Contractors must also have due regard to the effect work may have on the Trust generally and ensure that the health, safety and welfare of staff, patients and visitors is not compromised at any time.
- 2.2 The contractor shall be responsible for the control of any parts of the Trust's premises that are formally or informally handed over into their care. Site inspections will be undertaken to monitor health and safety legislation compliance. These will be undertaken at agreed times and on occasions unannounced.
- 2.3 The contractor shall provide, on request, a copy of their safety policy. It should include a statement of intent, the aims and objectives, the health and safety

organisation, and details of the arrangements in place for the effective implementation and monitoring of the policy.

2.4 The contractor shall provide the name and contact details of the health and safety 'competent person(s)' appointed to assist them. Proof of competency is required for all competent person(s).

2.5 The Health and Safety department have the authority to stop works at any time if they feel there has been a breach of Health and Safety legislation or unsafe working practises are being undertaken.

3. The Construction (Design and Management) Regulations 2015 (CDM)

3.1 The principal contractor must:

- Plan, manage, monitor and coordinate the entire construction phase.
- Take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them
- Liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed
- Prepare a written construction phase plan before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose
- Have ongoing arrangements in place for managing health and safety throughout the construction phase
- Consult and engage with workers about their health, safety and welfare
- Ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- Check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health
- Ensure all workers have site-specific inductions, and any further information and training they need
- Take steps to prevent unauthorised access to the site
- Liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase

3.2 Contractors on all projects must:

- make sure the client is aware of the client duties under CDM 2015 before any work starts
- plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor
- provide appropriate supervision, information and instructions to workers under their control
- ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work

In addition to the above responsibilities, contractors working on **projects involving more than one contractor** must:

- coordinate their work with the work of others in the project team
- comply with directions given by the principal designer or principal contractor
- comply with parts of the construction phase plan relevant to their work

Where a contractor is **the only contractor working on a project**, they must ensure a construction phase plan is drawn up before setting up the site.

4. Competence and Training

- 4.1 Contractors shall ensure that all employees, including sub-contractors, are competent to undertake their particular duties/tasks safely and without risk.
- 4.2 The Contractor may be required to produce evidence of qualifications, training and experience of all operatives working on site including sub-contractors.
- 4.3 All contractor personnel must have a CSCS card. Personnel without a CSCS card will not be permitted to undertake any work on site.

5. Pre-Work Commencement

- 5.1 Contractors shall undergo appropriate induction delivered by an authorised Trust Representative covering the following topics as appropriate:
- Project description
 - Health and safety responsibilities
 - Project management structure and responsibilities
 - Project specific hazards and controls
 - Management of asbestos
 - Project specific health and safety requirements and rules
 - Welfare facilities
 - Emergency procedures
 - Evacuation procedures
 - Relevant health and safety requirements and rules identified from this document
 - Security procedures
 - Site Segregation
 - Parking
- 5.2 Contractor must submit, **at least 7 working days** prior to works commencing, a site specific risk assessment and method statement (RAMS). The documentation submitted will be reviewed by the Estates Management and any document not deemed adequate will be refused, which may potentially affect the start date. Estates Management may wish to seek advice from the Health and Safety department.
- 5.3 Work which falls within the scope of the CDM regulations 2015 may not proceed without all relevant documentation in place including the Construction Phase Plan.

6. General Rules and Requirements

6.1 Security

Contractors will be issued with a Trust visitors pass which must be displayed on their person at all times whilst on Trust premises, and kept secure when not in use. Lost passes must be reported immediately to Estates Management and Security.

Failure to follow security procedures will be treated seriously and may result in the pass being withdrawn and the offending person removed from site. This may preclude that person from working on future works for the Trust.

Security passes must be returned to Estates Management at the end of the contract or on request.

Contractors must be mindful of the environment they are working in and ensure security of areas is maintained at all times with works not interfering with any of the control measures in place. Where works will compromise trust security

alternative measures must be introduced to maintain a secure locked down area, this must be reflected in the RAMS.

6.2 Smoking

Smoking is not permitted on any part of the Trust's premises, including grounds, car parks, approach roads, etc. Failure to comply may result in the immediate removal of the offending person from the contract. Operates must smoke off site.

6.3 Alcohol and Drugs

The consumption of drugs and alcohol during working hours is prohibited whilst employed on a Trust contract. Anyone known or suspected of consuming drugs or alcohol will be removed from the premises immediately and will be precluded from working on the current and all future contracts.

The Trust will not tolerate the possession of illegal substances on their premises. Possession of any illegal substance is an offence and will result in the operative(s) being removed from the premises and information passed on to the police.

6.4 Radios, I-Pod, MP3 Players, Smartphones, etc

None of the above or other similar devices are permitted on Trust premises.

6.5 Mobile Phones

Mobile phones may be used for business purpose only.

Under no circumstances may a mobile phone be used to take a photograph without the prior written permission of Estates Management and Security. Evidence of permission must be available on request.

The use of a mobile phone is only permitted in a safe location free from any hazards, mobiles must never be used whilst working at height.

6.6 Photography

Cameras, of any kind, or video equipment may only be used if it is a requirement of the Contract and with the prior written permission of Estates management and security. Evidence of permission must be available on request.

6.7 Noise

Contractors shall make appropriate arrangements to ensure that noise generated by the work is adequately controlled and does not exceed the exposure action level of 80 decibels as set in the Control of Noise at Work Regulations 2005.

The use of pneumatic tools, hammer drills, circular saws, disc cutters, and the like may only be used with the prior permission of Estates Management. Operating times will normally be set to a maximum of one-hour on/one-hour off. However this must be agreed with Estates Management before any works commences.

6.8 Control of Substances Hazardous to Health (COSHH)

The contractor shall provide the Trust with a comprehensive list of all substances that they intend to use together with suitable and sufficient COSHH assessments.

6.9 First Language Rule

The contractor shall ensure that staff whose first language is not English, fully understands the health and safety requirements set out in this document.

6.10 Fire Procedures

The contractor will be provided with details of the Trust's procedures in the event of fire or other emergency. It shall be the responsibility of the contractor to bring the procedures to the notice of all contract personnel and to implement a local fire safety and evacuation plan which must be displayed at all access/egress areas.

Contractors shall be provided with a document titled Contractors on Site setting out the Trusts fire safety requirements in addition to this document.

In addition to a Hot Works Permit contractors must have adequate fire fighting equipment in place at all times. Under no circumstances are contractors permitted to bring welding/cutting equipment onto Trust properties without authorisation from the Health & Safety Department.

Any fire hazards and controls must be included in the site specific risk assessments.

Fire exits and fire exit routes must be kept clear at all times. The Trust fire safety advisor must be consulted if there is a potential risk of obstruction or other increase in fire loads within the Trust premises.

6.11 Personal Protective Equipment/Respiratory Protective Equipment (PPE/RPE)

Contractors are responsible for providing adequate personal protective equipment to their employees. It is a requirement that contractors wear a High-viz jacket displaying the company logo, protective footwear and a hard hat for the duration of the job. This attire must be worn at all times whilst on site.

All PPE must be suitable for the specific risks involved in the task and must be worn at all times including hot weather.

Without prejudice to the above all works subject to the requirements of the Construction (Design and Management) Regulations 2015 shall display a site safety notice showing the following rules:

- Safety helmets must be worn on this site
- Safety footwear must be worn on this site
- High visibility jackets must be worn beyond this point
- And any other applicable PPE signage e.g. Ear defenders
- Unauthorised entry to the site is strictly forbidden

These rules are the Trust's minimum PPE requirements for construction sites and must be strictly enforced by the principal contractor.

In addition to the above any specialist/specific PPE/RPE required as additional control measures is to be used i.e. RPE and overalls for asbestos work.

All PPE/RPE must be worn as intended at all times, failure to do so may result in the removal of operative(s) from site.

6.12 Hoardings/Barriers

Suitable hoarding or barriers must be erected to ensure the site is segregated from any other unauthorised person e.g. public. Hoardings must be erected in place before the start of any works.

Hoarding doors must have an unrestricted vision panel and coded digit lock; it must be constructed in a safe and tidy manner free from hazards e.g. splintered wood, protruding nails, un-weighted etc.

Hoardings must be made fire and smoke resistant for a minimum of 30 minutes. Dust/debris must not be able to escape the construction site in to adjacent non-construction areas.

Materials/equipment must not be stored leaning against any hoarding/site barrier at any time.

Solid heras fencing is the minimum requirement for an external site enclosure or compound.

Openings, trenches and work in areas of public access/egress must be adequately fenced, must have adequate signage and be lit subject to risk assessment.

Steel pin and tape barrier systems are **NOT** permitted on Trusts premises for any type of works.

Where it is not practical to erect barriers, i.e. small works of short duration, clear and unambiguous warning signs may be used subject to risk assessment.

6.13 Safety Signage

The contractor must display appropriate health and safety signs in compliance with The Health and Safety (Safety Signs and Signals) Regulations 1996 and other relevant legislation or Code of Practice.

6.14 Authority to Work

If a permit to work is not required then a written authority to work document must be issued by a member of Estates Management before commencing work (NB this is not a permit to work).

6.15 Dress code

All contractors must be in appropriate attire displaying their company logo/name.

Shorts are not permitted to be worn at any time whilst working at the Trust. Tops are to be worn at all times and should operatives be working on a ward they must be bare below the elbows.

Jewellery should be kept to an absolute minimum.

6.16 Public areas

Dirty overalls and clothing must be removed before entering a public area to ensure areas used by the public/patients remain uncontaminated and clean.

Any contractor entering a patient area must ensure to use the hand gel provided; contractors must also follow any other advice prompted by staff and/or notices.

Work in public areas must be segregated and free from any hazards e.g. trailing leads, storage of materials. Traffic routes must be maintained in a safe manner devoid of any tripping/slipping hazards and well lit to ensure adequate visibility at all times.

Hi-viz jackets must not be worn in public eating areas e.g. restaurant.

Under no circumstances shall tools/equipment be left unattended for any length of time. Any tools/equipment found unattended may be confiscated.

6.17 Patient Privacy and Dignity

When working within the hospital environment contractors must ensure patient privacy and dignity is maintained at all times.

Any medical conversations heard must never be repeated to any other person.

6.18 On Site Folder

A site folder is required on every site and must include as a minimum the following:

- F10 (if applicable) (This must also be displayed on site board)
- Daily Sign in/out register
- Induction record sheets
- Site specific Method Statements and Risk Assessments
- Any permits issued for tasks to be under taken – including authority to work.
- The Trusts Health and Safety Requirements for Contractors signed and dated
- Weekly first aid / fire point inspections
- Site Safety Inspections (as issued by the Trust)
- Accident / Incident book
- COSHH assessments
- Contact details (Trust and Contractor)
- And any other additional information

6.19 **Environmental protection**

All contractors are to ensure, as far as reasonably practicable, any site works will not negatively impact on the surrounding Trust environment.

Contractors must be aware of all environmental inputs and outputs as a result of their processes. Any processes with the potential to impact on the environment must be controlled to a level as approved by the Environmental Protection Agency.

Any accidental releases in to the surrounding environment e.g. Water courses should be reported immediately to the Trusts Waste management contact.

Further information will be found in appendix 2.

6.20 **Traffic management**

The Trust has a high level of traffic both internal and external; contractors must ensure adequate safety measures are in place to segregate works accordingly. Where required, a traffic management plan is to be produced prior to the commencement of any works.

Pedestrian traffic must be protected/segregated from vehicular traffic at all times.

The Trust speed limit is 5mph this must be adhered to at all times whilst driving a vehicle on site.

Trust pedestrian routes must be adhered to at all times, shortcuts through unauthorised areas is prohibited at all times.

6.21 **Site plan**

The site layout plan must detail the perimeter fence line, any lighting and access and egress arrangements and emergency routes.

6.22 **Water Hazard**

A water course runs through the hospital grounds. Risk assessments and method statements must cover any environmental aspects which may effect the water course e.g. contamination.

6.23 **Trust Cages (Contractor materials movements)**

Contractors are forbidden from using any Trust cage to transport materials/equipment. Any individual found using a cage for this purpose is liable to be removed from site which may affect involvement on future work.

6.24 **Excavations**

A Permit to Dig must be obtained from the Trust Project Manager before any work involving penetration of the ground is carried out.

Reference should always be made to the site drawings before any excavation work, piling, the driving of pins, etc. **These drawings must not be treated as exhaustive - an unknown service may be present.**

A survey of the work area must always be carried out with an underground services detector before work commences.

It is the responsibility of contractors carrying out excavation work to ensure that barriers, adequate excavation supports and suitable access are provided, used and maintained in accordance with the Construction (Design & Management) Regulations 2015.

All excavation support systems must be installed in accordance with a pre-determined safe method of work by or under the direct supervision of a competent person experienced in that work.

In accordance with the Construction (Design & Management) Regulations 2015, contractors are responsible for the inspection of any excavation:

- before anyone carries out work at the start of every shift;
- after any event likely to have affected the strength or stability of the excavation, e.g. severe weather conditions;
- after any accidental fall of rock or earth or other material;
- at least once in every period of 7 days.

Following each inspection, a written report on the condition of the excavation and its support system must be made and retained on the site.

6.25 Skips

Skip locations are to be agreed prior to delivery to site; under no circumstances are skips to be placed in unauthorised areas. Skips must always be located in a safe and secure area away from unauthorised personnel, where this is not possible a lockable skip must be used. At no time is a skip permitted to be located in the Trust delivery yard/areas.

7. Permit to Work

- 7.1 Hazardous work or work in hazardous locations must be controlled under a permit to work system. The following works have been designated high risk or potentially high risk areas and will require a permit to work issued by Estates Management:

Working on roofs	Pharmacy
Work at height	Pathology
Hot work	Radiology
Ceiling voids	Pressure systems
Plant rooms	Demolition (CDM)
Tunnels / Subways	Restricted access areas e.g.I.T,pathology
Pits and sumps	Fire compartment walls
Asbestos	Electricity (LV/HV)
Medical gases	Electricity (limitation access)

Theatres	Confined space
Mortuary	Boiler maintenance
Paediatric areas	Kitchen (Main)
Water course area (environmental)	Delivery loading bay areas
Ground works (dig)	Maternity e.g. labour / neonatal

7.2 Permits will not be raised until a site specific risk assessment and method statement has been submitted and approved by Estates management and where applicable an authorising engineer who has the required certification and letter of appointment.

7.3 Live working is prohibited.

8. Asbestos (Asbestos Containing Material - ACM)

8.1 The Trust shall undertake a Demolition and Refurbishment survey of works falling within the scope of the CDM regulations 2015 including construction works, demolition and refurbishments, or any other work that disturbs the fabric of the building and provide the contractor with a report of the findings and actions taken.

8.2 Contractors will be advised of any risks arising from the presence of ACM in regard to the work being carried out. The Trust holds an Asbestos Register which is kept in the Estates Offices and is available to contractors at all times.

8.3 Contractors shall ensure that all contract personnel have attended an appropriate asbestos awareness training course within the past twelve month. Employees who have not received training or whose training is out of date will be denied access to work until training has been undertaken.

8.4 In areas where ACM is known or presumed to be present, a red or orange label will be displayed with the following message – THH & MV PERMIT TO WORK REQUIRED. Access to these areas are prohibited without a permit to work issued by an authorised Trust representative.

8.5 If ACM is uncovered or damaged during the course of the work the Contractor must stop work immediately and take the following step:

- Ensure the area is made secure restricting entry of any unauthorised person using appropriate barriers and signage.
- Report to the Asbestos Co-ordinator (Estates Department ext 3720)
- No attempt to clear or disturb dust/debris or to remove any tools/equipment is to be made by any person prior to the arrival of the Asbestos Co-ordinator.

If the operative(s) have dust or debris on their clothing undertake the following:

- If possible, remove the contaminated clothing and place in a suitable bag (which is to be disposed of as asbestos waste).
- At no time is the contaminated to enter another un-contaminated area unless instructed to do so by an authorised Trust professional.

- The Trusts asbestos co-ordinator will give instruction to contaminated operative(s) with regards to taking a shower.
- Operatives should carry a face fitted P3 mask at all times for use in the event of being confined to the contaminated area for any length of time due to the risk of contaminating other areas.

8.6 Contractors shall be provided with a pack containing additional information on asbestos

8.7 Full details of asbestos related policies and procedures are contained in the Asbestos Management documentation which is held in the Estates Offices and is available to contractors on request.

9. Risk Assessment

The contractor must provide Estates Management with a site specific risk assessment 7 working days prior to the proposed start date. Risk assessments must be specific to the tasks to be undertaken and the surrounding environment. It is the responsibility of the contractor to ensure that its operatives are briefed on, and understand, their risk assessment.

Generic risk assessments are not acceptable.

10. Method Statements

The contractor must provide Estates Management with a site specific method statement covering every phase of the work prior to commencement. Method statements must be specific to the tasks to be undertaken specifically explaining all aspects involved. It is the responsibility of the contractor to ensure that its operatives are briefed on, and understand, their method statement.

Generic method statements are not acceptable.

11. General Plant and Equipment

11.1 The contractor must ensure that plant and equipment is fit for the use for which it is intended and that it complies with all health and safety regulations.

11.2 The contractor will provide the Trust with a copy of certificate/record of maintenance, inspection, examinations or tests, on request

11.3 Portable electrical equipment is required to be PAT tested at 3 monthly intervals and must display a valid test record.

11.4 Supplies to electrical equipment must be reduced to 110 volts. Where this is not practical, the contractor must provide a full method statement and risk assessment prior to commencing work.

11.5 Trailing cables must be kept to a minimum and where practical cables to be run at height, where not highlighted cable protectors may be used with adequate signage.

12. Lifting Equipment

12.1 The contractor shall ensure that all lifting operations and equipment complies with the Lifting Operations and Lifting Equipment Regulations 1998.

12.2 LOLER requires that each lifting operation is planned, supervised and carried out in a safe manner by a competent person. All safe systems of work for crane operations must include the following:

- Planning the operation
- Selection of the correct crane and associated equipment
- Maintenance of the crane and associated equipment
- Election of appropriately trained and competent personnel
- Provisions of adequate, properly trained and competent supervision
- Provisions for the safety of those involved in, and others who may be affected by, the operation
- Effective communication between all relevant parties
- Ensuring that all necessary test certificates and other documents are in order and available
- Prevent unauthorised movement or use of the crane and equipment.

12.3 A copy of examination/tests and insurance certificates shall be kept on site and made available on request

12.4 Operators/users of lifting equipment must be fully trained, competent and fit to operate such equipment. A site specific method statement and risk assessment must be completed before work commences.

13. Working at Height (Scaffolding, MEWPs, Step ladders)

13.1 Wherever possible, working at height should be eliminated or minimised, for example by planning or by pre-fabrication. Control measures for work at height risks must follow the hierarchy set out in the Work at Height Regulations 2005.

13.2 All scaffolding and other working platforms, including mobile tower scaffold and podium steps must be inspected after installation and at intervals of not less than 7 days thereafter in compliance with the Working at Height regulations 2005. Pre-use checks should be undertaken on all equipment.

13.3 Areas below or adjacent to any form of working at height must be adequately segregated and signed to restrict unauthorised access and highlight the surrounding dangers.

13.4 A copy of inspection reports shall be kept on site and made available on request.

13.5 All working at height/access equipment should display an up-to-date Scafftag or other suitable visible tag at each access point.

- 13.6 Operators of MEWPs must be fully trained, competent and fit to operate such equipment. A site specific method statement and risk assessment must be completed before work using a MEWP commences. MEWPs must have valid test/examination and maintenance documentation available on request.
- 13.7 All access points shall be secured using solid Heras fencing to prevent unauthorised access.
- 13.8 MEWPs shall be parked in a secure area when not in use and immobilised. Under no circumstances should ignition keys be left with an unattended vehicle
- 13.9 Any equipment found un-tagged or with an out of date tag in situ will be removed from site until re-inspection undertaken. All damaged equipment must be removed from site immediately.
- 13.10 The use of trestles, hop-ups and stilts are not permitted on the Hillingdon and Mount Vernon site.
- 13.11 Contractors must be aware the Trust has several fragile roof located throughout the site which are not to be accessed.
- 13.12 bile phones must not be used when working at height.

14. Access for Emergency Services

- 14.1 Fire exits and areas set aside for ambulances, fire fighting appliances and equipment must be kept clear at all times.
- 14.2 Under no circumstances should a Fire hydrant ever be obstructed.
- 14.3 At no time should access be blocked for the internal emergency response teams.

15. Reporting Accidents and Near Misses

- 15.1 Accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 shall be reported to the Health and Safety Executive by the contractor.
- 15.2 In the case of a serious accident or death the contractor must stop work, secure the site for investigation and notify the Trust's Health and safety department immediately.
- 15.3 The Contractor shall provide the Trust's Health and safety department with a copy of all accidents and near misses reported under RIDDOR. All accidents and near misses must be recorded in the site accident book.
- 15.4 In the event of a serious incident occurring a Root Cause Analysis report is required from the contractor and must be submitted, with all relevant documentation, to the health and safety department.

16. Waste

- 16.1 The contractor is responsible for the safe disposal of waste arising from the work activities under his control. Disposal must be undertaken in accordance with the legislation relevant to the waste category involved.
- 16.2 Hazardous waste shall be stored in lockable skips and disposed of as soon as is reasonably practical.
- 16.3 Site waste will only be removed from site during 'out of hours' periods.

17. Welfare Facilities

- 17.1 The contractor shall provide adequate accommodation for messing, toilets, and washing facilities, as required.
- 17.2 Trust restaurants/canteens may be used by contractors with the prior permission of an authorised Trust representative. Soiled or dirty work clothing is not permitted in the Trusts eating areas.
- 17.3 Food and Drink is prohibited on site including plant rooms. No consumption of either on site will be permitted at any time with the exception of water.

18. Accidents and Emergencies

The contractor shall provide sufficient first aiders and suitable first aid facilities.

19. Biological hazards

- 19.1 The Hospital has a wide variety of healthcare practices that could potentially expose contractors to unfamiliar hazards, such as chemicals, medical gases, biological and radioactive hazards. The Principal Contractor must take appropriate steps to find out whether any specific substances hazardous to the health of the workforce are present in the workplace and take appropriate steps to prevent ill health.
- 19.2 For protection from biological hazards, such as infections, contractors are strongly advised to ensure that all employees are vaccinated against common biological hazards, and in particular Hepatitis B.

20. Hygiene

- 20.1 The Trust operates strict hygiene measures and contractors must adhere to the following minimum rules:
- Use alcoholic hand gel on entering and leaving a ward/department
 - If hands become contaminated with organic matters wash with soap and water
 - Clean hands following contact with patient/staff/equipment/objects
 - Report to the Nurse in charge of ward/department and check before entering Wards and in particular side rooms

- If you feel unwell or have recently had diarrhoea and/or vomiting you must not enter Trust premises and you must be symptom free for a minimum of three clear days
- Dirty/soiled clothing is not permitted in ward/department areas at any time.
- All operatives must check before entering a patient area that there are no restrictions in place e.g. Ward closures due to Diarrhoea and Vomiting (D&V).

20.2 If unsure of correct procedures or action contact the Infection Control Team –
Tele Ext 3767 or Bleep 5718/5132

Appendix 1: Contractors on site – Environmental

1. Introduction

- 1.1 The construction sector has a particularly poor environmental record, being responsible for more pollution incidents than any other industry and generating an estimated 70 million+ tons of waste annually.
- 1.2 Most of the pollution incidents on sites are avoidable; careful planning can drastically reduce the risks. Most of the measures needed to prevent pollution cost very little especially if they are considered in advance. In contrast, the cost of cleaning up after a pollution incident can be very high as can the fines imposed following a successful prosecution. Clean-up costs, fines and the cost of disposing of waste are all increasing.
- 1.3 These rules are intended to ensure compliance with environmental legislation on Trust sites, reduce the risk of pollution incidents occurring and minimise the overall impact of all projects on the environment.

2. Action In The Event Of A Pollution Incident

- 2.1 The most likely incident to occur will be contamination of drains, waterways, or land with one of the following:- silt, cement, grout, concrete, fuel, oil, chemicals or solvents.
- 2.2 If a spillage occurs contractors must immediately take all necessary steps to stop the escape of the substance. Prevent it from entering drains or watercourses by the use of spill kits or sand or by building a bund to contain it.
- 2.3 The incident must be reported to Trust Management immediately.
- 2.4 It may be necessary to excavate contaminated ground and dispose of it as hazardous waste. This will be at the contractors own expense.
- 2.5 Pollution of drains and watercourses is easily traced back to the source by the Environment Agency. Never ignore an incident – taking appropriate steps to limit the damage will reduce the chance of expensive fines and clean-up costs.

3. Cement and Concrete

- 3.1 Wet cement and concrete are highly alkaline and contain suspended solids. For this reason they are harmful to aquatic life.
- 3.2 Never discharge surplus concrete where it can find its way into a drain or watercourse.
- 3.3 Never wash out mixers, concrete pumps, etc., where the run-off could enter drains or watercourses.

- 3.4 Wash-off water containing cement should be run to a safe area where it can be allowed to soak away. If in doubt consult Trust Management.

4. Dust and Fumes

- 4.1 Dust and fumes from construction sites can be both harmful to health and damaging to the environment.
- 4.2 Operations that create dust must be damped down or screened off.
- 4.3 All mobile crushing plant must be fitted with effective dust suppression.
- 4.4 Materials which could release dust when it is windy should be covered.
- 4.5 To reduce air pollution and noise, site vehicles and plant should not be left running unnecessarily.
- 4.6 Care must be taken to ensure that dust and fumes from site activities are not taken into the air conditioning systems of existing buildings.

5. Fuels, Oils and Hazardous Materials - Site Storage

- 5.1 All fuels, oils, paints, chemicals, etc., must be properly stored in leak proof containers in a site store located either in the designated site compound or in an alternative place specified by Trust Management. Never store these materials next to drains or watercourses.
- 5.2 Fuel and oil storage tanks or containers must be suitably bunded and compliant with current legislation.
- 5.3 A competent person must supervise all deliveries and procedures must be in place to deal with accidental spillages.
- 5.4 Many pollution incidents result from vandalism. Always ensure that storage facilities, nozzles, etc., are kept locked when unattended.
- 5.5 Always adhere to suppliers' or manufacturers' advice about conditions of storage for paints and chemicals, etc.
- 5.6 Only take the minimum quantities of materials required for immediate use from the storage location to other areas of the site.
- 5.7 At or before the completion of their work, contractors must remove from site all surplus fuels, oils and hazardous materials.

6. Silt

- 6.1 Silt is best described as muddy or dirty water. It harms the environment if it enters rivers, streams etc. or surface water drains. Silt is responsible for many pollution incidents on construction sites. It may not seem particularly harmful but it is.
- 6.2 Never pump silty water into any drain or watercourse. It must be pumped to a suitable open area where it can soak away or it must pass through a settlement tank / lagoon before discharge as clean water.
- 6.3 Take appropriate measures to prevent water from entering excavations to reduce the need to pump it out.
- 6.4 Rainfall running off disturbed ground can carry large amounts of silt to drains and watercourses. Areas of bare soil should be kept to a minimum and run-off water should be channelled away to safe areas.
- 6.5 Site vehicles and plant should not be located in or driven through watercourses without prior permission from Trust Management.
- 6.6 Site vehicles and plant should not be washed off near drains and watercourses.
- 6.7 Any mud deposited on the highway by contractors' vehicles or plant must be cleaned up immediately as it is both polluting and a danger to traffic.

7. Wildlife & Vegetation

Dependent on the location of the site, construction activities can have a significant effect on the surrounding wildlife.

- Harmful substances must not be released into the environment.
- Windblown litter from open skips, etc., must be controlled.
- Work should be carried out with minimum disturbance to any known bird nesting sites.
- On some sites it may be necessary to report sightings of certain wildlife to Management. If this applies, it will be covered at site induction.
- Contractors must not damage the vegetation in areas of the site which is to be retained at the end of the contract unless this is unavoidable and has been agreed with Trust Management.
- Access to the site and work areas within the site must only be by the designated, authorised routes covered at site induction.

Appendix 2: Contractors on Site Fire Safety Rules

A significant number of fires occur as a result of certain building activities. The site conduct of contractors should be adequately supervised and controlled. The Trust should ensure that adequate precautions against fire are in place, and should maintain regular contact with contractors to ensure that the local fire safety policy is being complied with. Contractors are to provide a copy of their fire safety risk assessment for the Trust Fire Safety Advisor. The local Fire Authority is to be notified when any significant building or demolition takes place on hospital premises.

Further guidance can be found in the Health and Safety Executive's Construction Information Sheet (CIS) 51 – 'Construction fire safety' and 'Fire Prevention on Construction Sites'. The joint code of practice on the protection from fire of construction sites and buildings undergoing renovation published by the Construction Confederation and The Fire Protection Association.

Notice to Contractors

- All openings from a demolition/construction site to a corridor/circulation area to be screened off to provide a barrier to fire and smoke for a minimum of 60 minutes.
- Site to be made secure so as to provide adequate precautions against the risk of arson.
- Contractors to manage their own site and employees.
- The Trust no smoking policy must be adhered to.
- No burning of materials is to be carried out on the premises.
- Any hot works (welding, cutting, grinding, etc.) will not be permitted until the hospital estates department issues a hot works permit and the Health & Safety Department have evaluated equipment testing/monitoring and contractors' competence evidence to use such equipment.
- Site management are to provide a "FIRE POINT" including the means of raising the alarm and means to extinguish a fire. Hand bells, whistles, klaxons or manually operated sounders may be practical so long as they are clearly audible above background noise and can be readily identified as being a fire alarm. Adequate numbers of suitable types of portable fire-fighting equipment must be available. The "FIRE POINT" must be at a height readily seen above intervening huts, plant or storage.
- Under no circumstances are contractors authorised to interfere, adjust, amend or any other measures relating to the THH Fire Alarm systems.
- If possible the site hut is to be provided with a telephone line provided means of calling the emergency services.
- Contractors employees must be trained in the use of portable fire-fighting equipment, how to raise the alarm and basic fire safety.
- Where contractors are working in patient areas on discovery of a fire they must operate the nearest fire alarm call point, attack the fire where it is safe to do so, and/or close the door [or screened area] and move to a place of relative safety and await THH fire response team.
- Adequate means of escape must be provided for the site.
- A designated hospital fire assembly point can be used.

- Portable fire-fighting equipment, fixed fire-fighting hose reels, evacuation equipment and fire alarm manual call points must be kept clear at all times. Automatic smoke and heat detectors must not be covered by contractors. A request to the Estates Department must be made to cover any devices.
- Contractor's vehicles are not to be so positioned as to obstruct the fire hydrant or prevent the access for fire service emergency vehicles.
- Contractor should appoint a competent person who will be responsible for assessing the degree of fire risk.
- Written emergency procedures must be displayed in a prominent position and given to all employees on site. A plan of the area must include the nearest THH fire alarm actuation point[s] and give details of the evacuation routes.
- At the end of each working day a fire check must be undertaken.
- The site must be protected against the risk of arson.
- All persons should be on the alert for fire started maliciously.
- Open skips should not obstruct exits, access for emergency services or fire hydrants. They should not be placed near windows, doors or any opening and should be a minimum of 6 metres from any building.
- Temporary buildings (site hut etc.) should be separated from the construction site and other buildings by at least 10 metres. Where this is not possible the temporary building must be constructed of a minimum of 30 minutes fire resisting materials and not placed within the vicinity of windows, doors or any opening.
- Where temporary buildings are raised above ground level the space beneath must be enclosed to prevent the accumulation of rubbish, whilst still allowing under floor ventilation. No combustible materials should be stored under any temporary building.
- No containers of flammable liquids and cylinders should be stored on site.
- Any hot works (welding, cutting, grinding, etc.) will not be permitted until the hospital estates department issues a hot works permit and the Health & Safety Department have evaluated equipment testing/monitoring and contractors' competence evidence to use such equipment.
- The use of acetylene is discouraged and an alternative should be sought.
- Cutting equipment using cylinders must not be left unattended and removed from site daily after use.
- Good housekeeping is essential on all sites. Flammable waste materials must be regularly removed.

Fire Safety Advisor

I acknowledge receipt of the Trust's:

1. Contractor Health and Safety Compliance,

2. Contractors on site – Environmental

And;

3. Contractors on site Fire Safety Rules.

I confirm that I have read and understand all requirements set out in this document and will ensure that all requirements are implemented in full and regularly monitored to ensure full compliance.

I understand that any non-compliance with the requirements set out in this document may result in the operative(s) being asked to stop work and leave site, and serious breaches of health and safety law will be communicated to external professional bodies.

Contractor.....

Print name.....

Signed.....

Position

Date.....