



CONSTRUCTION PHASE HEALTH & SAFETY PLAN

DECANT WARD PROJECT AT

**HILLINGDON HOSPITAL, PIELD HEATH ROAD,
UXBRIDGE. UB8 3NN**

**REVIEWED AND REVISED: ON APPROVAL THIS PLAN IS TO
BE REVIEWED ON ANY CHANGES OR AS A MINIMUM EVERY 6
WEEKS AND ALL AMENDMENTS NOTED AND INITIALLED BY
THE SITE MANAGER**

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General health and safety note: Within this plan MTX have identified the risks they see as significant on this project and have identified the means by which they reduce or preferably eliminate them. The MTX site manager (Andrew Brownsell) is tasked with eliminating risk as far as possible and will use the most efficient methods of construction, plant or equipment in association with our independent health and safety advisor who will also audit the process.

This plan identifies the procedures for mitigating risk and the fact the site manager will control. The document is not intended to be a location for all health and safety information but a guide to where it can be accessed i.e. via the site manager within the general health and safety procedures instigated and managed by MTX the size of this plan is managed to ensure it is read and operated with the assistance of the other MTX procedures relative to individual tasks.

Site specific risks, safe practices and risk reducing procedures – safe plant and equipment etc., will be communicated to the relevant operatives via induction and tool box talk at the appropriate time.

MTX and all sub contractor to make themselves aware of the contents of the HSE website especially <http://www.hse.gov.uk/Campaigns/index.htm>. MTX to advise all sub contractors via tool box talk and advice on H & S notice board.

Revision Reference	Date	Revisions	Revision signature
Revision 0	January 2020	Original issue	
Revision A	31 st March 2020	Updated to reflect changes to Site Manager and COVID 19 measures	Alex Bloor
Revision B	10 th June 2020	Update to reflect additional works	Alex Bloor
Revision C	9 th September 2020	Updated to reflect partial handover to client	Alex Bloor

1 DESCRIPTION OF PROJECT

1.1 PROJECT DESCRIPTION AND SITE LOGISTICS

CONTACTS

Involvement	Name	Address	Contact
Client	The Hillingdon Hospitals NHS Foundation Trust	Hillingdon Hospital, Pield Heath Road, Uxbridge, Middlesex, UB8 3XX	Kevin Howell 01895 279 561
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Architect	IBI	One Didsbury Point, 2 The Avenue, Manchester M20 2EY	Chiso Simioni 0161 696 4980
Services Engineer	DSSR	Warwick House, 17 Warwick Road, Stretford, Manchester, M16 0PT	Contact: Mike Singleton Role: Partner Tel: 0161 8724811 E-mail: m.singleton@dssr.co.uk Contact: Daniel Pollard Role: Mechanical Engineer Tel: 0161 872 4811 Contact: Nathan Conor Role Electrical Engineer Tel: 0161 872 4811
Civil & Structural Engineers	MDA (Wirral)	Egerton House, Tower Rd, Birkenhead CH41 1FN	Stuart Moss 0151 650 6905

Pre-Construction Information Pack:

As required by the CDM Regulations 2015 the Client has issued their pre-construction information pack which the Principal Contractor will be utilising along with this Construction Phase Health and Safety Plan to make the works, logistics and management of all aspects of the project safer.

The information contained in this pack is site specific and essential to the safe management of the site and is retained in its full content for a reason – all the information is specific to this contract and operates alongside this CPP plan. All sub-contractors will be issued with this PCI and will be required to sign alongside the CPP to say they have read and will ensure their operatives are aware of all the information which it contains, from location of services (essential for safe works below ground although this will be backed up by MTX's own surveys) to Trust procedures. We accept no criticism for reiterating this is a vital document and its value is in its use by all to add to site safety. WE also acknowledge that vital parts of this PCI have been included in the CPP for clarity.

ALL EXISTING AND NEW RECORDS OBTAINED VIA MTX SURVEYS WILL BE MADE AVAILABLE TO ALL SUB CONTRACTORS AND DISCUSSED BEFORE ANY PERMITS TO DIG OR COMMENCE WORKS ARE ISSUED AND THE INFORMATION ADDED TO THE CPP AMMENDMENTS.

MTX, DESIGNERS AND ALL SUB CONTRACTORS, ESPECIALLY THOSE WITH A DESIGN LIABILITY ARE TO REVIEW AND TAKE ON BOARD ALL DESIGN BASED RISKS IDENTIFIED AND ILLUSTRATED IN THE PRE CONSTRUCTION INFORMATION PACK.

All information received for this project is contained within appendix 1 and 2 of this plan with appendix 1 being the Pre-Construction Information Pack issued by the Principal Designer on behalf of the Client or by the Client direct and appendix 2 being the survey information issued pre start by MTX obtained in the design stage at their instruction.

MTX ESSENTIAL HEALTH AND SAFETY NOTICE

Site Operatives are aware of the Directors' commitment to protecting workers from reprisals when reporting health & safety incidents, hazards, risks and opportunities or if site operatives remove themselves from work situations that they consider present an imminent and serious danger to their life or health.

Project details and site information obtained:**Hillingdon Hospital:**

Hillingdon Hospital is the only acute hospital in the London Borough of Hillingdon and offers a wide range of services including accident and emergency, inpatient care, day surgery, outpatient clinics and maternity services.

The Hillingdon Hospitals NHS Foundation Trust provides clinical services to over half a million patients a year, including over 94,000 emergency department attendances and employs over 3500 staff.

The works comprise the following:

- Provision of additional 84 beds through installation of 3 storey modular units.
- Diversion of services from hospital's AMU to the decant ward
- Associated landscaping / walkway works
- Escape stairs to the east side of the building.
- Main entrance stairs with two passenger lifts on the south west corner.
- External plant base and plant room

The works are to be undertaken at Hillingdon Hospital which is located on Pield Heath Road in Uxbridge, Middlesex. Access to the hospital can be via the following routes:

By Road

The hospital can be approached by the A437, Harlington Road. From the A437, Pield Heath road can be accessed. Hillingdon Hospital is located on this road.

By Train

The nearest train stations are West Drayton and Uxbridge. West Drayton station is serviced via the GWR routes between Paddington and Reading / Oxford. Uxbridge station is serviced by both the Metropolitan and Piccadilly lines. This station is in zone 6 and provides trains to Central London (Metropolitan) and Cockfosters (Piccadilly).

By Bus

Busses U1, U2, U3, U4, U5 and U7 directly stop at the hospital. These bus services can all be accessed at Uxbridge station.

Once on the hospital grounds the site is located at the rear of the hospital and can be located by following the small, discrete MTX signs as positioned by the site staff at agreed locations. Access onto each site will be from Pield Heath Road, with pedestrian and vehicular access segregated at all times #, although access for the modular units will be from the south road past the ambulance station.

MTX have decided to set up one main welfare and office facility by the new modular ward location as this is the main site bit outreach facilities will be provided as necessary to both other sites, especially during the demolition of building 17. With special reference to the demolition of building 17 especial care will be taken to the prevention of the spread of dust as aspergillus is a primary risk on a hospital project, In this case a specific method statement will be produced and issued to the Trust for comment in advance of the works commencing

Concurrent works:

There are no known concurrent works other than the 3 stages of the known project.

Ground investigation:

There are no known services identified in the Pre-Construction Information Pack although MTX will carry out a pre-commencement survey to ensure the site is clear before any excavations commence, A permit to dig will be issued by the site manager to the groundworks sub-contractor

Flooding

The site falls outside of the designated flooding area identified by the Environmental Agency.

Coal Mining

NO records identified in the pre-construction information pack.

This shows there is, and there is no expected prospect of, damage from mining works at this location, however, reserves of coal exist in the local area which could be worked at some time in the future.

Prior to commencement in any existing areas the Client will carry out Refurbishment and Demolition Asbestos surveys and arrange for the removal of any asbestos found before allowing any works to commence. The Client has confirmed an asbestos refurbishment and demolition (R&D) for building 17 has been undertaken by Bauer between the 20th – 23rd December 2019 which identified 5no. instances of asbestos containing materials (ACMs) within the building. These are noted on page 4 of the survey.

The following recommendations are advised to be undertaken where applicable to this project:

- All site operatives are to be asbestos awareness trained
- A licensed removals contractor is to be used for licensed removals and waste consignment notes retained as well as 4-stage clearance where applicable (re-occupation certificate)
- The licensed asbestos contractor shall submit the ASB5 notification where applicable (14-day notification of works)
- Site management to review all intrusive elements of the project to ensure that any gaps in survey information are filled prior to demolition or intrusive works by the undertaking of a localised survey by a UKAS accredited surveyor in accordance with HSG264

Permit to Work Systems:

MTX and their sub-contractors will refer to the Management of Contractors Policy for details of the Client's permits to work requirements. The Principal Contractor shall operate his own permit to work system for high risk works within the designated construction site which do not impact on the hospital in any way. Where there is any risk to the hospital, a Hospital Permit will be required. Applications shall be made in writing to the Hospital to complete with relevant risk assessment and method statements at least two weeks in advance of the proposed activity. Prior to isolating existing services to make new connections, or to make disconnections to existing services or plant, the contractor shall make an application in writing to the Client, stating the date, time and duration of the proposed interruption to existing services.

Parking, smoking & site plan:

Parking provision at the site is very limited. The majority of contractors will be required to park off

site utilising nearby on street parking. Contractors must not park within patient/visitor parking or spaces inside the hospital boundary.

Contractor parking to be agreed and restricted to designated parking bays in agreement with the Client / Contract Administrator. A site plan setting out the site enclosure, including the extent of fencing around the site, the proposed parking locations for contractors, the proposed skip locations and all emergency muster points should be provided.

The hospital site has a strict no smoking policy. Contractors can only smoke off the hospital site grounds.

Restrictions on deliveries:

Deliveries should be planned to arrive in a timely manner to meet the resource needs of the project. Where possible, peak times should be avoided. Access is via Lancaster Road via a designated route identified by MTX in the agreed logistics plan. This route must be kept clear at all times.

MTX is to ensure that all waste is managed and no materials are stored or left outside the contractor's compound.

The location and layout of the MTX compound is as per the logistics on site sketch as issued to the Client and all sub-contractors and displayed on the office wall.

Difficulties Relating to Plant and Equipment

No specific difficulties relating to existing plant and equipment have been identified but it is noted that access within risers and existing plantrooms is quite restricted and does not always meet current standards.

Please note MTX has requested confirmation of vapours emitted from vents adjacent to the site and sub-contractors will be advised of any risk pre commencement.

Information on Significant Health or Safety Risks Identified During the Design

Working at an occupied hospital, including working close to theatres and the main IT hub for the whole hospital site. Construction works to be segregated from live hospital areas. Measures to be taken to reduce noise, vibration and dust. Aspergillus risk assessment to be undertaken.

Alterations to and connections to existing building services. Potential high risk to patients caused by disruptions to services. Potential safety risks to operatives. All works to existing services to be undertaken in full compliance with Trust policies and procedures.

Asbestos within existing building and services.

Craneage of plant, steel, modules and equipment to high level in vicinity of public and staff access and hospital buildings.

Existing underground services, including utilities within the public highway and privately owned services on the hospital site.

Works within the private highway

Erection of new building structure close to the existing hospital building, adjacent to the highway and close to the main hospital. Structural design and temporary works considerations.

Operating hospital specific risks

Any health risk arising from Client activities or contagious medical conditions will be notified to the Principal Contractor and appropriate measures will be taken to ensure safe working conditions for the operatives.

Any unforeseen eventualities during the construction phase must be brought to the attention of the Client / Principal Designer as soon as possible.

The work area is located within a 'live' hospital. Any outbreaks of infectious diseases, viruses etc. on the site that are communicated to the Contract Administrator will be immediately brought to the Principal Contractor's attention.

Biological hazards & sharps

Though these works are not expected to encroach into medical areas, should this be required there is the potential for biological hazards or other contaminants to be present. The Principal Contractor must be provided with a certificate confirming that the area has been thoroughly cleaned prior to commencing works.

At all times the Principal Contractor is to be aware of the potential for operatives to come into contact with 'sharps'. Sufficient gloves, safety boots and other PPE as determined by risk assessment must be worn and any sharps must be correctly disposed of as hazardous waste in accordance with the hospital's procedures, COSHH regulations and HSE guidance.

Should any operative experience a puncture wound or cut from sharps, they should seek medical attention from their GP or other specialist. The Principal Contractor must also advise the Client, Contract Administrator and Principal Designer of the incident and implement company procedures in accordance with RIDDOR.

As the works are close to A & E, operating theatres, maternity, external hospital areas, public and staff access Routes and out patients all of which could contain immune suppressed patients, that means the mitigation of aspergillus risk is vital, as aspergillus is a killer.

Aspergilla are tiny fungi that cannot be seen by the eye but commonly occur in soil, water and decaying vegetation but they can also live in old buildings or in areas such as ventilation shafts. Many types of Aspergillus are found in nature but only a few cause human diseases. Aspergillus may be released into the air during construction / renovation activities ranging from demolition and renovation, to construction especially when the existing ground is broken through excavation or tree removal (both present on this project). Aspergillus can be transported great distances by normal conditions such as air currents and wind and small pieces of dirt or dust in the air are the ways that Aspergillus travels and causes infection in hospitals. MTX identify this as a residual risk for the contract and one that must be addressed from day 1. All aspergillus precautions will be agreed with the Trust before construction commences.

Any vents or extract grills must be investigated as to our operatives are exposed to?

Privacy and decency

Site operatives shall be discreet where there is a need to enter patient areas although this is only for the refurbishment parts of the contract. Patient privacy shall be maintained at all times. If it is deemed necessary MTX will place obscured plastic covers to windows that overlook the site in conjunction with the Trust.

Access provisions

Prior to arrival on site, MTX site management will advise all sub contractors and suppliers of the site access requirements e.g. approved entrance and exist and agreement of delivery timings to miss busy or congested times surrounding and within the hospital grounds.

MTX site team have been sent the Trusts Safety Rules and Hospital Contractors working information so that reference to it can be made when planning works and inducting site operatives according to their work areas.

MTX, on agreement with the Trust will provide small and discrete access signage to assist with quick and efficient deliveries. All suppliers and contractors will be advised parking is not allowed on site (sub contractors are to meet off site and use 1 vehicle to bring men to site and all arrivals (deliveries or visitors) must be agreed in advance as noted above. The surrounding Trust roads also provide access to other health buildings and departments of the hospital.

The site compound area and offices are accessed as noted above via the external or internal roads but once inside the MTX controlled area full PPE is required even if only accessing the site office. For this site, until further risk assessment (generally job specific) dictates, full PPE shall mean – safety helmet, high viz vest, safety footwear. It is the employer's duty to provide contract and job specific PPE free to his employees, although MTX do hold a small supply (4), but this is generally for site visitors such as the Client and design team. Any additional PPE issued to sub contractor may be at a small cost to their employers.

In order to mitigate risk to adjoining areas and public access reversing of vehicle will be minimised. Please note some minor circumstances (delivery of modules) may necessitate reversing but this will be minimised and managed by MTX in a defined area adjacent the site which itself is contained within a heras fenced area

MTX will also provide unrestricted access (given appropriate notice by the Trust) during the contract period to the surrounding buildings, any fire escapes and adjoining sub stations or electrical enclosures; access will also be made available to emergency vehicles during the works either adjacent to or through the provided entrances and MTX will also provide clear and safe access for any maintenance works on adjoining buildings, plant rooms and services given appropriate notice by the Trust (subject in normal conditions this is 48 hours but emergency access will be provided).

Coordination of Hand Over of Elements Prior to Completion

The ground floor of the new building has been handed over to the client for use by staff and patients while construction works continue on the upper levels.

Patient access to the ground floor is via the existing AMU Hospital linkway (highlighted on the site plan included in the Appendices)

Access to MTX upper floors is securely locked via access control and also a temporary partition.

Site operative access to both upper floors is via the scaffold tower in the site compound and the West stairwell which is segregated from the staff/patient AMU linkway access

Emergency vehicles will be given clear and uninterrupted access at all times.

Waste

MTX will manage the production of waste very closely and the building is designed to assist. Any debris that does accumulate will be managed with MTX, in defined areas and a skip brought in when sufficient materials need to be removed to reduce the need for skip storage, fire and security issues – all skips will be covered and lockable. However the space allocated does not allow segregation of waste into separate skips.

Safety targets:

As part of this project MTX will provide the following safety targets:

1. Clear safe and trip free access for pedestrians around the site location and retain the adjacent pedestrian footpath to the front of the existing building.
2. Safe and clear access to allow Trust staff and maintenance access with access restrictions agreed to ensure security of the MTX site (coded lock) and monitored attendance as required by the CDM Regulations. Note: should it be necessary to include these access routes to areas within the MTX site boundary then all maintenance access will have to comply with MTX health and safety requirements of site induction and approval of method statements.
3. Clear and safe access to the adjacent buildings throughout the scheme.
4. A secure site working area - Secure hoardings will be required to separate the functioning areas of the hospital and the designated construction site area as shown on the issued site layout plan
5. All security fencing, hoarding, partitioning, etc. shall be of adequate design and construction to prevent unauthorised access and withstand horizontal loading, e.g. wind loading or being hit by vehicles.
6. All work areas and temporary pedestrian or traffic routes shall be appropriately secured with suitable warning signs to alert the general public, children, etc. and provided with appropriate lighting in enclosed protection areas
7. Any joint use roads within the site boundary will be adequately segregated from any pedestrian routes by identified and visible solid barriers.
8. All staff and contractors will follow the MTX site rules which will include information on privacy and decency, loud or lewd behaviour and respect for the staff and public at all times.

Needlestick injury

With the site being located on a hospital site needlestick injuries are possible. If an operative suffers a needlestick injury he must advise his supervisor and MTX immediately and attend the A & E with the needle if possible for investigation and identification.

MTX / Trust should provide a sharps container on site.

Please note the procedures as noted above in addition

1.2 KEY DATES

This project will be carried out on a tight timescale and the critical date is:

Start on site **10 February 2020**

MTX will produce a detailed contract programme (which may be reviewed throughout the contract) and this will be issued, updated at regular intervals, to the Client, Principal Designer and all sub contractors and displayed on the office and welfare facilities wall for all to see. This programme will be updated with a progress bar at regular intervals and included in the CPP appendices. This programme will also detail work to the 3 phases separately.

1.3 EXISTING STRUCTURES

The site The Hillingdon Hospital was originally opened in 1839 with Hillingdon also having a separate hospital, Mount Vernon Hospital. The hospital is formed from concrete framed buildings which are glazing clad with various height buildings from single, 3 storey to high rise.

No information has been located regarding foundations to the main building but the following should be considered

Work with Asbestos
Emergency fire procedures and exit routes – fire officer requested to attend
Use of cartridge operated tools
Work involving gas cylinders or high pressure containers
Hot Work
Drainage Work
Roof Work and Working at Height including scaffold towers or similar.
Work on live electrical equipment or near overhead cables
Work involving heavy lifting or craneage
Work in Confined Spaces
Notice to Work Beyond the 'Work Site' Boundaries
Application to Change Routes of Site Access
Work on or Shut Down of Existing Services
Weekend and out of hours
Working or work beyond site boundaries.

Prior to site commencement the site manager is required to make contact with the appropriate persons within the Trust / Estates Department and identify any of the above that will remain required if the works are within the MTX working area or are identified as site risks e.g. incoming services across the site..

MTX will instigate a communication route with all adjoining buildings and the Trust Fire officer / relevant persons to agree fire procedures and interface requirements as necessary along with routes for identification of forth coming noisy or dusty operations that may affect patient, visitor or staff experience. MTX have noted and will advise in their induction all contractors of the need to maintain patient privacy and decency at all times and all overlooking windows will be considered for covering to prevent any possible privacy issues and a closure regime to protect against any dust risks although this would initially be a Trust responsibility to manage.

MTX will programme all interconnection of services and major delivery items e.g. modular units or large items of plant, with the relevant Trust personnel to ensure as far as practicable no disruption or minimal disruption to the adjoining buildings. MTX will ensure that reversing vehicles are minimised and all delivery vehicles will be arranged in advance and will be managed by qualified banksmen. It must be noted however that some short term or partial closures of adjacent roads may be necessary to allow modular deliveries or large load access (site cabins, large items of plant) or the siting of delivery craneage (all lifts will be managed lifts with full agreement of procedures at least 7 days in advance with the Trust representative, MTX senior managers and nominated external representatives (areas of possible disruption are identified in the site logistics plan).

The stability and integrity of the existing buildings will remain the responsibility of the Trust throughout the project but MTX will advise the necessary personnel of their construction methods in advance and any effects on existing buildings likely and will themselves check external walls or roads for stability during installation or crane positioning for offloading (MTX will check ground loadings prior to any crane lifts) and repair any damage caused.

The following services may be present on or adjacent to the site:

Electrical
Gas
Water
Drainage
Communications
Piped gases
Pressure systems

Any isolation or disruption is to be managed by the Trust.

No excavation works are to commence on site until a full pre start survey (location and review of existing services locations and depths (retained and stored by the Trust or identified by MTX pre start investigations) and an onsite CAT scan) have been completed and a written permit to commence excavation issued and signed by the site manager or identified and appointed temporary works / site safety representative. All services, including those indicated as redundant, shall be treated as being live until proven otherwise.

1.4 GROUND CONDITIONS

MTX will issue permits to dig prior to all operations below ground commencing and ensure all operatives have all health and safety information including advice on contaminated ground or drains if appropriate. Pre start ground investigation to be completed by MTX in addition to the pre start ground investigation carried out by the Trust and included in the pre construction information pack as described previously.

1.5 EXISTING TRAFFIC SYSTEMS

Note: all staff, operatives and deliveries must report to the MTX offices prior to accessing the site. MTX staff (as Principal Contractor) will carry out site inductions and pre activity briefings prior to works commencing on site

This project is contained totally within the hospital grounds and existing Trust traffic routes must not be affected by the works or any deliveries. All MTX staff, contractor and deliveries must enter the site by the designated routes i and follow the Trust exterior road (identified in sketch form to all appointed contractors and suppliers prior to first delivery and displayed on the site notice board) and then follow the Trust access road and MTX signage to the site boundary and then to the designated site welfare and office location – this route will be further identified by small discrete MTX signage, after parking at the appropriate point. Note due to limited space contractor parking on site will not be possible and all contractors must look to use single vehicles with multiple occupants and leave other personal vehicles off site. MTX would point out that all existing Trust roads and especially the previously noted adjacent residential roads must be kept clear for emergency (fire brigade and ambulance), residential and Trust / patient access at all times.

MTX will provide small and discrete traffic route signage as noted above from the surrounding main access routes and all site users and deliveries will be advised these must be followed in full along with the instructions of any MTX staff as Principal Contractor with deliveries agreed in advance. Large and heavy loads (modular units and plant) will need to be authorised, with routes agreed in advance, by MTX and the Client – see traffic management plan for modular deliveries – displayed on the site notice board and issued to all contractors and suppliers.

MTX will provide a marked up drawing to the Trust pre start to identify essential access routes and this will be displayed at all times within the site accommodation and referred to in site inductions. This drawing will also identify MTX and Trust fire and incident escape routes, muster points, route to the nearest A & E department (hospital issue).

During the works MTX will utilise designated escape routes and existing Trust emergency procedures (agreed pre start with the Trust fire officer by the site manager) including Trust notifications. MTX will familiarise their staff and contractors of all existing Trust fire alarm test times (obtained at the pre start induction) and procedures in the event of a fire e.g. advise Trust contact number detailed above in addition to the emergency service to ensure adequate direction of the emergency vehicles on arrival, and of any requirement for site attendance. All MTX works will be in compliance with the recent Joint Fire Code document (7th edition).

1.6 WORKING RESTRICTIONS

The MTX site working requirements will be:

All site visitors, staff, operatives and deliveries must report to the MTX cabins on site arrival.

MTX will induct all persons and obtain a copy of their method statement signed by all operatives to ensure compliance.

All staff and operatives to use adjacent pay and display areas – no parking allowed on site

Only MTX provided welfare facilities are to be used – Trust facilities are not available.

Method statements must be submitted for approval 7 days in advance of the works commencing.

The MTX CPH & S Plan will be available for reading on site and all site operatives and sub-contractors must comply with its requirements.

With regards method statement approval this is generally 7 days if it is standard works – please issue to MTX site manager but specialist method statement, especially those that need issuing to the Client may need more Method statement requiring approval by the Trust or their PM i.e. for breakthrough to existing clinical areas (e.g. Respiratory). require up to 8 weeks' notice to the users. When planning to issue method statements for approval the advice of the site manager must be sought and assumptions are at the risk of the sub-contractor.

MTX will provide first aid trained managers and, in this case, this will be the site manager with additional (sub-contractor supervisors – names to follow dependant on work packages) back up first aiders should the site manager be off site e.g. meetings etc. Site manager's first aid certificate will be displayed on the office wall along with that of any back up first aiders and their mobile number contact details will also be displayed.

MTX management will arrange weekly tool box talks for all contractors and in addition daily activity briefings will be held to ensure co-operation and communication between trades.

All MTX and sub-contractor operatives and staff must comply with the MTX and Trust health and safety procedures for construction works including but not restricted to –

1. Working at height
2. Edge protection
3. Protection of holes
4. General scaffolding
5. Mobile access towers
6. Ladders and step ladders – use minimised to when no viable or safer option. Preferred solution is podiums or mobile towers.
7. Collective fall arrest
8. Fall PPE
9. Loading and unloading as directed by MTX
10. Pedestrian Access Routes
11. Lighting
12. Mobile phones
13. PPE
14. Buried services
15. Mobile cranes
16. Accommodation
17. Storage and logistics
18. Lifting arrangements
19. Segregated vehicular and pedestrian routes

All as displayed on the site notice board and discussed in detail with each contractor pre commencement.

MTX and their sub contractors will ensure they comply with the Trust permits for working on, if this is appropriate for the work being completed:

Piped medical gas and vacuum systems
HV electric systems
LV electric systems
Steam systems
Domestic H & C water systems
Confined spaces
Hot works

General permit to work
Excavations
Data systems
Crane lifting

Works to the existing fire alarm system (if required) must include liaison with the Trust.

MTX will require all sub-contractors to identify in their method statements how they have mitigated the risks identified in the contract documents and noted in section 1.1. of this plan.

The MTX site working requirements will be:

All operatives to be warned that medical sharps or needles could be present (especially in existing drainage routes) and extreme care must be taken – MTX to provide a sharps container for use if any are identified.

All operatives to note any new medical conditions and seek doctors' advice if appropriate.

All contract works to be mindful of dust production as this is an aspergillus risk to immune suppressed patients or even operatives / site staff. Should dust be produced then the site must follow the Trust aspergillus procedure but weekly communication with the Trust must identify future dust production risks for consideration.

All operatives to be aware that the existing drainage may contain contaminants and appropriate safe working practices (operatives to wash hands before eating or drinking) and PPE requirements (overalls, gloves, masks etc.) must be followed

No lifting is allowed over occupied buildings except under signed permit by the Trust and MTX.

All works must comply with the Trust procedures as contained in the PCH & S I Pack (attached as an appendix to this plan) and this plan.

Working hours will be as noted previously. Permission from MTX and the Trust must be obtained prior to any work being undertaken outside these hours.

Sub contractors and suppliers should time deliveries to site to avoid peak arrival and departure times of

08:30 – 09:30 and 15:30 – 17:00.

All to note large or disruptive to Trust access deliveries should be timed to avoid such disruption e.g. modular deliveries and crane off loading with adequate and agreed site controls for diverting Trust and visitor vehicles and deliveries

2 MANAGEMENT OF THE WORK

2.1 MANAGEMENT STRUCTURE

This project will be managed with the following structure:

Managing Director:	David Hartley	Based at head office
Project Director:	Scott McCaskie	Based at head office
Project Manager:	Cameron Rew	Based at head office but visiting site
Site Manager:	Ali Mafinejad	Site based

Company health and safety external advisor: Alex Bloor Visiting site on a maximum 3 weekly basis
and before high risk operations

With regard to health and safety responsibilities the following details our commitments and company goals.

MTX will manage and monitor this project by utilizing a contract programme to identify all activities and critical operations

We would note that although we have stated in the following information MTX, for example will mitigate risks of vibration, noise or dust, in effect these issues will be identified and then mitigated by our site supervisor and his action or inaction will be audited on a 3 weekly basis by our independent health and safety advisor and action requested with the results to be documented on the actual audit for review on the next visit. MTX will look to mitigate and reduce any risks identified in the site specific method statements by the use of the hierarchy of risk and the use of plant, equipment and procedures that give us the highest risk mitigation. In addition all identified risk will be managed via the current approved MTX health and safety procedures which are instigated and managed by the MTX site manager.

2.1.1 MANAGING DIRECTOR / DIRECTOR

The Managing Director has overall responsibility for the health, safety and welfare of employees (via delegation) by:

- Ensuring that health and safety policies and procedures are developed, widely communicated and implemented
- Ensuring that health and safety is monitored and reported on and that policies are reviewed and updated as necessary
- Ensuring site safety and that everyone (employees and contractors) is fully aware of their health and safety responsibilities
- Ensuring that suitably competent and trained persons are appointed and that good working practices are adhered to
- Ensuring training is available for all staff
- Encouraging health and safety communications across the organisation

2.1.2 CONTRACTS MANAGER

The Contracts Manager is responsible to, and shall report to the Managing Director and is responsible for:

- Site safety and shall ensure that everyone is aware of their safety responsibilities, are working to safe systems of work and are competent for the work activities undertaken
- Ensuring that necessary method statements are written for site work, and that the degree of supervision, safe systems of work and competencies are available to ensure that staff maintain a high degree of site health and safety
- Carrying out the necessary preliminary and specific risk and COSHH assessments and ensuring that they are distributed to the project team and all site staff
- Monitoring adherence to the Health & Safety Plan and the MTX's Health & Safety Policy
- Ensuring site inductions are carried out in accordance with the MTX's standards
- Encouraging health and safety communications throughout the duration of the works between him/herself the, the Site Manager, project team and subcontractors
- Ensuring that good site housekeeping discipline, which shall include correct disposal of all waste material at the end of each working shift
- Ensuring that adequate first aid and fire fighting equipment is available at all times
- Prompt investigation, recording and reporting of accidents, incidents and safety defects – Principal Designer to be advised within 24 hours – serious incidents to have a written report with 7 days
- Ensuring that (or undertaking) the necessary Site Safety Inspections and Audits are conducted and that the findings are acted upon
- Ensuring that any work being carried out does not hinder any other contractors by blocking escape routes, fire equipment, pedestrian routes and traffic routes or jeopardise the health and safety of other contractors in any way
- Liaising with the Health & Safety Executive, Environmental Health Department and other external agencies

2.1.3 SENIOR / SITE MANAGER

The Site Managers are responsible to, and shall report to the Contracts Manager and is responsible for:

- Ensuring adherence to Method Statements, the Health & Safety Plan and the MTX's Health & Safety Policy
- Implementing the health and safety induction, which all site personnel and visitors must attend. A record of this must be retained
- Ensuring that staff are given site briefings covering detail of fire escape routes, fire drills and assembly points on site
- Encouraging health and safety communications throughout the duration of the works between him/herself the project team and subcontractors
- Ensuring that good site housekeeping discipline, which shall include correct disposal of all waste material at the end of each working shift
- Ensuring that adequate first aid and fire fighting equipment is available at all times
- Recording and reporting of accidents, incidents and safety defects and reporting of these to the Contracts Manager
- Informing the Contracts Manager of specific risk management issues such as COSHH, noise, work equipment, method statements etc.
- Carrying out as necessary Site Safety Inspections and ensuring that the findings are made known to Contracts Manager
- Ensuring that all site plant, tools and equipment are of the appropriate type, adequately maintained and operators are competent
- Ensuring that all plant, tools and equipment and materials is delivered and handled in a safe manner from delivery to installation
- Ensuring, with respective line managers, that any work being carried out does not hinder any other contractors by blocking escape routes, fire equipment, pedestrian routes and traffic routes or jeopardise the health and safety of other contractors in any way
- Encouraging Employees and Contractors to make suggestions to improve health and safety on site

2.1.4 CONTRACTORS

The responsibilities on contractor personnel are the same as the MTX's employees. MTX's management will seek to ensure compliance to any policy, procedure and standards as outlined during induction.

2.1.5 EMPLOYEES

All employees (permanent & contract) shall:

- Ensure familiarity and adherence to the MTX's Health & Safety Policy
- Observe all safety rules and codes of practice
- Ensure the appropriate safety equipment (PPE) is worn and appropriate safety devices are used where there is risk of injury
- Conform to appropriate instructions from those with responsibility for health and safety
- Report to Contracts Manager/Site Manager any observed accidents and damage to property or equipment irrespective of whether persons are injured, using the appropriate Accident and Incident Form
- Report to Contracts Manager/Site Manager all accidents to themselves whilst at work
- Be encouraged to make suggestions to improve company health and safety on site to the Contracts Manager/Site Manager
- Report all hazards to Contracts Manager/Site Manager
- When on customer/client site/premises, conform to the required signing on/off procedures and safety rules
- When on customer/client site/premises, conform to the required accident or near miss procedures
- Make themselves familiar with the fire and evacuation procedures
- Exercise strict housekeeping discipline and not cause fire or trip hazards by inconsiderate disposal of rubbish
- Assist the Safety and Fire representatives in the carrying out of their duties

2.2 HEALTH & SAFETY GOALS

The works shall be carried out at all times in accordance with the Company Health and Safety Policy, and amongst others, the following legislation:

- Health and Safety at Work etc. Act 1974
- CDM Regulations 2015
- Management of Health and Safety at Work Regulations 1999
- Provision and use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 2002
- Workplace (Health, Safety and Welfare) Regulations 1992
- Personnel Protective Equipment at Work [PPE] Regulations 1992
- Health and Safety [Display Screen Equipment] Regulations 2002
- Control of Substances Hazardous to Health (COSHH) Regulations 2002 amended 2004

- Health and Safety [First Aid] Regulations 1981
- R.I.D.D.O.R. 2013
- Electricity at Work Regulations 1989
- Lifting Operation and Lifting Equipment Regulations 2008
- BS 7121 Lifting Operations
- The Control of Noise at Work Regulations 2005
- Chapter 8 Traffic Signs Manual 1991 (& Traffic Signing Regulations and General Directions)
- Control of Asbestos at Work Regulations 2006
- Work at Height Regulations 2005

2.3 MONITORING & REVIEWING

The Site Manager as part of his line management responsibilities will inspect the site on a minimum 4 times a day basis (but generally in line with the risks present – note the site manager is fulltime not visiting and will be classified as the site supervisor not office based manager) to identify any problem areas or shortfalls in standards. All other site employees will be briefed to show vigilance with regard to general health and safety issues through the Induction Procedures.

In addition to the above, this site will be visited by the Company Health and Safety Consultant (Paul Smith / Alex Bloor) on a regular basis – 3 weekly. Reports of these visits discussed with the site manager and any sub contractors requiring action and then a written report will be e mailed within 24 hours. The site manager will be required to return this audit report to the safety officer identifying actions and sign off with 7 days. Repeat items will be highlighted at Construction Manager and Director level and actions taken to ensure they are addressed.

2.4 LIAISONS BETWEEN PARTIES ON SITE

Any site liaison will be consistent with normal line management, contractual procedures and CPH & S Plan requirements. All parties will be advised of management structure and contact telephone numbers etc. Any queries relating to programme constraints, design problems will be communicated through client Project/Contract team.

Co-ordination of contractors will be achieved through the normal line management process for controlling the contract. Additionally, all contractors are to work within the site's build programme and where unexpected site conditions are likely to adversely affect the programme and interfere with various contractors, meetings will be held with the respective contractors to determine a revised programme as appropriate.

2.5 CONSULTATION WITH THE WORKFORCE AND OTHERS

As above, details of Project/Contract Management Team will be communicated to all parties to the Project/Contract. In addition, regular Progress Meetings will be held with Client and contractors to ensure effective and safe site operations. Effective communication to general site personnel will be provided by use of notice boards, posters and Toolbox Talks as the project/contract progresses.

Emergency/First Aid procedures will be communicated to the workforce during the site induction process. Members of the Project/Contract Team such as the Traffic Safety Officer (where appointed), Site Safety Supervisor and Site Supervisors will work closely together to ensure both work areas and public highway and accesses remain safe. The emergency / fire and first aid procedures are noted in section 2.16 and 2.18.

The company health and safety officer will check compliance with signing in / out, induction, tool box talk, training / competency checks and approval of method statements and risk assessments on his regular visits and any shortfalls in standards will be addressed within that visit.

It is the intention of MTX that each day they will conduct a daily activity briefing, which will be documented, and each sub contractor will designate a supervisor to attend. This consultation meeting will discuss any new interfaces, design or construction risks or issues any company may have. This meeting will go through all deliveries for the day and any new work areas or trades and this consultation will be full and in depth.

At the end of the review of the days activities all attendees will be given the opportunity to raise any further issues – be they programme or health and safety based and these will be reviewed and any actions agreed. Should actions not be fulfilled these will be further reviewed the following day.

MTX retain an open door policy and any site worker is free to consult, in private if required, with MTX.

MTX whilst noting the above would also like to stress this open door policy also relates to sub contractors, suppliers and especially the Client and his workforce and project representatives. We are a proactive contractor who is keen to be advised from local knowledge and procedures that can improve health and safety or working procedures.

As with all other MTX sites there is also a requirement for co-operation and co-ordination with other contractors carrying out works simultaneously at the hospital especially those immediately adjacent with close CDM responsibilities.

2.6 THE EXCHANGE OF DESIGN INFORMATION

It is essential that any design information is provided both in the initial contract documents and any subsequent changes to design of the structure etc. The Organisation will co-operate fully with the Trust and MTX procedures to ensure such information is properly integrated into the works. Similarly, where the Company is required to carry out design work (this may also include temporary works) then this information will be communicated to the Principal Designer for comment as necessary.

As MTX are the Principal Contractor they will designate Dan Harrad as the main contact and Cameron Rew as the Principal Contractor input and regular review meetings will be held – generally weekly to ensure full exchange.

2.7 HANDLING DESIGN CHANGES DURING THE PROJECT

It is essential that any design information is provided both in the initial contract documents and any subsequent changes to design of the structure etc. MTX will co-operate fully with the Trust to ensure such information is properly integrated into the works. Similarly, where MTX is required to carry out design work (this may also include temporary works) then this information will be communicated to Principal Designer for comment under design risk mitigation as necessary.

All design changes will be managed throughout the scheme by the Principal Contractor representative, as he is the contract lead in construction, but any requests for information will be through the Principal Designer.

2.8 SELECTION & CONTROL OF CONTRACTORS

This will be provided through the usual management regime on site via direct communication between contractor representative and Site Manager. This process will be aided by regular on site progress meetings to ensure works are being carried as per agreed programme and to address any health and safety issues that may arise from time to time.

Representatives from relevant contractors would attend the site progress meetings with attendance by user representative as appropriate.

Additionally all contractor employees are required to attend an MTX site induction before commencement of work when the detailed site rules will be communicated in writing and any significant risk issue will be addressed along with TBT's as detailed previously and may be required to attend safety committee meetings if requested .

All contractors are required to complete a pre start questionnaire to ensure their competency under the CDM Regulations 2015. This information is linked to other known data such as past performance, management structure, quality plan / performance, resource and procedures for dealing with health and safety management and final approval for appointment.

2.9 THE EXCHANGE OF HEALTH & SAFETY INFORMATION BETWEEN CONTRACTORS

The exchange of health and safety information between contractors will take place during pre-start meetings, and throughout the duration of the project by the use of on-site meetings, letters and electronic means. A critical part of this same process is the induction of operatives when their agreed method statements will be discussed and reviewed (for late changes on site), the site rules and MTX health and safety requirements will be discussed in detail and all operatives will sign to agree to the health and safety requirements of both MTX and the site.

2.10 SITE SECURITY

On the Hillingdon Hospital site all working areas will remain under the control of the hospital but the designated contractor compound and storage areas and site location will be secured utilising heras fencing (minimum 2 m high) and lockable gates where no existing security measures are in place, All plant left within the compound overnight will be made secure and immobilised and all batteries etc. removed. All gas containers will be contained with a lockable store and all materials will be secured within lockable containers. All skips will be supplied with lockable covers and positioned a safe distance from fencing to ensure fire safety.

2.11 SITE INDUCTION

All personnel arriving on site will be required to attend an MTX site induction session before starting work. These will be carried out each morning but will require prior agreement of numbers with MTX.

The induction will revolve mainly around the Site Rules and the Client restrictions / rules (as described in the Pre-Construction Information pack including information obtained by MTX during enabling period site investigation some of which were intrusive at roof level) but will also detail the agreed route of access to the working area, locations of toilets and welfare facilities and requirements for working within an occupied hospital. A written copy of the site rules will be given to each operative and he will be required to confirm he has attended an induction and he agrees to comply with its requirements. Records of these inductions will be retained.

2.12 ON-SITE TRAINING

All Company plant operators must be trained and competent and this must be evidenced in writing by an approved training provider, with certificates being kept on file at Head Office. A similar standard is required for all contractor plant operators. Cognisance is given to the Main Contractor's Group Health and Safety Policy and the Organisation is committed to supporting that initiative.

All Company operatives will have received health and safety training commensurate with their site roles and responsibilities and will be required to attend a weekly tool box talk the subject of which will be relevant to works on going.

Where specific skills are required to carry out certain works e.g. machine operations, electrical work, barrier erection and traffic management, evidence will be sought from the respective contractor and details recorded. Where any additional training need becomes apparent within the duration of the contract, then suitable arrangements will be made for that training as soon as reasonably practicable. If that training is critical to the task in hand then a replacement operative will be provided unless respective operative can continue the task with sufficient on site instruction and supervision.

Over the last few years some additional issues have come to prominence that in the past have not been considered as health risks by the construction industry and one of the major ones are UV radiation or sun protection. Contractors are to note MTX have received the EARRPS report for radiation protection and they will review any requirement for protection when working in the lift courtyard..

It is now an HSE and MTX requirement that site employees must cover up in hot and sunny times even if there is cloud cover and wear plenty of sun cream to protect against sun burn or worst of all sun stroke or possibly for long exposure skin cancer.

MTX provide a health and safety board in every site canteen and site office and the display of seasonal information is encouraged and also forms part of the tool box talk rotation.

All operatives are advised that no removal of shirts or trousers (even if they wear shorts) will be allowed on site. If necessary our induction can recommend suppliers of tinted safety glasses and no reduction of safety helmets is allowed.

Operatives are given advice and information on risks & protection obtained from the HSE and medical websites by MTX. MTX site rules insist on the wearing of long trousers and covered body at all times.

2.13 WELFARE FACILITIES

MTX will provide both office and welfare facilities situated adjacent to the site. In order to minimise disruption to the existing staff and patient access routes and adjacent roadways the units will be contained within its own secure area and no existing parking spaces will be utilised by the site team other than those contained within the agreed working area. MTX will provide full facilities for the reheating of food, washing and toilet facilities and messing accommodation as required by the CDM Regulations. These facilities will be checked on the safety audit schedule. The supply of power, lighting, heating, water supply and drainage will be via the existing Trust provisions and be connected and certificated by the Trust in order to comply with current H & S requirements. If services from Trust supplies are not available then generator supplies will be arranged.

The proposed site offices, welfare and storage provisions are as detailed on the MTX site logistics plan which also details the skip location (short term duration as and when required) within the new site access area and the provisions will meet the requirements of the CDM Regulations. Site plan appended to this document.

MTX confirm these facilities will be provided from site commencement and then throughout the project and will be adequately maintained.

2.14 THE PRODUCTION & APPROVAL OF RISK ASSESSMENTS & WRITTEN SYSTEMS OF WORK

Risk assessments and written systems of work will be produced and approved, by the site manager with input as necessary by the independent H & S advisor for Spring and Company, well in advance of the operation being carried out. Generally these will be in place an approved 14 days in advance of the start of works. Records of all current method statements and risk assessments will be maintained by the site manager and no works will commence without MTX approval, confirmation signature by the respective operatives, the completion of a daily activity briefing and additional daily checks will be carried out to ensure contractor compliance. Records will also be kept of MTX approval of method statements and issue of other health and safety documents e.g. permits to work, asbestos and sharps clearance if required etc.

2.15 THE REPORTING & INVESTIGATION OF ACCIDENTS & INCIDENTS INCLUDING NEAR MISSES

All accidents and near misses will be entered in the site accident book and fully investigated. Accidents and incidents within the scope of RIDDOR 2013 will be immediately reported to the enforcing authority by the quickest available means. The company health and safety advisor will deal with all notifications and will investigate any accidents other than general minor cuts etc. which will be investigated by the site manager and his report reviewed by the health and safety advisor on his 3 weekly visits with actions agreed if necessary before reporting to MTX senior managers.

2.16 FIRST AID

On-site first aid arrangements will be commensurate with the operations being carried out. Ashley Brookes (site manager) will be the designated first aider with back up first aiders as noted above in the event the site manager is off site or unavailable) and he will be identified to all site operatives at induction and the necessary first aid supplies and certification will be provided in the site office. All injuries will be noted in the accident book no matter how minor and the records retained at head office under our ISO9001 requirements.

The site manager as appointed person will be responsible for notifying the emergency services, should they be required, and will ensure the injured party gets to hospital by the quickest method. The site will have access to route maps to show operatives the way to the nearest A & E (short walk from site). The site will display emergency contact numbers on the site notice board and office door in case the site manager is on site, routes to A & E will be available in the site canteen.

2.17 SITE RULES

All Company plant operators must be trained and competent and this must be evidenced in writing by an approved training provider, with certificates being kept on file at Head Office. A similar standard is required for all contractor plant operators. Cognisance is given to the Main Contractor's Group Health and Safety Policy and the Organisation is committed to supporting that initiative.

All Company operatives will have received health and safety training commensurate with their site roles and responsibilities.

All site attendees will be required to comply with the MTX drugs and alcohol policy which will be displayed along with all other MTX policies on the site health and safety noticeboard in the site office.

Where specific skills are required to carry out certain works e.g. machine operations, electrical work, barrier erection and traffic management, evidence will be sought from respective contractor and details recorded. Where any additional training need becomes apparent within the duration of the contract, then suitable arrangements will be made for that training as soon as reasonably practicable. If that training is critical to the task in hand then a replacement operative will be provided unless respective operative can continue the task with sufficient on site instruction and supervision.

All personnel arriving on site will be required to attend a site induction session before starting work.

The induction will revolve mainly around the Site Rules, a copy of which will be given to each individual. Records of these inductions will be retained.

Where specific skills are required to carry out certain works e.g. machine operations, electrical work, barrier erection and traffic management, evidence will be sought from respective contractor and details recorded. Where any additional training need becomes apparent within the duration of the contract, then suitable arrangements will be made for that training as soon as reasonably practicable. If that training is critical to the task in hand then a replacement operative will be provided unless respective operative can continue the task with sufficient on site instruction and supervision.

MTX would confirm all of these site rules and any amendments are notified to all site workers and visitors in the site induction and a signature of acceptance will be recorded in the appendix to this plan.

2.18 FIRE & EMERGENCY PROCEDURE

The site office will be supplied with the following:

- First aid kit
- Accident book
- Fire extinguishers
- Health and Safety Executive Health and Safety Law Poster
- Company insurances
- F10 – to be issued by the Client at the appropriate time but certainly before construction commences
- Map to nearest A & E department
- First aider details and a copy of the relevant certificate
- Access and delivery route to site
- Emergency escape route for the site compound
- Emergency escape route for the Pod locations
- Location of muster point
- Emergency contact details including the Trust personnel
- Emergency evacuation procedures

The site manager will ensure all operatives and visitors are advised, on arrival, of the emergency procedures in force and what they must do on discovering a fire or accident.

Generally that procedure will be:

On discovering a fire:

- Do not fight any fire unless you have been trained to use the respective firefighting equipment
- Raise the alarm (shouted warning initially and then a wifi connected alarm system) and instigate MTX emergency procedures.
- Get yourself and all other personnel out of the building and go direct to the allocated muster point.
- Inform the MTX supervisor, MTX supervisor to inform all Trust contacts and the emergency service.
- The muster point for this contract will be the site compound.

On discovering an accident:

- Raise the alarm via shouted warnings to other operatives
- Request other operatives advise the MTX supervisor of the accident
- If trained make the injured party comfortable
- Stay with the injured party until the MTX supervisor arrives
- MTX supervisor to be responsible for notifying the emergency services if necessary and organising transportation to A & E if possible – should the Trust on induction identify additional contact numbers e.g. Trust emergency numbers then these will be included in the induction and highlighted on site.

In both cases the MTX health & safety advisor and the Project Manager must be informed as soon as practicable of the incident for further actions by them.

The site manager will ensure that adequate and suitably checked fire extinguishers are provide both to the site accommodation and the work area and all fire risk operations (hot works) will require full fire precautions. The MTX health and safety officer will check fire provisions on his regular (fortnightly) audits.

The fire action plan including escape routes, extinguisher points, alarm type etc. will be decided after consultation with the Trust fire officer to ensure co-ordination with the existing Trust systems.

There is a linked fire alarm to all levels with fire extinguishers located on all floors.

2.19 PRINCIPAL CONTRACTOR / HEALTH AND SAFETY ADVISOR

The Principal Contractor on this project is MTX Limited with Spring and Company Limited (Alex Bloor) acting as the independent health and safety consultant.

2.20 SITE SPECIFIC ENVIRONMENTAL IMPACTS AND THE ASSOCIATED CONTROLS

MTX hold accreditation for BS14001 and as such are implementing the requirements of this standard. MTX are committed to complying with the British standard requirements and as such will be implementing the following on this site:

1. Skips – MTX currently operate using mixed waste skips and these will be utilised until separated skip use is introduced. MTX will however commit to using approved waste carriers and tip locations and insist within their procurement system that once the waste has left site it will be segregated off site and records produced that detail the materials removed, the quantity of each material and its ultimate destination – recycled, reused or deposited as landfill.
2. Moving forward, possibly within this contract during fit out if this can be achieved with the current procurement (sub-contractors and suppliers) MTX commit to the use of separated waste skips such as – plasterboard, metals, non-metal general waste and timber etc.
3. In order to maintain this accountability it is currently intended that the Principal Contractor, in this case MTX, will place orders for the skip supply and waste disposal and all contractors, sub-contractors and suppliers will use these skips to ensure accurate records. MTX or the Principal Contractor will monitor continually waste production and re-use, recycle and landfill quantities and compare against planned levels. Any differences will be identified and appropriate comments made. These figures will be reported each month (in the management meetings) and any significant differences identified and appropriate action taken – design or procurement changes to minimise and mitigate waste production. This constant monitoring will enable swift action to be taken should a waste increase be identified.
4. MTX or the Principal Contractor will be responsible for the maintenance of appropriate waste transfer records and the issue of appropriate figures at handover as required under the Waste Management Regulations (now disbanded but we feel still are a useful guide).
5. MTX will carry out all necessary surveys to ensure that Flora, fauna and trees are protected as required and on this project several trees are the subject of substantial and appropriate tree protection. If protection is appropriate then this will be identified in the site induction and all site operatives will be required to comply with the requirements. Any operative not complying with these requirements will be removed from site and his parent company warned over their future conduct. Please note tree protection is in place on this contract.
6. MTX also commit to carrying out appropriate animal, bat, newt and bird (protected species and nesting condition) surveys and instigate any appropriate protection. As above these requirements will be written into the sub contracts and any operative not complying with these requirements will be removed from site and his parent company warned over their future conduct. There are no known restrictions on this project.
7. MTX insist on the following measures to mitigate spillages:
 - a. All fuel containers to be either double banded or stored on spill trays in the case of small vessels.
 - b. All equipment will utilise spill trays for fuel or oil spillage control.
 - c. The site will have available spill kits and their use will form part of the site induction.
 - d. No discharge of site waste water will be allowed into the local drainage system – bunds or barriers to be used to protect if a risk is identified.
 - e. All operatives to be instructed in the use of spill kits if this is a risk in their works.
8. MTX have considered the impact of their works on surrounding properties – no schools or similar but the Trust and adjacent staff have been consulted pre commencement. Any agreements or site requirements for the mitigation of noise, dust or vibration will be explained in the site induction. Note dust production can be deadly to immune suppressed patients so dust must be minimised at all times on site. All dust, noise and vibration mitigation will be managed via the MTX procedures by the site manager and we would advise MTX will utilise the best and most efficient means to reduce any risk identified. These processes will be audited on a 3 weekly basis by our external independent health and safety advisor

This site is within a hospital grounds and there are no residential properties within the immediate vicinity.

9. MTX confirm that on this site there are no known sites of special scientific interest either on or immediately adjacent the site.
10. The site specific requirements for site security are noted in section 2.10.

3 CONTACTS

Involvement	Name	Address	Contact
Client	The Hillingdon Hospitals NHS Foundation Trust	Hillingdon Hospital, Pield Heath Road, Uxbridge, Middlesex, UB8 3XX	Kevin Howell 01895 279 561
Projects Manager	Ridge and Partners LLP	3 Valentine Place, London, SE1 8QH	Adrian Spurrier 020 7593 3400 aspurrier@ridge.co.uk
Principal Designer	Ridge and Partners LLP	3 Valentine Place, London, SE1 8QH	Philip Muter 020 7593 3400 pmuter@ridge.co.uk
Principal Contractor (Design and Build)	MTX Contracts Limited	MTX Contracts Limited Innovation House, Brooke Court, Lower Meadow Road, Handforth, Cheshire, SK9 3ND	Tel: 0161 694 0123 Project Director: Scott McCaskie Scott.McCaskie@mtx.co.uk Construction Project Manager: Cameron Rew Site Manager: Ali Mafinejad 07884 595768 First aider & Fire Marshall Ali Mafinejad Alex Bloor Health and Safety Advisor / CDM advisor 07719 51839 alex.bloor@springandco.co.uk
Architect	IBI	One Didsbury Point, 2 The Avenue, Manchester M20 2EY	Chiso Simioni 0161 696 4980
Services Engineer	DSSR	Warwick House, 17 Warwick Road, Stretford, Manchester, M16 0PT	Contact: Mike Singleton Role: Partner Tel: 0161 8724811 E-mail: m.singleton@dssr.co.uk Contact: Daniel Pollard Role: Mechanical Engineer Tel: 0161 872 4811 Contact: Nathan Conor Role Electrical Engineer Tel: 0161 872 4811
Civil & Structural Engineers	MDA (Wirral)	Egerton House, Tower Rd, Birkenhead CH41 1FN	Stuart Moss 0151 650 6905

4 ARRANGEMENTS FOR CONTROLLING SIGNIFICANT SAFETY RISKS

4.1 DELIVERY & REMOVAL OF MATERIALS & EQUIPMENT

Materials will be delivered wherever possible directly to the work place storage situated immediately adjacent the site location and will comply with the MTX material delivery protocol – copy available on site and this will be explained on induction

Materials called off for delivery and a date and time prescribed (outside of the noted busy periods).

Delivery vehicles will be escorted to the site compound if necessary due to size.

Materials accepted and off loaded by MTX personnel and signed for.

Materials offloaded initially into the contractors compound storage area for checking.

Materials will then be taken to the site either carried (if possible) or utilising mechanical means (trolley jack/ fork lift).

The materials will then be safely and tidily stored adjacent to the work place.

Where unable to use immediately, materials will be placed/stored in the contractor compound.

As noted above deliveries will be subject to a “call-off” system wherever practicable and suppliers advised of most appropriate access to the site. Materials to be moved around the site will be facilitated by use of pallet or forklift trucks as necessary using approved haul routes and access/egress points.

All waste materials will be removed from the work area to a storage area) before removal once sufficient materials are available to fill a skip and all routes checked for cleanliness by the MTX site manager on a daily basis. All waste will be transported off site in covered waste containers to minimise dust release. The waste will be removed via the approved access routes.

4.2 DEALING WITH SERVICES

On occupation the site will be checked for live services. Prior to any works commencing the full site area will then be checked a further time by a qualified electrician to ensure full isolation after notification by the Trust and all areas requiring ground works will be further checked by a CAT survey and approval to continue issued by the MTX site manager.

At the work site will be carried out using 110 V electricity for power and lighting.

MTX will provide their own fire plan for the site location and any included Trust buildings – shouted warnings will be used until a more permanent wired facility can be provided and then full evacuation before informing emergency services.

No work on live services will be permitted without a Trust permit to work.

All work on hospital services (interruption / isolation) must be agreed 7 days in advance and will be completed by hospital personnel only.

MTX in liaison with the hospital must ensure they carry out adequate a sufficient pre start checks to ensure complete isolation and lock off of all services and carry out further pre start checks to ensure cut off.

4.3 ADJACENT LAND USE

The new construction works are mainly external within a contained site area but there are a number of adjacent building uses – described previously and access to these must be maintained at all times with special reference to public footpath accesses, existing main entrance and Trust roads. Trust access must be a priority.

All operatives are to be advised that the adjacent areas will remain operational at all times during the project and visitor and staff privacy and decency must be respected (no swearing or shouting) at all times and no use of radios are allowed. Use of mobile phones on site is to be minimised.

4.4 STABILITY OF STRUCTURES WHILST CARRYING OUT CONSTRUCTION WORK, INCLUDING TEMPORARY STRUCTURES & EXISTING UNSTABLE STRUCTURES

All practicable steps will be taken to ensure that any new or existing structure shall not become unstable due to the carrying out of the construction work. All temporary supports and structures shall be designed and installed so that they can withstand foreseeable loads. A site specific design, method statement, risk assessment and site induction (for all operatives must be completed for any structural works with these documents issued to the Principal Designer (as he is responsible for ensuring all designers identify, mitigate or eliminate risk in their design process) at least 7 working days before the activity commences and all designs that include a structural element must also be approved by the structural engineer.

On this project the Trust will generally carry out or supervise all interconnection operations although there are a number of instances where there will be connections to existing buildings by MTX. MTX will also be responsible for any temporary or designed bracing.

4.5 PREVENTING FALLS

All work at height will be properly planned, supervised and carried out in a manner which is so far as is reasonably practicable safe. Such work will be risk assessed using the hierarchy of controls detailed in the Work at Height Regulations 2005. Site specific method statements and risk assessments will be produced and discussed with the appropriate operatives. Work at height will generally be carried out off mobile towers or podium steps but should work off ladders be required this will only be permitted on production of a ladder risk assessment that shows no other safer method is available.

Accidents from work at height are increasing and so tool box talks must be regularly carried out and attendance documented.

All work at height if possible will be carried out from either podiums or scaffolds / towers and all scaffolds will be erected by trained installers with independent scaffolds inspected by a competent person every 7 days and additionally a record of all podiums and scaffold towers and their sign off as compliant, retained by the site manager for inspection. Compliance of work at height will be assessed each h & s audit.

4.6 WORKING WITH OR NEAR FRAGILE MATERIALS

Suitable and sufficient platforms, coverings, guardrails or similar means will be provided to prevent falls. Where the risk remains then suitable measures will be taken to minimise the distance and consequences of a fall using nets, airbags, crash decking etc. It is not expected that such working will be required on this project but any work in the plant room or in the roof void will only be carried out after an appropriate method statement and risk assessment has been approved by the site manager and that a permit to work by the Trust has been issued (confined space and restricted access) and suitable fall prevention measures are in place.

The site manager will provide and manage a list of fragile materials on his own site and also ensure that falls through are managed and mitigated by the erection of solid barriers.

All works on fragile roofs should consider HSE Information Sheet GEIS5 Fragile Roofs Safe Working Practices.

4.7 CONTROL OF LIFTING OPERATIONS

All lifting operations will be properly planned and managed using trained and competent operatives and well maintained equipment. No lifting works will be allowed before an appropriate method statement and risk assessment has been approved by the site manager and all Client requirements have been complied with.

All crane lifting operations will be managed by an appointed person and lift controller and all operations will be treated as managed lifts by external companies. Ashley Brookes as site manager is also to act as an intermediary between site and the lift team as a trained appointed person.

4.8 MAINTENANCE OF PLANT & EQUIPMENT

All work equipment will be properly maintained, serviced, regularly inspected with documentary evidence to support. This inspection is every 7 days.

All plant and equipment on site will be recorded by the site manager and he will retain a record of its inspection with regards to PUWER or LOLER documents with inspections undertaken in line with the specific requirements. All service records will be retained by site for inspection as necessary. All maintenance must be completed off site.

4.9 WORKING ON EXCAVATIONS & POOR GROUND CONDITIONS

Not applicable to this project but the plan to be updated and reviewed if this changes.

4.10 WORK ON OR NEAR WATER WHERE THERE IS A RISK OF DROWNING

Not applicable to this project.

4.11 TRAFFIC ROUTES & SEGREGATION OF VEHICLES & PEDESTRIANS

The Contract Manager/Site Manager will ensure that all Traffic Management proposals minimise risks to health and safety, and method statements will be produced and carefully adhered to at all times by contractors and that no unnecessary risks are taken.

In accordance with the Company Safety Policy, "No Lorry Shall Reverse Unless Supervised", and signs will be erected at site access and egress points stating such, and a suitable number of banksmen will be provided to take control of reversing vehicles. These banksmen will be wearing the equipment and clothing specified in the Company Policy or Trust procedure whichever is the most stringent.

All lorries must be equipped with audible reversing alarms and any road sweepers used are to be equipped with reversing cameras. It is the MTX's policy to encourage its lorry hire/delivery companies to have cameras fitted to their fleet, however, this is not a legal requirement, so currently this will not be enforced (except sweepers) although the basic minimum standard of supervised reversing will be maintained.

4.12 STORAGE OF MATERIALS & WORK EQUIPMENT

All delivered materials will be stored either in the secure contractors compound or immediately adjacent the work area as noted on our logistics drawing. No materials will be allowed to be stored in emergency lanes (where provided), live carriageway or safety zones. All materials and products will be delivered on an "as required" basis

4.13 ANY OTHER SIGNIFICANT SAFETY RISKS

1. All works outside of the MTX area are to be agreed with the Trust 7 days in advance especially the modular unit and steel support frame delivery.
2. Access to the site will be through occupied areas. All operatives must respect the current users and patients and move quickly and quietly to their workplace.
3. All storage area externally must be secured with heras fencing and lockable gates.
4. Skips must be located in the contractors compound unless prior approval is obtained from the Trust.

4.14 THE REMOVAL OF ASBESTOS

Following any Refurbishment and Demolition survey any identified asbestos containing materials will be removed prior to works commencing in accordance with the current regulations by an approved and certificated company.

4.15 DEALING WITH CONTAMINATED LAND

There has been some identification of contaminated ground on this project via the ground investigation, but this is not considered to cause problems on site. However, if materials of concern are identified works are to cease immediately and advice be sought.

4.16 MANUAL HANDLING

Manual handling will only be undertaken when mechanical handling is not reasonably practicable. A full assessment of the task will be carried out incorporating the whole task, individual, load and the environment in which the lift is to be carried out. Reference will be made to the Manual Handling Assessment Charts. Site specific method statements and risk assessments will be produced and kept in the site office.

All manual handling will be in compliance with the Manual Handling Regulations 1992 and MTX and their sub contractors will action and mitigate any issues during construction that have been highlighted by the designers.

4.17 USE OF HAZARDOUS SUBSTANCES, PARTICULARLY WHERE THERE IS A NEED FOR HEALTH MONITORING

All products of a potentially hazardous nature will be the subject of a full COSHH assessment prior to being taken into use. Such an assessment will also determine the need for health surveillance and monitoring. See product specific COSHH assessments.

4.18 REDUCING NOISE & VIBRATION

Noise and vibration will be reduced to the lowest practicable level. Where possible the lowest noise and vibration producing plant and equipment will be used. The noise and vibration levels of all equipment will be documented and used to establish optimum exposure levels for operatives. Site specific method statements and risk assessments will be produced and kept in the site office.

4.19 ANY OTHER SIGNIFICANT HEALTH OR OTHER RISKS

COVID-19

The COVID-19 virus presents a significant risk to health and safety on site. The situation is escalating and government instructions on how to respond to the situation is updated frequently.

MTX will abide by the advice from the government and implement measures that are as reasonably practicable as appropriate to the site conditions. As such MTX has prepared guidance documentation for site operations, which outline practical solutions to implement government directives, how to spot potential symptoms of the virus and what to do in the event potential infection is suspected. These documents are attached to this plan and include:

P49 Coronavirus Policy

T123 MTX COVID-19 Absence and delay record

Latest government advice document

The content of these documents will be relayed to all on site via toolbox talks, at daily briefings and on posters displayed in various locations around the site. All subcontractors will be informed of the requirements for their staff whilst working on site and that their compliance is expected.

Should there be any difficulty in following this guidance, or lack of compliance by subcontractors encountered site management are to contact MTX Directors immediately for resolution.

Additional site specific controls include, but are not limited to:-

Additional cleaning

Monitoring to ensure 2m separation is enforced

Increased welfare capacity

No tool sharing

5 THE HEALTH & SAFETY FILE

5.1 LAYOUT & FORMAT

This must be agreed between the MTX, Trust and the Principal Designer at the start of the project and will include all requirements as noted in the Pre-Construction Information pack (attached in appendix and the following:

- A brief description of the work carried out
- Any residual hazards
- Key structural principles
- Hazardous materials used
- Information regarding removal and dismantling of installed plant or equipment
- Health and safety information about equipment provided for maintaining and cleaning the structure
- Nature, location etc. of underground services/cables
- Information and as-built drawings

The Principal Designer has requested the following with regards the Health and Safety File:

The Health and Safety File shall be provided in accordance with Regulation 12 of the CDM Regulations 2015 and compliant with the requirements of Appendix 4, HSE publication L153 'Managing Health and Safety in Construction'.

The Client, Designers and Principal Contractor are responsible for providing information for the Health and Safety File to the Principal Designer immediately after design or construction work is completed.

The project team should note that the Designers must confirm the sufficiency and completeness of the technical content of the Building (O and M) manual element of the File.

Format

Electronic - pdf or Microsoft based documents. Designer drawings required in dwg and pdf. Operation and Maintenance manuals (two copies) also required in paper format once technically approved.

Quantity

Hard copy	1
Electronic	2

Timescale

Information required 4 weeks prior to completion; acknowledged final certificates will follow closer to completion. Health and Safety File review meetings will be held 8 weeks 4 weeks and 2 weeks prior to completion to monitor progress.

5.2 ARRANGEMENTS FOR THE COLLECTION AND GATHERING OF INFORMATION

The Principal Designer will prepare, review amend or add to any existing Health and Safety File and give it to the Client at the end of the project complying with all other requirements of the Pre-Construction Information Pack with assistance / information from MTX.

Clients, designers and contractors will supply the information necessary for compilation and updating of the file and everyone providing information will ensure it is accurate and provided promptly.

5.3 STORAGE OF INFORMATION

The information will be stored in a dedicated file, and in such a way as to be easily retrievable and understandable

APPENDIX

Appendix 1	F10
Appendix 2	Site access and delivery plan
Appendix 3	Fire evacuation and muster point plan
Appendix 4	Site compound layout
Appendix 5	Signing in / out
Appendix 6	Induction records
Appendix 7	Route to local A & E (pedestrian route)
Appendix 8	Current approved method statements
Appendix 9	Current approved risk assessments
Appendix 10	COSHH records
Appendix 11	Health and Safety records – inspections
Appendix 12	Health and safety audits
Appendix 13	Trust issued services and asbestos surveys / statements
Appendix 14	Trust issued site contractors rules