



Pre-Construction Health and Safety Information

**Pilgrims Hospital, A&E
Reconfiguration Project**



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Pilgrims Hospital A&E Reconfiguration Project

CDM: Pre Construction Information - Design Stage



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Note:

The format of this document complies with that set out in Appendix 2 of the Construction (Design and Management) Regulations 2015, HSE Guidance Document (L153)

1.0 Project Description

1.1 Executive Summary

The proposed works are for the A&E Reconfiguration project within Pilgrims Hospital on behalf of the United Lincolnshire Hospitals NHS Trust

The ‘A&E Reconfiguration’ project is a currently occupied hospital block at Pilgrims Hospital to be designed newly constructed and reconfigured in areas, by the Contractor on behalf of United Lincolnshire Hospitals NHS Trust The building is to function as the primary Tri-age and emergency point for patients coming into Pilgrims Hospital.

The scope of works include but are not limited to:

Demolition	Piling
New build	Lift installation
Refurbishment	Hygiene Cladding
Asbestos Removal	Scaffolding
M&E – Electrical, Gas, Ventilation	Signage Installation
Civil and Structural construction	Fixtures and fittings
Drainage & Groundworks	Ironmongery Installation
Decoration	Fire Door Installation
Fire Stopping	Masonry
Roof Works	Floor finishes
Pre Cast stair Installation	Window Fitting

The Contactor is to include for consultation with all required Trust Representatives to finalize the design in accordance with; the Contract Documents; The Building Regulations 2010; all relevant Department of Health design guidance (e.g. Health Building Notes and Health Technical Memoranda).

1.2 Location of the Works

All works will take place in and around:

United Lincolnshire Hospitals NHS Trust
Sibsey Road
Boston
PE21 9QS

Location:**Project Description:**

A more detailed outline scope of this project is provided as part of the Clients Specification / Scope of Work. The necessary supporting details provided in this document must be read in supplement to these.

Key Dates:

The Key Dates for this Project will be outlined by the Client in the Tender Documentation and in the Indicative Programme.

Contractor Possession: 1st Aug 2022

Estimated Completion Date: Feb 2025

Duration: 128 weeks

Construction Phase:

To ensure that critical access and services to the buildings are maintained it is essential that all works must be programmed and completed in conjunction with the Clients Schedule.

Final timings and plans for this should be agreed with the client within the outline dates and issued by the Principal Contactor. For timings please refer to the Prelim Documents. This will also include noise and disruption as well as forecasting of activities.

Mobilisation time (minimum):

4 Weeks

Named persons:

Role/Company	Name	Position	Email	Mobile	Telephone
United Lincolnshire Hospitals NHS Trust (ULHT)					
Client ULHT	Alistair Nelson	Strategic Advisor	alistair.nelson@ulh.nhs.uk	07824 624 375	
Client ULHT	Michael Parkhill	Director of Estates & Facilities	michael.parkhill@ulh.nhs.uk	07919 124 058	01522 573 055
Client ULHT	Andrew Prydderch	Associate Director for Strategic Projects	andrew.prydderch@ulh.nhs.uk	07393 238 016	01522 573 305
Client ULHT	Rajeshwar Ranganathan	Deputy Clinical Lead	rajeshwar.ranganathan@ulh.nhs.uk		
Client ULHT	Sharron Reetham	Deputy Director of Procurement	sharron.reetham@ULH.nhs.uk	07391 862 134	
Client ULHT	Fred Royales	Estates Operations Manager	Fred.Royales@ULH.nhs.uk	07741 296 692	01205 445 213
Client ULHT	Kate Savage	Category Manager of Procurement	Kate.Savage@ULH.nhs.uk	07934 158 517	01522 309 399
Client ULHT	Stuart Whitehead	Head of Estates	Stuart.Whitehead@ULH.nhs.uk	07786 027 363	01522 573 028
Client ULHT	Albert Williams	Trust Security Officer	Albert.Williams@ULH.nhs.uk	07920 587 328	
Client ULHT	Anthony Woods	Estates Operations Officer	Anthony.Woods@ulh.nhs.uk	07917 275 738	01205 445 122
AH fire					
Client ULHT	Ahmed Hussain	ULHT Fire Consultant	ahmed@ahfire.co.uk		
GRAHAM					
Contractor GRAHAM	Edward Bill	Contracts / Pre-Construction Manager	Edward.Bill@graham.co.uk	07968 894 704	
Contractor GRAHAM	Tim Callaghan	Commercial Manager	Tim.Callaghan@graham.co.uk		
Contractor GRAHAM	Graham Clay	Managing Quantity Surveyor	Graham.Clay@graham.co.uk	07887 823 318	
Contractor GRAHAM	Conor Coulton	Project Manager	Conor.Coulton@graham.co.uk	07384 878 917	
Contractor GRAHAM	Stephen Daly	Senior Planner	Stephen.Daly@graham.co.uk	07881 092 363	

Role/Company	Name	Position	Email	Mobile	Telephone
United Lincolnshire Hospitals NHS Trust (ULHT)					
RPS Group	Emma Marshall	Mechanical Engineer	Emma.Marshall@rpsgroup.com	-	-
P+HS Architects					
Architect P+HS	James Gordon	Project Architect	j.gordon@pandhs.co.uk	07841 869 490	
Architect P+HS	Tom Potter	Project Architect	T.Potter@pandhs.co.uk		0113 245 4332
Architect P+HS	James Teggin	Project Architect	j.teggin@pandhs.co.uk		0113 245 4332
Price & Myers					
Structural Engineer Price & Myers	Steve Machin	Lead Structural Engineer	smachin@pricemyers.com	07759 029 646	0115 950 7977
Turner & Townsend					
Project Management Turner & Townsend	Fatima Ahmed	Assistant Project Manager	fatima.ahmed@turntown.co.uk	07773 047 951	0115 947 0997
Project Management Turner & Townsend	Russell Burns	Associate Director	russell.burns@turntown.co.uk	07903 020 644	0115 947 0997
Project Management Turner & Townsend	Rebecca Wall	Senior Project Manager	rebecca.wall@turntown.co.uk	07950 843 415	0115 947 0997
Cost Management Turner & Townsend	David Bonnington	Cost Manager	david.bonnington@turntown.co.uk	07929 659 080	0115 947 0997
Cost Management (M&E) Turner & Townsend	Ian Hill	Project Director	ian.hill@turntown.co.uk	07890 039 401	0121 262 1100

Role/Company	Name	Position	Email	Mobile	Telephone
United Lincolnshire Hospitals NHS Trust (ULHT)					
Contractor GRAHAM	Paul Ferguson	MEP Services Manager	Paul.Ferguson@graham.co.uk	07469 406 586	
Contractor GRAHAM	Richard Hardy	Health & Safety Manager	Richard.Hardy@graham.co.uk		
Contractor GRAHAM	Chris Howard	Senior Quantity Surveyor	Chris.Howard@graham.co.uk	07385 494 858	
Contractor GRAHAM	Denver Magowan	Design Manager	Denver.Magowan@graham.co.uk	07500 787 902	02892 689 500
Contractor GRAHAM	Finlay Murray	Commercial Overview	Finlay.Murray@graham.co.uk	07780 223 966	
Contractor GRAHAM	Louise Seddon	Social Impact Advisor	Louise.Seddon@graham.co.uk	07385 038 714	
Contractor GRAHAM	Elizabeth Smith	Health Advisor	Elizabeth.smith@graham.co.uk	07384 795 221	
Contractor GRAHAM	Alex Spencer	4Projects Document Control	Alex.spencer@graham.co.uk		
BB7 Fire					
Contractor GRAHAM	Ray Quinn (BB7)	GRAHAM Fire Consultant	rayquinn@bbseven.com	-	-
Contractor GRAHAM	David Werran (BB7)	GRAHAM Fire Consultant	davidwerran@bbseven.com	-	-
ADT					
ADT Acoustics	Chris Middleton	GRAHAM Acoustic Consultant	chrismiddleton@acousticdesign.co.uk	-	-
Principal Designer					
NIFES	Gareth Jones	GRAHAM Principal Designer	Gareth.Jones@nifes.co.uk	-	-
NIFES	Arron Stobbs	GRAHAM Principal Designer	Arron.stobbs@nifes.co.uk	-	-
RPS Group					
RPS Group	Ed McNaught	Technical Director	ed.mcnaught@rpsgroup.com	0191 232 6306	0191 244 5433

Use as a Workplace:

This project is for the construction of workplace facilities.

The final construction will be for the use of staff and patients and will be subject to the Workplace (Health Safety and Welfare) Regulations 1992.

Existing Records:

There are no known Health and Safety Files and O&M Manuals for the building. Any known, relevant information will be supplied as part of the Tender Package from the Client.

Any further information required, or questions arising, should be raised to the relevant discipline (see named persons) immediately to ensure appropriate responses can be provided.

Site Waste Management Plan:

There are no standard written procedures provided by United Lincolnshire Hospitals NHS Trust, however it will be necessary for the Principal Contractor to arrange suitable disposal of all waste generated on site including equipment being replaced and any packaging materials this Includes WRAP requirements.

All materials being disposed of will require a copy of the waste disposal certification to be kept on file by the Principal Contractor and passed to the Client on completion of the works.

2.0 Client Considerations and Management Requirements

a) Arrangements for:

(i) Planning and managing construction work, including any health and safety goals

There are no specific health and safety target standards or benchmarking required within the management of this project however the site does have a ZERO Accident 'target'.

The Contractors H&S Document has been supplied in 6.3 of this document. This provides an outline of the standards and procedures for contractors and the health and safety on the site.

All accidents, near misses or contraventions of the policies of the site must be recorded and reported in accordance with the site requirements and that of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and measured against the AFR. These will be reviewed as part of the project progress meetings. In the event of an accident, incident or near miss the Principal Contractor is expected to conduct a full accident investigation.

The Construction Phase Plan (developed from the pre-construction information) must be submitted to the Principal Designer not less than one week before the proposed date for start of construction works. Details of the requirement of this document are contained in Construction (Design and Management) Regulations 2015 – Construction Phase Plan.

No Construction work is to commence until confirmation has been received in writing from the client that the construction phase plan is deemed to be in compliance with the Construction (Design and Management) Regulations 2015.

The sanction of suitability should be judged by the Principal Designer, against these regulations requirements and dependent on satisfactory method statements in respect of, but not limited to:

- ✓ Deliveries and disruption to the normal Site Operations
- ✓ Welfare Arrangements
- ✓ Site Security
- ✓ Management of Hazards

- ✓ Management of Materials and Equipment
- ✓ Specific Method Statements in respect of individual project tasks, inc:
- ✓ Working at Heights
- ✓ Connection to Live Services
- ✓ Restriction in Access
- ✓ Disposal of Materials
- ✓ COVID-19

With respect to clarity and penalty on ‘stopping work’: The power to stop will be defined as any life threatening event or activity or any activity that poses a serious impact on Hospital operations (e.g. one that would interrupt or jeopardize a surgical operation).

The power to stop rests with the Client’s PMs, their Principal Designer and the Contract Administrator. The penalty for stopping work will mean that no additional costs will be borne by United Lincolnshire Hospitals NHS and that no programme impact will be accepted. Similarly, the failure of a contractor to report a safety incident or accident to United Lincolnshire Hospitals NHS /the Principal Designer will result in a 24 hours stop whilst the event is investigated; no cost or programme implications will be accepted by United Lincolnshire Hospitals NHS .

(ii) Communication and liaison between client and others:

The Project at United Lincolnshire Hospitals NHS is under the management of:

Client	–	United Lincolnshire Hospitals NHS Trust
Principal Designer	–	Arron Stobbs, NIFES Consulting Group
Lead Designers	–	James Gordon, P+HS

Contact details are contained in Section 1a) of this document. All other Designers and when appointed, the Principal Contractor, shall liaise as appropriate with the above list or there designates as appropriate.

For any other telephone communications, the general site telephone numbers are detailed within the Contractor H&S Document (see 6.3).

The Hospital entrances are in operation 24 hours per day, 7 days per week. For this reason precautions should be taken to ensure clear communication, with particular attention during the connection to or disruption of, live services.

Attention should be made to the fact that for some staff and public, English may not be their first language. This should be considered in all communications on site.

The project is part of a wider site development strategy to update the United Lincolnshire Hospitals NHS Trust site. Other project works may be ongoing on the site within the duration of this project as well as routine operation and maintenance duties. These will be identified fully prior to works commencing on site.

Adherence to programs and daily liaison with the Clients Agent is essential.

(iii) Security of the Site

Areas of the site are fully operational at all times.

All personnel must enter and leave the site through the specified location.

Before commencement of the project works all contractors must have completed a site induction. For a full breakdown of security requirements please refer to the Prelims. At all times on site, all persons should carry a Contractors / Company ID badge. All vehicles and equipment should be identifiable with a contractor's company name or logo.

Refer to Appendix 6.3 – Contractor H&S Document.

All works must be left in a secure and safe manner when not under ongoing supervision.

Welfare Provisions

During the Design stages of the project, welfare provisions are being made available by the Client. However welfare provisions will be provided by the Principal Contractor, when appointed, from the first day of attendance on site. These should be in accordance with The Construction (Health, Safety and Welfare) Regulations 1996.

Positions and arrangements for welfare facilities, cabins / containers will be confirmed by the Client prior to arrival at site. The upkeep and cleanliness of this area must be carried out by the Principal Contractor.

Access and use of the site welfare facilities may be limited as these are public areas. These must be kept clean and tidy and are not to be abused or access will be denied.

b) Requirements relating to the Health and Safety of the Clients employees or customers or those involved in the project such as:

(i) Site hoarding requirements:

Any requirement for specific site hoardings is outlined within the specification. All precautions should be made to ensure the security of the working area from intrusion from unauthorised persons. Continued communication with regards ongoing works and the effects on the working environment is essential between the Client and the Principal Contractor.

(ii) Site transport arrangements or vehicle movement restrictions

The site is in use at all times and there will be a number of site deliveries to adjacent entrances and areas of United Lincolnshire Hospitals NHS Trust outside of this site demise.

Deliveries or movements of materials, equipment and persons at all times must be agreed in advance with the Client and done with great care. To aid this, the Principal Contractor must develop, implement and maintain a Logistic and Traffic Management Plan.

There are parking facilities provided at the Hospital premises and vehicles may only be parked in designated parking bays. The offloading of materials and heavy equipment must be arranged in advance with the agreement of the Client and only in a designated loading area(s).

Refer to Appendix 6.1 – Contractor H&S Document.

All normal highway road traffic and parking legislation applies within the site. The Client accepts no responsibility for any fines, fees or costs.

(iii) Client permit to work system

Although the areas of work will be handed over to the Principal Contractor for their control under the requirements of the CDM Regulations, The client retains the requirement for the issuing of a permit to work. This does not remove the Principal Contractors duties but is an addition to aid the close coordination and communications. For a comprehensive breakdown of permits please refer to the Prelims.

Permits will be required for the following:

- Interruption to essential services:
 - Inc. Nurse Call, Fire Alarms, Medical Gases

- High Risk tasks:
 - Inc. Working at Heights, Enclosed Spaces
 - Hot Works
 - Cold Works (incl pipe freezing)
- Disruption and Connection to Live Services:
 - Inc. Electrical, Heating & Cooling

The client will require detailed Safe Systems of Work and Risk Assessments for any other works that represents a risk to Health and Safety. All RAMS must be approved before commencement of works.

(iv) Fire Precautions

Refer to Appendix 6.3 – Contractor H&S Document.

Fire Alarm Tests are carried out regularly; the date and time of these are identified locally and can be discussed during the site induction.

(v) Emergency procedures and means of escape

Emergency Procedures and means of escape are identified locally and can be discussed during the site induction. This includes the requirement for the communication of the emergency contact phone numbers of both the Clients and the Contractors.

Refer to Appendix 6.3 – Contractor H&S Document.

It is the responsibility of the contractor to provide sufficient first aid facilities whilst working on the site.

In the event of an emergency site security should be contacted, the general site telephone numbers are detailed within the Contractor H&S Document (see 6.3).

The nearest Accident and Emergency unit is located:

United Lincolnshire Hospitals NHS Trust
Pilgrims Hospital
Sibsey Road
Boston

(vi) 'no-go' areas or other authorisation requirements for those involved in the project

By the nature of the work within a Hospital environment there are a number of private areas where restrictions of access are in place. These are clearly identified and these restrictions must be adhered to.

Access to Plant Rooms, risers or Switchrooms by Competent Persons will be arranged directly with the Client.

Access to any other restricted areas must be requested in advance to the Client.

(vii) Any areas the client has designated as confined spaces

There are no specified confined spaces identified within the area of the project works, however entry into any ducts or roof spaces will be considered as confined spaces and will be subject to the requirements of a Permit to Work.

(viii) Smoking

Smoking is not permitted in or around any area of United Lincolnshire Hospitals NHS. Details of the No Smoking Policy will be identified by the Client, during the Site Induction.

(ix) Site Rules

Refer to Appendix 6.3 – Contractor H&S Document.

United Lincolnshire Hospitals NHS Trust Estates Department operate a strict Site Rules policy; all contractors must comply with these rules at all times.

Further copies are available on request.

If there are any doubts or queries, please ask!

3.0 Environmental Restrictions on the Existing Site

a) Safety Hazards, including:

i) Boundaries and access

All contractors must have completed a site induction and have a contractor / company ID badge before access is permitted to the area of works.

There is a requirement that all persons should sign in/out on entering the site building. Access / Egress should only be made via the nominated route.

Access to any secure areas can only be gained by keys supplied by the United Lincolnshire Hospitals NHS Trust authorised person, the use and ownership of these keys must remain controlled.

ii) Restriction on deliveries or waste collection or storage

Site access is restricted to between 08:00 and 18:00 hours Monday to Friday, 08:00 till 13:00 on a Saturday and no working Sundays or Bank Holidays. Any works outside of these times must be agreed by the client as this may breach Boston Borough Council regulations.

Arrangements for deliveries will be agreed with the Client before the works commence. Deliveries and movement of materials, equipment and plant in connection with this project must be done so with great care. To aid this, the Principal Contractor must develop, implement and maintain a Logistics Plan and Traffic Management Plan.

All waste arising is to be disposed of on a daily basis; no stock piling of waste or combustible material is to be permitted on site. No waste materials are to be stored outside the site or at street level unless specifically agreed with the Client.

Final waste disposal skip locations will be confirmed will be confirmed upon starting on site.

The location of skips must be discussed in advance with the Client; these must be of a lockable type and must be kept secure at all times.

All waste must be disposed of via a licensed waste disposal organisation and all consignment notes retained for record purposes in Site Waste Management Plan.

Access for Emergency Vehicles

Unhindered access must always be provided to the Hospital operations and their works throughout the period of the project.

iii) Adjacent land users

The area adjacent to United Lincolnshire Hospitals NHS Trust is occupied by other Medical facilities, retail facilities and also a residential area. Adjacent land users are very sensitive to disruption and consideration must be given to them at all time. This project works is not permitted to affect any adjacent land users.

Particular attention should be made to the following items to prevent any disruption or inconvenience to others:

Vibration like noise travels easily and can have an adverse effect on equipment and machinery as well as being disruptive to neighbouring areas. Please refer to the noise section in the prelims.

The Client follows strict regimes for the Control of Legionellosis in the water systems on site. Disruption to these water systems must be controlled and will be subject to a Risk Assessment and Safe System of Work.

iv) Storage of hazardous materials

Any hazardous materials brought to site must be identified to the Client and appropriate COSHH Assessments provided.

v) Location of existing services:

All known building arrangements and any existing service details are provided as part of the tender specification.

To ensure clearer identification you should introduce a RED / GREEN identification for any existing services during all soft stripping.

Where painted RED these services are LIVE and appropriate measures should be taken. If these are painted GREEN then they have already been DISCONNECTED or ISOLATED. **If services are unmarked then it must be assumed that these are LIVE.**

The removal of existing services is to be undertaken in accordance with the agreed colour coded (red/green) marking up; this must continue to be managed closely by the contractors involved. ‘

CAUTION: *This system only works provided no isolations are removed or services reconnected ... Removal of Isolations or reconnection of services is not permitted without permission of the Client and only then provided the RED / GREEN markings have be altered.*

All other aspects of good practice (Inductions, Tool Box Talks, planning and liaison, etc.) to be continued.

The Principal Contractor should ensure that Risk Assessments are carried out and that Safe Systems of Work are in place.

Any further information required can be provided on request by the client.

vi) Information about existing structures

Refer to specification

vii) Previous structural modifications

Refer to specification

viii) Fire damage etc.

Not Applicable.

ix) Difficulties in relation to existing plant and equipment

Existing equipment will be in use throughout the duration of the works, therefore hazards from adjacent services and distribution mains will exist. Tie-ins or isolation of existing services will be required and must be coordinated with the Client.

All works will require being coordinated with the Client to ensure the site operation is not compromised.

x) H&S information contained in earlier design, construction or 'As Built' drawings

All known building arrangements and any existing service details are provided as part of the tender specification. Please see design document requirements listed in the Prelims.

b) Health Hazards, including:

i) Asbestos

There are Asbestos Containing Materials (ACM's) within United Lincolnshire Hospitals NHS Trust . **Please refer to the Asbestos documentation held by the Trust for these works.**

The management documentation is constantly updated by the Client and the most up to date Asbestos Register and information can be supplied by the United Lincolnshire Hospitals NHS Trust Estates Department on request.

If any works are undertaken on the main site significant care must be taken to ensure that no ACM's are disturbed and that no encapsulation (where present) is broken. In the event of incident or discovering any suspect materials, all works should be stopped and the Client informed immediately.

Any works involving Asbestos must be in compliance with the Control of Asbestos Regulations 2012.

ii) Existing Storage of Hazardous Materials

By the nature of the site and the works carried out there are a number of Hazardous Materials stored within the site however there should be none stored within the areas of works. It is a requirement of this project that all hoarding for storage areas must be a minimum of 60 minutes fire rated.

Any hazardous materials moved into the areas of works will be identified by the Client at the site induction and the COSHH Data provided.

iii) Contaminated land, including results of surveys

No contaminated land has been identified.

iv) Existing structures containing hazardous materials

Aspergillus

Aspergillus is a fungus whose spores are commonly present in the air we breathe, in particular where building works or demolition is being carried out. This does not normally cause illness to a healthy person, however an individual with a weakened immune status may be susceptible to Aspergillus infection.

Weils Disease

Rats, mice, and insect infestation is possible in some plant rooms/refuse areas, such problems can of course lead to obvious health hazards including Weils Disease.

It is recommended that in order to deal effectively with the above highlighted hazards, the Contractor should be suitably trained, and should have laid out practical method statements showing how these or other similar situations are to be handled.

v) Health risks arising from client's activities

Some specific hazards exist within site, although adherence to the site rules and the conditions of site induction should minimise these.

Particular attention should be made to:

- ✓ Where Client occupied plant rooms are present these represent a hazard and should only be accessed by competent persons to carry out tasks within safe systems of work.
- ✓ Sharps Policy; e.g. Needles may exist within the site. This should be established at the site induction and adhered to.

4.1 Significant Design and Construction Hazards

At all times Contractors should be aware of Hazards within the Construction Site and provide the Client (and Principal Designer) with all appropriate safe systems of work and risk assessments.

This document has identified Hazards specific to the site however other typical construction site hazards should also be considered as present. These include:

- ✗ Asbestos
- ✗ Work in occupied areas
- ✗ Work in roads and pathways
- ✗ Work at heights
- ✗ Falling objects
- ✗ Working in confined spaces
- ✗ Working in restricted spaces
- ✗ Live electrical cables
- ✗ Hot surfaces
- ✗ Hot work and fire ignition sources
- ✗ Mechanical and Manual handling
- ✗ Noise
- ✗ Dust
- ✗ Waste materials
- ✗ Tools (power and hand)
- ✗ Chemicals (e.g. solvents, paints, etc)
- ✗ Vibration
- ✗ COVID-19

The presence of other significant hazards must be considered and detailed in the Construction Phase Health & Safety Plan

Asbestos

There are Asbestos Containing Materials (ACM's) within United Lincolnshire Hospitals NHS .

Please refer to the Asbestos documentation held by the Trust for these works.

The management documentation is constantly updated by the Client and the most up to date Asbestos Register and information can be supplied by the United Lincolnshire Hospitals NHS Estates Department on request.

If however, any additional asbestos is found during the works, the Contractor shall advise the Contract Administrator of the existence of the asbestos. Where it is safe to do so, the Contractor shall continue the works without disturbing the asbestos. However, if the substance is damaged, or presents a hazard, work shall cease and appropriate actions shall be taken. Should this be the case then the statutory notice to the HSE must be given immediately to reduce any delays that may otherwise occur due to the 28 day period of notice for the work on that asbestos.

The Control of Asbestos Regulations 2012 shall be complied with at all times and every effort shall be made to minimise asbestos-related health hazards to Construction staff, building users and the public. The regulations will continue to be in operation until safely cleared and validated.

The Asbestos Regulations further require:

- ✓ Risk Assessment
- ✓ Plan of work
- ✓ Notification
- ✓ Information, instruction and training
- ✓ Prevention or Reduction of Exposure to Asbestos
- ✓ Control Measures- Use and Maintenance
- ✓ PPE- provision and Cleaning
- ✓ Emergency Arrangements
- ✓ Control of Asbestos
- ✓ Monitoring and Testing
- ✓ Records and Surveillance
- ✓ Washing/changing facilities
- ✓ Storage/movement of asbestos

The Contractor shall also comply with the requirements of the HSE Guidance document MDHS 100 at all times.

Existing Structures and Services

All necessary investigations, approvals and permissions must be obtained prior to any work.

Particular attention must be given to:

- ✓ Medical Gases
- ✓ Utility Services (electric, gas, water, sewerage)
- ✓ IT/Telecommunications

Working in Occupied/Public Areas

Such work could result in injury to non-site personnel. The care and safety of the staff and members of the public will be the primary consideration in this respect particularly those problems associated with noise, dust, the movement of plant, waste and materials and the risks from falling objects.

The site must be effectively delineated with barriers and signs (warning notes) to prevent access by non-site personnel to areas of work and also to minimise dust movements into other operational areas.

A key hazard identified for this project will be the access and egress of materials into the site. The logistics of these movements must be stringently risk assessed to ensure that pedestrians and other occupants to the A&E entrance areas remain protected at all times. Appropriate method statements and displaying risk reduction techniques will be required to detail how materials will be brought into the site and waste will be removed.

Work in Roadways and Paths

Where works are required on roadways and paths the Contractor shall provide all necessary barriers and warning notices.

The Contractor shall be aware of the traffic usage through these spaces where work is to be carried out. The work shall be timed to avoid the likely peak congestion times. The dangers of vehicle collisions and entrance way obstruction shall be considered and steps taken to avoid as far as possible.

The site will be delineated by a solid hoarding to prevent unauthorized access by members of the public.

A key hazard identified for this project will be the access and egress of materials into the site. The logistics of these movements must be stringently risk assessed to ensure that pedestrians and other occupants to the entrance areas remain protected at all times. Space on the road,

highway and footpath is extremely limited and congested. Appropriate method statements and displaying risk reduction techniques will be required to detail how materials will be brought into the site and waste will be removed.

Waste Removal

(See above re: traffic and pedestrians) The hazards include lifting, dust inhalation, danger from heavy and/or falling objects and the presence of asbestos. All demolition works are to be carried out in accordance with the HSE Guidance Note GS29 *Health and Safety in Demolition Work*.

This type of work may be subject to the Permit to Work system.

A Method Statement will be required for these works.

Services Strip Out

The hazards identified include electrocution, burning (incl. cold) and scalding (hot water). Care must be taken during removal of any existing services to ensure that services are disconnected and made safe prior to removal. Removal of fittings may involve working in a restricted area. Care must be taken when moving bulky objects.

Care must be taken during the services strip out to ensure that the isolation of services does not affect critical areas or processes.

This work will be subject to the permit to work system.

Retained Electrical and Mechanical Services

Services to be retained may present a hazard to workers if disturbed during their works. Care must be taken not to disturb or damage such services.

Removal of the Existing Electrical Services/Plant

Works associated with the removal of the existing electrical services/plant do have the risk of electrical shock to contractors. Adequate preparatory investigation, design and the production of drawings at the design stage will reduce those risks.

All work must be carried out in accordance with the Electricity at Work Regulations and the 18th Revision of the IEE Regulations. The works will be subject to the permit to work system operated by United Lincolnshire Hospitals NHS Hospital; Care to ensure that supplies are locked off during the work and the display of appropriate hazard notices will make the work

safer.

Installation, Testing and Commissioning of the New Electrical Services/Plant

All work must be carried out in accordance with the Electricity at Work Regulations and the 18th Revision of the IEE Regulations. The works will be subject to the permit to work system operated by United Lincolnshire Hospitals NHS .

Chemicals, Solvent Based Paints and Other Hazardous Substances

The use of chemicals, solvent-based products and other hazardous substances including paints can present a hazard to operatives as well as Hospital staff and members of the public.

The Contractor must take suitable precautions to cover storage and use of the products, as well as measures to provide adequate ventilation. All appropriate COSHH assessments must be completed.

Existing hazardous substances such as lead paint and historical contamination including legionnaires contaminated water systems may be present within the building and suitable precautions must be taken when removing such potentially contaminated materials.

Working at Height

Working at height presents problems for workers who may fall and for others who may be exposed to objects falling from height from the works. Care should be taken to ensure that the correct use of ladders, scaffolds toe boards, harnesses etc. takes place. Areas below such works must be protected to prevent people working or walking below the works.

All work at heights must be carried out in accordance with the Work at Height Regulations 2005. All such work must be managed safely; as far as possible the design should minimise fall hazards (including maintenance activities).

This type of work may be subject to the Permit to Work system.

A Method Statement will be required for these works.

Confined Space Working

It is not envisaged that this installation will require the working in confined spaces. In the unlikely event this will be subject to the permit to work system for confined spaces. Emergency planning is essential for this situation, with competent personnel trained in use of RPE

(Respiratory Protective Equipment).

The requirements of the Confined Spaces Regulations 1997 must be met. Work in restricted spaces must also be managed safely; as far as possible the design should minimise head bang or collision hazards (including maintenance activities).

This type of work will be subject to the Permit to Work system.

A Method Statement will be required for these works.

Mechanical & Manual Handling of Heavy Equipment

The handling and manoeuvring of heavy items such as equipment, building and decorating materials presents a straining, crushing and trapping hazard to the Contractors operatives. The requirements of the Manual Handling Regulations must be met, and where the use of lifting devices is required, the requirements of the Lifting Operations and Lifting Equipment Regulations must be complied with.

Personal protective equipment is to be made available and used by all personnel as necessary to ensure an effective and safe working environment. The Principal Contractor shall prepare and work to approved method statements relating to the safe handling of plant and equipment. Where necessary this shall cover the provision of local barriers and exclusion zones to ensure that people are not put at risk.

Welding and Gas Cutting

This work always presents the risk of fire. This work will be subject to the permit to work system. Only trained operators under supervision should be used on such work. The appropriate fire extinguishers should be provided. Screens must be provided to protect other people working nearby and to prevent unauthorised access to the work areas.

Method Statements and Risk Assessments will be required for this type of work.

Cleaning and Waste Removal

(See above also)The hazards include lifting, dust inhalation, danger from heavy and/or falling objects. All works are to be carried out in accordance with the HSE Guidance Note HSG150 Health and Safety in Construction.

Method Statements and Risk Assessments will be required to identify to proposed methodology for waste handling and removal.

Work on or Near Gas Systems

The Contractor's attention is drawn to the advice note "Precautions to be taken when carrying out work in the vicinity of gas pipes" produced by the British Gas Corporation. The Contractor is to comply with the recommendations in the advice note, is to make copies of the document available and issue to appropriate pocket cards to his employees.

All works on gas systems must be carried out in compliance with Gas Safety (Installation and Use) Regulations 1998 and the Gas Safety (Management) Regulations 1996.

Use of Hoists, Ropes and Pulleys

Contractor's risk assessment and method statements are required to the construction, use and dismantling of pulleys and hoists as these activities could result in risks from falling material. Precautions must be taken when work is being undertaken to prevent damage to the building or injury to people below. This plan should be presented in the form of a traffic management plan. This can be used to demonstrate specifics such as traffic management during erection and the protection of the public.

Anyone working at height must be adequately protected from falls with respect to working platforms. Appropriate personal protective equipment must be used. All work is to be carried out in accordance with The Lifting Operations and Lifting Equipment Regulations 1998 and only certified equipment is to be used.

Vermin and Infestation

Rats, mice, and insect infestation is possible in some plant rooms/refuse areas, such problems can of course lead to obvious health hazards. The Principal Contractor must operate in conjunction with the Environmental Health Officer in such instances.

It is recommended that in order to deal effectively with all of the above highlighted hazards, the Contractor should be suitably trained, and should have laid out practical method statements showing how these or other similar situations are to be handled.

Workplace Safety

The Principal Contractor is to ensure the maintenance of:

- ✓ Adequate lighting;
- ✓ Safe access routes including maintenance, cleaning and replacement;
- ✓ Fire safety equipment and procedures.

Further advice can be obtained from the HSE guidance document: HSG 150 – Health and Safety in Construction.

a) Design assumptions and control measures

All designers risks have been assessed and can be found in section 6.2 (designers risk assessments) to highlight where risks are present.

b) Arrangements for co-ordination of ongoing design work and handling design changes

Any significant design changes shall be examined by the principal contractor's or specialist contractor's designers, as applicable, for health and safety implications using the following procedures:-

Consideration must be given to all design decisions/changes, in respect of their health and safety implications upon the construction team, the public and the building users.

Any hazards should be identified which have arisen from the design/specification changes.

The risks associated with those hazards should be assessed and the individuals at risk identified.

So far as is reasonably practical any risk should be removed or reduced through revision or development of the design.

If a risk remains, appropriate controls must be designed in by the relevant team and managed by the principal contractor.

Residual risks and associated controls should be communicated to those who may be affected by them through; method statements, drawing notes, CAI attachments, etc.

c) Significant and Principal Risks

As previously identified, these include:

- ✓ Public Access; Staff and Public
- ✓ Fire – Means of Escape and Compartmentation

- ✓ Vehicle movements; delivery / disposal of materials
- ✓ Handling and movement of materials
- ✓ Working at heights
- ✓ Disconnection and connection to the existing services
- ✓ Dust and Vibration
- ✓ Covid-19

d) Materials requiring particular precautions:

No further information.

COVID-19

a) Hand Washing

Operatives employees are reminded are reminded that on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.

Also reminded to catch coughs and sneezes in tissues – follow the Catch it, Bin It, Kill It rules and to avoid touching face, eyes, nose or mouth with unclean hands.

Tissues & Hand Sanitiser are to be available and carried with all operatives.

Staff are to be encouraged to report any problems and carry out checks on a daily basis.

b) Social Distancing

Operatives are reminded on a daily basis to adhere to Social Distancing rules in accordance with current Government Guidelines & the importance of Social Distancing both in the workplace and outside of it.

Management checks are to be carried out to ensure this is adhered to.

Reduction in the number of persons in any work area to comply with the Government Guidelines recommended by the HSE.

Staff are encouraged to report any breaches to Management & Site

c) Wearing of Gloves

Where Risk Assessment identifies wearing gloves as a requirement of the Job, an adequate supply of these will be provided to staff.

Staff will be instructed on how to remove gloves carefully to reduce the risk of contamination and how to dispose of them safely. Staff are reminded that wearing gloves is not a substitute for good hand washing.

d) PPE

Staff are to wear their own PPE on Site as a job requirement.

Disposable FFP3 Masks are to be made available if this is a site requirement.

e) Symptoms of Covid-19

Local rules regarding COVID are to be adhered to.

If anyone becomes unwell with a new continuous Cough or a high temperature in the workplace they will be sent home immediately and advised to follow the stay at home guidance. If advised that a member of staff has developed COVID-19 symptoms and were recently on the premises the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advise on any actions or precautions that should be taken.

The Client also to be notified if any staff become unwell and have been onsite.

5.1 Health and Safety File

The Client requires two copies of the O&M's / Health and Safety File; one hard copy bound in standard lever arch file/s and one electronic copy on a CD.

The following requirements are intended to ensure the information is easy to access and user friendly for property managers and future consultants and contractors:

1. Procedure for handover to include;
 - a. Draft Issue of O&M Manual in correct format three weeks before Practical Completion
 - b. Commissioning Programme including Witnessing, Training and familiarisation required for United Lincolnshire Hospitals NHS Estates Team.
2. Content to include;
 - a. Must use Standard O&M Manual File Index as described below or it will not be accepted
 - b. All spare parts schedules in manuals must be populated with the relevant Description, Part number, suppliers details etc.
 - c. Identification of any specialist tools, software and hardware required to maintain the project installation and provision of at least 1 set of these prior to Practical Completion

Hard Copy

One hard copy of the O&M's File must be delivered in hard copy for day-to-day use by the building managers and should be completed as follows:-

- The File/Manual is to be contained in a series of A4/A3 size, plastic covered, loose leaf, ring binders with hard covers.
- The contents/index below shall form the master index to the manuals and a copy shall be included in 'Volume 1'.
- Each Volume shall be display the correct approved (by United Lincolnshire Hospitals NHS), Client Name, Building Name, Project Name, Location, Volume Number/ Title on the cover and to clearly reflect the contents.
- Each sub-section within the folders shall have a contents sheet listing the literature contained.
- Each Volume containing as-built drawings shall contain an appropriate drawing register for the relevant specialise discipline listing the as-built drawings.
- As-built drawings in the Manual, where larger than A4, are to be folded and accommodated in plastic pockets or directly in the binders so that they may be unfolded without being detached from the rings.
- The size of the hard copy drawing should be printed to the scale it has been drawn

Electronic Format

The Health and Safety File for this project is being compiled in an electronic format, the contribution from Designers or Sub-contractors must also be provided electronically preferably as original source documents. The required formats are as follows:-

- 1 Technical Literature, Building Regulation Approvals, Test Certificates, etc.
 - Microsoft Word documents (.doc files)
 - Microsoft Excel Spreadsheets (.xls files)
 - Acrobat pdf files

N.B. Scanned documents should be from an original source document, not from faxed, photocopied, or web download sources, which result in illegible media.

- 2 Drawings
 - Drawings should be .pdf files (Adobe Acrobat) and CAD .dwg files
 - Each electronic drawing must be issued in two formats, dwg with all X-Refs bound and pdf
 - **They must be provided with a separate index identifying the contents of the disk or CD**
 - The index is to be provided as a Microsoft Word document (or compatible) setting out the drawing number and title.

3 Operation and Maintenance File Contents

The file shall be compiled by the Principal Contractor as required by the CDM Regulations. This shall include:

- Record or 'as built' drawings or plans and design criteria
- General details of the construction methods and materials
- Details of the structure's equipment and maintenance facilities
- Maintenance procedures and requirements
- Manuals produced by specialist suppliers of plant and equipment
- Details relating to the location and nature of utilities, and main and emergency services

The Principal Contractor is required to deliver all information necessary to satisfy this requirement, as determined by the Client, Contract Administrator and/or Principal Designer.

6.1 Appendices

General Visitors and Contractors Guide

RULES AND REGULATIONS

Contractors and their Employees are to abide by the following guide lines and regulations at all times:

- ✓ **All Contractors must comply with the current Health & Safety at Work Act and their own company's Health & Safety Plan**
- ✓ All persons employed on or visiting site must wear protective clothing (PPE) as designated by the Site Manager and the Contractor's Health & Safety Plan
- ✓ All persons employed on or visiting United Lincolnshire Hospitals NHS premises must wear an ID badge at all times
- ✓ Contractors employed are not to enter any part of United Lincolnshire Hospitals NHS other than their working area without the permission from the Site Manager or duly authorised representative
- ✓ No person employed and working at United Lincolnshire Hospitals NHS will be permitted to commence on site without first undertaking a site induction.
- ✓ Anyone found removing United Lincolnshire Hospitals NHS property will be prosecuted
- ✓ All persons will comply with the security measures as instigated by United Lincolnshire Hospitals NHS
- ✓ Anyone found interfering with or damaging any safety equipment including scaffold, safety barriers, PPE and fire points will be removed from site and could face prosecution by the Health and Safety Executive
- ✓ NO SMOKING in any Hospital buildings or external entrances
- ✓ No eating or drinking on site with the exception of designated areas
- ✓ Alcohol and Drugs are NOT tolerated on site; persons deemed to be under the influence of either will be removed from site.
- ✓ No radios, personal stereos or cameras will be permitted
- ✓ No shouting, bad language or unnecessary excessive noise is permitted by Contractors carrying out their works
- ✓ There are limited parking facilities on the site and parking regulations must be complied with
- ✓ Ladders and tower scaffolding must not be left outside the site area.

SITE STANDARD INDUCTION

ACCESS

- ✓ All new personnel must register before working on site
- ✓ Permits to work are required in designated areas and permit to work areas will be displayed at the appropriate place. Permits are issued by the Hospital Estates Department. Please give notice of permit requirements as they will not always be available straight away. No work is to commence without a permit
- ✓ Any keys required are available from the United Lincolnshire Hospitals NHS Estate Department.

FIRE & FIRST AID

- ✓ Please take note of fire points and exits and first aid.
- ✓ If you require emergency assistance and no one is available contact emergency numbers and request help
- ✓ All other incidences are to be reported to the Site Management Team
- ✓ All accidents, however small, are to be reported in the accident book kept by the Site Management Team

GENERAL HEALTH & SAFETY

- ✓ The Site is to be kept clear and all rubbish removed by the Contractor daily
- ✓ CCTV cameras operate within Hospital buildings and are there to protect every one - you may be recorded
- ✓ Mobile phones can be used within the confines of the site area only
- ✓ Any flammable goods must be stored in the flammables bin located in the compound on the main site, contact Site Management Team for key
- ✓ No drilling of any kind without permission from the Estates.
- ✓ Noisy work is to be kept to a minimum
- ✓ Use the designated toilets for your project
- ✓ The site will be open between the hours of 8.00am and 5.00pm (weekdays) and 8.00am to 1.00pm (Saturdays) unless otherwise stated
- ✓ Loading and unloading will be after 8.00am in line with Boston Borough Council guidelines unless prior arrangements are made

- ✓ Keep work areas clean and tidy. This is an occupied hospital building, respect our surroundings

Any site personnel who fail to comply with the above rules and regulations may be escorted from the building

6.2 Designers Risk Assessments

To be provided by designers

6.3 Estates & Facilities Contractor Standards 2021

Please refer to Estates and Facilities 'Contractors Policy'

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