

# 2020

## 6005 GOSHEC Construction Phase Plan



J. Coffey Main Contracts

26/08/2020

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## 1. PROJECT AND DOCUMENT PARTICULARS

### 1.1. Project Details

<b>Project Name:</b>	VCB East Chillers	<b>Job No:</b>	6005
<b>Client Details:</b>		<b>Site Address:</b>	
Great Ormond Street Hospital		Great Ormond Street WC1N 3JH	
<b>Site Telephone:</b>	David Codd (PM) 07527 666988	<b>Site Email Address:</b>	dcodd@jcoffey.co.uk
<b>Division:</b>	Main Contract Division	<b>Doc. Control No.</b>	200727-6005-GOSHEC-CPP rev /
This CPP (Construction Phase Plan) has been compiled in accordance with The Construction (Design & Management) Regulations 2015 (Regulation 12) with guidance gleaned from L153 ( Appendix 3).			

### 1.2. Circulation

Copy No.	Issued to:	Location:
1.	JCMC 6005-Project Team	Internal
2.	Client / Principal Designer / Employer's Agent	External
3.	All JCMC Trade Contractors	External
4.	SHEQ Department	Internal
5.	Available to Interested Parties	External

### 1.3. Revision Record

This document has been reviewed and where necessary updated as detailed below.

Revision	Date	Purpose	Amendment	Updated By
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00	26.08.20	1 <sup>st</sup> Issue	N/A	D Codd

## 2. INTRODUCTION

This Construction Phase Health and Safety Plan contain the arrangements that will be implemented to ensure the safe execution of the works in compliance with the Construction (Design and Management) Regulations 2015. The plan also describes how environmental issues concerning the project will be managed.

It has been compiled from information obtained from site visits, Designers Risk Assessments and drawings and specifications issued by other members of the project team. This is a live document and will be maintained, reviewed and updated(if required) by the project team at least monthly.

This project is for **Great Ormond Street Hospital** and commenced on **27<sup>th</sup> July 2020**. The current completion date is the **8<sup>th</sup> February 2021**.

### 2.1. Scope of Works

The final instructed scope of works comprises the following;

- The extension of the existing plant deck with new staircase onto adjacent flat roof
- Installation of new acoustic screen to new plant deck and extension of existing acoustic screen
- Installation of 2 new chillers
- Addition of new pump chilled water and condenser pump sets

Whilst undertaking these works it is our policy to endeavour to:

- Prevent Accidents and Ill Health to our Employees, Client, Trade Contractors, Third Parties and members of the Public.
- Provide a place of work that is safe and without risk to the Health, Safety and Welfare to all those involved in the project and third parties.
- Create a positive Health and Safety culture and ensure that Health and Safety is our highest priority.
- Consult and communicate to all those involved in the project and listen when feedback is given.
- Attend liaison meetings with the Estate/ Operations management team
- Introduce best practice to avoid negative environmental impact
- Ensure the project is delivered to programme, specifications and meet with Client expectations.

This Health and Safety plan follows procedures and guidance contained within the **J. Coffey Construction** Safety Management System and Health and Safety Policy and reference to these will be made throughout this plan.

The following existing restrictions have been identified from site visits. These will be taken into account throughout the works:

Existing Hazard / Consideration / Restriction	Notes / Controls
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Noise / Dust	To comply with the recommendations of BS 5228: part 1 clause 9 for minimising noise levels during the execution of the works
Access / Egress (Traffic Management)	Access will be via the service yard off Guildford Street for vehicle deliveries See Site Logistics plan for complete details.
Working Hours	08.00am – 5.00pm Mon-Fri. 8.00am – 1.00pm Sat (By 48 hour prior arrangement only) Any works to be conducted outside of these hours to be agreed
Security	The works area is situated at roof level with access only by way of GOSH Contractor passes  Estate Contractor passes will be required for all staff, visitors and operatives, to be obtained via J Coffey's site team 48 hours in advance.  Deliveries will need to be pre-booked and notified to Estate Management via J Coffey as a minimum 24 hours in advance
Asbestos (Survey Requirements)	JCMC to check and review GOSH asbestos register All remedial works if required will be undertaken in advance of site commencement.
Client Occupied Environments	The site is part of a busy hospital environment with the works being carried out in plant areas only
Sensitive Areas (Schools, Hospital, Public Interface etc.)	Hospital
Services	Services generally have been surveyed by our specialist survey company and have been plotted on our construction issue drawings
Permits and Licenses	Contaminated waste on site to be removed via licensed contractor only.
Other	N/A

## 3. PROJECT TEAM DETAILS & ORGANISATION

### 3.1. Client & PM team

#### 3.1.1. Client: Great Ormond Street Hospital

**Clients Representative: Peter Reilly**



Name	Address	E-Mail	Contact no.
Peter Reilly	40 Barnard Street London WC1N 3JH		Office: 0207405 9200 Mobile: 07730 321008

### 3.1.2. Employer's Agent/Contract Administrator: MESH Construction Consultancy Ltd

Name	Address	E-Mail	Contact no.
Tim Molden	4 Christopher Street London EC2A 2BS	<a href="mailto:Tim.molden@meshcc.com">Tim.molden@meshcc.com</a>	Office: 0203 621 3495 Mobile: 07712 676853

### 3.1.3. Employer's Professional Quantity Surveyor: MESH Construction Consultancy Ltd

Name	Address	E-Mail	Contact no.
Tim Molden	4 Christopher Street London EC2A 2BS	<a href="mailto:Tim.molden@meshcc.com">Tim.molden@meshcc.com</a>	Office: 0203 621 3495 Mobile: 07712 676853

### 3.1.4. Building Control & Principal Designer

#### 3.1.4.1. Building Control Engineer: Stroma Building Control

Name	Address	Email	Contact no.
Paul McClelland	Suite 24 30 Churchill Square Business Centre, Kings Hill, West Malling ME19 4YU	Paul.mcclelland@stroma.co m	Office: 01732 523523 Fax:

#### 3.1.4.2. Principal Designer: Symmetryshs

Name	Address	Email	Contact no.
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## 3.2. Design Team – Tender stage

### 3.2.1. Architect: Llewelyn Davies

Name	Address	E-Mail	Contact no.
	3-5 Rathbone Place Fitzrovia London W1T 1HJ		Office: 020 7907 7900 Mobile:

### 3.2.2. Structural Engineer: Perega

Name	Address	E-Mail	Contact no.
Peter Williams	86 Epsom Road Guildford Surrey, GU1 2BX	<a href="mailto:pwilliams@perega.co.uk">pwilliams@perega.co.uk</a>	Office: 01483 565 886 Mobile: 07740 179411
			Office: 01473 231100 Mobile: 07796 448062

### 3.2.3. MEP Engineer: Troup Bywaters + Andrews

Name	Address	E-Mail	Contact no.
	183 Evershold St Kings Cross London NW1 1BU		Office: 0118 967 6840 Mobile:

## 3.3. Design Team – Construction Stage

### 3.3.1. Architect: Tangram Architects Limited

Name	Address	E-Mail	Contact no.
Alexander Smith	Unit 2 The Willows 80 Willow Walk London SE1 5SY	<a href="mailto:Alex.smith@tangramarchitects.co.uk">Alex.smith@tangramarchitects.co.uk</a>	Office: 020 7394 6487 Mobile: 07773 976860

## 3.3.2. Structural Engineer: Perega

Name	Address	E-Mail	Contact no.
Peter Williams	86 Epsom Road Guildford Surrey, GU1 2BX	<a href="mailto:pwilliams@perega.co.uk">pwilliams@perega.co.uk</a>	Office: 01483 565886 Mobile: 07740 179411
			Office: 01473 231100 Mobile: 07796 448062

## 3.3.3 MEP Engineer: MALA

Name	Address	E-Mail	Contact no.
Will Nash	3 <sup>rd</sup> Floor 9 Hewett Street London EC2A 3NN	<a href="mailto:Will.nash@mala.co.uk">Will.nash@mala.co.uk</a>	Office: 020 7456 1213 Mobile: 07780 118805
Erel Eray	3 <sup>rd</sup> Floor 9 Hewett Street London EC2A 3NN	<a href="mailto:Erel.eray@mala.co.uk">Erel.eray@mala.co.uk</a>	Office: 020 7456 1213 Mobile: 07823 886226

## 3.4. Delivery Team

### 3.4.1. Principal Contractor: J. Coffey (Main Contract Division)

The following people make up the J. Coffey construction project team for this project

Name	Address	E-Mail	Contact no.
<b>Jim Coffey</b> (Group Managing Director)	8 – 12 Minerva rd. Park Royal, NW10 6HJ	<a href="mailto:jcoffey@jcoffey.co.uk">jcoffey@jcoffey.co.uk</a>	Office: 0208 961 9353
<b>John Grady</b> (MC Director)	8 – 12 Minerva rd. Park Royal, NW10 6HJ	<a href="mailto:jgrady@jcoffey.co.uk">jgrady@jcoffey.co.uk</a>	Office: 0208 961 9353 Mobile: 07971 548 677
<b>Daire Doolin</b> (Operations Manager)	8 – 12 Minerva rd. Park Royal, NW10 6HJ	<a href="mailto:ddoolin@jcoffey.co.uk">ddoolin@jcoffey.co.uk</a>	Office: 0208 961 9353 Mobile: 078 5489 1079

<b>David Codd</b> (Project Manager)	8 – 12 Minerva rd. Park Royal, NW10 6HJ	<a href="mailto:dcodd@jcoffey.co.uk">dcodd@jcoffey.co.uk</a>	Office: 0208 961 9353  Mobile: 07527 666988
<b>Carl Went</b> (Project Surveyor)	8 – 12 Minerva rd. Park Royal, NW10 6HJ	<a href="mailto:cwent@jcoffey.co.uk">cwent@jcoffey.co.uk</a>	Office: 0208 961 9353  Mobile: 07824 014782
<b>David Codd</b> (Design Manager)	8 – 12 Minerva rd. Park Royal, NW10 6HJ	<a href="mailto:dcodd@jcoffey.co.uk">dcodd@jcoffey.co.uk</a>	Office: 0208 961 9353  Mobile: 07527 666988
<b>Eddie Smalstys</b>	8 – 12 Minerva rd. Park Royal, NW10 6HJ	<a href="mailto:esmalstys@jcoffey.co.uk">esmalstys@jcoffey.co.uk</a>	Office: 0208 961 9353  Mobile: 07989 501588
<b>Gideon Tweedy</b> (Head of Health & Safety)	8 – 12 Minerva rd. Park Royal, NW10 6HJ	<a href="mailto:gtweedy@jcoffey.co.uk">gtweedy@jcoffey.co.uk</a>	Office: 0208 961 9353  Mobile: 07966 202 540
<b>Kenny Moncaster</b> (Health & Safety Manager )	8 – 12 Minerva rd. Park Royal, NW10 6HJ	<a href="mailto:kmoncaster@jcoffey.co.uk">kmoncaster@jcoffey.co.uk</a>	Office: 0208 961 9353  Mobile: 07812174315
<b>Adrian Clamp</b> (Environmental & system director)	8 – 12 Minerva rd. Park Royal, NW10 6HJ	<a href="mailto:aclamp@jcoffey.co.uk">aclamp@jcoffey.co.uk</a>	Office: 0208 961 9353  Mobile: 07968 778 908

### 3.5. Roles and Responsibilities of the J. Coffey Construction Project Team

This must be used as a check list throughout the various stages of the project.

DOCUMENT KEY	
Role	Abbreviation
Project Manager	PM
Site Manager	SM
Senior Engineer	SE
Temporary Works Coordinator	TWC
Fire Marshall	FM
Appointed Person	AP
Crane Supervisor	CS
Contract Administrator	CA
Principal Designer	PD

<b>Health &amp; Safety Manager</b>	HSM
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<b>Responsibilities – General</b>	<b>Role</b>
Read and comply with the J. Coffey Construction Health and Safety Policy and Safety Management System.	All members of the Project Team

<b>Actions / Responsibilities – Pre-Construction</b>	<b>Role</b>
Organise and Chair Project Start up Meeting	PM
Identify significant hazards and read the relevant sections within the Safety Management System.	PM / SM
Obtain any tender Health & Safety information such as the Pre-Construction Document (Including Asbestos Survey). Prepare and maintain the Construction Phase Plan (CPP)	PM
Once complete Issue the CPP to project team and all contractors.	PM
Obtain and display a copy of the Health and Safety Policy Statement	SM
Obtain and display the current Insurance Certificate.	SM
Contact the service authorities and establish the location of existing services	PM / SM
Notify third parties e.g. neighbouring houses, schools, businesses where necessary.	PM / Client
Plan and arrange Site Welfare Facilities	SM
Plan and Arrange Temporary Services and Electrics	SM
Complete Environmental Checklist	PM/SM
Implement, Monitor & Update SWMP	SM / PM

**Important:** Work shall not commence until the Client / Principal Designer & CA team are satisfied that the CPP has been satisfactory completed.

<b>Actions / Responsibilities – Safety Planning</b>	<b>Role</b>
Obtain Designers Risk Assessments and issue to the Trade Contractors	PM
Display Emergency Telephone Numbers on the site notice boards.	SM
Ensure Trade Contractors have produced Method Statements and Risk Assessments prior to any work starting	SM
Ensure all Trade Contractor Method Statements and Risk Assessments are reviewed before work starts	SM
Ensure all Project Staff must attend Site Inductions (including all trade contractors)	SM
Ensure all Trade Contractors have identified Hazardous Substances and issued the	SM

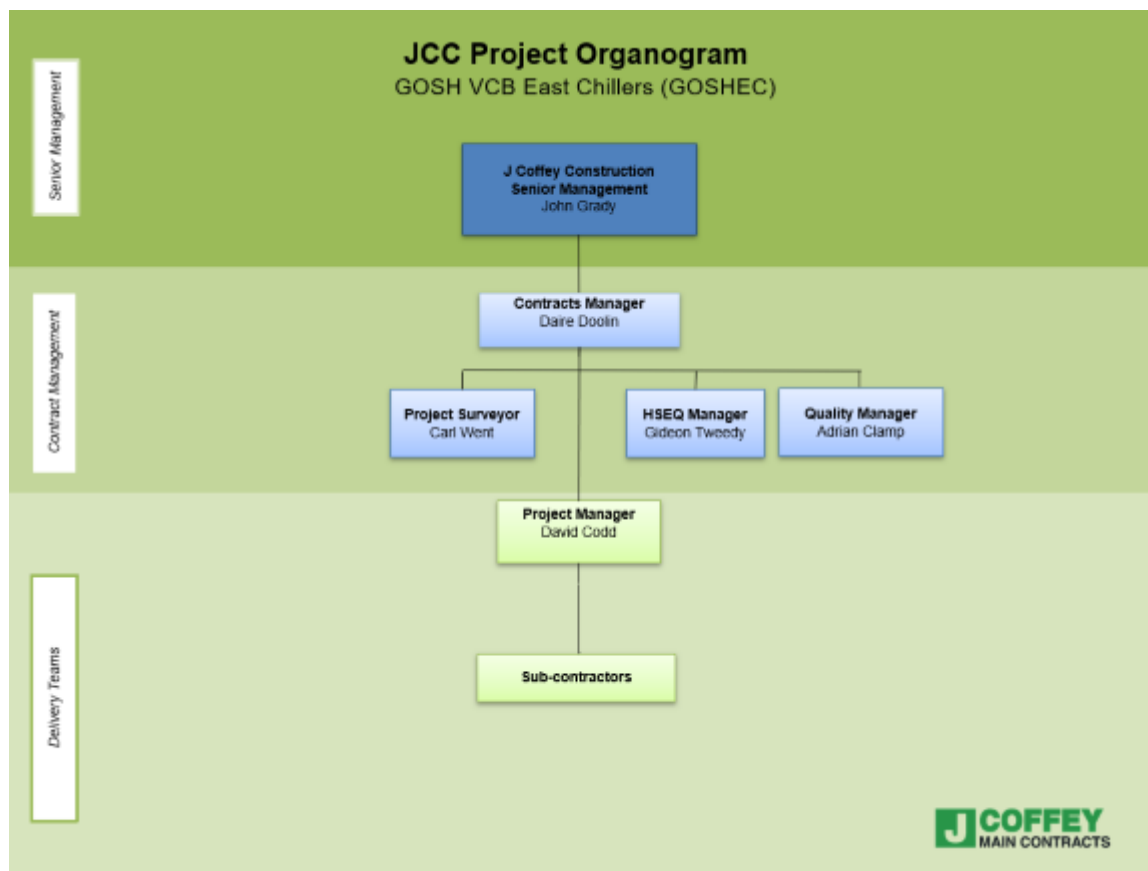
associated COSHH Assessment and Material Data Sheets	
Review all COSHH Assessments	SM
Ensure areas have been allocated for material storage and that precautions and measures are in place for the storage of any hazardous	SM
Ensure adequate PPE is available for visitors	SM
Ensure Emergency arrangements has been communicated to staff and procedures within implemented	SM
Ensure Logistics arrangements are implemented and communicated to staff	SM
Ensure lifting operations are planned, controlled & supervised at all times	SM / AP / PM
Maintaining Construction Programme and ensuring Trade Contractors are working to the correct programme.(Including Drawing Register)	CM / PM

<b>Actions / Responsibilities – Supervision and Co-ordination</b>	<b>Role</b>
Ensure all Risk Assessments, Method Statements and COSHH Assessments are communicated by the Trade Contractor to their operatives.	SM
Issue requirements for weekly Tool Box Talks to Trade Contractors	SM
Carry out daily inspections on site to review Trade Contractor compliance with Method Statements and Risk Assessments	Project Team / Trade Contractors

<b>Actions / Responsibilities – Inspections/Records/Audits</b>	<b>Role</b>
Ensure welfare facilities are maintained to the required standard.	SM
Obtain and maintain up to date plant registers (including Electrical Register)	SM
Maintain an up-to-date register of operative training certificates	SM
Maintain an up-to-date accident book	SM
Complete the company accident report form(s) in any event.	SM / PM
Investigate reportable accidents/incidents.	HSM / SM / PM
Ensure an F2508 (Online Reporting) is completed and submitted to the HSE for all reportable accidents/incidents.	HSM
Notify the Safety Department of all reportable accidents/incidents and near misses	PM / SM
Carry out daily inspections of the site boundary and hoardings	SM / TWC
Carry out daily inspections of all work areas	SM
Carry out and record weekly site safety inspections	SM

Carry out Fortnightly Safety Inspections	HSM
Carry out weekly Temporary Works Inspections	TWC
Compile Lift Plans as required	AP / SM
Carry out weekly fire safety checks and inspections	FM
<p>Ensure that all lifting equipment is identified and recorded onto a register and that inspections are carried out on all lifting equipment i.e. cranes, slings, chains, eye bolts etc.</p> <ul style="list-style-type: none"> <li>• Before each and every use</li> <li>• At least every 12 or 6 months by the appointed competent person</li> <li>• At any other intervals recommended by the supplier</li> </ul>	SM / CS / AP / PM
Carry out inspections on Excavations daily prior to work, and after any event that could have affected stability	SM / TWC
Ensure all plant is recorded onto a plant register and that it is inspected: Before use in accordance with manufacturers recommendations and planned maintenance schedule	SM
<p>Ensure all electrical equipment is PAT tested and inspected:</p> <ul style="list-style-type: none"> <li>• Before use</li> <li>• Every 3 Months</li> </ul>	SM
Carry out Environmental / Quality inspections / system checks on the site conditions	HSM

## 3.6. Project Management Structure



## 4. HEALTH & SAFETY AIMS AND SAFETY GOALS

### 4.1. Company Goals

Whilst undertaking these works it is our policy to

- Prevent accidents and ill-health to our work force and third parties
- Prevent incidents and property damage
- Ensure all works are carried out in accordance with legal and best practice requirements
- Provide a safe place of work for all operative and third parties as applicable
- Create a positive Health and Safety culture and ensure that Health and Safety is not compromised at any time
- Consult and communicate to all those involved in the project and listen when feedback is given
- Reward those who make a positive contribution towards Health and Safety Best Practice



- Introduce best practice to avoid any negative environmental Impacts

## 4.2. Project Specific Goals

The specific goals for this project are:

- Zero Harm to the Work force
- No Reportable accidents / Incidents
- No action taken by Enforcing bodies (FFI Notices)
- No Environmental Incidents
- Full compliance with company H&S policies

## 5. INFORMATION FOR TRADE CONTRACTORS

Prior to the commencement of works a pre-start meeting will be held with the Trade Contractor, to discuss:

- Safety Rules
- Design
- Programme
- Documentation requirements
- Project specific requirements or restrictions.

We will also ensure that the following information is made available to all Trade Contractors prior to the commencement of works

- Pre-Construction Information
- CPP and associated documents
- Asbestos Management Plan
- RAMS Requirements
- Safety Rules

During the construction phase we will liaise and communicate with all Trade Contractors during the following meetings:

- Progress Meetings
- Design Meetings
- Health & Safety Meetings
- Daily Briefings
- Site information Board
- Mandated Tool box Talks

### 5.1. Inductions

All personnel wishing to access and work on this project must attend the appropriate site safety induction. On this project there will be three variations of Induction:

- Full site-specific induction
- Visitors induction
- Driver inductions

The full site-specific induction will be given as required at 8:15am each day by the Site Manager. Numbers will be limited to ensure COVID 19 measures outlined in JCMC Project Guidance documents issued to all project staff and operatives.

## 5.1.1. Induction procedures

- New operatives or operatives returning after more than 3 months away must report to site for 7:45am.
- Initial Sub-Contractor induction process to be carried out by trade contractor supervisor.
- RAMS briefing, induction form completion and verification of training and eligibility to work on site.
- Checklist to be confirmed and signed by trade contractor supervisor and returned to JCMC staff member carrying out induction.
- Once paperwork has been checked (8 – 8:30am) by JCMC site manager, site induction will begin.
- Inductees will then complete induction register and SM or Document controller will record all details electronically.

**Note:** All visitors to site will need to be accompanied at all times.

## 5.2. Tool Box Talks

All trade Contractors will conduct weekly (and as required) Tool Box talks (TBT's). These will be submitted to JCMC site management team weekly for record.

## 5.3. Briefings

During works we will expect the following briefings to be undertaken;

- Daily activity briefings. Conducted by trade contractor supervisor.
- Method statements briefings
- Site Specific briefings
  - Access/Egress Changes
  - Works by others
  - Significant upcoming site activities

## 6. TRADE CONTRACTOR SELECTION PROCEDURE

All trade contractors will be expected to complete a PQQ, which will be vetted internally by senior management. If successful the trade contractor will be added to our approved data base.

Our PQQ will confirm the following details:

- Training competence
- Insurances meet the scope of works, in relation to value
- Safety legal compliance
- Environmental legal compliance

No orders will be placed with any Trade Contractor unless they have been vetted and approved in accordance with company protocols.

## 7. CO-ORDINATION, COMMUNICATION AND CO-OPERATION

We will coordinate, communicate and cooperate with all CDM Duty holders in accordance with CDM Regulations and best practice requirements.

We will carry out the following meetings and distribution of documents to ensure this compliance:

- Pre-Start Meeting with the Client and the PD (held on 15<sup>th</sup> July 2020)
- Submit our CPP to the Client prior to mobilisation and as updates are issued.
- Invite both the Client and the PD to the following meetings
  - Progress meetings
  - Design meetings
  - Health and safety meetings as appropriate
- All accidents will be reported to the client and the PD
- All Health and Safety File information will be collected and sent to the Principal Designer.

In general, we will invite the Client and PD to all relevant site meetings. If they are unable to attend, we will distribute the minutes from the meetings for their information.

### 7.1. Construction Programme

All works will be carried out in accordance with the Construction Programme; if the programme is updated, then the programme(s) will be re-issued to all parties involved in this project under an instruction. The Construction programme sets a sequence to which all design and works are to be undertaken in a safe and logical approach.

To assist the design team in prioritising the release of design information and associated Designers Risk Assessments, an Information Required Schedule will be produced. This will link the release of design information to the construction programme and Trade Contractor package procurement. The Designers will be required to follow this schedule in order that each Trade Package obtains all the relevant information, including the relevant Designers Risk Assessments at the required time.

### 7.2. Project Meetings

To assist in the smooth running of this project the following project meetings have been implemented to assist in Co-ordination, Communication and Co-operation between all parties involved.

Meeting	Purpose	Parties Involved	Frequency
Client	Full project review	Client/ JCMC	Monthly
Daily Site Management Meeting	Review of imminent upcoming works and notable SHE items	JCMC, All trade contractors	Daily

(DSMM)			
Trade contractor progress meetings	Review site progress and manage accordingly.	JCMC, Trade contractors	As Required. Covered in part by DSMM
Design	Design progression, resolution of any upcoming issues in period.	JCMC, JCMC Design Team	Bi Weekly/As reqd.
GOSH Liaison	Review of upcoming works, mitigation measures for any potential disturbances due to works, building good relationships with all local parties	JCMC / GOSH	Weekly

## 7.3. Hazard Identification and Communication (RAMS)

Prior to any works on site starting each Trade Contractor shall be required to produce and issue Method Statements, Risk Assessments and where necessary COSHH Assessments. These will be reviewed by the Site/Project Manager and filed within the project office.

Project RAMS will include the following information at a minimum:

- Introduction and project details
- Scope of Works
- Works Sequence / details
- RA Specifics
- Programme
- Competencies
- PPE
- Plant, Material & Equipment
- Access/Egress
- Emergency arrangements
- Supervision
- Monitoring
- Environmental
- Appendices
- Briefing Register

## 7.4. Third Party and Client Considerations

Co-operation and communication with third parties and the Client will be maintained at all times throughout this project. The following third party and Client considerations will be taken into consideration but not limited to:

Issue	Comment
Noise/Vibration	The Client team are aware of the noise implications likely to arise during the construction period. JCMC will communicate with GOSH PM to ensure they are aware of the upcoming works and to minimise any potential negative effects of those works. Permits to work will be issued by GOSH PM
Access	Access to the roof area will be via the existing lift at level 8
Occupied Building Hazards	The project works are located within the plant areas of the hospital. There will only be interaction with hospital staff, visitors and patients whilst accessing site or moving materials via the nominated lift
Dust	Managed by various avoidance and suppression methods dependent on type of work and location.

## 7.5. Exchange of information between parties

### 7.5.1. Technical information

JCMC will utilise Dropbox online system for control of all design documents issued. All parties will have their required level of access to documents via individual username and password protocols.

JCMC, our Design Team and our trade contractors can upload to this system as required. Documents uploaded will be managed under pre-arranged work flows to ensure relevant parties get notified of same and can comment and apply status accordingly.

The project will utilise Dropbox for collaborative digital review and distribution of all technical information between parties.

## 8. PROJECT SPECIFIC HEALTH, SAFETY AND ENVIRONMENTAL RISKS

### 8.1. Construction Phase Hazard Identification and Risk Assessment

Prior to works starting we identify significant hazards and prepare Risk Assessments and Method Statements for each work activity. These will be reviewed and authorised by the CM / PM, copies of all Trade Contractor Risk Assessments and Method Statements will be maintained within the project office.

### 8.2. COVID 19 Site Management

The (non-exhaustive) details outlined below have been considered and many are already in place further to the emergence of the COVID 19 pandemic in the UK.

The measures outlined are per UK Government and Construction Leadership Council Guidance and full details can be obtained from the Project Guidance, Visual Standards and Standard Practice documents located in Appendix 7 of this CPP.

All JCMC Staff, Sub-Contractors, Design Consultants and any other parties involved at the project at Great Ormond Street Hospital are expected to comply with the guidance herein and ensure that all the control measures implemented are communicated and enforced among their wider work force.

## 8.2.1. Project Guidance

The Latest JCMC Project Guidance document is dated April 14<sup>th</sup> 2020 and is reflective of the Government and CLC guidance issued.

The document outlines details of the virus symptoms, transmission paths and specific project measures to be adopted, amongst other ancillary items.

The Project Measures to be adopted are broken down and detailed under the following headings.

- Site Access/Egress
- Personal Hygiene
- Distancing Control Measures
- Travel to Work
- Welfare Facilities
- Communications
- Plan to Avoid Close Working
- First Aid and Emergency Service Response
- Responsibilities

## 8.3. Control of Substances Hazardous to Health

Where harmful substances cannot be substituted with less harmful substances, we will maintain and issue a register containing all harmful substances.

Activity / Substance	Control Measures
As per specific RAMS	

For each hazardous substance or process identified, we shall ensure that a task specific COSHH Assessments and Material Data Sheet for the substance is made available. These will be maintained within the project office.

## 8.4. Material Storage and Distribution

All items being brought to site will be vetted accordingly by site management to ensure only material required on site will be delivered. A booking in system will be established to ensure will not become congested.

Storage areas for hazardous materials (all substances subject to a COSHH Assessment) will be clearly identified with yellow and black tape

For the storage of hazardous substances, the Project Manager will liaise with the project team and instructions provided by the manufacturer on storage (these should be highlighted in the COSHH Assessment and Material Data Sheet)

All storage items will be detailed on the Site logistics plans which is subject to periodic review as site conditions change. Materials will be delivered to the service yard off Guilford Street and unloaded under the Disney play area in an agreed location with GOSH. Materials will be then moved via the lift to level 8. See logistics plan.

## 8.5. Storage of Fuels, Oils and Chemicals

Fuels, oils and chemicals shall be adequately stored away from drains and watercourses to prevent them from entering the water table through accidental spillage. These areas will in addition be ventilated accordingly.

In addition, all fuels, oils and chemicals will be stored in specific bunded areas (110% of the total volume of the contents) or in double skinned containers which are secure and safe from accidental damage and vandalism, and shall have a spill kit located close to them.

## 8.6. Transport and Traffic Management

This site is planned and arranged in such a way and has the necessary control measures in place to reduce the risk of an accident involving vehicles and the transportation of materials. Deliveries will arrive on site through the Guilford Street entrance and be offloaded under the Disney play area. Deliveries will be booked in with GOSH in advance.

Pedestrians and vehicles will be adequately separated where practicable.

Details can be found within the specific project Logistics Plan.

## 8.7. Waste Control and Disposal

Where possible all waste materials should be reduced, re-used, or recycled. Under the Environmental Protection Act 1990, all producers of waste have a 'Duty of Care' to ensure that waste does not escape their control and is dealt with properly.

There will be two types of waste produced on this project:

- Hazardous waste (COSHH Material)
- Non-Hazardous waste

For waste removal an authorised waste carrier shall be used and checks shall be made to ensure that the final destination is authorised to receive it.

The procedures for waste removal are explained at the Site Induction.

The following specialist waste removal Contractors will be used on this project:



Waste Removal Contractor – Controlled Waste	Waste Removal Contractor – Hazardous Waste
O'Donovans Waste Disposal Limited	TBA

The supporting documentation for all waste removal shall be retained within the Project Office, this includes:

- Certificate of Registration – for waste removal contractors
- Waste Management Licence/Permit – for both waste removal contractors
- Duty of Care – Controlled Waste Transfer Note – Required each time non-hazardous waste is removed
- Consignment Note – Required each time hazardous waste is removed

House-keeping on site will be monitored on a daily basis. Operatives will clear up rubbish and keep work areas clean and tidy if the Trade Contractors fail to do so.

Special attention will be given to access / egress routes, and emergency escape routes. These must remain clear and free from materials at all times.

## 8.8. Contaminated land management

Not applicable.

## 8.9. Access / Egress Arrangements

Site Access and Egress will be as per Site Logistics Plan and can be summarised as follows:

### a) Pedestrian access:

Access for staff, operatives and visitors will be via Powis Place and down the ramp to the site offices and welfare located in the existing building next to the MRI Reporting Room (Shell Space)

### b) Vehicular access:

Vehicle access for deliveries will be via Guilford Street into the service yard under the Disney play area. Skip and scaffold lorries will access via the vehicle access gates off Great Ormond Street.

## 8.10. Security Arrangements

To prevent unauthorised access to site the following security arrangements will be implemented:

Security Arrangements
The works are fully contained within the GOSH site boundary
Contractors passes will be issued by GOSH for site operatives to access the perimeter gates

Appropriate levels of site supervision in place at all times to monitor site activities.

We will ensure so far as is reasonably practicable that no un-authorised persons will be permitted to enter the project.

## 8.11. Plant

A record of all items of plant listed above brought onto site, together with details of their operators, will be maintained on a site plant register together with evidence of periodic checks from plant hirers that the plant has been adequately maintained will be obtained and maintained on site in accordance with PUWER 1998.

Plant & Equipment (Non-Exhaustive)
Mechanical plant and equipment – hand tools
Potential use of existing Building Maintenance Unit (BMU)

These items of plant will only be operated by a suitably trained and competent personnel.

## 8.12. Lifting Equipment and Lifting Operations

Tests, thorough examinations and inspections shall be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and the relevant ACOP.

A written Method Statement and Risk Assessment/Lifting Plan shall be required prior to implementation for every lifting operation, which clearly identifies the measures necessary to control any potential hazards and risks which may arise.

Only those operatives that have had specific training relevant to the task they are undertaking will be allowed to participate in any lifting operation. The following appointments must be made as required:

- Lifting Appointed Person (AP) - CPCS
- Lift Supervisor - CPCS
- Slinger/Signaller - CPCS

## 8.13. Manual handling

It is intended to keep manual handling to a minimum. In all cases, the use of mechanical lifting devices must be assessed and utilised where reasonably practicable. Where materials are to be transported from the service yard to within the building, this should be done utilising proprietary equipment. i.e. pallet trucks, trolleys, bogeys, etc. The existing lift will be used to take plant and materials from level 1 – 8.

Manual handling will be covered as a specific risk assessment per trade and reviewed by JCMC management as such.

## 8.14. Working with fragile material

All handling of fragile material will be covered under specific RAMS per trade.

The likely materials for this project will include:

- a) Chiller unit coils

## 8.15. Occupational Health

### 8.15.1. Face fit masks

All works which require dust mask protection will mandate these masks are a minimum FFP3 grade and that they are face fitted specifically to the operative.

All trade contractors will compile and manage a Face Fit register for duration of works onsite.

### 8.15.2. Gloves

Glove details to be provided per RAMS and operatives are to be made aware of this requirement.

Particular attention will be given to trades which typically use a blade as a common tool during day to day activities.

### 8.15.3. UV protection

Seasonal occupational health risks from UV ray exposure will be dealt with as follows:

- a) Inclusion of risk and action to prevent same will be included in relevant trade contractor's RA submitted.
- b) Item will be covered as part of tool box talks during high risk periods
- c) JCMC will communicate risks and prevention methods to site operatives via notice boards and site awareness notifications
- d) Skin protection board will be established onsite for site operative use

## 8.16. Site Services/Supplies – Temporary, underground & Over-Ground

### 8.16.1. Temporary supplies

The following temporary supplies will be provided

Service	Location
Electrics	Site Welfare – use of existing sockets
Water – Site & potable	Site welfare

All electrical supply installations shall comply with 17<sup>th</sup> IEE Wiring Regulations and Electricity at Work Regulations. 1989.

All portable electrical equipment and tools used on this project shall be 110v, PAT tested, identified and recorded onto plant register. A copy of all plant registers will be maintained within the Project Office.

All Electrical equipment will be subject to planned maintenance and inspections by a competent electrician:

Equipment	User Checks	Formal Visual Inspection	Combined	thorough
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			Inspection and Testing
Office equipment such as computers	No	Yes, every 2 years	Yes, up to 5 years
Photocopiers and fax machines	No	Yes, 2 – 4 years	Yes, up to 5 years
Earthed equipment ie kettles / microwaves	No	Yes, every 6 months	Yes, every 12 months
Hand held tools	Yes, prior to use	Yes, every 2 – 4 weeks	Yes, every 6 months
Cables / leads	Yes, prior to use	Yes, every 2 – 4 weeks	Yes, every 6 months
Fixed Installations	No	Yes, earth loops and RCD's every 12 months	Yes, every 5 years
RCD's Portable	Daily / Every Shift	Weekly	Before first use on site and then monthly
RCD's Fixed	Daily / Every Shift	Weekly	Before first use on site and then 3 monthly

Suitable and sufficient task and access lighting will be provided to:

- Every work place
- Every traffic route
- Every dangerous opening

We will be provide additional task lighting if required via trade contractor.

## 8.16.2. Buried and overhead services

The project works are being undertaken on the roof level plant deck and existing plant rooms where existing services are visible. Care will be taken at all times around existing plant and services.

There are no excavation works anticipated for this project

No overhead services are located on this project.

## 8.17. Temporary Works

All temporary works will be controlled and conducted in accordance with BS 5975 (2008/2011). We will appoint a competent TWC to register and control the site temporary works. A temporary works register will be compiled by the TWC to ensure that all site temporary works are signed off by the competent designer/engineer as required. If a third party sign off is required this will be outsourced to a competent external contractor/consultant.

Likely temporary works items for this project will include:

- a) Scaffolding

## 8.18. Scaffolding

All scaffold provided on this project will be erected and inspected by a competent scaffolding contractor in accordance with the Work at Height Regulations 2005 (as amended).

Once erected all scaffolding will be signed off by the competent contractor and handed over (commissioned) to our Project Team). Statutory inspections will then be undertaken every 7 days to ensure that the scaffolding remains compliant and in accordance with the agreed design. If the scaffolding is altered/changes or in the event of bad weather the scaffolding may also then be re-inspected.

## 8.19. Preventing Falls

JCMC management will review all work activities with an aim to eliminate and/or reduce work operations which could potentially lead to a risk of falling. The requirement to work at height under temporary control measures will be mitigated as required to further reduce

Measures to prevent falls on site will include the following:

- a) Adequate edge protection to all excavations and above ground work areas
- b) Safety netting to be provided as part of steel erection and decking works
- c) Tethering of tools when working above ground level on a platform or from any MEWP
- d) Good housekeeping to prevent slips, trips and falls
- e) Adequately trained operatives and regular inspection of all WAH equipment including harnesses.

## 8.20. Surrounding/Adjacent Properties

The site is located on the east roof of the VCB Building and internal plant rooms within Great Ormond Street Hospital owned property and surrounded by other hospital buildings

Full communication and adequate management of the works at all times should keep the impact of site activities to a minimum.

## 8.21. Permits to Work

Depending on site activities, we will issue and control the following permits as required:

- Hot Works
- Access Permits issued by GOSH
- Electrical isolation issued by GOSH
- Mechanical Isolation issued by GOSH

## 8.22. Specific Project Risks

The following have been identified as specific Risks associated with this project. Some of these have been identified from the Designers Risk Assessments provided.

List below highlights some notable elements. All hazards will be assessed and mitigated as part of individual trade and work areas

Risk / Problem	Control Measures
Falls from height	The existing plant deck is fully enclosed by either the existing guard rails or the acoustic louvres. A perimeter scaffold platform will be erected to install the remaining louvres and the extension to the existing. Crash decks will be utilised when existing mesh flooring is removed and during the extension of the plant platform.
Fire & Emergency	Carry out robust Fire risk assessment and site fire plan, provide adequate escape routes during construction, employ appropriate fire protection and firefighting equipment. Design for early stage installation of stairs and fire compartments where possible. Set up and test emergency evacuation procedures at regular intervals.
Manual Handling/Musculo-Skeletal injuries	Avoid manual handling where possible by employing mechanical equipment for lifting. Ensure all operatives are appropriately trained in manual handling techniques.
Noise, Vibration & disturbance to neighbours	Establish protocols for minimising disturbance notably to remainder of existing hospital
Falling Materials	Ensure appropriate edge protection in place at all times, ensure back propping and formwork striking is carried out by appropriately trained operatives only.
Health & Respiratory injuries	Identify and mitigate any negatives impacts from the works by use of equipment, work methods, training and task specific protective equipment. Ensure all asbestos surveys have been carried out and any suggestions actioned.  COVID 19 guidance and site control measures implemented (see appendix to this document)
Existing services & utilities	Ensure all thorough site inspections and surveys have been undertaken in advance of works commencing on site. Relay this information unambiguously to all parties and appoint appropriate supervisors e.g. Buried Service Coordinator etc.
Site Layout	Ensure site welfare and pedestrian/vehicle access routes are thought about appropriately and set up to avoid interaction between pedestrians and vehicles.
Site Security	JCMC to ensure that GOSH passes are returned. We will notify GOSH if any passes have not been returned in order that they can be de-activated

## 9. EMERGENCY PROCEDURES

### 9.1. Emergency Numbers

Emergency telephone numbers will be prominently displayed on the site notice boards, and will be issued to all members of the Project Team.

The following are the emergency service telephone numbers:

Service	Telephone
Fire	999
Ambulance	999
Police	999
EA (Environment Agency)	03708 506 506
University College Hospital (A+E) 235 Euston Rd Bloomsbury London NW1 2BU	Tel: 020 3456 7890

The following J. Coffey Construction Group personnel can be contacted in the event of an accident/ incident / near miss or emergency:

Role	Contact Name	Office Telephone	Mobile Telephone
<b>Head of Health &amp; Safety</b>	Gideon Tweedy	020 8961 7270	079 6620 2540
<b>Environmental Director (Environmental Incident)</b>	Adrian Clamp	020 8426 4944	079 6877 8908
<b>Main Contracts Director</b>	John Grady	0208 961 9353	079 7154 8677
<b>Operations Manager</b>	Daire Doolin	020 8961 9353	078 5489 1079
<b>Project Manager</b>	David Codd	0208 961 9353	07527 666988
<b>Site Manager</b>	E Smalstys	0208 961 9353	07989 501588

### 9.2. First Aid

The following are qualified first aiders:

Name	Certificate Expiry Date
David Codd	March 2021
Eddie Smalstys	Feb 2022

The First Aid boxes/ kits and associated consumables will be located at the designated First Aid Stations and the Project Office. We will carry out a project specific risk assessment and regular inspections to ensure that adequate first aid facilities are being provided on the Project.

A copy of all First Aid certificates will be maintained within the JCC Training Records

### 9.3. Fire Prevention

We will carry out a site-specific fire risk assessment (FRA) that will identify fire prevention control measures and allocated fire competent persons for the project. This will be managed and updated by the Project Management Team. A Project Plan will be compiled and made available within the site Office.

All Trade Contractors will be required to comply with the project fire risk assessment at all times.

Weekly fire checks will be conducted on a weekly basis to ensure compliance and that all fire equipment remains serviceable and available in accordance with the Fire Plan.

### 9.4. Environmental Procedures

We will implement a Construction Environmental Plan (CEP) that will identify the site environmental impacts and risk applicable with the project. This will include Environmental Risk Assessments and Emergency Procedures in the event of an incident on site.

## 10. ACCIDENT REPORTING

We will ensure that all accidents/incidents are reported in accordance with legal and best practice requirements, the following accidents/incidents will be recorded and investigated accordingly:

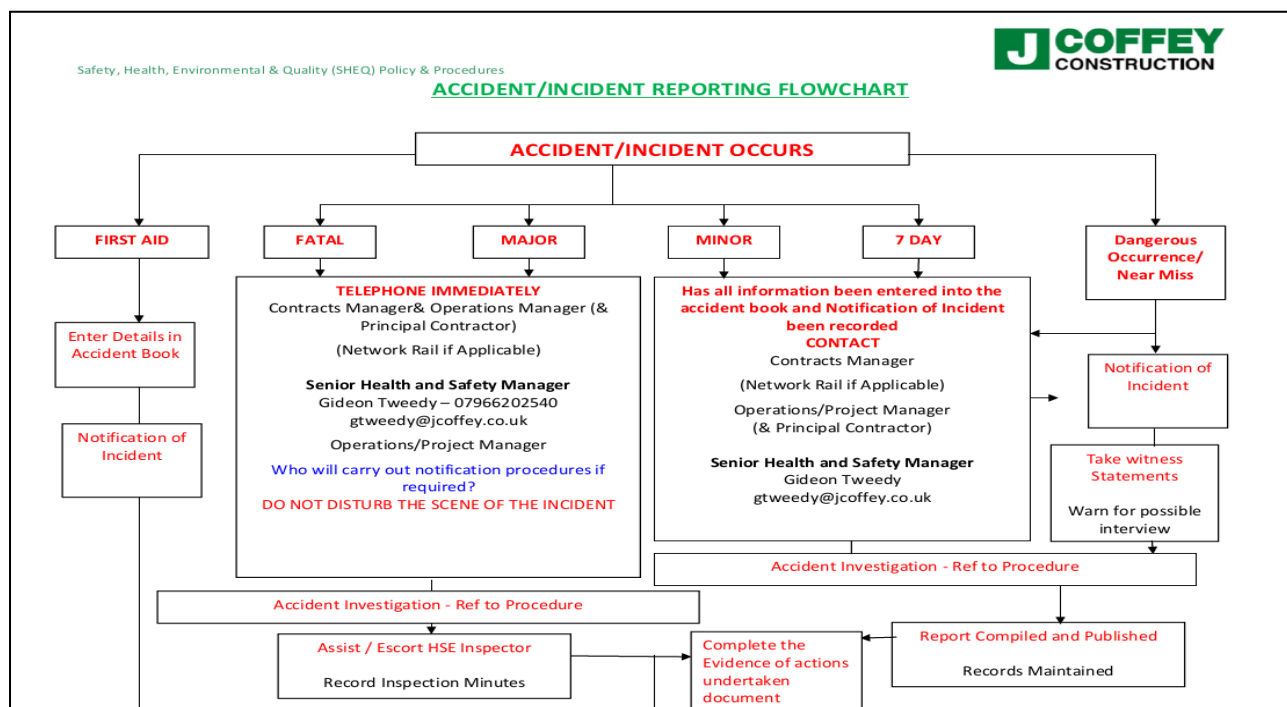
- Major
- Fatal
- Minor
- Lost time
- 7 day +
- 3 day + (Internal)
- Near Miss
- Dangerous Occurrences
- Property Damage

All accidents / incidents (no matter how small) that occur on this site including those that occur to Trade Contractor operatives and visitors shall be recorded within our Accident Book which will be located in the Project site office. All accidents/incidents must be reported in accordance with the company accident/incident reporting procedure.



It will be a requirement on this Project for all Trade Contractors to report all accidents / incidents to J. Coffey Construction and where necessary provide us with information for RIDDOR when there has been a reportable accident or dangerous occurrence in accordance with RIDDOR 2013.

All minor accidents, such as cuts, abrasions etc. will be treated by a First Aider and recorded within the Accident Book. Accidents to Trade Contractor operatives **shall** also be recorded in their Employers Accident Book.



## 11. WELFARE

### 11.1 Welfare Facilities

The following welfare facilities **shall** be provided;

Facility	Location
1. Changing Rooms/PPE Storage	Site welfare area
2. Means to boil water and heat food	Site welfare area
3. Toilets	Site welfare area
4. Hot and Cold Drinking Water	Site welfare area per logistics plan
5. Hand washing facility/soap/towels	Site welfare area per logistics plan

All welfare facilities provided will be in accordance with the Construction Design and Management (CDM) Regulations 2015 (Schedule 2)

### 11.2 Maintenance

All welfare facilities **shall** remain in a good state of repair and cleanliness. A cleaning regime for the site offices and all welfare facilities will be put into place.

Regular daily inspections will be carried out of the **toilets & welfare accommodation**.

Typical facilities (May change)

## 12. INFORMATION & TRAINING OF PEOPLE ON SITE

Induction training **shall** be provided to everyone wishing to work and visit this project, refresher induction training **shall** be provided as site conditions change.

The following tasks have been identified as requiring specific training:

Task	Training Required
All construction activities	CSCS Card – Trade specific
Operation of Plant	CPCS Card
Lifting Operations	CPCS Card
Traffic Marshall/Banksman	CPCS Card
Working at height	PASMA, Harness training
Site Management	SMSTS
Site Supervision	SSSTS

To reinforce the site rules, the requirements of Method Statements and Risk Assessments and to raise the awareness of specific issues, such as Manual Handling and Hand Arm Vibration, operatives will be instructed with Tool Box Talks. These shall be carried out weekly and recorded. A register of all Tool Box Talks given shall be maintained and kept within the project office. A copy of this Health and Safety Plan, shall be formally issued to each Trade Contractor prior to their start on site.

## 13. HEALTH & SAFETY INDUCTION AND CONSULTATION

At the Site Induction operatives will be encouraged to make suggestions.

Operatives are encouraged to report unsafe working practices, near misses and generally communicate their concerns and ideas regarding Health and Safety to the J. Coffey Construction Ltd Project Team throughout this project.

JCMC operate a 'No Blame'/ 'Open Door' policy in relation to the Health and Safety of all and to the protection of the Environment.

On a weekly basis we will hold a Project Safety Meeting for all Trade Contractors on the project, this will allow for Trade Contractor feedback and safety suggestions or complaints to be made.

## 14. PROJECT SPECIFIC REQUIREMENTS

### 14.0 PPE Requirements

All Staff, personnel, operatives and visitors to this site shall be required to wear the following PPE at all times:

- Safety helmets to BS EN397 ('Bump Caps' not acceptable)
- Safety footwear with reinforced toe caps to BS EN 345
- High visibility vests
- Traffic Marshals/ Slings – Orange Hi-Vis

The following PPE may be required as required per the employer's specific work-activity based RAMS:

- Safety glasses (as required)
- Safety gloves (as required)
- Hearing protection (if required)
- Dust Mask (if required) must be face fitted

### 14.1 Noise

Noise will be kept to the minimum at all times using best practice methods.

Third Parties as detailed below will also be contacted prior to works starting and updated throughout the course of the project.

Noise assessment carried out: TBA if required

Company Name	Location
Not applicable	

Consideration must be given to neighbouring occupiers at all times. Radios or other noise emitting equipment e.g. walkmans, TVs, mp3 players etc. shall not be permitted on this site.

If a person is likely to be exposed to a daily personal noise dose of above 80 dB(A) or more during work, a noise assessment shall be made by a competent person (typically the Health and Safety Advisor). Records of such assessments shall be maintained.

Where any person is likely to be exposed to a daily personal noise of more than 85 dB(A) suitable and sufficient hearing protection shall be worn.

If any person is likely to be exposed to a daily personal noise dose of 85 dB(A) or more an "Ear Protection Zone" shall be created and signs posted.

## 14.2 Site Hours

The sites normal working hours will be as follows:

Day/day(s)	Working Hours
Monday - Friday	8.00am – 5.30pm
Saturday	8.00am – 1pm (upon agreement)
Sunday	Non-working
Bank Holidays	Non-working

## 14.3 Site Safety Inspections

The following site safety inspections **shall** be carried out to monitor Health and Safety standards on site and monitor Trade Contractor compliance with the site rules and project objectives:

Inspection	Description	Frequency
Site Manager	Full inspection of the site and all SHE records and documents per JCMC site manager inspection form.  Inspection to be issued to JCMC senior management.	Weekly
JCC Health & Safety Advisor	JCC Group HSM to carry out a Safety, Health & Environmental Inspection.	Fortnightly
J Coffey Director/Senior Management	Safety, Health & Environmental Inspection.	Monthly
Trade Contractors	Safety, Health & Environmental Inspection.	Monthly

Reports are to be published and distributed within 24hours.

## 14.4 GOSH – Estates Control of Contractors Policy

All staff and site personnel will be made aware of the GOSH Estates Control of Contractors Policy statement at site induction.

## 14.5 Site Rules

**Contractors are not allowed to utilise any of the Hospital facilities.**

### Personal Responsibilities

- Take care of your own Health and Safety and do not put others safety or health at risk.
- Report any unsafe actions or conditions to site management and your supervisor.
- Report any injuries or incidents that could have resulted in injury.

- Keep your work area tidy.
- Do not attempt to carry out any activities unless you are trained and competent. The only exception is for trainees/apprentices who must be supervised by an authorised competent person.
- No smoking anywhere on site except in the designated area.
- Attend the site induction before starting work on site for the first time.
- Do not start work if you have not been briefed on or you do not understand the RAMS for your work.
- Do not start work until you have undergone a daily briefing from your site supervisor.
- Do not use foul and abusive language. This will not be tolerated.
- Do not misuse the welfare facilities. Anyone vandalizing or defacing the facilities will be dismissed from site.
- Notify site management if you are taking prescribed or 'over the counter' medicines before starting work.

## **Standards of Clothing and Personal Protective Equipment**

- The minimum PPE to be worn is a safety helmet, safety footwear and hi visibility vest/jacket/shirt.
- Further PPE requirements are highlighted and described per specific RAMS and MUST be followed
- Shorts and  $\frac{3}{4}$  length trousers are not permitted at any time. Long trousers must be worn.
- Bare chests, sleeveless T-Shirts and vest tops are not permitted on site at any time. T shirts must have short sleeves as a minimum to cover the shoulders.
- Clothing worn on this site will not display any offensive slogans and must not be defaced.
- PPE must be clean and maintained in good order.
- Safety helmets must be worn as designed, not back-to-front.
- Hoodie or other head wear unless designed for the purpose cannot be worn under safety helmets

## **Personal Conduct**

- Be respectful of all parties both on the project as well as outside the project
- Safety signs, rules and notices are there to keep people safe so always obey them. Anyone found defacing safety signs will be dismissed from site.
- The use of personal music players and radios is not permitted on site. Neither are hands free equipment including earphones and Bluetooth headsets.
- Mobile phones are only to be used in designated areas.
- Persons found under the influence of alcohol or un-prescribed drugs will be removed from site. We reserve the right to test for drugs and alcohol randomly or for cause.

## **Plant and Equipment**

- Do not operate any item of site plant unless you are authorized and properly trained to do so.

- Plant operators must inspect the plant they are responsible for at the required intervals and record the results of the inspection.
- No one is to operate any plant or equipment that have any defects or have been altered from the manufacturer's specification without J. Coffey authorisation.
- Keys must never be left in unattended site plant.
- No passengers on mobile plant unless there is factory seat fitted for the purpose.
- Mobile plant operators must wear seat belts at all times when the machine is moving.
- Comply with site speed limits at all times.
- Never tamper with electrical equipment or remove safety guards from machines/tools.
- Use only 110 Volt or battery powered tools on this site unless otherwise authorized by J. Coffey site management.
- Do not mount abrasive wheels unless trained and authorised to do so.
- No interference/miss-use with Fire Extinguishers and other equipment.

## **Working at Height**

- No one is to alter or adapt scaffolding, unless trained and authorised to do so. This includes removing and replacing guardrails on scaffolding.
- Objects must never be thrown down or 'bombed' from a height.
- Working off ladders and stepladders is not permitted unless a Permit has issued by J. Coffey Management.
- No working in an area where you are at risk of falling from height unless you have the right equipment, right training, and authorisation to do so.
- Do not work on incomplete working platforms or scaffolds (e.g. missing guardrails/boards).

## **Housekeeping and Access**

- Do not work in any area unless safe access is provided.
- No one is to enter a confined space unless they are trained, equipped, supervised and authorised to do so.
- All work and storage areas must be kept tidy at all times.
- All waste will be placed in designated containers or areas specified for the purpose.
- Keep to designated walkways and crossing points whilst walking around the site.

These site rules are in place in the interests of your health and safety and those working around you. They are conditional of the contract you have for working on this site and as such require your full attention. Failure to work to these rules may result in injury or ill health which is not acceptable, and as a result, are likely to result in disciplinary action being taken to deter recurrence. Contravention could result in dismissal from site.

Any operative found in breach of the site rules may be dismissed from the project