

Project

Contract Number: HG0052
Huddersfield Royal Infirmary
Emergency Department

Document

Project Execution Plan
(incorporating the Construction Phase Plan)
VB-IMS-PL-XXXX-0003
Rev 0

Document Control

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Author:	Senior Project Manager IHP	M Heaps		04/10/21
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3rd Party Approved: (If Applicable)	Client / 3 rd Party			

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Revision History

This document, together with any associated documents, should be reviewed at regular intervals during the project and whenever there is a significant change to the site conditions such as a change in scope, site area, construction methods being used.

This document should be reviewed at least every month or as agreed by the HSEQ advisor in order to maintain its effectiveness.

Record the details of any changes made as a result of these reviews in the table below.

Rev:	Date:	Reason for Review:	Nature of Changes:	Prepared by:	Checked by:
1	04-10-21	For Acceptance	First Issue	M Heaps	
2					
3					

Contents

1.	Introduction and Scope.....	4
2.	Project Overview.....	4
2.1	Description of the Project.....	4
2.2	Location of the works.....	5
2.3	Key Project Dates.....	5
2.4	Key Members of the Project Team.....	5
3.	Arrangement for the Management of the Work	6
3.1	Project Health and Safety Objectives.....	6
3.2	Site Rules	6
3.3	Arrangements to ensure cooperation between project team members and coordination of their work.....	6
3.4	Arrangements for involving workers.....	7
3.5	Site Induction Arrangements.....	7
3.6	Welfare Facilities	7
3.7	Fire and Emergency Procedures	8
4.	Specific Site Risks	9
4.1	Schedule 3 Risks	9
5.	Additional Requirements	9
5.1	Permit Systems	9
5.2	Asbestos.....	9
5.3	Health Risk Management.....	10
5.4	Lone Working	10
5.5	Environmental Risk Control	10
5.6	Site Waste Management.....	10
5.7	Excavated Material	10
5.8	Water.....	10
5.9	Section 61	10
5.10	NRMM	10
5.11	Site Boundary	10
5.12	Stakeholder management.....	10
5.13	Digital Deliverables	10
6.	References	11

1. Introduction and Scope

This document is the project specific Construction Phase Plan (CCP) for the construction phase of the Emergency Department project. It will be reviewed every month as the project progresses. It will be made available to all parties involved in the works.

The plan details the management of Health and Safety in accordance with The Construction (Design and Management) Regulations 2015. The individual sections are based on headings detailed in L153, Managing Health and Safety in Construction.

This plan should be read in conjunction with 'The Building Division Guide to Health, Safety, Environment and Quality Management on Site'¹

2. Project Overview

2.1 Description of the Project

2.2 Phase 1 - Enabling and Demolition works, as detailed in IHP Logistics Plan Revision

The proposed Site Establishment / on Site Work are the following:

- Permanent Hoarding
- Temporary Electrics
- Tree Felling
- Asbestos Removal
- Demolition
- Service Diversions (gas, water, electric, lighting etc.)
- Form permanent works for car park and access road

2.3 Phase 2 - Works comprise of the proposed construction of a state-of-the-art A&E Department.

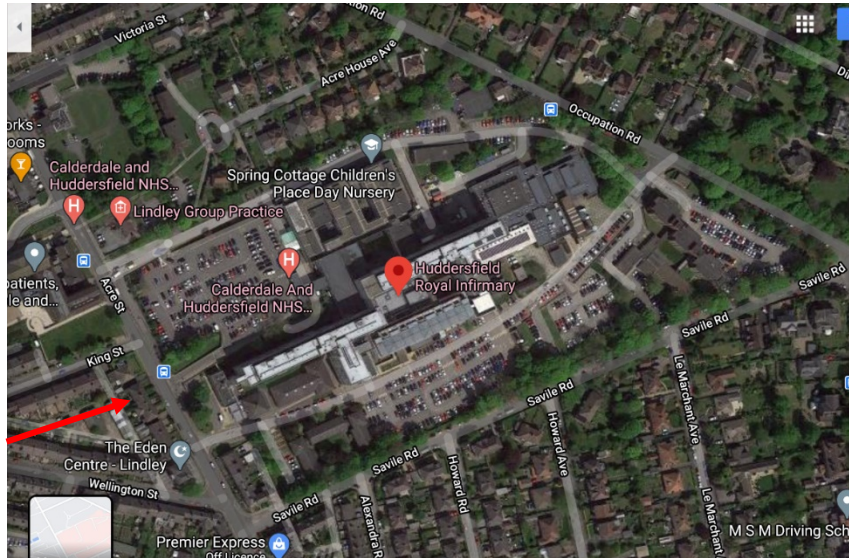
The A&E Department will accommodate the following facilities:

- Separate Majors, Minors and Paediatric assessment and treatment areas including specialist accommodation such as a Plaster room
- Eye Treatment Room and Mental Health room
- A multi-space Resuscitation facility
- Triage facilities immediately adjacent to external entrance(s)
- Plain film X-ray rooms
- Patient decontamination facilities
- Ancillary facilities including Staff Bases, Utility Rooms, Stores, a Point-of-Care Testing Laboratory
- Waiting Areas, a Security Office, and administrative accommodation. Staff Changing and Rest facilities are to be accommodated in the adjacent building accessed through the link corridor

¹ VB-IMS-PR-0001-0003

2.4 Location of the works

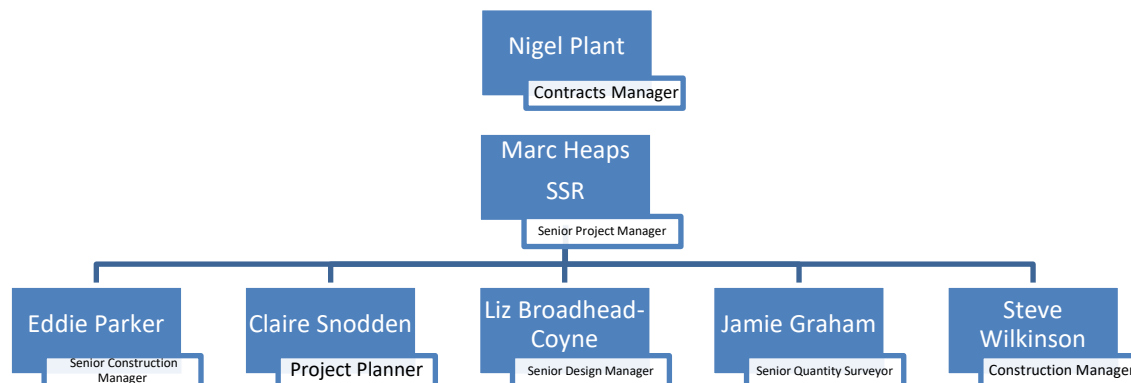
Huddersfield Royal Infirmary is approximately three miles from Huddersfield town centre. Access for the majority of the works will be via Acre Street to the West of the site. The plan below shows the entry point with Red Arrow. Further detail can be seen on the site logistics plan. The address for the Project is Acre Street, Huddersfield, HD3 3AZ and location plan is shown below.



2.5 Key Project Dates

- Enabling Works Commencement - 18/10/21
- Enabling Works Completion - 04/02/22
- Main Works Commencement - 07/02/22
- Main Works Completion - 17/07/23

2.6 Key Members of the Project Team



Project Organogram

2.6.1 The Principal Contractor

VINCI Construction UK on behalf of Integrated Health Projects, 17 Navigation Court, Calder Park, Wakefield, WF2 7BJ

2.6.2 The Client

Calderdale and Huddersfield Solutions Ltd (CHS), Huddersfield Royal Infirmary, Lindley, Huddersfield, HD3 3EA

2.6.3 Employers Project Manager

Jason Dyson – 6th Floor, Quay West at Media City, Trafford Ward Road, Manchester, M17 1HH

2.6.4 Employer's Quantity Surveyor

Agnieszka Willian - 6th Floor, Quay West at Media City, Trafford Ward Road, Manchester, M17 1HH

2.6.5 The Principal Designer

Richmond Safety Services Ltd, 7 Chandler Close, Richmond, North Yorkshire, DL10 5QQ

2.6.6 Architect

IBI Group, One Didsbury Point, 2 The Avenue, Didsbury, Manchester, M20 2EY

2.6.7 MEP Engineer

Mott MacDonald, Floor 3, 1 Whitehall Riverside, Leeds LS1 4BN

2.6.8 Structural Engineer

6th Floor, Time central, 32 Gallowgate, Newcastle upon Tyne NE1 4SN

3. Arrangement for the Management of the Work

The 'Building Division Guide to Health, Safety, Environment and Quality Management on Site' (also known as the Site HSEQ Manual) sets out the standard arrangements for the management of works on all VCUK Building Division projects. Additional requirements due to the project specific risk and contractual requirements are detailed in this section.

3.1 Project Health and Safety Objectives

- All HSE inspections to achieve at least a Green BRAG rating
- <0.10 RIDDOR AFR
- <0.25 LTI AF

3.2 Site Rules (*Building Division Guide to HSEQ Management on Site reference 2.4*)

Site rules have been developed which are specific to this project. A copy of the site rules will be displayed on the site Notice Board and will be included in the site-specific induction.

3.3 Arrangements to ensure cooperation between project team members and coordination of their work (*Building Division Guide to HSEQ Management on Site reference 9*)

The following coordination routes will be used on this project:

- Prestart Health and Safety meetings
- Communication and collaboration on the Risk Control Schedule
- Regular progress meetings
- An Open-door policy for all VCUK managers.

3.3.1 Project Review Meetings *(Building Division Guide to HSEQ Management on Site reference 8.7)*

An internal VCUK project team meeting will be held on a weekly basis
Individual Subcontractor/VCUK meetings will be held on a weekly basis
Design Management meetings will be held on a fortnightly basis
HSEQ meetings will be held on a monthly basis
Daily logistics and co-ordination meeting

3.3.2 Monthly Client Progress *(Building Division Guide to HSEQ Management on Site reference 8.8)*

A monthly client progress report will be produced

3.4 Arrangements for involving workers *(Building Division Guide to HSEQ Management on Site reference 9)*

The following 2-way Communication routes will be used on this project:

- Company Induction
- Site Specific Induction
- Site Specific Orientation
- Prestart Health and Safety meetings
- Communication and collaboration on the Risk Control Schedule
- Task Briefings
- Toolbox talks
- Close Calls / Positive interventions reporting
- Regular progress meetings
- General communications to Supervisors
- An Open-door policy for all VCUK managers.
- Site Safety Committee (for sites with more than 25 people)

Relevant statutory notices such as “Health and Safety Law” poster and a current version of the Employers Liability Insurance Certificate, Form 10 will be displayed on the notice board. Other communication media will be found on topic specific notice boards

3.4.1 Site Safety committee

Site Safety Committee will operate on a bi-monthly basis. Representatives from the key subcontract trades will be invited to discuss any site wide concerns and support IHP in disseminating any new site safety directives.

3.5 Site Induction Arrangements *(Building Division Guide to HSEQ Management on Site reference 2.5)*

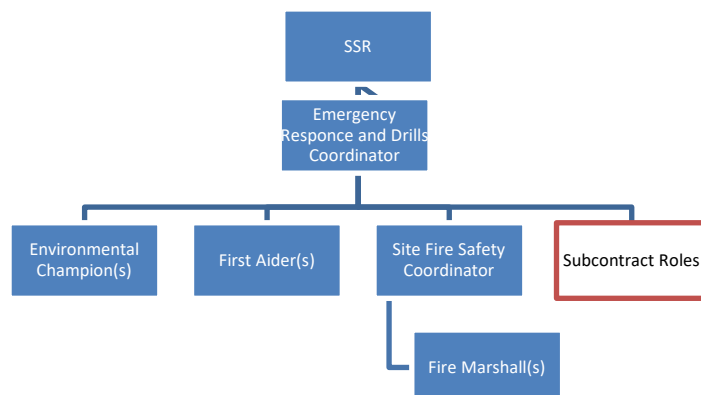
All personnel entering the works are will attend an online company induction, online site induction and an onsite orientation session, introduced by the SSR.
Visitors will attend a visitor induction and be accompanied at all times.

3.6 Welfare Facilities *(Building Division Guide to HSEQ Management on Site reference 2.3)*

The welfare facilities and security arrangements are detailed in the Logistics Plan for the project.

3.7 Fire and Emergency Procedures *(Building Division Guide to HSEQ Management on Site reference 3)*

The relevant VCUK appointed roles and any relevant subcontract appointed roles are organised into the following reporting structure:



The local fire brigade will be contacted and offered an orientation session on the site. The following response/evacuation drills will be conducted regularly:

- Fire
- Evacuation

Records of these drills will be included in the [Daily Site Diary](#)² (or on a [Fire Drill Log](#)³ for fire). An [Emergency Response Plan](#)⁴ will be displayed in prominent positions.

The following will be regularly inspected:

- [Fire Alarm System](#)⁵
- [Fire Extinguishers](#)⁶
- [Emergency Lighting Systems](#)⁷

A [First Aid Needs Assessment](#)⁸ has been completed.

The following First Aid provision will be available on the project:

- A Qualified First Aider
- Defibrillator located in the office
- First Aid Kit located in the office
- First Aid Kit located on site.
- First Aid resources will be periodically checked for date of expiry and condition.
- Spill kits will be available in close proximity to any stored fuels and oils and plant will have drip trays and plant nappies available.
- The project has been allocated a fire risk level of MEDIUM
- A [Site Fire Risk Assessment](#)⁹ has been completed by the site team.
- A site [Fire Plan](#)¹⁰ has been developed which details specific control measure for fire for the project.

² [VB-COM-FR-XXXX-0016](#)

³ [VB-HAS-FR-0007-0006](#)

⁴ [VB-IMS-PL-0004-0001](#)

⁵ [VB-HAS-FR-0007-0004](#)

⁶ [VB-HAS-FR-0007-000](#)

⁷ [VB-HAS-FR-0007-0003](#)

⁸ [VB-HAS-FR-0019-0001](#)

⁹ [VB-HAS-FR-0007-0007](#)

¹⁰ [VB-HAS-PL-0007-0001](#)

4. Specific Site Risks *(Building Division Guide to HSEQ Management on Site reference 2.6)*

The Project [Risk Control Schedule](#)¹¹ (RCS) will identify the controls for the significant risks related to the current activities being carried out on the project. The RCS will be reviewed as a minimum on a monthly basis or in line with the Construction Programme, and incorporate risks identified by Subcontractors. The reviewed document will be shared with all Subcontractor on the project to ensure they can Plan, Manage, Monitor and Co-ordinate their site teams in line with the current risk profile. The following specific risks from Schedule 3 of the CDM regulations exist on this site:

4.1 Schedule 3 Risks**4.1.1 Work which puts workers at risk of burial under earthfalls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site.** *(Building Division Guide to HSEQ Management on Site reference 5.4 (Excavation and Digging), 5.9 (Work at Height), 5.11 (Confined Spaces))*

Excavations to be undertaken in accordance with site temporary work requirements.

Suitable barriers to be provided around excavations to prevent falls.

Excavations to be inspected and recorded on a daily basis and following any change.

4.5.1 Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring.

Suitably qualified operatives will be used to remove asbestos.

Appropriate PPE will be worn during all removal operations.

Materials will be removed in line with the completed management and refurbishment surveys

Asbestos materials will be bagged and removed from site to a licensed premise.

5. Additional Requirements**5.1 Permit Systems** *(Building Division Guide to HSEQ Management on Site reference 4.2)*

The following permit systems will be implemented on this project

- The VCUK Hot Works Permit
- The VCUK Permit to Dig
- Permit to operate on a Trust service
- Temporary Works Permits

5.2 Asbestos *(Building Division Guide to HSEQ Management on Site reference 4.5)*

There is expected to be asbestos on this project

Information regarding the arrangements for management of asbestos is included in the [Risk Control Schedule](#)¹² and the [Site Specific Induction](#)¹³

VCUK should not undertake removal of asbestos or transportation.

¹¹ VB-HAS-FR-0008-0003

¹² VB-HAS-FR-0008-0003

¹³ VB-HAS-FR-0008-0014

How to manage when unexpected asbestos identified is detailed in the Emergency Response Plan¹⁴

5.3 Health Risk Management (*Building Division Guide to HSEQ Management on Site reference 4.15*)
The main health risks for the project and the arrangements for managing them are detailed in the Risk Control Schedule.

5.4 Lone Working (*Building Division Guide to HSEQ Management on Site reference 4.14*)
The following activities could lead to a Lone Working situation:

- Site Management team working in the office.

These will be managed through Risk Assessment for the specific work activity

5.5 Environmental Risk Control (*Building Division Guide to HSEQ Management on Site reference 5.1*)
An Environmental Management Plan¹⁵ has been produced for this project.

5.6 Site Waste Management (*Building Division Guide to HSEQ Management on Site reference 5.2*)
A Site Waste Management Plan has been produced for this project

5.7 Excavated Material (*Building Division Guide to HSEQ Management on Site reference 5.3*)
Excavated material will be managed by:

Any excess excavated material will be removed from site and sent to a licenced facility, however where practicable the excavated material will be re-used on site via:CL:AIRE

5.8 Water (*Building Division Guide to HSEQ Management on Site reference 5.4*)
The Surface Water Management Plan details how to manage surface water

5.9 Section 61 (*Building Division Guide to HSEQ Management on Site reference 5.4*)
There are no Section 61 Constraints on this project
Site Working hours and noise constraints are detailed in the Site Induction

5.10 NRMM (*Building Division Guide to HSEQ Management on Site reference 5.8*)
This project will be NRMM compliant to Stage IIIB of EU Directive 97/68/EC

5.11 Site Boundary (*Building Division Guide to HSEQ Management on Site reference 7.2*)
The Site Boundary is checked as part of the Weekly Site Inspection

5.12 Stakeholder Management (*Building Division Guide to HSEQ Management on Site reference 9.2*)
The following methods shall be used to communicate project activities with stakeholders (including neighbours):

- Letter drops by the Trust
- Poster boards by IHP

5.13 Digital Deliverables (Digital Engineering Management Procedure)
The project has been allocated VCUK Digital Engineering Scenario¹⁶ DS1

¹⁴ [VB-IMS-PL-0004-0001](#)

¹⁵ VB-ENV-PL-0001-0001

¹⁶ VB-BIM-PR-XXXX-0101

6. References

The 'Building Division Guide to Health, Safety, Environment and Quality Management on Site'

The Construction (Design and Management) Regulations 2015

L153, Managing Health and Safety in Construction

Digital Engineering Management Procedure