

## Appendix B - Site Safety Leaflet

### Permit to Work system

This Trust operates a permit to work system for high-risk tasks. Permits are issued by responsible persons following receipt of risk assessments. 5 days' notice is recommended for arranging services shut downs.

- **Asbestos Permit**  
-for all works involving Asbestos items.
- **Work at Heights Permit**  
-for all heights and roof works.
- **Confined Spaces Permit** -Works in confined space.
- **Hot Works Permit**  
-for welding, brazing and floor welding.
- **Isolation Permit** -for shutdown of power & services.
- **Excavation Permit** -groundworks and buried services.
- **Medical Gases Permit** -works to medical gas system.

### Asbestos -permit to work needed

The Trust maintains an online Asbestos portal for all ACM's in the premises. Before any work starts this should be seen and signed by operatives. Refurbishment and Demolition surveys should be commissioned before any demolition is started. Any material suspected of containing Asbestos must be reported immediately to the Facilities Department. Further testing and removal by specialist will be commissioned. **Under no circumstances should a panel be removed or tampered with by operatives if suspected of containing ASBESTOS.**



### Working at Height-permit to work

Falls from height are responsible for many serious and fatal injuries every year. A risk assessment should be carried out whenever work is to be carried out at any height, to quantify the risk and identify the subsequent control of that risk. Provide the correct equipment for the task given its duration and scope. Be aware of fragile roof coverings and fragile roof lights in your planning.

### Confined Spaces-permit to work

Work within confined spaces will require a confined space entry procedure and permit. Any place e.g. underground ducts, where there may be an oxygen deficiency or in which dangerous fumes are liable to be present must be regarded as a confined space. If entry to a confined space is required always follow the correct procedure requiring a responsible person and a permit.

### Fire Safety

The main hospital building is fitted with an L2 fire detection system. The hospital is divided into zones. Only the zone in which an alarm has been raised will sound continually. The surrounding zones will sound intermittently; all other zones will have no sound.



On hearing a continual alarm, leave by the nearest available exit and evacuate to your site compound. Adequate fire-fighting equipment is to be provided on the construction site by the main contractor.

**Means of raising the alarm in case of fire -Break glass point**  
-Dial 2222

Fire Alarm Testing – Tuesdays 8-12.

### Emergency

**First Aid:** Will be provided by the appointed site first aider

**Contact hospital switchboard on 2222 or ring the emergency services on 999**

**Incident reporting:** Any incident on site must be reported to the Trust through the supervising officer.

**Major Incident:** When a major incident occurs (i.e. crash on the Link Road) the Trust may declare Major Incident. This may require you to stop work and possibly leave the site.

Reference: Rev B	Issued: Sep 19	Review Date: Sep 21
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Northern Devon Healthcare  
NHS Trust

## Site Safety Leaflet

Facilities Department Code of Conduct



*This leaflet provides a Guide to Basic Site Rules for Contractors and Direct labour whilst working on Trust premises*

*"Working in a live hospital environment will probably be different to any other site you have previously worked on. We list some of the hazards you need to be aware of.*

*Please remember patients and visitors are likely to be under a great deal of stress. They have a right to expect a safe environment for their treatment, visits from relatives or friends. Staff are also entitled to safe working conditions. **We are depending on your support to achieve this!**"*

**Facilities Department**  
Northern Devon Healthcare NHS Trust

