

## Estates and Facilities Standard Operating Procedure

### Stopping Construction Works for Clinical Reasons

#### 1.0 Purpose and Application

This document sets out the arrangements to stop disruptive construction work predominantly, noise and vibration, **only in the event of a clinical emergency.**

#### 2.0 Overview

Construction works will inevitably cause a level of noise, vibration and disruption resulting varying levels of annoyance to people in the vicinity. It is incumbent on both the Trust and Contractors to work in a safe manner and to put measures in place to minimise levels of nuisance and inconvenience. This includes scheduling works to minimise the impact on patient care and wellbeing.

As a general approach when work is likely to create unavoidable and significant levels of noise and/or vibration every effort will be made to notify teams and individuals likely to be effected to identify mitigating and/or alternative arrangements.

#### 3.0 Procedure

There may be occasions when a patient undergoing an urgent clinical procedure is at significant risk because of construction noise / vibration. On these occasions the following procedure should be followed:

STOPPING DISRUPTIVE CONSTRUCTION WORKS IN THE EVENT OF A CLINICAL EMERGENCY		
NO	TASK	LEAD
1	Temporary stoppage of construction works required due to a <b>clinical emergency</b> . See Section 4 (Appendix 1) for information you <b>will</b> need.	Department Lead for affected location
2	Request stoppage – see Task 2a for Normal hours (8am to 5pm Monday to Friday, excluding Bank Holidays) or Task 2b for Out of Normal hours	
2a	<b>During working hours</b> ring <b>01803 654426</b> or <b>Ext 54426</b> (Maintenance Helpdesk) & press <b>Option 1</b> (Emergency)	
2b	<b>Out of hours</b> ring the <b>Switchboard 01803 614567</b>	
3	Explain that you are requesting an <b>urgent stoppage of disruptive construction works</b> (noise &/or vibration)	

## Estates and Facilities Standard Operating Procedure

### Stopping Construction Works for Clinical Reasons

4	Record information as set out in Appendix 1	Maintenance Helpdesk or Switchboard
5	<b>URGENTLY</b> refer request for review / action. See Task 5a or 5b	
5a	<b>During working hours to Project Team</b>	Maintenance Helpdesk
5b	<b>Out of hours telephone the Estates On-call Manager &amp; email or Fax Section 4 (Appendix A) to the On-call Manager</b>	Switchboard
6	Assess the circumstances & <b>brief the Director of Estates (or their delegate) who will agree stoppage of works if clinical imperative confirmed.</b>	Project Manager / Estates On call Manager Director of Estates or delegate
7	<b>If authorised facilitate stoppage with the contractor for the agreed period.</b> Pass all stoppage requests to Project Manager next working day	Project Team / Estates On call Manager
8	<b>Advise Requestor of outcome</b>	
9	<b>Review stoppage requests,</b> action change to plans as necessary	Project Manager


#### 4.0 Appendices

Appendix 1 – Copy of Request for the Stoppage of Construction Works Form EFM/PR005 (Separate form).

**Estates and Facilities Standard Operating Procedure**

**Stopping Construction Works for Clinical Reasons**

Appendix 1

 South Devon Healthcare NHS Foundation Trust & Torbay and Southern Devon Health and Care NHS Trust	
Estates and Facilities Standard Form	
Request for the Stoppage of Construction Works	
<b>THE FOLLOWING INFORMATION MUST BE PROVIDED / RECORDED WHEN REQUESTING A STOPPAGE OF CONSTRUCTION WORKS.</b>	
Requestors Name:	
Trust Role / Position:	
Contact Telephone number(s):	
Location of disruption (Building / Floor/Department / Room Number):	
Reason for requesting a stoppage:	
Duration of stoppage requested:	
<b>Document Tracking</b>	
Request received by:	
Tel No:	Date:
	Time:
Referred to:	
Tel No:	Date:
	Time:
Works Stopped:	Yes
	No
	Until:
If No why not?	
Requestor advised of outcome:	Date:
	Time:
Request passed to Project Manager for follow-up / review:	Date:
Outcome of review:	
<p>Rev 01 / June 2015 <span style="float: right;">Page 1 of 1</span> <span style="float: right;">EFM/PR003</span></p> <p style="text-align: right;">Authorised by: Director</p>	