

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 clinical emergency . See Section 4 (Appendix 1) for information you will 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	During working hours ring 01803 654426 or Ext 54426 (Maintenance Helpdesk) & press Option 1 (Emergency)	
2b	Out of hours ring the Switchboard 01803 614567	
3	Explain that you are requesting an urgent stoppage of disruptive construction works (noise &/or vibration)	
4		Maintenance Helpdesk

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

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Appendix 1

	
<small>South Devon Healthcare NHS Foundation Trust & Torbay and Southern Devon Health and Care NHS Trust</small>	
Estates and Facilities Standard Form	
Request for the Stoppage of Construction Works	
THE FOLLOWING INFORMATION MUST BE PROVIDED / RECORDED WHEN REQUESTING A STOPPAGE OF CONSTRUCTION WORKS.	
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:	
Document Tracking	
Request received by:	
Tel No:	Date:
	Time:
Referred to:	
Tel No:	Date:
	Time:
Works Stopped:	Yes <input type="checkbox"/> No <input type="checkbox"/> Until:
If No why not?	
Requestor advised of outcome:	Date: <input type="text"/> Time: <input type="text"/>
Request passed to Project Manager for follow-up / review:	Date: <input type="text"/>
Outcome of review:	
<small>Rev 01 / June 2015 Page 1 of 1 EFM/PR001 Authorised by: Director</small>	