

# POLICY FOR THE CONTROL OF CONTRACTORS ENGAGED IN CONSTRUCTION & ENGINEERING WORKS

## Document Summary

*To co-ordinate, control & monitor the activities of contractors to effectively minimise the risks presented to patients, employees & members of the public.*

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<b>POLICY AUTHOR</b>	Capital Planning Manager

## Important Note:

**The Intranet version of this document is the only version that is maintained.**

Any printed copies should therefore be viewed as “uncontrolled” and, as such, may not necessarily contain the latest updates and amendments.

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## 1 SCOPE

This Policy covers all Trust owned, leased or informally occupied premises throughout the County, which can be solely occupied or shared with other organisations. Where properties are not fully owned by the Trust, each of the other organisations will be formally advised of the Trust's intentions and all relevant consents gained prior to any works commencing and will be provided with sufficient and reasonable advice to ensure that the building owner or head lease holder maintains compliant systems.

Because of the complexity of the Trust's property portfolio a table has been produced, see **appendix 1** detailing the relevant policies that staff must follow.

If staff are unsure about which Policy applies in the area that they are working, please contact the Estates Department for clarification.

Where CPFT services operate within embedded sites, contractors are to abide by the Host Trusts Policy for the Control of Contractors.

Where CPFT services operate from areas embedded in an Acute Hospital, contractors are to abide by the Host Trusts Policy for the Control of Contractors.

Estates Helpdesk: 01228 603131

Email: [Estates-Helpdesk@cumbria.nhs.uk](mailto:Estates-Helpdesk@cumbria.nhs.uk)

## 2 INTRODUCTION

The Trust will plan, coordinate, control and monitor the activities of contractors to effectively minimise the risks presented to patients, employees and members of the public. The Trust is committed to ensuring that where any construction/engineering work is carried out at its premises, it is done so without risks to the health and safety of its service users, employees or others and in accordance with the requirements of the Health and Safety at Work Act and the Construction Design and Management (CDM) Regulations 2015. The Trust recognises its duty of care as client under the CDM regulations and the responsibility of its Appointing Officers to share relevant health and safety information/risks/records with all contractors visiting sites. This policy will assist any member of the Trust who employs contractors within their areas or departments to identify hazards and control risks as well as explaining how to plan, organise, control, monitor and review Health and Safety throughout the duration of the scheme.

## 3 STATEMENT OF INTENT

The objective of this policy is to give clear guidance on legislative and national duties that the Trust must comply with to safely manage contractors whilst working on Trust premises.

The mission of the Estates Department is to achieve and maintain high standards in all aspects of its management of contractors to achieve both high levels of safety and quality throughout the works.

The department is committed to effective Quality Management at every level within its business. To continually achieve this, all policy and procedures used by staff, will be internally audited at least on a yearly basis.

## **4 DEFINITIONS**

PPE – Personal protective equipment

Riddor – Reporting of incidents, diseases & dangerous occurrences.

## **5 DUTIES**

All relevant persons shall fully appreciate the actual and potential risks of managing contractors whilst working on Trust sites and the concept of risk management. Although compliance with the guidance may be delegated to staff, or undertaken by contractors, accountability cannot be delegated.

The Accountable Director has responsibility for ensuring that the safe management of contractors working on Cumbria Partnership NHS Foundation Trust (CPFT) premises is deployed effectively within their area of control and agreeing the strategy and future direction of the policy.

### **5.1 Chief Executive**

The Chief Executive of the Trust has overall accountability for all aspects of the management of contractors.

### **5.2 Accountable Director: Director for Strategy and Support Services**

The Accountable Director has responsibility for ensuring that contractors are managed safely and effectively whilst working on Trust premises and for agreeing the strategy and future direction of this policy.

### **5.3 Responsible Person: Capital Planning Manager**

The Capital Planning Manager has responsibility for ensuring that an approved list of contractors is maintained at all times. The Trust will only use contractors who have proved able to discharge their primary responsibility to safeguard their employees and other persons who may be affected by their undertakings. The Trust will vet and monitor contractors using “Constructionline”, which is a public / private partnership set up ensure that all registered contractors and consultants meet pre-qualification requirements appropriate to public and private sector procurement and as agreed with the Department of Trade and Industry. The list will be reviewed annually and sanctions will be applied as a result of poor health and safety performance including written warnings, suspension, financial penalties and removal from the approved list.

Any contractors who wish to be added to the approved contractors list must first apply to Constructionline to be vetted and approved. Constructionline will ask for the information below as a minimum requirement:

- Health and Safety Policy
- Public Liability Insurance
- Evidence of Training
- Risk Assessments
- Safe Method of Work
- Evidence of Contractors ability to deliver projects of similar size and nature
- Equality Policy

The Capital Planning Manager has responsibility for ensuring all Authorising Officers within the Estates Department are aware of and abide by the Trust's Standing Financial Instructions (SFI's) to ensure that all building and engineering works being delivered from the Capital Programme are procured via a formal and transparent process.

The Capital Planning Manager also has responsibility for ensuring that all procedures/requirements are reviewed on an annual basis. These procedures include the following:

- Health & Safety Questionnaire
- General Site Health and Safety Rules
- Fire Precaution Check List
- Contractors Pre Start Check List
- Post Project Review
- Permits to Work – Electricity, Medical Gas, Confined Spaces, Hot Work
- Signing in/out Procedures
- CRB Checks

#### **5.4 Appointing Officers**

Appointing Officers (the person who instructs and manages the contractor carrying out the work) are responsible for ensuring that:

- The Trust's SFI's are followed to ensure that all building and engineering works are procured via a formal and transparent process.
- All Contractors that are invited to tender for work have adequate resources to carry out the Project within the agreed timescale and have sufficient administrative expertise/capacity to produce all Documentation necessary for the Trust to fulfil its statutory and local obligations.
- The Contractor supplies all necessary documentation to comply with all relevant legislation and local Policies.
- Adequate supervision is provided to ensure the Contractor complies with agreed Method Statements, Risk Assessments etc to ensure that the work is carried out in a safe and conscientious manner.
- Adequate supervision is provided to ensure that the quality of the Contractor's work is of an acceptably high standard as required by the Trust.

- Contractors are aware of any known risks they are likely to encounter in the course of their work on healthcare premises and are also aware of any local rules of conduct to be applied to their work. This will include maintaining confidentiality of any information gained in the course of their work.
- An assessment has been undertaken to establish the need for Criminal Records.

### **5.5 Building Occupiers e.g. Ward/Departmental Managers**

Managers of ward/departments have a duty to ensure that contractor's activities do not represent a risk to patients, staff or members of the public and as such shall ensure that safe systems of works are agreed during pre-start meetings. If building occupiers have concerns about how works are being carried out they should either ask the contractors to stop working or report their concerns to the Appointing Officer, depending upon the apparent risks.

### **5.6 Approved Contractors**

Approved contractors working on CPFT sites shall abide by all relevant policies and procedures as instructed during the pre start meetings.

## **6 DETAILS OF THE PROCEDURAL DOCUMENT**

All staff shall abide by the following procedures:

### **6.1 Reporting of Accidents or Incidents**

All Trust employees and contractors are expected to report unsafe practices or conditions (within their capability to recognise unsafe practices) to their line manager, who will ensure an Accident / Incident report form is completed. Where the contractors work continues following an incident, such reporting and consultation will be in accordance with the principal contractor's health and safety policy and site rules.

The reporting of incidents or accidents shall be made using the Trust Accident / Incident form available in the department in which the Contractor is working. The line manager/supervisor should countersign this form.

### **6.2 CDM Health and Safety Files**

The Appointing Officer will ensure that any construction and engineering work is planned in accordance with relevant standards or statutory provisions and that employees affected by the work are provided with the necessary information relating to any risks arising out of the work, the preventive or protective measure to be taken and the procedures required in the event of serious or imminent danger. For schemes that fall under the CDM Regulations the Appointing Office shall appoint a CDM Advisor to undertake all client duties under the CDM Regulations.

### 6.3 CPFT Fire Safety Policy Document

CPFT takes its responsibility under the Regulatory Reform (Fire Safety) Order 2005 (the RRO) and Department of Health FIRECODE standards very seriously. All contractors shall comply with these regulations and the Fire Precautions check list. Copies of the Trust's Fire Policy are held by the Manager of each department and are supplied to all contractors on the approved list. All contractors must agree to comply with the following processes/procedures:

- The Authorised signatories who request works or services from Contractors shall ensure that the Contractors take all necessary precautions against fire and understand fully CPFT Fire Procedure.
- Hot Works permit shall be completed before work starts by the Appointing Officer ensuring the Contractor and their staff have received fire training.

### 6.4 Identification and Signing in / Signing out During Working Hours

The Trust operates a signing in and out procedure to keep track of all contractors working on its premises to improve security. All contractors are required to sign in and out of CPFT premises on a daily basis in accordance with the agreed procedures to facilitate this.

### 6.5 Permit to Work

The Trust operates Permit to Work Procedures whilst undertaking any works as listed below. If a Contractor needs to undertake any of the following work, the Appointing Officer must firstly be satisfied that this work is required and then issue the relevant Permit to Work:

- Electrical safety/isolation
- Services disconnection
- Excavation
- Hot work
- High Risk Plant rooms
- Confined spaces
- Essential services (fire alarms, steam, gas, water, compressed air etc.)
- Permit to Work for Mechanical / Electrical (Low Voltage) Systems.
- Permit to Work for Piped Medical Gasses.
- Electrical Distribution switching Permit.
- Contractors site permit (vehicle details, areas worked etc.)

### 6.6 Confidentiality

All contractors are to respect confidentiality with regard to any person identifiable information that they may come into contact with in the course of their work. If contractors are working in areas where confidential information is handled/stored appropriate procedures must be put in place prior to work commencing. Further guidance can be obtained from the Confidentiality Policy POL/002/038.

## 6.7 Work Equipment

Contractors shall ensure that all plant and equipment such as access equipment, ladders (including all sizes of step ladders), PPE, lifting equipment, internal transport vehicles/trolleys and electrical equipment is tested and maintained in accordance with the relevant legislation/guidance. The Trust will not loan contractors any such equipment.

The Trust reserves the right to inspect contractors' tools and equipment to ensure compliance with safety legislation.

## 7 TRAINING

Training required to fulfil this policy will be provided in accordance with the Trusts Training Needs Analysis. Management of training will be in accordance with the Trusts learning and development Policy.

### *Contractor competence/code of conduct*

The roles and responsibilities of contractors shall be defined in writing in the contract documents. Any agreed deviation from the initial contract documents shall be mutually agreed and documented as part of the contract review process.

The competence of such contractors will be assessed. The minimum requirement for new contractors shall be registration with Constructionline and the provision of suitable references from reputable organisations.

## 8 MONITORING COMPLIANCE WITH THIS DOCUMENT

The table below outlines the Trusts' monitoring arrangements for this policy/document. The Trust reserves the right to commission additional work or change the monitoring arrangements to meet organisational needs.

Aspect of compliance or effectiveness being monitored	Monitoring method	Individual responsible for the monitoring	Frequency of the monitoring activity	Group / committee which will receive the findings / monitoring report	Group / committee / individual responsible for ensuring that the actions are completed
Ensure that all contractors used by the Estates Dept are on the approved contractors list i.e	Constructionline checks that individual contractors health and safety policies,	Capital Planning Manager	Prior to contractor selection or annually.	Corporate Fire Health Safety and Security Committee	Director of Performance Improvement



registered with Constructionline	insurances, equality policies etc on an ongoing basis to ensure they are current and highlights on their web site where they are not. The Capital Planning Manager checks a 10% sample of Contractors on an annual basis. Contractors employed on schemes of a significant size have all relevant policies, insurances checked as part of the pre start meeting.				
Ensure pre start meetings involving relevant stakeholders are carried out to ensure appropriate training/procedures are agreed	Use standard pre start agenda and produce minutes of the meeting.	Appointing Officers	Prior to start on site for all contracts	Corporate Fire Health Safety and Security Committee	Director of Performance Improvement
Provide adequate site supervision to ensure site safety and quality is maintained at all times.	Regular unannounced site visits.	Appointing Officers	Frequency to suit the type of works being carried out.	Corporate Fire Health Safety and Security Committee	Director of Performance Improvement

## 9 REFERENCES/ BIBLIOGRAPHY

CDM Regulations 2007  
Government Procurement Code of Practice

## 10 RELATED TRUST POLICY/PROCEDURES

**POL/003/001** – Standing Orders, Reservations and Delegation of Powers and Standing Financial Instructions

**POL/001/42/020** – Infection Prevention & Control – Hand Hygiene Policy.

**POL/002/006/001** Incident & Serious Untoward Incident and Near Miss Reporting Policy

**POL/002/019** – Health & Safety Policy.

**POL/002/021** – Fire safety Policy.

**POL/002/041** – Gas safety Regulations

**POL/002/045** – Electrical Safety (fixed installations).

**POL/002/046** – Electrical Safety (appliances).

**POL/002/047** – Control & maintenance of fixed installation pressure vessels.

**POL/002/052** – Control of Asbestos.

**POL/002/054** – Water safety & control of Legionella.

**APPENDIX 1**

	LOCATION	PROPERTY	ESTATES SERVICES PROVIDER
<b>IF YOUR PROPERTY IS NOT LISTED BELOW YOU MUST FOLLOW THE CPFT POLICIES</b>			
<b>Total</b>			
1	<b>Alston</b>	Ruth Lancaster James Hospital, Town Foot Road, Alston, CA9 3QX	<b>CPFT</b>
2	<b>Ambleside</b>	Ambleside Health Centre, Ambleside	<b>NHS Property Services</b>
3	<b>Appleby</b>	Appleby Medical Practice, The Riverside Building, Chapel Street,	<b>NHS Property Services</b>
4	<b>Aspatria</b>	West Street Health Centre, West Street, Aspatria, CA7 3HH	<b>NHS Property Services</b>
5	<b>Barrow in Furness</b>	102 Dalton Lane, Furness General Hospital, Barrow, LA14 4LF	<b>UHMBFT</b>
6	<b>Barrow in Furness</b>	Abbey Road Clinic, Barrow-in-Furness	<b>UHMBFT</b>
7	<b>Barrow in Furness</b>	Abbey View Day Hospital, Dalton Lane, Barrow. LA14 4LF	<b>UHMBFT</b>
8	<b>Barrow in Furness</b>	Dova Ward, Furness General Hospital, Barrow LA14 4LF	<b>UHMBFT</b>
9	<b>Barrow in Furness</b>	Ramsey, Furness General Hospital, Barrow LA14 4LF	<b>UHMBFT</b>
10	<b>Barrow in Furness</b>	Fairfield Offices, 2 - 6 Fairfield Lane, Barrow-in-Furness, LA13 9AH	<b>NHS Property Services</b>
11	<b>Barrow in Furness</b>	Gum Clinic Barrow - Birchwood	<b>UHMBFT</b>
12	<b>Barrow in Furness</b>	PCAS FGH	<b>UHMBFT</b>
13	<b>Barrow in Furness</b>	Stafford House, Abbey Road, Barrow in Furness	<b>NHS Property Services</b>
14	<b>Barrow in Furness</b>	Atkinson Health Centre, Market Street, Barrow in Furness, LA14 2LR	<b>NHS Property Services</b>
15	<b>Barrow in Furness</b>	Community Nurses FGH	<b>UHMBFT</b>

16	<b>Barrow in Furness</b>	Dental Access Centre, Unit 5, Old Fire Station, Abbey Road, Barrow - in - Furness LA14 1XH	<b>UHMBFT</b>
17	<b>Barrow in Furness</b>	Dental FGH	<b>UHMBFT</b>
18	<b>Barrow in Furness</b>	Fairfield Centre, LA14 1LF	<b>UHMBFT</b>
19	<b>Barrow in Furness</b>	Furness General Hospital (Podiatry), Dalton Lane, Barrow in Furness, LA14 4LF	<b>UHMBFT</b>
20	<b>Barrow in Furness</b>	Hoops Gym	<b>Follow Landlords Procedures</b>
21	<b>Barrow in Furness</b>	College House, Howard Street, Barrow LA14 1NB	<b>Follow Landlords Procedures</b>
22	<b>Brampton</b>	Brampton War Memorial, Tree Road, Community Hospital, Brampton, CA8 1TQ	<b>CPFT</b>
23	<b>Carlisle</b>	Capital Building, Hilltop Heights, London Road, Carlisle	<b>CPFT</b>
24	<b>Carlisle</b>	Carleton Clinic - Physio Dept	<b>CPFT</b>
25	<b>Carlisle</b>	Dental Education Centre	<b>CPFT</b>
26	<b>Carlisle</b>	Orton Lea, Orton Road, Carlisle Springboard Centre	<b>CPFT</b>
27	<b>Carlisle</b>	PCAS CIC	<b>NCUHT</b>
28	<b>Cleator Moor</b>	Cleator Moor Health Centre, Birks Road, Cleator Moor, CA25 5HP	<b>CHP</b>
29	<b>Cockermouth</b>	Cockermouth Cottage Hospital, Isel Road, Cockermouth, CA13 9HT	<b>CHP</b>
30	<b>Dalton</b>	Dalton Clinic, Dalton-in-Furness	<b>NHS Property Services</b>
31	<b>Egremont</b>	Beech House Medical Centre, St Bridget's Lane, Egremont, CA22 2BD (part only)	<b>NHS Property Services</b>
32	<b>Grange over Sands</b>	Grange Health Centre, Kent Bank Road, Grange-over-Sands, LE11 7DJ	<b>NHS Property Services</b>
33	<b>Haverigg</b>	HMP Haverigg, North Lane, Haverigg, LA14 4NA	<b>Follow Landlords Procedures</b>
34	<b>Kendal</b>	1&2 Weaver's Court, Westmorland General Hospital, Burton Road, Kendal, LA9 7RG	<b>UHMBFT</b>

35	<b>Kendal</b>	17&18 Flaxman's Court, Westmorland General Hospital, Burton Road, Kendal, LA9 7RG	<b>UHMBFT</b>
36	<b>Kendal</b>	Blackhall Unit WGH	<b>UHMBFT</b>
37	<b>Kendal</b>	Chiropody WGH	<b>UHMBFT</b>
38	<b>Kendal</b>	Dental Clinic WGH	<b>UHMBFT</b>
39	<b>Kendal</b>	Garburn House, Westmorland General Hospital, Kendal LA9 7RG	<b>UHMBFT</b>
40	<b>Kendal</b>	Kentmere Ward, Westmorland General Hospital, Kendal LA9 7RG	<b>UHMBFT</b>
41	<b>Kendal</b>	Kinta House & Annex, Helme Close. Kendal, LA9 7HY	<b>UHMBFT</b>
42	<b>Kendal</b>	Kirkstone Unit, Westmorland General Hospital, Kendal LA9 7RG	<b>UHMBFT</b>
43	<b>Kendal</b>	Murley Moss (units A1 & A2), Murley Moss Business Park, Kendal, LA9 7RL	<b>Follow Landlords Procedures</b>
44	<b>Kendal</b>	PCAS WGH	<b>UHMBFT</b>
45	<b>Kendal</b>	SUSD WGH (Langdale North and South)	<b>UHMBFT</b>
46	<b>Kendal</b>	Bridge Mill, Kendal. LA9 4UB	<b>Follow Landlords Procedures</b>
47	<b>Keswick</b>	Mary Hewitson Community Hospital, Crossthwaite Road, Keswick, CA12 5PH	<b>CPFT</b>
48	<b>Kirkby Stephen</b>	Kirkby Stephen Health Centre, Silver Street, Kirkby Stephen, CA17 4RB	<b>NHS Property Services</b>
49	<b>Longtown</b>	Longtown Medical Centre, Moor Road, Longtown	<b>NHS Property Services</b>
50	<b>Maryport</b>	Maryport Clinic, Ewanrigg Road, Maryport - viewed as one site with hospital	<b>CPFT</b>
51	<b>Maryport</b>	Victoria Cottage Hospital, Ewanrigg Road, Maryport, CA15 8EJ	<b>CPFT</b>
52	<b>Millom</b>	Millom Hospital, Lapstone Road, Millom, LA18 4BY	<b>UHMBFT</b>
53	<b>Milnthorpe</b>	1a Haverflatts Lane, Milnthorpe	<b>Follow Landlords Procedures</b>

54	<b>Penrith</b>	2 – 8 Tynefield Drive, Penrith	<b>CPFT</b>
55	<b>Penrith</b>	Penrith Community Hospital, Bridge Lane, Penrith, CA11 8HX - excludes Beacon / Lonsdale, maternity and 2a, 4, 6 & 8 Tynefield	<b>CPFT</b>
56	<b>Penrith</b>	Penrith Health Centre, Bridge Lane Penrith, CA11 8AX	<b>CPFT</b>
57	<b>Sedbergh</b>	Sedbergh Medical Centre, Station Road, Sedbergh, LA10 5DL	<b>Follow Landlords Procedures</b>
58	<b>Shap</b>	Shap Health Centre, Peggy Nut Croft, Shap	<b>NHS Property Services</b>
59	<b>Silloth</b>	Silloth Clinic, Lawn Terrace, Silloth-on-Solway, CA7 4AH	<b>NHS Property Services</b>
60	<b>Ulverston</b>	Gill Rise, Stanley Street, Ulverston	<b>CPFT</b>
61	<b>Ulverston</b>	Ulverston Community Health Centre	<b>NHS Property Services</b>
62	<b>Whitehaven</b>	Copeland Unit, Whitehaven Hospital, Hensingham, Whitehaven, CA28 8JG	<b>NCUHT</b>
63	<b>Whitehaven</b>	Flatt Walks Health Centre, 3 Castle Meadows, Catherine Street, Whitehaven, CA28 7QE	<b>NHS Property Services</b>
64	<b>Whitehaven</b>	Footsteps CDC	<b>NCUHT</b>
65	<b>Whitehaven</b>	Hillcroft , West Cumberland Hospital, CA28 8JG	<b>NCUHT</b>
66	<b>Whitehaven</b>	Diabetics & CAT Team, West Cumberland Hospital, CA28 8JG	<b>NCUHT</b>
67	<b>Whitehaven</b>	Yewdale Ward, West Cumberland Hospital, CA28 8JG	<b>NCUHT</b>
68	<b>Whitehaven</b>	PCAS , West Cumberland Hospital, Hensingham	<b>NCUHT</b>
69	<b>Wigton</b>	Brookside Centre, Birdcage Walk, Wigton. CA7 9HB	<b>CPFT</b>
70	<b>Wigton</b>	Wigton Community Hospital, Cross Lane, Wigton, CA7 9DD	<b>CPFT</b>
71	<b>Wigton</b>	Wigton Health Centre, Southend, Wigton, CA7	<b>NHS Property Services</b>
72	<b>Workington</b>	Ann Burrow Thomas Health Centre, South William Street, Workington, CA14 2ED	<b>NHS Property Services</b>

73	<b>Workington</b>	The Elms, Infirmary Road, Workington, CA14 2UG	<b>CPFT</b>
74	<b>Workington</b>	Lilliehall Business Park, Workington CA14 3BT	<b>Follow Landlords Procedures</b>
75	<b>Workington</b>	Park Lane Clinic, Park Lane, Workington, CA14 2RR	<b>CPFT</b>
76	<b>Workington</b>	Workington Community Hospital, Park Lane, Workington, CA14 2RW	<b>Follow Landlords Procedures</b>

**UHMBFT - UNIVERSITY HOSPITAL OF MORECAMBE BAY NHS FOUNDATION TRUST**

**NCUHT - NORTH CUMBRIA UNIVERSITY HOSPITAL TRUST**

**CPFT - CUMBRIA PARTNERSHIP FOUNDATION TRUST**

**NHSPS - NHS PROPERTY SERVICES**

**CHP – COMMUNITY HEALTH PARTNERSHIP**