
Media Protocol: New Acute Hospital for the South West (NI)

1. Document Purpose

The purpose of this protocol is to clearly establish guidelines to enable the provision of accurate and timely information to the media on the construction progress for the New Acute Hospital for the South West. The protocol is in line with the Western Trust's Media Communication Protocol.

2. Background Considerations

The protocol has been developed to facilitate two key issues:

- I. The new South West Hospitals is one of the largest live construction projects in Northern Ireland. It is setting the standards in modern acute hospital design and is attracting interest from a diverse range of local and national media and specialist publications. The Western Trust is keen to provide access to the project for media professionals and to promote it as a 'leading edge' development in Northern Ireland and within the healthcare field.
- II. The health and safety of personnel working on the site or entering the site is of paramount importance. The site of the new development is a busy working construction site under the direct management of the Construction Joint Venture, FCC Elliott Healthcare. The number of workers on-site at any one time is likely to reach approximately 650 people. Health and safety will always be a top priority and no media professional will be permitted access to the site if their safety is at risk.

3. Protocols

- I. Monthly Construction Progress Reports agreed in advance with NIHG will be provided on the project website at <http://www.newhospitals.org> This will include pictures of construction progress. The first report will be available from 1st October 2009. It is anticipated that these reports will also be available on the Western Trust's site www.westerntrust.hscni.net
- II. Access to the construction site shall only be permitted on pre-established and scheduled dates as outlined in the table in Appendix A. These dates are subject to change pending changes to the overall project timetable. For clarity, to maintain the construction programme and for Health & Safety, requests from any media outlet for an ad hoc visit cannot be facilitated.
- III. FCC Elliott Healthcare site access protocols must be followed. All site visits will therefore be managed by FCC Elliott personnel. In addition and in accordance with the Western Trust's Communications Protocols, all media representatives will be accompanied by Western Trust personnel on each and every site visit.

- IV. In addition to monthly construction progress reports and a schedule of site visits, the Western Trust and Northern Ireland Health Group are committed to sharing information in an open and transparent manner. Press enquiries, which should be directed to the Western Trust, will be processed in a timely and efficient manner. Representatives from the Trust’s Communications Team or New Hospitals Communications team will have the primary responsibility for liaising with media professionals to establish and respond to deadlines.
- V. A programme will be developed for the issue of press releases and briefings around other key project milestones (i.e. the Social and Economic Regeneration Plan, Design Development, Transition Planning).

Appendix A: Scheduled Programme for Media Site Access

Construction Milestone	Detail	Target Date for Site Access
On Site Start-Up	- Site Set-up; Management and Worker Amenities, Established Site Access Protocols, Piling and Ground Work	TBC
Mock-Up Facility	- Viewing of prototypes of key areas of the new facilities including the single room and en-suite bathrooms.	January 2010
Topping Out	Buildings reach roof-top level. Superstructure complete.	Quarter 3 2010
Weather Tight	Building sealed from the elements; windows, doors, roof.	Quarter 1 2011
Internal Finishes	Viewing a section of the completed internal works. Feature on the Interior Design approach.	Quarter 1 2011
External Finishes	Landscaping, lighting, signage, way finding. Feature on the landscaping and site access strategy.	Quarter 1 2012
Practical Completion	Construction Phase Complete ready for Trust Commissioning.	Quarter 2 2012
Opening	New Hospital opens its doors to patients.	Quarter 3 2012
Official Opening	Official Opening Ceremony.	Autumn 2012