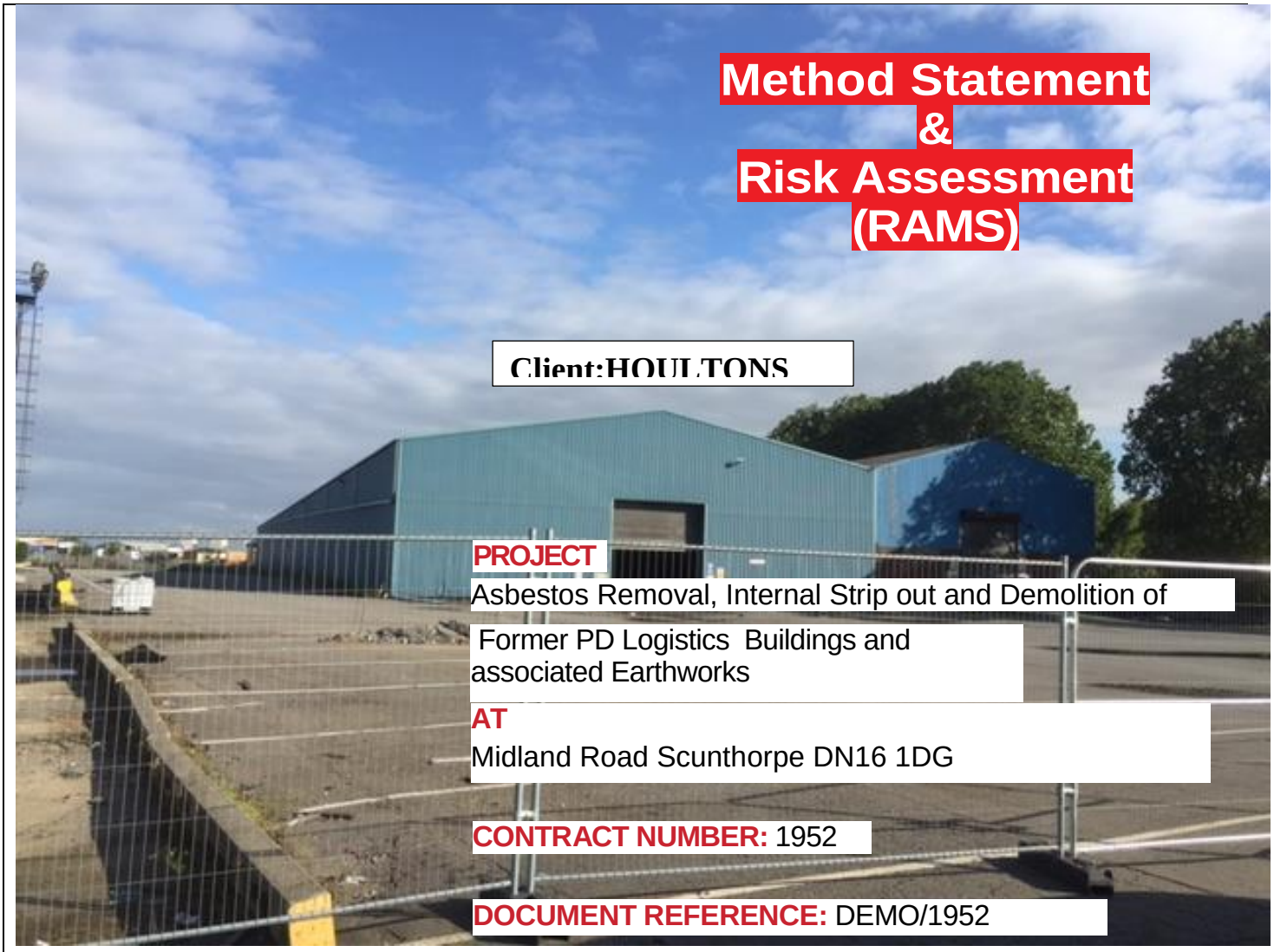

Method Statement & Risk Assessment (RAMS)

Client:HOULTONS

PROJECT

Asbestos Removal, Internal Strip out and Demolition of Former PD Logistics Buildings and associated Earthworks

AT

Midland Road Scunthorpe DN16 1DG

CONTRACT NUMBER: 1952

DOCUMENT REFERENCE: DEMO/1952

VERSION: 1

DATE 5th August 2015

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THE DEMOLITION AND DECOMMISSIONING EXPERTS

DEMOLITION METHOD STATEMENT

PC EXCAVATIONS LTD
01302 300243 www.pcexcavations.com

1. DOCUMENT STATUS

Document Version: 1

DOCUMENT AUTHORISATION

	Author	Estimator	Approved
Name	Michael Preston		
Position	Health & Safety Manager		
Signature			

Note: Electronic versions of this document do not contain signatures

DOCUMENT HISTORY

Review Date	Revision Number	Page Number	Comment / Amendments	Initials
5th August	1		Initial	MP

DISCLAIMER

This Method Statement is produced as part of the PC EX Safe System of Works and is intended to be used as a guide only for the Health & Safety of PC EX site operatives, visitors and adjacent occupiers of the site in question, so far as can be reasonably expected with the actual knowledge and information available to PC EX at the time of issue of this document. As such no reliance should be placed (and PC EX accepts no responsibility whatsoever for the consequences of such reliance) on this Method Statement by any person in any contractual arrangement. This does not affect the statutory rights of any party contracting with PC EX under general health & safety law.

2. SCOPE OF WORKS CHECK SHEET

WORKS SEGREGATION PRIOR TO WORKS:

Houltons are responsible for ensuring the work area is suitably segregated. The Houltons site is a secure site with onsite security. PC X will work with the client representatives and security to ensure this is not compromised throughout the works. palisade type fencing is already insitu round the perimeter of the site Warning signs will be displayed in pertinent positions leading up to the site and around the boundary of the site displaying that Demolition works are in progress.

PC X Site Manager's Signature ..... Date .....

SERVICES:

Client responsible; Client is responsible for the disconnection, termination or diversion of all services on site. Confirmation of service disconnection locations must be issued to the site manager prior to commencement of the works. If any services are to remain live in the working area these must be located prior to works commencing and clearly marked to avoid any damage. PC X will adopt a permit to dig method and will not be responsible for any damage to service apparatus after Houltons have informed PC X that all services in the work area are no longer live.

PC X Site Manager's Signature ..... Date .....

WELFARE:

Houltons responsible; Houltons will arrange for suitable facilities for the works in line with CDM 2007 schedul2. PC Excavations staff will treat these facilities with the upmost respect any breach in H&S and Hygiene of these facilities must be reported to PC X site manager and the offending staff would be reprimanded.

PC X Site Manager's Signature ..... Date .....

ASBESTOS PRESENT:

Non Notifiable: Asbestos cement bonded sheets present

Non Notifiable: Present – PC X to remove as part of the works under controlled conditions.

PC X Site Manager's Signature ..... Date .....

DEMOLITION:

Full Internal strip out: Walls, Doors, Windows, Floor coverings, Suspended Ceilings, etc.

Full demolition of buildings steel portal framed and brick and masonry buildings.

Hard standings: All hard standing areas are to be broken up and crushed for reuse on site.

PC X Site Manager's Signature ..... Date .....

FINISHES:

After crushing of hard standings and sub base the entire site will be raised by approx. 350mm with this material.

CONTENTS

DEMOLITION METHOD STATEMENT

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2. METHOD STATEMENT DETAILS

OVERALL SCOPE OF WORK

The scope of works covered within this method statement consists of the demolition and associated works within The former PDJ Logistics site Scunthorpe DN16 1DG

Works include removal of;

- Remove and disposal of all NNLW and non-notifiable asbestos containing materials identified within the HSG264 R&D Asbestos Survey.
- Remove all fixtures and fittings and soft strip buildings
- Demolition of all partition block walls
- Removal of all suspended ceilings and fittings.
- Removal of Doors, Windows, frames, woodwork and floor coverings.
- Demolition of all steel portal framed buildings.
- Demolition of all brick and masonry buildings.
- Removal of all waste created from the works into recycling waste streams into suitable bins/ containers for removal off site.
- Removal of 30,000.00 steel fuel tank
- Infilling fuel tank area with concrete
- Removal of steel lighting coulombs
- Removal of Aco steel barriers
- Break out all hard standing areas
- Crush all hard standing and stockpile on site.
- Infill inspection pits with concrete.

As well as the Health & Safety Management System developed by PC X Demolition, the drawings and followings documents collectively make up the safe system of work for this task;

- Personal Protective Equipment Assessment
- Manual Handing Assessment
- Task Specific Risk Assessment

CONTRACT TIMESCALE

The contract timescale:

12 Weeks

Contract start date:

August 2015

PLANT AND EQUIPMENT

- 1 x Bob cat skid steer loader
- Oxy-propane cutting equipment
- MEWP (Cherry picker type)
- Mobile scaffold access tower

Sthil saws
Precipitating saws
Hand held tools
360 Hydraulic Excavators
Machine Attachments
Hydraulic Breakers
Articulated Dumptruck
Wheeled Loading Shovel
Bulldozer
Crusher
Roller

PERSONNEL

Contracts Manager Visiting
Site Manager
Machine Operators
Demolition Operatives
Labourers

PERSONAL PROTECTIVE EQUIPMENT

Hard Hats
Ear Defenders
Hi Visibility Clothing
Protective Footwear
Dust Masks
Coveralls
Gloves
Safety glasses
Special PPE will be issued were needed.

(Please note that this is not an exhaustive list and that plant and equipment will be provided at a frequency to deliver the works in a safe manner and in accordance with the agreed programme of works

PERSONNEL

(The frequency of the site based and non-site based frequency dependent on operations and programme demand)

SERVICES

Client is responsible for the disconnection, termination or diversion of all services on site. Confirmation of service disconnection locations must be issued to the site manager prior to commencement of the works.

SITE SECURITY

PC X is responsible for ensuring the work area is suitably segregated. The Houltons site is a secure site with onsite security from the NHS. PC X will work with the client representatives and security to ensure this is not compromised throughout the works. Hoarding type fencing will be used to create a secure working area where no suitable fencing exists. The fencing shall be braced or supported where necessary against unauthorized access and the effects of adverse weather conditions. Warning signs will be displayed in pertinent positions leading up to the site and around the boundary.

ENVIRONMENTAL CONSIDERATIONS

PC X Demolition Ltd will execute the works sympathetically to the surrounding environment. During the works a watching brief will be in place to ensure the controls in place to control dust migration are suitable. Demolition dust will typically be controlled by applying water spray manually. Banks men will be positioned as required during works to ensure the controls in place are suitable. As a precautionary measure works within sensitive areas will be carried out with additional care with banks men communicating to the machine operator using 2way radios when it is safe to start and stop.

CONTINUAL LIAISON

It is imperative that the site manager maintains liaison with the client's representatives and professional team including the NHS infrastructure team. This is to enable a free two way flow of information regarding the safe and environmentally sound delivery of the project works, by well-informed personnel using health promoting risk assessed methods. The project is in a live Hospital environment and care and caution must be used at all times as to not disrupt any of the Hospitals day to day operations and be respectful of patients and visitors to the Hospital.

SITE INDUCTIONS AND TRAINING

All persons undertaking works on site will be suitably trained and competent to carry out their task. All PC X operatives to gain the CSCS approved CCDO Demolition Card need to have undertaken both demolition activities and asbestos awareness training. All persons required to work on site will undertake full site inductions prior to commencing any works. The site inductions will be carried out by the site manager / supervisor and held within the canteen area on site. Programmed 'Tool box Talks', 'Safety Meetings' and Briefings will be undertaken and records to ensure all person involved with the works continues their personal Continual Development' program encouraged by PC X.

PC X FIRST-AID

First aid assistance will be available from the PC X trained first-aiders on site. The first-aiders will be indicated on the first aid posters, which will be located around the welfare areas. The designated PC X first-aiders for the works will wear PPE with the first aid emblem clearly visible.

COSHH

Full sets of COSHH Assessments are held on site by PC X Demolition Project Managers for all materials that may be used during our works (sample in appendix). Any new materials encountered will have a COSHH Assessment undertaken as soon as practically possible. Burning equipment if used will consist of liquefied oxygen & propane gas, supplied in pressurized cylinders. The storage of these will be in designated security fenced areas or purpose designed security cages away from welfare and office facilities. Fuel oil for plant will be stored in double bunded tanks, their location will take into account features such as drain systems. This will ensure in the event of catastrophic failure released liquids will be contained locally. Spill kits will be maintained in close proximity to fuel storage and refuelling areas. COSHH assessments are regularly checked to ensure they are relevant to the operations being carried out. This takes place at least once a year on release of the new EH40 standards (reassessed by HSE) or when operating circumstances change.

DEMOLITION METHOD STATEMENT

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MS 2. TASK SPECIFIC METHOD STATEMENTS

None Licensed Asbestos Removal

Wet & Drop i.e. roofing and side sheeting

Historical data has proven that wetting and the mechanical reduction of asbestos cement roof and side sheeting is the least likely method to cause significant operative and environmental exposure to asbestos fibers. This method reduces time spent working at height. Where this method is being employed the following controlled procedures will be implemented.

: **The predicted drop zone must be considered as an exclusion and respirator zone which is clearly delineated and must be clear of all debris, extrusions and obstructions to facilitate a thorough environmental clean on completion of the works.**

: The sealing of drains and establishment of containment system is essential to ensure that there is no possibility of any contamination of water courses or surface water catchments.

: An adequate supply of water must be established. Note: the predominant asbestos fiber type in asbestos cement is Chrysotile asbestos which is classed as being Hydrophilic lending itself to water penetration. Water sprays alone can be considered as an effective method of dust / fiber control during take down, handling and disposal operations.

: Water sprays will be focused on the area of AC sheeting to be removed by way of machine mounted jets or ground based equipment.

: Work will be carried out on a bay by bay system with the excavator fitted with a Selecta grab attachment picking the sheets off one by one and lowering to the ground. Breakage of the sheets should be kept to a minimum, so far as reasonably practical. Fallen sheets must not be driven or tracked over.

: The cleaning up of AC debris will be carried out utilizing a wheeled loading shovel or wheeled bobcat fitted with a plain edged bucket. This will be loaded directly into the correct waste stream asbestos skips ready to leave site to a suitably licensed facility. Skips are to contained or sheeted to stop any air circulation under the sheets. Operatives assisting with the cleanup works will be trained in non-licensed safe working procedures and be equipped with the suitable RPE & PPE.

MS 1 - PLANT & EQUIPMENT DELIVERY

Scope: The delivery to site of the 'Plant' and 'Waste Containers' for use during the works.

1. All plant and equipment that will be delivered to site will be planned and notified in advance. The predetermined and agreed access route will be used. All drivers abiding by traffic and site rules i.e. speed restrictions. Access to the demolition works site will be controlled by banksmen.

HOLD POINT

2. Confirmation that a "Banksman" will be used to control the delivery vehicles movements while within the demolition site area. Including access and egress into the site.

   PC EX Site Manager Signature .....

   Date .....

3. The Banks man will direct the driver to the unloading area/point within the site. Vehicle movement will be under the control of a Banks man at all times. Any plant on the vehicle will remained chained until it arrives at the unloading point.

4. Once the vehicle has arrived at the unloading area the plant / equipment will be unloaded from the vehicle.

5. Under the direct control of the "Banks man" the vehicle will then exit the demolition area and will leave site using the nominated traffic route.

MS 03 - SOFT STRIP

Scope: The full soft strip of the structures which includes the removal of any rubbish left by the previous occupiers, any fixed items such as cupboards, doors, carpets and floor coverings. Openings within the internal of the structure will be utilized to remove the released arising's into the exclusion zones.

HOLD POINT

1. Confirmation that prior to any works taking place, the immediate area around the building will be fenced off with 'Heras'. Only a small exclusion zone will be required as the works will be carried out internally and carefully by hand. Warning signs will be displayed in pertinent positions as required. A Banksman will be positioned to control the movement of people around the structure..

   PC EX Site Manager Signature.....

   Date .....

2. Confirmation that additional fencing has been installed around the identified openings prior to soft strip commencing creating suitable and sufficient drop / exclusion zones for the soft-strip works.

   PC EX Site
   Manager Signature .....

   Date .....

3. Access /Egress points within the structure will be kept clear of any debris to avoid slip and trip hazards. Access into these areas will be limited and controlled by the working area supervisor.

4. Operatives wearing the appropriate P.P.E (see P.P.E assessment) will strip the items (described in the Scope) using hand held mechanical and non-mechanical tools such as lever bars, sledge hammers.

5. Glazing will not be removed during the soft strip phase of the demolition. To reduce risks glazing will be removed during the demolition of the structure. This will be carried out by the Demolition Rig (D-Rig) using its 360^0 rotating grab attachment from a remote location.

6. The structure will have a safety exclusion zones (Drop Zones) implemented around the identified openings. This exclusion zone will be bound with Heras type fencing with signage in pertinent locations. Access into these areas will be restricted and controlled by the PC X supervisor. Materials will be deposited through the openings into the exclusion/Drop zones. Larger items will be reduced in size to as small as practically possible to reduce manual handling.

7. As material piles build up within the external safety exclusion zones these will be periodically removed. This will be undertaken using a D-Rig fitted with grab attachment. On confirmation that works have stopped the D-Rig will enter the exclusion zone then using the 360^0 grab attachment the redundant materials will be picked up and deposited into suitable skips or containers. Once the area has been cleared the D-Rig is moved out, the operator will communicate to the supervisor and the area will become active again.

8. This work will be repeated around the structures to reduce the distance the redundant materials need to be carried, therefore reducing manual handling.

9. Confirmation that the Soft-stripped structure has been fenced off to ensure no inadvertent access by authorised or unauthorised persons prior to machine demolition.

   PC EX Site
   Manager Signature
   .....

   Date
   .....

MS 04 - DEMOLITION OF THE FORMER STEEL FRAMED STRUCTURES

Scope: This element of the demolition consists of methodology for reducing the steel framed structures down to slab level. For this element of the demolition the structure will be divided into bays. These bays will be determined by any load bearing element of the structure i.e. columns.

1. Confirmation that the building has been checked for unauthorised personnel prior to the commencement of the demolition and that the building will remain secure throughout the demolition process.

   PC EX Site Manager Signature.....

   Date .....

2. Confirmation that Banksmen are positioned to advise of any situations which may give rise to Health & Safety risks to plant operators, operatives and passersby during the remote demolition.

   PC EX Site Manager Signature .....

   Date .....

   PC EX Site Manager Signature .....

   Date .....

3. During the demolition works, traditional dust controls will be implemented to eliminate / reduce emissions. Knock down atomising sprays or water bowsers will be used to keep areas damp for the duration of the works, where required specific water sprays will used on particular points.

4. The D-Rig will be located a suitable safe distance from the structure for the commencement of the works. The D-Rig using its reach will begin by peeling any cladding from the structural elevation. The cladding will be segregated for removal off site. The cladding will be removed to expose the steel framework.

5. Any blockwork infills will be pulled into the exclusion zone directly in front of the D-Rig, this material will be periodically removed from the work area and stockpiled. The roof frame will be systematically grabbed in sections in piecemeal fashion (bit by bit). The released sections will be guided/lowered down to ground level, if required the sections will be further processed at ground level into machine sized manageable elements for ease of transportation off site.

6. The roof covering and framework will be progressively removed with the reduction of the structure i.e. remove side and roof cladding, grabbed and lowered down roof framework, progressively reduce main structural framework to the bay move to next bay. Using the select grab horizontally the D-Rig will twist the steel to snap the bolts holding the steel work together, through the steel upright columns as close to the base of the slab as practically possible. The column held in the jaws of the D-Rig will then be guided into the footprint for further processing for ease of transportation.

7. The timber structure will be removed in the same manner working from the top of the structure down in piecemeal fashion (bit by bit).

8. The D-Rig will progressively reduce the main element of the structure to ground level using the methodology above a single structural bay at a time, this will ensure maximum stability of the structure.

9. Whilst the machine progressively reduces the structure to ground level and has moved forward into the former structures footprint operatives will follow the works from a safe distance behind and remove the column stubs…

..This will be down with the use of oxy-propane cutting equipment to cut the stub as close to the floor slab as practically possible.

10. Where practically possible materials will be segregated by the D-Rig using its grab attachment into waste streams for recycling.

11. All waste movements will have transfer notes, copies of which will be retained on the site for inclusion in the developing health & safety file.

MS 05 - DEMOLITION OF THE BRICK BUILDINGS

Scope: This element of the demolition consists of methodology for reducing the brick buildings identified on site. The buildings have a mixture of pitched and flat roofs of varying constructions. All works will be carried out in compliance with 'BS 6187:2011 Code of practice for full and partial demolition'.

1. Confirmation that the building has been checked for unauthorised personnel prior to the commencement of the demolition and that the building will remain secure throughout the demolition process.

   PC EX Site Manager Signature .....

   Date .....

2. Confirmation that Banksmen are positioned to advise of any situations which may give rise to Health & Safety risks to plant operators, operatives and passersby during the remote demolition.

   PC EX Site Manager Signature .....

   Date .....

3. During the demolition works, traditional dust controls will be implemented to eliminate / reduce emissions. Knock down atomizing sprays or water bowsers will be used to keep areas damp for the duration of the works, where required specific water sprays will used on particular points.

4. The D-Rig will be located a safe distance from the structure for the commencement of the works. The first step will be to expose the roof structure.

5. The machine will break a hole into the building near eaves level. The brick work will be pulled/guided in courses from the structure into the exclusion zone e directly in front of the machine. Removing an element of the brickwork will expose the roof structure.

6. For flat concrete Roofs - The machine using the pulveriser attachment the D-Rig will progressively remove the roof slab. As the concrete is broken up by the hydraulic jaws of the machine any reinforcing rods will be exposed. These will be cut by the cutting blades within the pulverizing jaws mechanism. The machine will continue to process the slab in approximately 1m strips across the width of the slab, working from the front to the rear. The redundant materials will fall to the area below which again will be cleared by the machine as required.

7. For flat timber Roofs - The D-Rig will peel any covering from the roof. Any removed element will be lifted from the structure to ground level. Once at ground level the D-Rig will process the released section into machine sized sections for ease of loading into suitable bins/containers for removal off site.

8. For pitched Roofs - The D-Rig will remove the roof trusses, purlins and attached roof slates from the structure systematically with the progressive reduction of the walls; this will maximize the stability of the structure.

9. Once the first section has been removed, the remainder of the structure will be reduced in the same manner. Working from the top down, progressively removing the roof element and the associated walls to the structure systematically. The walls will be reduced by the machine using its attachment to pull the brickwork in course from the structure into the exclusion zone in front of the machine.

10. The machine will continue through the structure a single structural bay at a time, working the structure down in a top down manner in piecemeal fashion (bit by bit) until the entire structure has been reduced down to slab level.

MS 06 - TIMBER PICKING

Scope: During the soft strip works where practically possible timber such as doors and door frames will be removed, however to minimize the risk of health & safety being compromised floor boards and joists unless it is essential to the works will not be removed. The demolition will be undertaken using small to large demolition rigs fitted with various attachments. During the demolition process the plant operator will endeavor to remove and segregate the timber sections to a separate stock pile.

There may be a need to walk the area to remove the final fragments of timber before the materials are crushed.

1. Confirmation from the site manager that the physical demolition works have been completed and the structure is on the floor in a safe condition.

   PC EX Site
   Manager Signature .....

   Date .....

2. Confirmation that all operatives have been briefed on this task and risks associated with the work element, and that the operatives have endorsed the method statement in the appropriate section with their signature.

   PC EX Site
   Manager Signature .....

   Date .....

3. Before the start and during this task the site manager is to assess the weather conditions, as heavy down falls of rain/ snow etc. may introduce additional risks from mud and slippery conditions, for which the risks may be difficult to eliminate, reduce or control.

4. Operatives must wear the site minimum Personal Protective Equipment (PPE) reference the 'PPE Assessment' attached.

5. The resulting arising's will be spread over an area suitable to carry out the timber picking activity. Initial the D-Rig using its attachment will remove any large fragments of timber that are visible. During this period no operatives will be allowed into the working area as the risk of being struck by the plant machinery would be greatly increased. Once Complete the machine will move out the area.

6. Operatives will then walk the area with good visual awareness to the surrounding conditions underfoot, whilst looking for fragments of timber. Large sections found will be left in-situ and the location marked, these timbers will be removed by plant at a later stage once the area is clear. Any timber fragments found will be stockpiled within the area to allow the machine to gather once operatives have completed their walk of the area.

7. Once the area has been cleared the machine will move in to remove any remaining large items and stockpiles.

Notes:

1. General housekeeping issues are to be addressed on a daily basis, with a walk through of the site being undertaken by the works manager; any unsafe conditions or acts observed will be actioned immediately.

2. All Hold Points must be signed off before work commences.

3. The minimum site PPE requirements apply to these tasks which are; safety helmets, safety footwear, hi visibility garment (vest), gloves, glasses and half face fitted P3 filtered mask.

4. All PPE & RPE provided by PC EX demolition limited for this task must be worn at all times whilst carrying out the task.

5. It is the responsibility of the employee to maintain the equipment. You must report any damaged, worn, lost or defective items to your immediate manager/supervisor who source a replacement item before you carry out any further works.

DEMOLITION METHOD STATEMENT

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7.TASK SPECIFIC METHOD STATEMENTS

Breaking up Hard standing & Crushing

All hard standing areas will be broken up, utilizing a 360 hydraulic excavator fitted with breaker and bucket attachments. First the excavator will break out a section of hard standing with the breaker attachment; he will then proceed to change the breaker attachment back for a bucket and start pulling the hard material up and casting into various stockpiles around the site ready for the crushing operation. This sequence of works will be repeated until all the hard standing areas have been broken up and stockpiled.

Crushing of all hard standing will then be ready to commence. A Sandvik QJ341 mobile crushing unit will be tracked to one of the stockpiles and put into position with the jack legs down, to stabilize the machine. A 360 excavator will then track onto the stockpile and position itself from where it can comfortably reach the bottom of the stockpile, and also reach the hopper of the crusher unit he will be loading. A water pipe will then be fitted to the crusher for dust suppression purposes. Crushing will then commence with the excavator loading the hard standing material directly into the hopper of the mobile crushing unit. The crushed material that discharges off the conveyer belt will be allowed to form a cone at the bottom of the discharge belt, until nearly touching. This is to reduce the fall of the material and reduce dust in the atmosphere, alongside the use of water suppression. At this point, a wheeled loading shovel or tracked dozer will clear the material from the end of the belt and move to the position the material is required to raise the levels on the site.
This process will be repeated on all stock piles, until all hard standing material has been crushed.

COSHH Risk Assessment No:

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Department:	Establishment/Section:
Describe the activity or work process. *(Include how long and how often this is carried out and the quantity of substance used)*	
Location of process being carried out?	

Identify the persons at risk:	Employees *(including trainees)*	☐	Contractors	☐	Public *(including students)* ☐
Name the substance involved in the process and its manufacturer. *(A copy of a current safety data sheet for this substance should be attached to this assessment)*					

Classification *(state the category of danger)*


☐ Very Toxic


☐ Toxic

☐ Corrosive


☐ Harmful


☐ Irritant


☐ Sensitising


☐ Biological

☐ Oxidising


☐ Extremely Flammable


☐ Highly Flammable


☐ Flammable


☐ Environmental

Hazard Type

☐ Gas ☐ Vapour ☐ Mist ☐ Fume ☐ Dust ☐ Liquid ☐ Solid ☐ Other (State) .....

Route of Exposure

☐ Inhalation ☐ Skin ☐ Eyes ☐ Ingestion ☐ Other (State) .....

Workplace Exposure Limits (WELs) *please indicate n/a where not applicable*

Long-term exposure level (8hrTWA):	Short-term exposure level (15 mins):

State the Risks to Health from Identified Hazards

Control Measures: *(for example extraction, ventilation, training, supervision). Include special measures for vulnerable groups, such as disabled people and pregnant workers. Take account of those substances that are produced from activities undertaken by another employer's employees.*

Is health surveillance or monitoring required? Yes ☐ No ☐

Personal Protective Equipment *(state type and standard)*

 Dust mask	☐	 Visor	☐
 Respirator	☐	 Goggles	☐
 Gloves	☐	 Overalls	☐
 Footwear	☐	 Other	☐

First Aid Measures

Storage

Disposal of Substances & Contaminated Containers

Hazardous Waste ☐ Skip ☐ Return to Depot ☐ Return to Supplier ☐ Other ☐

(If Other Please State): .....

Is exposure adequately controlled? Yes ☐ No ☐

Risk Rating Following Control Measures

High ☐ **Medium** ☐ **Low** ☐

Assessed by: Date: Review Date:

6. PERSONAL PROTECTIVE EQUIPMENT

GENERAL WORKING ENVIRONMENT

Condition	Yes	No	Comments
Does the task require great physical effort?			This operation requires some physical exertion but operatives are given specific tasks set against age and ability.
Are extremes of temperature likely to be encountered?			
Is potential oxygen deficiency a factor?			
Communication system required? (If yes, specify type)			Communication is critical during the works.

Part of the Body	At Risk?	Hazard	PPE Selected	BS/EN Standard
Whole Body	Y	Being struck by moving plant and machinery,	Hi Visibility vest	EN 471
Head	Y	Bumping into overhead hazards	Safety Helmet	BS EN 397
Ears (Hearing)	Y	Breaking operations	Ear Protection	BS EN 352-3
Eyes	Y	Foreign objects in the eyes	Safety Glasses	EN 166 1F
Respiratory System	N			
Hands	Y	Puncture wound from sharp objects	Suitable gloves / gauntlets for the task	BS-EN 140
Feet	Y	Damage to feet from objects and puncture wounds sharp objects.	Safety footwear with toe & sole protection	BS-EN 345

GENERAL COMMENTS

7. MANUAL HANDLING ASSESSMENT

A: ASSESSMENT (Answer the following questions)		
1.	Does the operation involve a significant risk of injury? (Complete Section B)	y
2.	If No the assessment need go no further.	
3.	If Yes, can the operation be avoided, mechanized or level of risk reduced?	N
4.	If Yes, record steps in Sect. C & D and review	y
5.	Has the risk of injury been eliminated or reduced to an acceptable level?	
6.	If Yes, the assessment is complete. If No, review activities to eliminate significant risks relating to Manual Handling Operations.	

B: HAZARD CHECKLIST (Answer all questions yes or NO)		
The Task - does it involve:	**y/N**	**Comments**
Holding the load away from the trunk?	N	Loads can be reduced down in size and held close to the body
Twisting the trunk?	N	
Poor posture i.e. stooping/stretching?	N	
Strenuous pushing or pulling?	Y	Operatives to make use of the tools supplied to reduce pulling and pushing
Excessive lifting or lowering?	Y	Tool box talks will be given to all operatives
Repetitive handling?	Y	This operation is repetitive, regular breaks will be taken.
Excessive carrying distances?	N	
The Load - is it:		
Heavy?	N	Loads to be reduced down in size or handled by multiple operatives
Bulky or unwieldy?	N	
Difficult to grasp?	N	
Unstable, or contents likely to shift?	N	
Potentially harmful e.g. Hot, sharp?	N	
The Working Environment - are there:		
Constraints on posture?	N	
Uneven or unstable floors?	N	
Variations in floor levels/work surface?	N	
Extremes of temperature, humidity?	N	
Poor lighting conditions?	N	
Excessive noise levels or air movements?	N	
Individual Capabilities - does the job:		
Require unusual capabilities i.e. strength?	N	
Require special information/training?	Y	Operatives are trained in good manual handling techniques. Tool box talks given.

B: HAZARD CHECKLIST (Answer all questions YES or NO)		
The Task - does it involve:	Y/N	Comments
Involve handlers who are pregnant?	N	
7. Involve handlers with health problems?	N	Operatives are assessed against the tasks
Other Factors:-	N	
Are there any protective clothing or items being worn that may increase the risk of injury from Manual Handling Operations?	N	

MANUAL HANDLING OPERATIONS ASSESSMENT

C. ASSESSMENT OF RISK AGAINST IDENTIFIED HAZARDS *Tick as necessary								
Overall Risk of Rating	Nil		Low		Medium		High	

D. ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK TO ALRP.
Tool box talks on slips, trips and falls to minimize the risk of injury during manual handling.

8. RISK ASSESSMENT

Assessors Name:	Michael Preston	Date of Assessment:	August 2015	Review Date	December 2015

Hazard Risk Rating			
Probability		The Hazard 'Risk Rating' (R/R) is determined by taking into account the (P) probability of an incident/loss occurring against the (S) severity of the outcome taking into account the amount of exposure. Each task is assessed and a pre-controlled risk rating "R/R" is assigned for the Hazard/Risk. The "R/R" is then reduced to an acceptable "low" level using the "Control Measures" and DSM's safe working practices.	
low=1	Unlikely to occur		
Medium=2	Likely to occur		
High=3	Very likely to occur		
Severity			
low=4	Injury/Illness or environmental impact	**Risk Rating (R/R)**	**(P) Probability X Severity (S)**
Medium=5	Major injury or environmental impact		
High=6	Death or immobilising major injury		If residual Risk Rating is; <6 - Acceptable low risk 6-10 - High risk – ensure safe system of work 11- 18 – Very high - Unacceptable
Persons at Risk –Affected Groups			
A –Operatives B – Site Visitors C – Members of the Public			
Action By: (SM) Site Manger, (S) Supervisor, (Op) Operatives			

Task/Hazard	Who and How (Risk)	Risk Rating			Control Measures	Residual Risk Rating			Action By?
		P	S	R/R		P	S	R/R	
Traffic Management	(All) – Vehicle Impact injuries	2	6	12	Ensure Banks men control all reversing vehicles and vehicles leaving site. All vehicles leaving site should leave in forward gear only. All drivers of vehicles are to abide by site specific rules pertaining to speed restriction etc. i.e. 5mph. On site pedestrians routes to be established particularly at the site entrance and where plant and operatives interface. Where practically possible all deliveries are to be notified in advance. Where reasonably practicable all traffic movement off site (waste transfer, plant delivery etc.) to be limited to the quieter periods of the day i.e. avoiding daily Hospital deliveries(discuss with Hospital staff)	1	6	6	

DEMOLITION METHOD STATEMENT

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Task/Hazard	Who and How (Risk)	Risk Rating			Control Measures	Residual Risk Rating			Action By?
		P	S	R/R		P	S	R/R	
DUST	(All) – Inhalation by operatives and others	2	4	8	Ensure controls to eliminate or reduce dust emissions are in place as noted on the safety plan or method statements. Use of knock down atomizing sprays, water bowsers to keep areas damp, specific water sprays to particular points and sheeting of loads in transit should be implemented.	1	4	4	
	(C) – Nuisance hazardous to surrounding vicinity & works	2	4	8	Check with residents or occupied premises that they are aware of the operations and likelihood of risk. Ensure that sensitive areas are adequately protected from the works. Internal chutes within the structure will be used thus preventing dust migration. Carry out environmental monitoring during loading and demolition works. Ensure all measures in place are effective. Where this may prove to be inadequate, further measures should be carried out to improve the control and effectiveness of the dust reduction process.	1	4	4	
	(A) – Damage to Eyes	2	4	8	Ensure goggles and suitable dust masks are worn as per the attached PPE Assessment. Ensure controls are suitable and sufficient to control airborne particulars.	1	4	4	
Soft Stripping:	Cuts, Grazes & Abrasions	2	5	10	Ensure operatives are aware of the hazards that may be present when handling abandoned waste in particular foot penetration etc. Ensure correct PPE as per the attached PPE assessment are worn at all times.	1	4	4	
	Contact with Toxic Materials	2	5	10	Issue operatives with and ensure they wear appropriate PPE together with instructions to wash before eating, drinking or smoking.	1	5	5	
	Slips, Trips and Falls	2	5	10	Ensure a safe system of work is in place and is explained to all operatives. Employ good housekeeping, Safe clear access routes to be identified within and around the structure, these areas must be checked on a regular basis and any hazards identified must be rectified promptly. End of shift ensure all tools etc are removed.	1	4	4	
	Foot Penetration injuries	2	4	8	Ensure correct PPE as per attached PPE assessment. Good housekeeping. Footwear must have mid sole protection and toe protection	1	4	4	
	Contact with LIVE services	2	5	10	The client has arranged for the services to be disconnections. PC X is to receive drawing of service disconnection locations to enable the site manager to pass this information on to operatives on site.	1	4	4	

Task/Hazard	Who and How (Risk)	Risk Rating			Control Measures	Residual Risk Rating			Action By?
		P	S	R/R		P	S	R/R	
	(Operatives) Fire / trapping	2	6	12	Soft strip materials are not to be stored on site and are to be removed as early as possible from the work area. Ensure there is fire fighting equipment in suitable location within the escape route (ensure these are not trip hazards in an emergency evacuation.				
On-site emergencies	(All) raising the alarm, Miss-communication	2	5	10	PC EX site manager / supervisor is to communicate and develop the emergency plan and ensure the instructions are communicated to all parties.	1	5	5	
Mechanical Demolition	Noise & Vibration - Nuisance	1	4	8	The operations of the plant equipment is not noisy however noise readings at the rear of the equipment can start to near the action limit of 80dB(A), this should not be an issue as no persons should be within close proximity to the plant equipment other than the operator. Plant operators will wear appropriate hearing protection.	1	4	4	
	Premature collapse of part or all of structure, Floor overloading	1	6	6	Site supervisor and machine operator to carry out walk around survey. Ask advice if not sure of building and or structures construction. Ensure through good supervision that the work is being carried out according to the method statement.	1	4	4	
	Collapse of retained walls	3	6	12	Walls of structures that are to be retained as site boundary walls are to be inspected prior to demolition work to the structure by a competent structural engineer. Any structural engineers recommendations and propping/shoring designs are to be followed.	1	5	5	
	Creation of open edges	2	6	12	Within the structure are significant ground differential and pits. Where required to road side etc handrails will be installed. Pits are to be backfilled with all other potential falls not protected battered back with suitable machine pulverised concrete and masonry material arisings.	1	6	6	
	Damage/Contact with retained elements	3	5	15	Elements of the structure that require demolition that are within close proximity to retained or sensitive areas are to be fenced out to ensure they are not inadvertent damaged. Where the structure is too close to enable fencing to be installed the next protocol is to protect the element with plywood sheeting or similar, then carefully and under control demolish the structure mechanically. If further control is required then the structure is to be reduced by hand will plywood or similar protection installed.	1	5	5	

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Task/Hazard	Who and How (Risk)	Risk Rating			Control Measures	Residual Risk Rating			Action By?
		P	S	R/R		P	S	R/R	
	Debris falling onto machine operator	2	4	8	Ensure that the machine is large enough to carry out the work at arm's length, or that the machine is able to reach the structure safely. Banks-men will use two-way radios to keep in constant communication with the plant operator during the demolition phase. Machines have highly reinforced cabs.	1	4	4	
	Debris falling onto others adjacent to the site and operatives on site – Head & foot injuries	2	5	10	Ensure the physical barriers to prohibit unauthorized persons into the working area are effective. Ensure the warning signs posted are clearly visible. Banks-men will use two-way radios to keep in constant communication with the plant operator during the demolition phase.	1	5	5	
	Falls into voids including basements and pits	2	6	12	The machine operator and site manager are to fully investigate the extend of the basements and pits prior to demolition of the structure. At no time must the machine be allowed to track on to the floor slab directly above the known voids. The machine is to carry out the works at arm's length utilizing the reach of the machine to carry out the works.	1	6	6	
Changing of Quick Hitch Attachments	Operatives working within area	2	6	12	Ensure a dedicated and segregated area is allocated for changing of machine attachments. Ensure the machine operator is fully trained in the use of the quick hitch system on the machine. Where a semi-automatic or manual QH system is used ensure the safety pin is in place before using the machine. Ensure the site supervisor is aware of his responsibility to ensure that all machines operating on his site have the safety pins in place through regular inspections.	1	6	6	
	Manual handling Injury	2	5	10	Do not overload bags or lift heavy objects etc, seek help at all times. Use lifting aids where possible. Ensure the floor area is not wet as per Slips, trips and falls.	1	5	5	

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Task/Hazard	Who and How (Risk)	Risk Rating			Control Measures	Residual Risk Rating			Action By?
		P	S	R/R		P	S	R/R	
Oxy / Propane Cutting	Burns to operatives, Operatives clothing catching fire	2	5	10	Ensure hot work permit system is implemented and signed off at the end of the works. Ensure firefighting equipment is on hand during all cutting works. Ensure that all cutting operatives are competent in their task and have had sufficient information, instruction, training & supervision. Fire extinguishing medium to be present at all Hot Work Locations (Fire Extinguishers). Ensure permit is signed off. Cold cutting should be employed as an alternative, wherever practicable. PPE to be used as per the attached PPE assessment.	1	5	5	
	Bottles exploding	2	6	12	All cutting equipment i.e. guns, bottles to be fitted with correct safety valves and flash back arrestors. All full and empty gas bottles to be stored in a safe area, preferably within a secure compound. Propane to be separated from oxygen by a minimum of 3 meters. No storage of bottles within the immediate boundary of any site.	1	5	5	

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This “Risk Assessment” task sheet has been deliberately left blank, this is to allow the Project Manager to record any additional Hazards/Risks identified during the works and thus implement control measures to control the associated risks.

Task/Hazard	Who and How (Risk)	Risk Rating			Control Measures	Residual Risk Rating			Action By?
		P	S	R/R		P	S	R/R	
Asbestos cement Roof sheets removal	(All)-inhalation by Operatives and others	2	6	12	Make sure all Asbestos sheets are thoroughly dampened down with constant water spray. Make asbestos sheet drop zone an exclusion area. All staff to be fully trained in non-notifiable asbestos removal. Keep Sheets whole where possible. All clear up operatives to wear coveralls and masks and mandatory PPE. Use wheeled loading shovel for clear up and loading into sealed skips do not run over and break up. Monitoring where required.	1	6	6	
Crushing hard standing materials	Operatives and visitors, crushing, Dust inhalation. Earing damage	2	5	12	Operatives to be fully trained on the crusher. Crusher to be fully isolated before any maintenance work commences. Only qualified crusher operator to operate the crusher. Water supply to be connected to minimize dust suppression. All correct PPE to be worn on and around the crushing activities.	2	6	6	

9. EMPLOYEE SIGN UP SHEET

The employees detailed below have signed to confirm that they: -

- Have received a briefing from their Project Manager on the hazards involved with their undertaking.
- Understand the requirements of this Method Statement and the associated Risk Assessments.
- Shall work to the requirements of the method statement and control measures identified by the Risk Assessment.
- Will notify their Project Manager, should there be any abnormalities or areas of concern regarding the works.
- Shall advise the Project Manager of any current medical condition which may give rise to health risks whilst undertaking the task

Name	Signature	Date	Name	Signature	Date

Site Managers Signature:		Date:	

I confirm acceptance of the method of works and confirm I understand everything has been explained fully.

12. EMPLOYEE COMMENTS

Employees can use this sheet to comment on the development of this method statement, this can also be to comment on the works as it progress. Employees can sign or leave comment anonymous.

TOOL BOX TALK NO1

Use of Abrasive Wheels

The most common areas of work where we come into contact with abrasive wheels is the cutting of reinforcement bar and bolts, chasing or finishing concrete. For cutting we usually use either 100mm or 225mm electric grinder or a 300mm petrol grinder. Precautions against injury to yourself and others must be undertaken.

- No person may change an abrasive cutting wheel unless trained, has a certificate and has been authorized to do so in the Site File.
- Make sure you have the right type disc for the material to be cut.
- Always wear PPE, goggles, ear defenders, boots and gloves.
- Inform people around you that you are about to start cutting.
- Check condition of grinder, if it has no guard, a damaged disk, damaged cable / plug - do not use, return to store man for repair or replacement.
- Never use the side of the wheel as this will weaken the disk and cause shattering.
- Do not put heavy pressure on a wheel when cutting.
- Do not put the grinder down to stop the blade, let it stop on its own accord.
- Do not grind or cut close to flammable or combustible materials. Where this cannot be done, a solid barrier of ply should be installed to stop the sparks.
- Fire Check: After using a grinder check that there is no possibility of a fire starting / smouldering nearby, and re check one hour afterwards. Advise your Supervisor that it is all clear.
- Restrain disc cutters in the backs of vans to prevent damage to the disc
- Don't try and fit worn 300mm blades on a 225mm grinder – the speeds don't match
- The spindle speed must always be slower than the disc speed. Check both. If there is no speed marked on the machine tell your supervisor.
- Replace the blade when it gets worn down to 225mm diameter, the edge is going slower so cutting takes longer. Blades are cheap, men are not.
- Re fuelling with properly mixed 2-stroke petrol, should be done by the store man who will also renew the blades. When refuelling ensure that no source of ignition is present. Keep spillage away from drainage systems.

Consider other cutters. Electric is quieter and air driven cutters (windy wheels) are handy if a compressor is already on site.

Ask yourself why are you cutting the item in the first place, why wasn't it delivered the right length?

Do you have any questions for me?

DEMOLITION METHOD STATEMENT

TOOL BOX TALK NO2

Accident Prevention

The Construction industry employs approx 6% of the UK workforce, but accounts for 30% of all fatalities. Don't become the next statistic.

CAUSES OF ACCIDENTS

1. People not thinking about what they are doing.
2. People not following instructions
3. People not following training they've been given
4. Unsafe manual handling, loading, stacking and storing.
5. Overloading of working places, scaffolding, hoists etc.
6. Incorrect use of plant and machinery
7. Use of faulty equipment with improvised repairs.
8. Illegal removal of guards and barriers.
9. Failure to use protective safety equipment.
10. Ignoring safety signals, signs and warning devices.

THE COST OF ACCIDENTS TO YOU

11. Pain, suffering and continuing disability.
12. Loss of earnings and extra expense due to disability
13. Incapacity for the job and your leisure activities.
14. Unable to support family and possible family breakup.

To avoid accidents:

1. Don't remove guards from machines.
2. Don't handle substances without knowing the hazards
3. Don't use machines if not trained and follow instructions.
4. Always comply with safe working practices.
5. Wear and use PPE correctly, don't abuse it.
6. Don't direct compressed air at yourself or others, it kills.
7. Never mess around while working.
8. Never use defective equipment or machinery.
9. Help to keep the workplace clean and tidy.
10. Wash and dry hands to remove substances from skin.
11. Report unsafe conditions to your Supervisor.
12. Use correct tools and equipment for the job.
13. Obey all safety rules and signs.
14. Don't leave tools lying about where they can fall.

Q. What is a cause of accidents regarding plant?

If you saw an unsafe condition what would you do?
What could the cost of an accident be to you?

Before using substances what must you find out?

Why shouldn't you mess around on site?

Q. What is a cause of accidents in working places?
How could an accident to you affect your family?

Q. Why shouldn't you remove guards from machinery?

Do you have any questions for me?

DEMOLITION METHOD STATEMENT

APPENDIX C - HOT WORK PERMIT (SAMPLE)

Permit Number:

Contract Number	Contract Name

This permit is applicable to all operations that involve flames, sparks, hot air, welding and cutting equipment, blow lamps, bitumen boilers or any other equipment that have the potential to cause an ignition source.

Section One

Location of Works			
Details of Works			
Date Work Commencement		Time	
Date Work Completion		Time	
Special Precautions / Comments			

Section Two

All areas liable to be affected by this hot work activity must have been inspected prior to the start of the works to ensure all combustible materials, liquids, gases, vapours etc have been removed to at least 6 metres from the proposed work area or suitably protected by over lapping sheets or screens of non combustible material.

Appropriate fire extinguishers (2nr fully charged) or a hose connected to a fire hydrant with control at the nozzle is to be ready for use and must be close to hand during the work activity.

The site manager or work area supervisor will be made responsible for fire safety on site and that reasonable precautions are taken.

Continuous fire safety checks must be made within a 6 metre radius of the works (including the other sides of walls and upper and lower floors) for a period of one hour after the completion of each work period.

Details of the emergency procedure / plan are to be communicated to all the workers involved in this activity.

I hereby declare the above has been made known to the competent person in charge of the work. I consider the above mentioned area is safe for the operations to be undertaken.

This permit must be kept in the vicinity of the works whilst they are in progress. On completion of the works it must be returned to the site office and signed off.

Issuer Name		Signed		Date
Accepter Name		Signed		

Section Three

I hereby declare this permit is closed / cancelled (delete as necessary). The area has been inspected and is free from fire

Issuer Name		Signed		Date
Accepter Name		Signed		