

Method Statement

Client:	R E Knowles Ltd	Contractor:	H & E Smith Ltd
Project	R.E Knowles Office Block and Canteen.		
Activity	Demolition of old office block and canteen.		
Description	The works comprise: - Controlled Mechanical Demolition of redundant buildings . - Removal of all demolition hardcore from site - Removal from site of all harmful demolition material, including segregation of waste streams, as far as reasonably practical. to ,imise landfill impact. - Leave site clear and tidy upon completion - Provision of information and records for the preparation of the Contract Health Safety and Environmental File.		
Start Date	22/04/2024	Duration	1 week
Assessor	F.Smith	Hours of Work	Mon-Friday 8am -4.30pm

Responsibilities

Project Manager	F.Smith
Supervisor	Matthew Clarke

Team Size **2**

Hazards

Hazards Associated With Activity	<u>Demolition</u> • Manual Handling • Use of Hand Tools • Use of Plant • Falls of Materials • Uncontrolled Collapse • Dust • Noise • Vibration
Site Specific Hazards	• Overhead work • Building services • Access • Security

Risk assessments will be carried out for the activity and attached to this method statement, will form part of the induction and must be followed on site.

Work Procedure & Control Measures

The work will be supervised and monitored at all times by a competent site / task specific supervisor.

All works to be carried out in accordance to the risk assessments, construction phase plan in place and other H&S management documents in place.

Site compound and welfare facilities to be set up in an area agreed with the client or existing welfare facilities to be used.

Identification of any conflicts of other working groups or work activities operating within the same area and specify communication and liaison arrangements to control additional risks.

Work area to be securely cordoned off to prevent unauthorised access. Only authorised personnel will be allowed access to the work area. All persons (including visitors) to the site must sign in on arrival and sign out when leaving the site. Appropriate signage will be suitably displayed around the work area.

PPE to be worn at all times on site.

Training

Only qualified / certified or otherwise competent personnel will be permitted to undertake the work.

All operatives are to receive training on manual handling techniques, asbestos awareness and work at height.

All workers to undertake site induction prior to commencing work.

Toolbox talks will be carried out on a daily basis during the works to raise awareness of relevant H&S issues.

Access

Work at height will be eliminated where possible, through changing work procedures or using alternative equipment.

Step ladders and ladders are only to be used for access and short duration work, and only when there is no suitable alternative such as full access scaffolding, tower scaffold or MEWP. Tower scaffolds to be erected by PASMA trained operatives. MEWPS to be used by suitably trained operatives (e.g. IPAF).

Access equipment will be securely stored at the end of each shift to prevent unauthorised use.

Exclusion zones will be established in the area below any overhead works, using suitable barriers and signage, to protect people below from the risk of any falling tools or materials.

Security

The site boundary will be secured with a minimum of 2m high fencing and secure, lockable entrance gates.

All accessible boundaries will display construction site warning signage to prevent and deter unauthorised access.

All persons entering the site will be required to report to the site office to sign in and be inducted. All visitors will be accompanied at all times.

Before vacating the site at the end of each shift all entrances will be locked shut.

The site boundary will be inspected daily for signs of attempted access or gaps, missing signage or other security breaches which will be addressed before leaving the site.

Site Plant

Site traffic routes form part of the site induction.

Pedestrian routes are kept away from vehicles routes at all times.

Mobile plant and machines are to be maintained following the manufacturer's recommendations / planned maintenance schedule and visually inspected before use.

Any faults or defects are to be reported and plant taken out of use.

Only those that have been trained and are competent are authorised to use the plant on site.

Site rules, speed limits and one-way systems and access routes, to be obeyed at all times.

Reversing to be minimised on the site and turning in the designated areas.

Signaller/banksman used when reversing.

Strictly no carrying of passengers.

If the hard hat is removed within the protection of the machine cab, it must be worn during

entry and exit of the cab and at all other times on site.

No lifting of more than the safe working load.

Lifting plan completed when using plant and machinery for lifting operations.

Stop blocks used as required to avoid overturning/ excavations/unsuitable ground.

Designated refuelling areas established for refuelling plant on site.

Plant immobilised at end of use to prevent unauthorised access. Keys will never be left unattended with the plant.

Demolition

Work will be controlled by a permit for demolition. Perimeter fencing/walling will be erect/retained to secure access to the site.

All workers and visitors will be required to sign in with the site manager and undertake a site induction.

All existing services (Electrical, Gas, Water) will be disconnected from the building before the commencement of any demolition works, with confirmation issued from service providers.

Welfare facilities will be provided throughout the project. PPE must be worn at all times on site. The site will be surveyed as to the foreseeable impact on any adjacent structures and temporary support or piecemeal demolition by hand to be carried out in at-risk areas.

A Demolition Asbestos Survey will be carried out before any works commence.

Any asbestos identified as hazardous and requiring licensed removal will be removed from the site by a licensed asbestos removal contractor, following current Control of Asbestos Regulations, and disposed of as hazardous asbestos waste to a licensed waste site. Waste transfer notice to be provided as confirmation of disposal. Air tests will be carried out as necessary before building re-occupation.

Soft strip out works will then commence with the removal of all internal fixtures and fittings by hand.

Appropriate hand tools will be used to remove shelving, cupboards, electrics, doors etc.

All glass products i.e. exterior windows will be left intact, to be removed remotely during structural demolition

All soft strip out materials will be disposed of into skips and removed from the site.

Materials will be segregated for re-use and recycling where possible.

The roof will be de-constructed in the reverse order of construction, by hand, working from fixed scaffolding erected to the external elevations with suitable edge protection.

Tiles and fixings will be transferred to ground floor level by rubble chute fixed to scaffolding. Timber joists will be lowered to the ground and placed in a skip with the use of mechanical equipment.

Mechanical equipment will be used to demolish the remaining structure carefully demolishing top-down using push/pull action grabbing/breaking sections inwards.

Plant and machinery will be located in the correct position relative to the work at all times, as per the manufacturer's instructions to ensure stability and safe operation.

Mechanical equipment operated by CPCS Certificated operatives, positioned at a safe distance.

All personnel will be removed from the demolition area, and the site will be checked to be clear before the commencement of mechanical demolition works.

Heras fencing will be erected as required within the site to temporarily prevent access to danger zones during the demolition sequence. Neighbours will be consulted regularly about any noisy or dusty operations.

Dust will be controlled by damping down carried out by handheld methods as required to minimise dust creation and spread.

Noise will be controlled by machine and equipment selection and through demolition techniques.

Ear defenders will be worn during noisy operations such as mechanical demolition works, use of breakers etc.

The demolition sequence will start with the roof area and work downwards. A banks man will convey information to plant operative throughout demolition. Mechanical plant (e.g. a 360 excavator with rotation grab) will be used to clear the ground floor level of debris. The ground floor slab will be broken into sections with a silenced hydraulic impact breaker attachment to a 360 excavator.

Redundant drains and foundations will be grubbed up and removed from the site. Steel plates to protect any underground drainage remaining.

On completion of the works, a condition survey will be undertaken to any adjacent structures and any making good will be carried out as required. The site will be cleared of all materials, tools and equipment, all voids or uneven surfaces will be made good and levelled.

Manual Handling

All manual handling will be minimised through the provision of mechanical aids where practicable.

Where possible materials will be supplied in loads under 25kg. Operatives are not expected to handle loads or items weighing more than 25kg on the site without assistance.

If items above 25kg are to be lifted, or unusual, unstable or hazardous items, the supervisor/site manager will determine a safe method of handling through completing a risk assessment and by specifically instructing nominated individuals.

Any items or loads above 25kg are to be handled through mechanical aids or team lifting.

The following manual handling general precautions will be taken:

Deliveries and materials handling will be planned to minimise the extent of manual handling of materials.

Routes by which materials have to be carried by hand will be checked for, and kept free of, obstructions.

Appropriate PPE will be worn to make sure that materials can be handled safely, e.g. gloves and safety footwear.

Two or more operatives will carry larger or heavier items.

Work Equipment

All current legislation and codes of practice regarding work equipment usage will be complied with.

Only those persons who have received suitable and sufficient instruction and training will be permitted to use work equipment.

All work equipment to operate on 110v.

Any mains powered 240v work equipment will operate, via a transformer or other power

reducing device, at a reduced voltage of no more than 110v.

Before using any item of work equipment, it will be inspected to ensure that it is in good condition and unlikely to cause injury or harm to any person as a result of its correct usage. Equipment guards to be correctly fitted before use.

All personnel are advised to check tools before each use and to take unsafe equipment out of service immediately, for repair or replacement.

Periodic testing and maintenance of all equipment carried out following regulations and manufacturer's instructions.

When not required for immediate use, all items of work equipment will be securely stored to prevent any unauthorised use or accidental contact with any sharp/rotating blades.

Housekeeping

All good practice guidelines regarding housekeeping in the workplace will be observed.

All spillages will be immediately cleaned up to prevent any slip hazards.

All work equipment, chemicals and substances will be properly secured when they are not in use, to prevent any unauthorised usage or accidental contact.

During the works, the area will, so far as is reasonably practicable, be kept clean and tidy with clear walkways as appropriate.

Workspace

All good practice guidelines regarding the provision of sufficient clear working space will be observed.

Before the commencement of any works, sufficient clear working space (taking into account the nature of the work, the location in which the work is to be undertaken and the needs of any other building/site occupants) will be made available, so far as is reasonably practicable. Suitable warning signage and barriers (as appropriate) shall be positioned around the work area, to restrict other persons from entering the area.

During the works, attention will be paid at all times to the maintenance of clear working space.

If during the works, the maintenance of clear working space is impracticable, the person undertaking the work will liaise with the site management / principal contractor to resolve the issue.

Environmental

Work that may result in the escape of pollutants into the atmosphere or exposure to operatives will only be carried out by personnel who have been approved/licensed by the appropriate authority / professional organisation.

Before the commencement of any works which may result in the escape of pollutants into the atmosphere, the area will be sealed off as required and entry to the work area will be restricted.

Before the commencement of any works which may result in the escape of pollutants into the local water table, suitable spillage equipment will be positioned as appropriate.

Suitable warning signage and barriers (as appropriate) shall be positioned around the work area before the commencement of any works which may cause environmental contamination.

External Work

External work is prohibited during extreme weather such as rain, strong winds or snow.

External work at height is also prohibited in icy conditions.

Operatives are to be warned of the dangers of skin damage before external work. Operatives must wear appropriate clothing to protect skin and must apply sufficient sun protection when exposed to UV rays.

Work area to be segregated from any pedestrians or traffic and signs erected to prevent members of the public or vehicles from coming into contact with operatives or access equipment.

Waste Disposal

All current legislation regarding the prevention of environmental contamination (including waste disposal) will be complied with.

Any contaminated or hazardous waste created as a result of works carried out will be properly contained and disposed of by a specialist company.

Waste must be transferred using a waste transfer note.

Cleaning

After completion of the work, the area shall be left in a clean, tidy condition and all associated waste shall be removed and properly disposed of.

PPE Requirements



**Safety
Boots**



Hard Hat



**Hi-Viz
Clothing**



Gloves



**Ear
Defenders**



Dust Mask



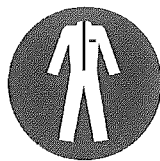
**Eye
Protection**



Harness



**Full Face
Shield**



Overalls



RPE



Other

Other PPE

Additional PPE is required for certain activities as indicated by specific risk assessments.

Management Arrangements

Monitoring Arrangements

Monitoring of this activity will be carried out using a variety of different means such as; inspections, checklists, meetings, audits, reviews, and employee consultation. The supervisor will carry out regular inspections of the works and highlight any concerns.

First Aid Provision

- Nominated First Aider: **Matthew Clarke**
- First Aid Kit
- Accident Book

Welfare Provision

Welfare facilities will be provided within close proximity to the work area.

Personnel must not eat, drink or smoke in the work area.

Welfare facilities, including rest areas and toilet facilities, will be left as they were found in a clean and tidy manner, and operatives are to ensure that they are reasonably clean and tidy before entering premises.

Emergency Procedures

In the event of an accident notify the first aider immediately, for a major injury call 999 or if in doubt call 111.

In the event of a fire sound the alarm and exit the site by the nearest exit, to not attempt to tackle the fire unless you have been trained to do so and it is safe to do so.

In the event of discovering a material that you suspect could be asbestos containing, stop work immediately and notify the site manager/supervisor for further instructions.

Completed By

Name	F.Smith
Signature	
Date	15/04/2024

