

## METHOD STATEMENT

Site Address	10 Goffs Park Road Crawley
Client	Selsdon Building Contractors
The Author of this Method Statement is:	Mr Steve Braidford
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Revision 1

Revision 2

Revision 3

This document will be reviewed at regular intervals and revised as necessary. The details of the review will be documented below.

DATE	REVIEWED BY	SIGNATURE	COMMENTS

### 1. Introduction

1.1 There is a two storey house with asbestos roofed garage this method statement is an outline of how South Kent Plant & Demolition (SKPD)

Will execute the works contained within the issued tender

1.2 All work will be carried out in accordance with the Clients schedules and plans of work. This method statement covers the carefully controlled construction work at the above mentioned site.

### 2. Timescale / Resources

2.1 Project duration is expected to be 1-2 weeks from commencement of work. The number of people on site will be a maximum of 3, although this may vary as work progresses. This will include a trained and competent supervisor and operatives.

2.2 Start date: To be advised

### 3. Preparation

3.1 Prior to commencement of work all relevant documents will be raised and prominently displayed or available on site including, but not limited to:

- Health and Safety Law -Poster
- Method Statement
- Risk assessments
- Plans
- Drawings
- Liability insurance

3.2 SKPD will be entirely responsible for organising labour, plant, equipment and materials to start work on site. The method and sequence of the works is to be carried out so as not to cause danger, nuisance or undue inconvenience to local residents and the general public.

3.3 Access routes will be agreed with the Client. All external areas must be kept free from rubbish, or any waste material.

3.4 These controlled work activities will be conducted to ensure that the general day-to-day operations of adjacent premises / occupiers and pedestrian / vehicular access are not impeded.

3.5 SKPD is deemed to have priced for the provision of all facilities and temporary works or services required for the proper execution of the works.

3.6 The site will be under the control of a full time Supervisor.

3.6 An assessment of site risks and substances used will be carried out at the outset of work.

3.7 Where necessary a licensed Waste Contractor will dispose of all waste materials in accordance with Current Hazardous Waste Regulations.

### 4. Control Measures

4.1 Method of work.

4.2 Risk assessment.

4.3 Trained and competent supervisors / operatives.

4.4 Personal Protective Equipment.

4.5 Demarcation of the work area including screens, barriers and signs

4.6 Traffic and Pedestrian Management

4.7 Compliance with relevant Health and Safety Legislation

### 5. Description of Work

5.1 This method statement covers the main areas of work tendered for by SKPD which is the full mechanical demolition of the existing House and outbuildings, taking up all slab and footings and, clear all arising's and leave the site in a clean suitable condition..

Prior to demolition all low grade Asbestos will be removed under government regulations and transferred to a licensed waste facility.

## 6. Work Sequence

- 6.1 Site set up and demarcation of work area including delivery of materials and work equipment.
- 6.2 Provision of site services where not in place.
- 6.3 Assembly of materials, tools and equipment.
- 6.4 Carry out controlled demolitions
- 6.4 Dispose of waste material in accordance with current Hazardous Waste Regulations.
- 6.5 Remove plant, tools, and equipment
- 6.6 Leave site in a clean and tidy condition.

## 7. Work Method

- 1. Arrive on site; liaise with the client / client representative
  - 2. Issue method statement to employees, ensure all are aware of the works and understand the sequence of works and hazards on site.
  - 3. Carry out tool box talks where necessary (asbestos, live electricity etc.)
  - 4. Install Heras fencing and suitable signage to perimeter of the site
  - 5. Take delivery of plant and welfare
  - 6. Soft strip internal fixtures and fittings i.e. kitchens, carpets door frames etc.
  - 7. *The building will be controlled, razed from the roof down using a 13 ton machine with grapple, A banksman will be In attendance at all times.*
  - 8. *All arising's will be placed in designated waste containers and cleared from site*
  - 9. Footings will then be taken up using 13 ton machine with bucket and broke using hydraulic attachment.
  - 10. The 13 ton excavator will load all hardcore off site into 8 wheeled Lorries and taken to a local licenced tip
  - 11. Any dust created by loading the hardcore away will be kept to a minimum using water sprinklers and hoses.
  - 12. The site will then be levelled off using the 13 ton excavator and tracked in leaving site all level and clean.
  - 13. Client to inspect the area, once satisfied, clear site and hand over to the client
- 7.1 Drawings provided by the principle contractor will be checked to ensure work is carried out According to their requirements. The principle contractor will be consulted if there is doubt About the scope of work or additional clarification is required. Tasks will be carried out in The order required by the principle contractor
  - 7.2 Tools and equipment to carry out the tasks will be checked for safety. Any damaged or Faulty equipment will be repaired or replaced. Electrical equipment will be tested and Checked for correct operation before and after use.
  - 7.3 Waste material will be removed from the work area
  - 7.4 All operations involving Plant or equipment will be properly planned and carried out by Trained operators assisted by a trained and designated Banksman wearing hi-visibility Clothing.
  - 7.5 Operatives will always work in pairs and must wear appropriate, hi-visibility jackets Or waistcoats, hard hats, safety footwear and gloves. Mechanical lifting equipment or Correct manual lifting and handling techniques must be used.

7.6 For personal protective equipment that may be required see section 8.

7.7 Completed works should be inspected and approved and signed off by the client

7.8 After completion of the works, the areas will be left in a clean and tidy condition to the Principle contractor's satisfaction. All tools and equipment will be taken away from site.

## **8. Personal Protective Equipment**

8.1 All personnel working on this project will wear a selection of the following personal protective equipment:

- Protective Footwear
- Hard Hat
- Safety Goggles / Glasses
- Harness with fall arrest
- Suitable Gloves
- Hi-Visibility Vest/Jacket
- Disposable dust mask / Respiratory protective equipment

8.2 The Supervisor will assess the suitability of all personal protective. Operatives will be instructed what type of personal protective equipment to wear and when it must be used. SKPD will provide all necessary personal protective equipment to their employees. Visitors will be required to wear Hi-Viz jackets or waistcoats, hard hats and safety footwear.

## **9. Work Equipment**

A variety of work tools and equipment will be used throughout the project including:

- Selection of hand tools.
- 13 tonne 360 excavator with grapple attachment
- Works vans and lorry

## **10. General Health and Rules**

### **10.1 Training, Competence and Supervision**

SKPD will ensure that all persons employed on the contract:

- are trained and competent to carry out their duties.
- provided with comprehensible information on the risks to health and safety.
- Instructed in the use of personal protective equipment
- fully consulted on all matters relating to the project that may affect their Health and Safety

Health and Safety issues will be monitored and updated as necessary throughout the project.

### **10.2 Supervision**

The work will be under the supervision of Mr Steve Braidford

### **10.3 Communication**

The Site Supervisor will communicate working method statements to all operatives and ensure that the work is carried out safely according to written procedures. All site personnel will be given site induction training covering all aspects of Health and Safety, relating to the relevant tasks being undertaken. All personnel undergoing this training will sign to confirm that they have received the induction. Induction records will be held on site. All Visitors will receive a basic safety induction including site specific rules and emergency procedures.

### **10.4 Permits to Work** **N/A**

### **10.5 Control of Substances Hazardous to Health Regulations (COSHH)**

Before work commences a COSHH assessment will be carried out on any hazardous substances used, and a COSHH Register maintained on site. Material Hazard Data Sheets will be held on site throughout the work period. Appropriate safety equipment to control any health risks will be used.

### **10.6 Manual Handling**

All tasks will be assessed and Manual Handling Risk Assessments completed and made available to employees before starting work.

### **10.7 Equipment Inspections**

All plant and equipment will be examined for safety before being used and at regular intervals thereafter. Statutory inspections will be carried out when required. Defective equipment will not be used until repaired or replaced.

### **10.8 Lone Workers**

No lone working will be allowed on this site.

### **10.9 Daily Checks**

The following will be carried out on daily basis:-

All areas will be inspected to check for any equipment or materials that may have been left in a position that may create additional hazards. This includes but is not limited to – tools, access equipment and other materials necessary for the work.

#### **10.10 Working at Height/ Rescue Plan**

N/A

#### **10.11 Welfare**

SKPD will supply all necessary welfare for the duration of the works

#### **10.12 Warning Signs**

Signs will be displayed where necessary to warn third parties that works are taking place.

#### **10.13 Vermin Infestation**

Appropriate controls should be agreed and communicated to all site personnel if required.

#### **10.14 Emergency / Fire Evacuation**

A suitable means of sounding the alarm will be provided

All site personnel will evacuate to a designated fire assembly point in the street.

#### **10.15 First Aid**

A fully stocked first aid box and eye wash will be kept on site for the treatment of minor injuries. Injuries must be treated immediately and recorded in the accident book.

#### **10.16 Training**

SKPD will ensure that all operatives are specifically trained and competent to carry out their work in a safe manner. Training certificates will be available on site.

#### **10.17 Important Documents**

The method statement, risk assessments; public liability insurance certificate; booking- in / booking –out register; accident book will be available at all times. The 1974 Health & Safety at Work poster will be completed and displayed in a prominent place.

#### **10.18 Emergencies / Evacuation**

On hearing the alarm everyone must evacuate to the assembly point immediately  
Emergency telephone numbers for the local Hospital, Police, Fire and Ambulance Services must be available on site.

### **10.19 Waste Disposal**

All rubbish and debris from site will be cleared regularly. All waste will be disposed of in compliance with current Hazardous Waste Regulations 2005.

**10.20 Burning** No fires are permitted anywhere on site.

### **10.21 Site Security**

Any unauthorised person found on the site will be Requested to leave immediately, and the Police notified.

### **10.22 Monitoring**

The Company's Health & Safety Advisors will carry out Health & Safety Audits On a regular basis with a written report. The Supervisor will carry out Tool Box Talks.

### **10.23 Site Specific Health and Safety Induction**

Everyone working on the site and also visitors will be given a Health and Safety Induction covering general risks, controls, safe procedures and emergency procedures. Failure to comply with site rule will result in the offender being removed.

### **10.24 Risks to the General Public and other Third Parties**

The site will normally be locked which reduces the risk of unauthorised access but a determined individual could gain access to the site.

### **10.25 Traffic Management**

Where possible, vehicular movements will be segregated from pedestrian areas using physical barriers and suitable signage. Banksman will be used for vehicles entering and leaving site.

### **10.26 Amendments**

If circumstances have changed since the original Method Statement / Risk Assessment, then it will be amended by senior management before work commences. Where this would interfere with work in progress, work will cease until action has been taken to eliminate or reduce the risk

Prepared by \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company:  
Document:  
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